Appendix 1
Overview and Scrutiny work programme 2018 to 2019

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
Digital Transformation Programme Update	• To receive a verbal update from the Head of Workforce and Development on the progress of the Digital Transformation Programme	Verbal update	Head of Workforce and Development	Ensure that the programme is proceeding as planned and that any risks are suitable mitigated.	24 Oct 2018
Corporate Peer Challenge Report and Action Plan.	• Identify the priorities for action emerging from the recent corporate peer challenge. • Scrutinise the council's progress in implementing the report action plan.	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.	24 Oct 2018
Financial Strategy Task and Finish Group interim report	• Consider the budget proposals and identify the priority areas for further consideration • Identify any likely impacts of the budget proposals and explore how these will be managed with the relevant officers and Portfolio Holders. • Scrutinise investment and income proposals	task and finish group report	Group Chair Head of Finance, Governance & Assurance	Proposals for investment and income generation are sound.	24 Oct 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 Corporate Performance Report	• Consider the key underlying and emerging performance issues. • Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.	Cabinet performance report	Information, Intelligence and Insight Manager	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	24 Oct 2018
Q1 2018/19 Financial Monitoring Report	• Consider the key underlying and emerging performance issues. • Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.	Cabinet performance report	Information, Intelligence and Insight Manager	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	24 Oct 2018
Annual Customer Feedback Report	• Understand the nature of complaints, compliments and comments that the council receives. • Scrutinise how the council uses these Improve its services.	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.	24 Oct 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
Corporate Peer Challenge Report and Action Plan – exception report	• Scrutinise progress against the action plan. • Identify areas for development and make recommendations for improvement.	action plan update report	Chief Executive	Assurance that the council is making progress in developing its action plan.	24 Oct 2018
Road Safety Task and Finish Group	• Consider the terms of reference for a proposed Road Safety Task and Finish Group.	Terms of reference	Chair, Performance Management Scrutiny Committee	Identify opportunities to reduce road casualties in Shropshire.	24 Oct 2018
CIL, S106 and NHB Task and Finish Group	• Review the draft Community Infrastructure Levy regulation 123 list	task and finish group report	Head of Economic Development	Ensure the council spends income from the levy effectively.	24 Oct 2018
Report of Welfare Reform Task and Finish Group	• Consider the report and recommendations of the Welfare Reform Task and Finish Group.	task and finish group report	task and finish group chair	Ensure effective arrangements Support people in receipt of welfare support and preventative services.	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	• Consider the key underlying and emerging performance issues. • Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.	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	• Scrutinise progress against the action plan. • Identify areas for development and make recommendations for improvement.	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	• Consider the key underlying and emerging performance issues. • Identify any performance areas that they would like to consider in greater detail or refer to the appropriate overview and scrutiny committee.	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

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
Update of roadworks and street works task and finish group.	• To scrutinise progress against the recommendations of the roadworks and street works task and finish group	Committee report	Highways, Transport and Environment Commissioning Manager	Greater public satisfaction with the process of carrying out roadworks and street works.	May 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
Emergency Planning	• Scrutinise Shropshire Council's arrangements for emergency planning.	committee overview report presentation to committee	Emergency Planning Manager	Ensure that Shropshire Council: • identifies the right priorities for its emergency planning • has in place suitable mitigation and • carries out appropriate training and awareness raising.	26 Nov 2018
Public rights of way	• Understand the value of public rights of way • Scrutinise how rights of way are determined, maintained, protected and adjusted	presentation to committee			28 Jan 2019
Community Safety Strategy	• Understand the updated community safety strategy • Scrutinise the research underpinning any changes to the strategy.	committee overview report presentation to committee	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	• Consider the development of plans for the creation of five community hubs. • Ensure that the proposals will meet any needs resulting from social prescribing.	topic briefing note committee overview report presentation to committee	TBA	Ensure that community hubs effectively meet the needs of Shropshire people.	18 March 2019
Burial capacity	• To receive an update on work to secure adequate burial space in Shropshire	committee overview report	TBA	Ensure adequate burial space in Shropshire	Sep 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	• Scrutinise future funding proposals.	committee overview report presentation to committee	Director of Public Health		12 Nov 2018
111 commissioning	• Monitor the performance of the new service arrangements. • Seek assurance that the new arrangements are meeting required service levels.				12 Nov 2018
Delayed transfers of care	• Revisit progress with reducing delayed transfers of care. • Understand the impact of projects. • Understand the impact of winter pressures on delays. • Scrutinise readmission rates. • Scrutinise how care packages for people who have had a stroke are put into place.	committee overview report presentation to committee	Chief Operating Officer, Shrewsbury and Telford Hospital NHS Trust Service Director, Shropshire Council	To agree a course of action to build on local authority success in reducing delays.	12 Nov 2018

Smoking cessation services	• Understand existing smoking cessation services • Scrutinise proposals for service change.	committee overview report presentation to committee	Director of Public Health		21 Jan 2019
Care Closer to Home		committee overview report presentation to committee	Director, Adult Services CCG lead		21 Jan 2019
Future Fit consultation findings	• Consider the findings of consultations on Future Fit reconfiguration of NHS services in Shropshire, including Telford and Wrekin. • Scrutinise the response to consultation findings.	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
Ambulance services	• Understand how the service handles the most serious calls and the service's heaviest users. • Scrutinise how the service uses response times to deliver an effective service. • Provide feedback on a planned visit to the West Midlands Ambulance Service	Map of public defibrillators in Shropshire	Shropshire Clinical Commissioning Group		25 Mar 2019

Better Care and Improved Better Care funds	• Consider the Improved Better Care Fund and its implications for Shropshire people. • Understand the outcomes of the fund and whether these have been achieved.	committee overview report presentation to committee	Director, Adult Services		May 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
Education attainment	• Scrutinise education attainment in Shropshire over recent years • Identify any specific patterns or changes which need to be looked at in detail.	overview report presentation	Director, Children's Services	Ensure that Shropshire Council is targeting support where needed to improve education attainment.	21 Nov 2018
Shropshire Safeguarding Children Board Annual Report	• Provide an overview of the Safeguarding Children Board's work during the previous year. • Scrutinise changes to governance arrangements for the Safeguarding Children Board and Safeguarding Adults Board.	Shropshire Safeguarding Children Board Annual Report	Independent Chair, Safeguarding Children Board	Contribute to developing governance arrangements for safeguarding in Shropshire.	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
Empty Homes	• Understand the extent and impact of empty homes in Shropshire. • Scrutinise work to minimise the number of empty homes in Shropshire.	Presentation and overview report			30 Jan 2019
SEND peer review	• Scrutinise any actions from the proposed peer review of services for children and young people with special educational needs.	Peer review findings and action plan Presentation	Director, Children's Services	Ensure the service's actions plans address the recommendations of the peer review.	30 Jan 2019
Progress and impact of the delivery of the Ofsted Action Plan	• Scrutinise progress with the implementation of the Ofsted Action Plan and the benefits realised for children, young people and families in Shropshire.	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	Scrutinise current arrangements for people to enter into work and progression including apprenticeships and skills training. To include: • apprenticeships and skills training • young people's aspiration and progression, and how to retain young people in the county • older people in the workforce, including re-skilling and retired workers (post 50 workforce) mentoring, coaching • Access to apprenticeships for school staff.	overview report presentations	TBA		30 Jan 2019
Homepoint	TBA	TBA	TBA	TBA	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
Opportunities for Looked After Children and care leavers to achieve their potential	• Scrutiny of the implementation of the Looked After Children Plan and the delivery of improved outcomes. • Examine the availability and uptake of apprenticeships and employment, and housing support, and consider the benefits and impact.	Updated Looked After Children Plan overview report presentation	Director, Children's Services	Assurance that Shropshire Council is delivering better outcomes for looked after children and care leavers.	27 Mar 2019
School improvement	• Scrutinise the impact of changes Shropshire Council's education improvement service.	overview report presentation	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	• Scrutinise the provision of drug and alcohol support services for young people				May 2019
Children's services performance dashboard	• Scrutinise safeguarding and early help performance. • Identify any specific patterns or changes which need to be looked at in detail.	overview report presentation	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
Skills training	• To understand how skills training providers are responding to Shropshire's priorities for skills.	Overview report Presentation	Chair of business board		15 Nov 2018
Securing Investment in Shropshire	• To receive an update on how the council secures investment In Shropshire	Overview report Presentation	Head of Economic Growth		15 Nov 2018
Place shaping – households and accessible green space	• Understand the value of accessible natural green space for health and wellbeing, how access could be maximised, and look at current patterns of availability.	overview report presentation map of current and proposed accessible green space in towns and villages		Development of open spaces that improve the liveability of towns and villages Ensure that open spaces maximise the opportunity for people Improve their health and wellbeing.	15 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
Street works enforcement policy	• To contribute to the development of the draft streetworks enforcement policy	overview report presentation	Highways, Transport and Environment Commissioning Manager	Streetworks are carried out effectively and safely	14 Dec 2018
Review of policy on A boards	• To contribute to the review of policy on A boards	Presentation	Highways, Transport and Environment Commissioning Manager Business groups Charities and accessibility groups	The policy balances the needs for businesses to advertise their businesses with maximising footpath accessibility.	14 Dec 2018
Place shaping – maintaining a clean and attractive space	• Consider the development of the new Local Transport Plan and how it relates to the delivery of the Council's priorities.	overview report presentation	Head of Commissioning	Contribute to development of Local Transport Plan. Provide assurance that the plan contributes to housing and economic growth plans	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
Local economic strategies	• Scrutinise draft local economic growth strategies	overview report presentation site visit	Head of Economic Growth		31 Jan 2019
Place shaping – diversification of the local economy	• 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. • Consider progress in securing investment in the digital and health care sector.	overview report presentation	Head of Economic Growth	Ensure that housing, transport and built environment strategies effectively support economic growth. Provide assurance that the Economic Growth Strategy is delivering economic benefits.	28 March 2019
Highways winter service plan	• Understand the lesson learned from the previous winter maintenance plan. • Scrutinise planning for the winter period 2019-2020.	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	• Consider the revised Local Plan. • Scrutinise local place plans.	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
Financial Strategy and Innovation and Income Generation	• To understand the process and activity stages for developing the Financial Strategy 2018/19 to 2022/23 and how these translate into the Council's annual budgets • To consider and scrutinise the proposals and emerging plans for the whole Financial Strategy and 2019/20 Budget, including how they align to the four pillars. This will be through their development and their implementation, in particular for innovation and raising income. • To consider the alignment of the Financial Strategy and the new Corporate Plan being developed autumn 2018. • To consider the recommendations and areas for action identified in the Corporate Peer Challenge report relating to the Financial Strategy, and how they are being addressed. • To consider the direct and indirect impacts, including risks, of 2019/20 Budget proposals on current services and customers. • To complete specific pieces of work to identify and work up alternatives to emerging plans, including the feasibility of any alternative proposals • Make evidence based recommendations in relation to plans and approaches for innovation and income generation, and alternative proposals for future budget setting.	Performance Management Scrutiny Committee 24 October 2018
Road casualty reduction	• Further analyse statistics on people killed or seriously injured on roads in Shropshire. • Understand the causes of casualties. • Identify existing and potential local authority and partnership policies that can contribute to road casualty reduction.	Performance Management Scrutiny Committee 24 October 2018

Title	Objectives	Next reporting
Welfare reform	• 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. • To understand how the council works with its partners to agree a common strategy Support people in greatest need. • To ensure that council resources are deployed wherever possible Support people into education, employment and training.	Performance Management Scrutiny Committee 14 November 2018
Reducing admissions through warmer homes	• Understand how warmer homes reduce hospital admissions and demand for social care support • Scrutinise the effectiveness of Keep Shropshire Warm • Scrutinise the role of registered social landlords in keeping homes warm • Understand how warmer homes are reducing delayed transfers of care • Explore the links between work to reduce falls and warmer homes	Health and Social Care Scrutiny Committee 19 November 2018
Community Transport	• To understand how community transport operates in Shropshire, and the demand for community transport services. • 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.	Communities Overview Committee January 2019

Title	Objectives	Next reporting

Local Joint Committees (LJCs)	• To review the current design and delivery of the LJCs and use the evidence gathered Make a recommendation on whether they should continue or not.
	  ○ If the recommendation is to continue, make further recommendations on the future design and delivery of the LJCs
	  ○ If the recommendation is to cease, to design the withdrawal of the LJCs without undue impact on Shropshire Council members, town and parish councils, co-opted members or local residents.
	• 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.
		Communities Overview Committee Early 2019