

## 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>
Financial Strategy Task and Finish Group final report	<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.	6 Feb 2019
Meeting Housing Need	<ul style="list-style-type: none"><li>• To scrutinise proposals to meet housing need in the county, in particular the three key decisions areas of:<ul style="list-style-type: none"><li>○ strategic aims</li><li>○ development scope and ambition</li><li>○ governance</li></ul></li></ul>	task and finish group report	Director of Place	Proposals have political backing for their scope, aim and governance.	6 Feb 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
Q2 2018/19 Corporate 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 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 Feb 2019
Q2 2018/19 Financial Monitoring 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 detail or refer to the appropriate overview and scrutiny committee.</li> </ul>	Cabinet performance report	Head of Finance, Governance & Assurance	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	6 Feb 2019
Climate Change task and finish group	<ul style="list-style-type: none"> <li>Appraise the merit of setting up a task and finish group to scrutinise how the council tackles climate change.</li> </ul>	Verbal report	Information, Intelligence and Insight Manager		6 Feb 2019
Asset management strategy	<ul style="list-style-type: none"> <li>Scrutinise the current asset management strategy</li> </ul>	Overview report	Head of Finance, Governance & Assurance	Asset management strategy supports the capital and investment strategy.	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
Q3 2018/19 Corporate 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 detail or refer to the appropriate overview and scrutiny committee.</li> </ul>	Cabinet performance report	Head of Finance, Governance & Assurance	Committee develops its insight into council performance, and focuses its work on relevant performance issues.	6 Mar 2019
Q3 2018/19 Financial Monitoring 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
Car parking strategy	<ul style="list-style-type: none"> <li>Receive an update on implementation of the recent car parking strategy</li> </ul>	Parking income and other data  Committee report			
Update of roadworks and street works task and finish group	<ul style="list-style-type: none"> <li>To scrutinise progress against the recommendations of the roadworks and street works task and finish group</li> </ul>	Committee report	Highways, Transport and Environment Commissioning Manager	Greater public satisfaction with the process of carrying out roadworks and street works.	5 June 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
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.	TBA
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.	TBA

## 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
Engaging diverse communities	<ul style="list-style-type: none"> <li>To agree a terms of reference and work programme to devise a strategy for engaging with the diverse communities of the county, using this work to inform a report by the chief executive.</li> </ul>	terms of reference and work programme +	Director of Place	Appropriate and effective mechanisms to communicate with and engage with diverse communities are in place.	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
Burial capacity	<ul style="list-style-type: none"> <li>To receive an update on work to secure adequate burial space in Shropshire</li> </ul>	committee overview report	TBA	Ensure adequate burial space in Shropshire.	28 Jan 2019
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>	committee overview report presentation to committee	Community Safety Manager	Assurance that the Community Safety Strategy identifies the right priorities for its work.	18 Mar 2019
Public rights of way	<ul style="list-style-type: none"> <li>Understand the challenges faced in keeping public rights of way open.</li> <li>Scrutinise how rights of way are determined, maintained, protected and adjusted</li> <li>Understand the council's responsibilities and budget with regard to maintenance of public rights of way.</li> </ul>	presentation to committee  Great Outdoors Strategy			18 Mar 2019
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>	topic briefing note  committee overview report  presentation to committee	TBA	Ensure that community hubs effectively meet the needs of Shropshire people.	18 March 2019

## Communities Overview 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>
Communication with town and parish councils	<ul style="list-style-type: none"> <li>Understand how Shropshire Council communicates with town and parish councils, and make recommendations for how this can be strengthened.</li> </ul>	Committee overview report	TBA		3 June 2019
Digital Transformation Programme	<ul style="list-style-type: none"> <li>Understand how the programme is improving the council's service to its customers.</li> </ul>	Committee overview report	Technology and Communications Manager		16 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
Smoking cessation services	<ul style="list-style-type: none"> <li>Understand existing smoking cessation services</li> <li>Scrutinise proposals for service change.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Director of Public Health		21 Jan 2019
Future Fit consultation findings	<ul style="list-style-type: none"> <li>Receive an update on the recent consultation on Future Fit reconfiguration of NHS services in Shropshire, including Telford and Wrekin.</li> </ul>	<p>Consultation findings</p> <p>committee overview report</p> <p>presentation to committee</p>	Chair, Health and Social Care Scrutiny Committee	Assurance that the consultation has been carried out thoroughly, and its findings acted upon appropriately.	21 Jan 2019
Care Closer to Home		<p>committee overview report</p> <p>presentation to committee</p>	Director of Performance and Delivery, Shropshire CCG		25 Mar 2019
ASC Quality Assurance Framework		committee overview report	Director, Adult Services		25 Mar 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
<p>Ambulance services</p> <p>(with pre-meeting briefing session)</p>	<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>	<p>Map of public defibrillators in Shropshire</p> <p>directory of ownership and maintenance</p> <p>WMAS performance data and quality accounts</p> <p>Future Fit travel and transport analysis</p>	<p>Shropshire Clinical Commissioning Group</p>		<p>20 May 2019</p>
<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>15 July 2019</p>



## 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
Regulatory services	<ul style="list-style-type: none"> <li>Understand how the council's regulatory services contribute to the health and wellbeing of Shropshire's communities</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Director of Public Health		15 July 2019
Review of 111 commissioning	<ul style="list-style-type: none"> <li>Scrutinise progress in delivering the new arrangements for 111 services in Shropshire.</li> </ul>	<p>committee overview report</p> <p>presentation to committee</p>	Shropshire Clinical Commissioning Group		15 July 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
Early help hubs	<ul style="list-style-type: none"> <li>Receive an update on development of the early help hubs</li> </ul>	Verbal update	Head of Early Help Partnerships and Commissioning	Ensure progress in developing early help hubs.	20 Feb 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
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.	20 Feb 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>	Updated Looked After Children Plan  overview report  presentation	Director, Children's Safeguarding	Assurance that Shropshire Council is delivering better outcomes for looked after children and care leavers.	20 Feb 2019
Shropshire Adults Board Annual Report	<ul style="list-style-type: none"> <li>Provide an overview of the Safeguarding Adults 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 Adults Board Annual Report	Independent Chair, Safeguarding Adults Board	Contribute to developing governance arrangements for safeguarding in Shropshire.	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
SEND peer review	<ul style="list-style-type: none"> <li>Scrutinise the findings and any actions from the recent peer review of services for children and young people with special educational needs.</li> </ul>	Peer review findings and action plan  Presentation	Director, Children's Services	Ensure the service's actions plans address the recommendations of the peer review.	27 Mar 2019
Warmer Homes	<ul style="list-style-type: none"> <li>Understand Shropshire Council's role in ensuring people living in privately owned or rented homes have warm homes.</li> <li>Explore opportunities for Shropshire Council to take a greater role in this work.</li> </ul>	Background report and presentation	Director, Adult Services	Ensure people living in privately owned or rented homes have warm homes.	27 Mar 2019
Empty Homes	<ul style="list-style-type: none"> <li>Understand the extent and impact of empty homes in Shropshire.</li> <li>Scrutinise work to minimise the number of empty homes in Shropshire.</li> </ul>	Presentation and overview report			27 Mar 2019
SEN support in specialist school hubs	<ul style="list-style-type: none"> <li>Understand how children with special educational needs are supported in education.</li> </ul>			Children with special educational needs have the right educational support for their needs.	5 June 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.	5 June 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.	5 June 2019

Future topics for consideration include:

- Homepoint
- Drug and alcohol services for young people: To scrutinise the provision of drug and alcohol support services for young people.
- Short breaks for respite care

## 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
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## 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 growth strategies	<ul style="list-style-type: none"> <li>Review local economic growth strategies</li> </ul>	overview report presentation	Head of Economic Growth	Ensure that market towns have effective growth strategies	15 Feb 2019
Spotlight on a market town	<ul style="list-style-type: none"> <li>Understand how the learning from the local economic growth strategy and the Shrewsbury Big Town plan apply to development in a market town.</li> </ul>	overview report presentation  Supporting policies			15 Feb 2019
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	Ensure that housing, transport and built environment strategies effectively support economic growth.  Provide assurance that the Economic Growth Strategy is delivering economic benefits.	28 Mar 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
Shopping Centres	<ul style="list-style-type: none"> <li>Scrutinise how the council is managing its shopping centres in Shrewsbury town centre.</li> <li>Receive an update on progress in redeveloping the centres.</li> </ul>	overview report presentation	Director of Place	Ensure centres are managed well, and that good progress is being made with plans to redevelop the centres.	28 Mar 2019
Shrewsbury BID	<ul style="list-style-type: none"> <li>Scrutinise how the Shrewsbury BID supports businesses in Shrewsbury town centre.</li> </ul>	overview report presentation	Head of Economic Growth		28 Mar 2019
Local Transport Plan	<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>	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	6 June 2019
Support for small and medium enterprises	<ul style="list-style-type: none"> <li>Understand how the local authority aligns its services to support small and medium enterprises looking to set up or locate to Shropshire, following a recommendation from the committee in November 2018.</li> </ul>	Overview report	Head of Economic Growth		18 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
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>	<p>overview report</p> <p>presentation</p>	Highways, Transport and Environment Commissioning Manager	Contribute to development of a winter service plan that ensure safe highways and protects vulnerable people.	18 Jul 2019
Place shaping – households and accessible green space	<ul style="list-style-type: none"> <li>Scrutinise progress in implementing accessible green place strategy in light on local plan and place plan development</li> </ul>	<p>overview report</p> <p>presentation</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>	18 Jul 2019
Local Plan and place plans	<ul style="list-style-type: none"> <li>Consider the revised Local Plan.</li> <li>Scrutinise supporting policy within the local plan policy suite.</li> <li>Understand how the local plan supports economic growth and other corporate priorities.</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.	18 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
Review of policy on A boards	<ul style="list-style-type: none"> <li>To scrutinise a planned consultation and its findings</li> <li>To make recommendations on future policy in light of consultation findings.</li> </ul>	Overview report	Highways, Transport and Environment Commissioning Manager	The policy balances the needs for businesses to advertise their businesses with maximising footpath accessibility.	5 Sep 2019
WSP annual report	<ul style="list-style-type: none"> <li>Scrutinise performance of our highways delivery partnership</li> </ul>	Annual report	Highways, Transport and Environment Commissioning Manager		7 Nov 2019
Topics for consideration include: <ul style="list-style-type: none"> <li>Rural exception site grants</li> <li>Local housing company</li> </ul>					



opics for consideration include:

- Rural exception site grants
- Local housing company
- Review of Car parking (October)

WSP annual report (October

Future t

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## Appendix 2

### Current and proposed task and finish groups

Title	Objectives	Next reporting
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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 for developing the Financial Strategy 2018/19 to 2022/23 and how these translate into the Council's annual budgets</li> <li>• 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.</li> <li>• To consider the alignment of the Financial Strategy and the new Corporate Plan being developed autumn 2018.</li> <li>• 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.</li> <li>• To consider the direct and indirect impacts, including risks, of 2019/20 Budget proposals on current services and customers.</li> <li>• To complete specific pieces of work to identify and work up alternatives to emerging plans, including the feasibility of any alternative proposals</li> <li>• Make evidence based recommendations in relation to plans and approaches for innovation and income generation, and alternative proposals for future budget setting.</li> </ul>	Performance Management Scrutiny Committee 6 February
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>	Place Overview Committee May 2019

Title	Objectives	Next reporting
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 May 2019
Engaging Diverse Communities	<ul style="list-style-type: none"> <li>• To review and propose the scope of Place Plans including their geography and subject areas</li> <li>• To propose options to ensure Place Plans are developed from the bottom-up</li> <li>• To understand how rural enterprise features in our procurement / commissioning processes.</li> <li>• To proposed opportunities to engage with Strategic Levels within the Council and partners in Place Planning</li> <li>• To engage with Town and Parish Councils on options to reset their relationship with Shropshire Council</li> <li>• To identify appropriate and effective mechanisms to communicate with and engage with diverse communities that can be used to inform co-design and collaboration on a range of matters</li> <li>• Make evidence based recommendations</li> </ul>	Communities Overview Committee February 2019
Brexit	<ul style="list-style-type: none"> <li>• To consider the information brought together to develop a view for Shropshire of the possible implications of BREXIT for the Shropshire economy and the achievement of the Economic Growth Strategy.</li> <li>• To identify, with the relevant officers, the key evidence and related requirements of what Shropshire would require from a future UK funding approach.</li> <li>• To make evidence based recommendations to Cabinet.</li> </ul>	Performance Management Scrutiny Committee TBA

Title	Objectives	Next reporting
Section 106 and Community Infrastructure Levy	<ul style="list-style-type: none"> <li>• To understand how Shropshire Council currently uses Section 106, CIL and NHB and the impact that this has had</li> <li>• To understand how Section 106, CIL and NHB could be used in Shropshire to enable or encourage projects or initiatives for economic growth and prosperity</li> <li>• To learn from other places how they have used Section 106, CIL and NHB to enable or encourage projects or initiatives for economic growth and prosperity</li> <li>• To make evidence based recommendations on how Section 106, CIL and NHB could be used in Shropshire to enable or encourage projects or initiatives for economic growth and prosperity</li> </ul>	Performance Management Scrutiny Committee TBA
Meeting housing need in Shropshire	<ul style="list-style-type: none"> <li>• To investigate the three following key decision areas identified as crucial for the overall development of proposals: <ul style="list-style-type: none"> <li>• Strategic Aims</li> <li>• Development Scope &amp; Ambition</li> <li>• Governance</li> </ul> </li> </ul>	Performance Management Scrutiny Committee 6 February 2019