

# Public Document Pack

**Date of meeting** Thursday, 21st June, 2018  
**Time** 7.00 pm  
**Venue** Committee Room 1 - Civic Offices  
**Contact** Jayne Briscoe 742250



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

## **Health, Wellbeing & Partnerships Scrutiny Committee**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

To receive declarations of Interest from Members on items contained within this agenda.

**3 TERMS OF REFERENCE**

**(Pages 3 - 8)**

**4 WORK PROGRAMME 2018/19**

**(Pages 9 - 14)**

**5 PUBLIC QUESTION TIME**

Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.

**6 URGENT BUSINESS**

To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.

**7 DATE OF NEXT MEETING**

The next meeting will be held on Monday 3 September, 2018 at 7.00pm

**Members:** Councillors Miss J Cooper, Gardner, Heesom, Horsfall, Jones, Kearon, Maxfield, Panter, Parker, Wilkes (Chair) and Wright (Vice-Chair)

*Working to be a co-operative council*

**PLEASE NOTE:** The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

## **FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

**NOTE:** THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY FOLLOWING THE FIRE EXIT SIGNS. PLEASE **DO NOT** USE THE LIFTS.

**COUNCIL CHAMBER:** FIRE EXITS ARE AT THE REAR OF THE CHAMBER AT BOTH SIDES AND THIS IS THE SAME FOR OCCUPANTS OF THE PUBLIC GALLERY.

**COMMITTEE ROOMS:** EXIT VIA THE WAY YOU ARRIVED AT THE MEETING OR AT THE FAR END OF THE COUNCIL CHAMBER.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE REAR OF THE ASPIRE HOUSING OFFICE OPPOSITE THE CIVIC OFFICES. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.



Report of the Acting Chief Executive

to the

Health, Well Being and Partnerships Scrutiny Committee

Thursday 21 June 2018

HEALTH, WELL BEING AND PARTNERSHIPS SCRUTINY COMMITTEE - TERMS  
OF REFERENCE

## **1. Purpose of report**

To obtain members' comments on the draft Terms of Reference for this Committee

## **2. Background**

At the Annual Council meeting on 16 May 2018 approval was given to the revisions to the Scrutiny Committee structure to provide for 3 Scrutiny Committees each with a remit mirroring that of two Cabinet Portfolio Holders- in the case of this Committee, the Cabinet members for Community Safety and Well Being and Leisure and Culture.

The draft Terms of Reference of this Committee are attached for comment. These follow a standard format and content proposed for all 3 Committees.

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## **Health, Well Being and Partnerships Scrutiny Committee**

Established – May 2018

### **Terms of Reference**

#### **Appointment of Chair and Vice-Chair**

The Chair and Vice-Chair shall be appointed by Full Council

#### **Membership**

Members of the Executive are not eligible for membership of the Scrutiny Committee

The Committee shall have 11 Borough Council members who will reflect the political make up of the Council (as required under section 15 of the Local Government Act 1989).

In addition, in accordance with agreed Joint Working Arrangements between the Borough Council and Staffordshire County Council, the County Council is entitled to appoint one member with full voting rights for agenda matters relating to Health and Well Being only. The County Council member will be appointed by their Healthy Staffordshire Select Committee and will provide a link between the work of the two Committees. The County Council member's presence at meetings for other agenda items will be in a non-voting capacity however he/she will be allowed to contribute to the Committees discussions.

For Borough Council members, named Substitute members are permitted to attend when the full member is unavailable.

#### **Remit**

The following service areas fall within the remit of the Scrutiny Committee:

Health and Wellbeing	Leisure Facilities (Leisure Centres etc)
Anti-Social Behaviour	Museum and Art Gallery
CCTV	Community Recreation
Homelessness	Community Centres

Civil Contingencies / Emergency Planning	Parks and Gardens – Recreation and Leisure
Community Safety(incl Police and Crime Panel and Safer and Stronger Board (Crime and Disorder Reduction Partnership)	Britain in Bloom
Domestic Violence Reduction	
Business Crime Reduction	

### **Frequency of meetings**

The Committee shall meet on a quarterly basis in accordance with the approved Calendar of meetings. Any additional meetings shall be convened at the request of the Chair.

### **Scrutiny Review Working Parties/Task and Finish Groups**

The Committee may set up Scrutiny Review Working Parties and/or Task and Finish Groups in order to carry out elements of its approved Work Programme. At no time shall there be more than a total of three Working Groups/Task and Finish Groups in operation. Working Parties and Task and Finish Groups shall be formed and operate in accordance with the Protocol detailed at Appendix 10 of the Constitution.

In addition individual members may be authorised by the Committee to undertake scrutiny research on its behalf, in support of the approved Work Programme. The Scrutiny Officer to be notified of any research being undertaken in order to ensure its compatibility with the Work Programme.

### **Work Programme**

The Committee shall agree a core Annual Work Programme at its first meeting in the municipal year. Additional items may be added by the Committee throughout the municipal year.

At any time, members may propose items for inclusion in the Work Programme, by submission to the Scrutiny Officer for discussion with the Chair. Submissions should detail the reason for the request and the aims and anticipated outcome of any scrutiny exercise agreed. The Chair’s decision on whether to include the item in the Work Programme shall be final and shall be based on relevance to the Committees existing workload, level of community interest and availability of support resources. Repeat requests cannot be made until after 6 months from the refusal to include an item on the Work Programme.

In conducting its Work Programme the Committee shall promote involvement by service users and the wider community wherever possible.

## **General role**

On issues within its remit, the Committee will:

- At the request of the Executive, carry out pre-decision scrutiny and/or make reports or recommendations on their findings
- Review and scrutinise decisions of, or matters referred by, the Executive, the Council, Committees and Officers,
- Review and scrutinise Current policies and assist and advise on future policy development
- Make reports and/or recommendations to Cabinet or Council in connection with the discharge of any functions or policy matters
- Consider any matter affecting the Borough or its community
- Review and scrutinise the performance of external bodies in the interests of promoting collaborative working and make reports or recommendations to public service providers in relation to those of their services which relate to the Authority's responsibilities

## **Specific role**

On issues within its remit, the Committee:

- Shall comply with the requirements of the Budget setting and Policy Framework Procedure Rules
- Will exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or any policy or area committees -in accordance with the Call-in procedure set out at Appendix 10 of the constitution
- May question/call for evidence/seek views from any person (with consent) deemed reasonably necessary to assist in the discharge its role and functions or inform debate
- May question members of the Cabinet and Chief Officers about their performance in relation to significant and/or major projects

## **Relationship Management**

### ***Cabinet Members***

The Cabinet Members with Portfolios of direct relevance to the remit of the Committee are:

Cabinet Member – Community Safety and Well Being

Cabinet Member - Leisure and Culture

The Chair and Vice-Chair shall hold relationship management meetings with the relevant Portfolio Holders to promote close working relationships between the Executive and the Committee.

As and when requested, the relevant Portfolio Holder shall attend the Scrutiny Committee

### ***Staffordshire County Council – Joint Working Arrangements***

The Borough Council is a signatory to Joint Working Arrangements between the Borough and District Councils in Staffordshire and Staffordshire County Council whereby health scrutiny activity is based on three levels of responsibility:

- (a) :The County Council may lead on matters that can best be dealt with at a county level.
- (b) For some matters the County Council may ask a lead District/Borough Council to carry out the scrutiny, and this may be singly or jointly with other District/Borough Councils.
- (c) District and Borough Councils will be lead on those matters that can be best dealt with at a district level.

Under the Joint Working Arrangements this Committee shall appoint one member representative to attend, with full voting rights, meetings of the County Council's Healthy Staffordshire Select Committee.

### **Procedural rules**

The Committee shall conduct it's business in accordance with the Procedure Rules of the Council as set out in Appendices 7 and 9 of the Constitution.





## Report of the Acting Chief Executive

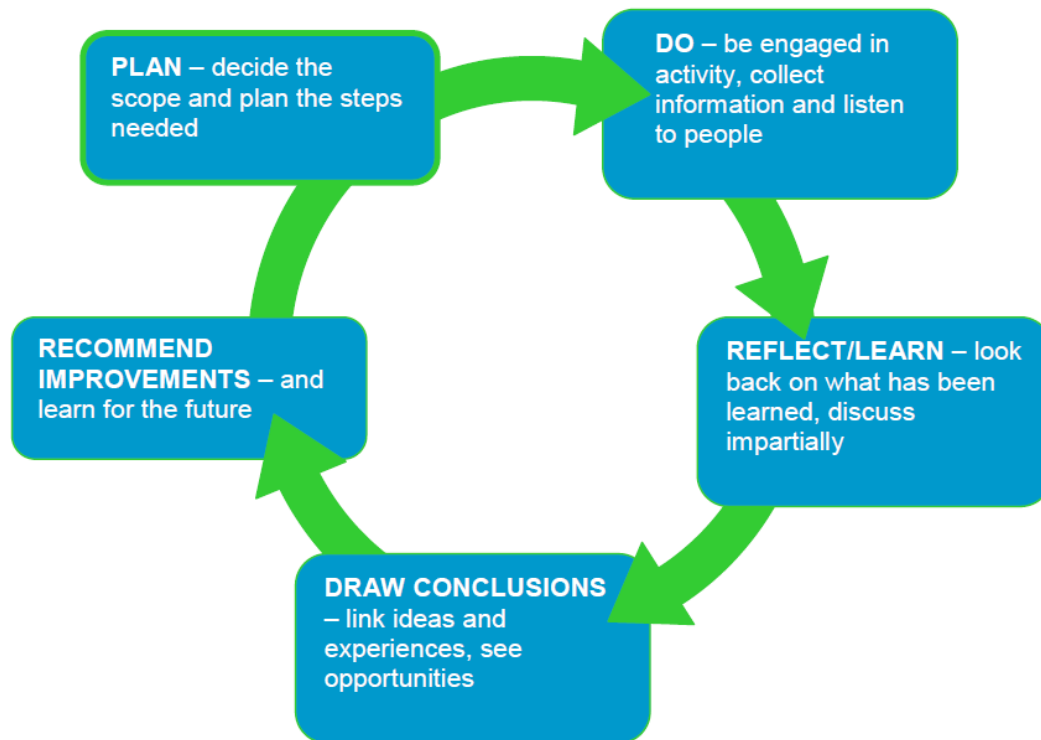
To the Health, Well Being and Partnerships Scrutiny Committee

Thursday 21 June 2018

### WORK PROGRAMME PLANNING 2018/19

1. Members are asked to consider the contents of their Work Programme for 2018/19. To assist, a Work Programme template is attached to this report. The template details those service areas which fall within the purview of this Committee (essentially mirroring the remits of the Cabinet Members for Community Safety and Leisure and Culture). The template also lists a number of issues identified as potential carry forward agenda items from the former Scrutiny Committee structure.
2. Topics for consideration can be generated in a number of ways including requests from Cabinet for support in policy formulation, pre-decision scrutiny of Cabinet reports, items proposed by Committee members/Chair perhaps in response to representations from the public or in response to concerns at the performance of a service. In addition, the call-in of Cabinet decisions is dealt with by the Scrutiny Committee for the service area concerned.
3. When considering suitable areas for scrutiny, matters to consider include:
  - Is the topic an identified priority for the Council, a Partner or the local community?
  - Does the topic have a weak trend in performance or dissatisfaction?
  - Is the topic the subject of external concerns eg by Inspectors or Auditors?
  - What outcome is sought?
  - When would be the most appropriate time to conduct a scrutiny review?
  - What resources are available to conduct and support a scrutiny review?
4. Scrutiny can be carried out in a variety of ways – by the full Committee, a Scrutiny Review Working Group, a Task and Finish Group, an Inquiry Day or by an individual member on behalf of the Committee. In order to maintain a manageable workload for members and the support resources, the Terms of Reference detailed elsewhere on this agenda limit the number of scrutiny exercises at any one time to three.
5. Whilst more detailed advice and guidance on conducting a Scrutiny Review will be available to members at the training event to be held on Thursday 5 July 2018, I

have included below a diagram of the process which is suited to all scrutiny reviews whichever format that review takes:



## HEALTH, WELL BEING AND PARTNERSHIPS SCRUTINY COMMITTEE

Work Programme 2018/19

Chair: Councillor Ian Wilkes

Vice-Chair: Councillor Ruth Wright

Members: Gardner, Horsfall, Jones, Kearon, Julie Cooper, Heesom, Maxfield, Panter and Parker

Portfolio Holders covering the Committee's remit:

Councillor Jill Waring - Cabinet Member – Community Safety and Well Being

Councillor Mark Holland - Cabinet Member - Leisure and Culture



The following services fall within the remit of this Scrutiny Committee:

Health and Wellbeing	Leisure Facilities (Leisure Centres etc)
Anti-Social Behaviour	Museum and Art Gallery
CCTV	Community Recreation
Homelessness	Community Centres
Civil Contingencies / Emergency Planning	Parks and Gardens – Recreation and Leisure
Community Safety(incl Police and Crime Panel and Safer and Stronger Board (Crime and Disorder Reduction Partnership)	Britain in Bloom
Domestic Violence Reduction	
Business Crime Reduction	

The core Work Programme is determined at the beginning of the municipal year. Issues can be added throughout the year with the Chair's approval or where a new priority area comes to the Committee's attention.

For more information on the Committee or it's work Programme please contact Jayne Briscoe on 01782 742250 or at

[Jayne.briscoe@newcastle-staffs.gov.uk](mailto:Jayne.briscoe@newcastle-staffs.gov.uk)

DATE OF MEETING	ITEM	BACKGROUND/OBJECTIVES
Thursday 21 June 2018	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
	Draft Terms of Reference	
Monday 3 September 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
Monday 3 December 2018	Work Programme	To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme
Monday 4 March 2019	Work Programme	To evaluate and review the work undertaken during 2018/19
Monday 3 June 2019	Work Programme	To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year
<p>Suggestions for potential future items:</p> <ol style="list-style-type: none"> <li>1. Feedback/Monitoring reports from bodies on which the Borough Council has member representation: <ul style="list-style-type: none"> <li>• Healthy Staffordshire Select Committee -District and Borough Digest – summary of work of Committee</li> <li>• Staffordshire Police and Crime Panel – summary of Panel discussions</li> </ul> </li> <li>2. Review of SPACE provision</li> <li>3. NHS Provision in North Staffordshire ( consultation exercise anticipated in Autumn 2018)</li> <li>4. Mental Health Challenge</li> <li>5. Dementia</li> <li>6. Safeguarding</li> <li>7. Child Sexual Exploitation (CSE)</li> <li>8. Domestic Violence</li> <li>9. Counter Terrorism</li> <li>10. Purple Flag</li> </ol>		



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