



Overview and Scrutiny Management Board

Tuesday, 29th April, 2014 at 6.00pm
in Committee Room 3 at the Council House, Priory Road, Dudley

Revised Agenda - Public Session (Meeting open to the public and press)

1. Apologies for absence.
2. To report on the appointment of any substitute members for this meeting.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm and sign the minutes of the meeting on 26th February, 2014 as a correct record.
5. Review of Community Forums.
6. Health Scrutiny Committee Review of Tobacco Control.
7. Development of the Annual Scrutiny Programme 2014/15.
8. Membership of the Children's Services Scrutiny Committee – Verbal Report
9. To consider any questions from Members to the Chair where two clear days notice has been given to the Director of Corporate Resources (Council Procedure Rule 11.8).

A handwritten signature in black ink, appearing to be "P. Z.", is written over a horizontal line.

Director of Corporate Resources
Dated: 17th April, 2014

Distribution:

Councillor Ridley (Chair)

Councillor Tyler (Vice-Chair)

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

Please note the following important information concerning meetings at Dudley Council House:

- In the event of the alarms sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.
- There is no smoking on the premises in line with national legislation. It is an offence to smoke in or on these premises.
- Please turn off your mobile phones and mobile communication devices during the meeting or set them to silent.
- If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, please contact the contact officer below in advance and we will do our best to help you.
- Information about the Council and our meetings can be viewed on the website www.dudley.gov.uk
- The Democratic Services contact officer for this meeting is Steve Griffiths, Telephone 01384 815235 or E-mail steve.griffiths@dudley.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Wednesday 26th February, 2014 at 6.00 p.m.
at the Council House, Priory Road, Dudley

PRESENT:

Councillor Ridley (Chair)
Councillor Tyler (Vice-Chair)
Councillors A Ahmed, Blood, Boleyn, Caunt, Hale, Islam, James, Kettle and Marrey.

OFFICERS:

R Sims, Assistant Director (Housing Strategy and Private Sector - Lead Officer to the Board) and S Griffiths (Democratic Services Manager - Directorate of Corporate Resources)

18. **DECLARATIONS OF INTEREST**

No Member declared an interest in any matter to be considered at this meeting.

19. **MINUTES**

RESOLVED

That the minutes of the meeting held on 20th January, 2014, be approved as a correct record and signed.

20. **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD 2013/14**

The Director of Corporate Resources and the Lead Officer submitted the draft annual report of the Overview and Scrutiny Management Board for 2013/14. The report included issues identified in the interim review submitted to the Board on 26th November, 2013 and identified further work to improve the Council's overview and scrutiny arrangements based on comments and views expressed by Members of the Council. A summary of the comments received from Members was circulated for consideration.

An issue raised during the consultation had been the possible opportunities for formalised joint scrutiny arrangements with other local authorities. Although some joint working had taken place it was considered that this had been problematic in the past.

The Board discussed the process for developing the Annual Scrutiny Programme for 2014/15. Consultation would take place in March/April, with a view to a further report being submitted to the next meeting of the Board on 29th April, 2014. This would include consideration of any items to be rolled-forward from the 2013/14 Plan and draft items for inclusion in the future work programmes of individual Scrutiny Committees and the Board itself. The Overview and Scrutiny Management Board would meet early in the new municipal year to finalise the Annual Scrutiny Programme for 2014/15.

Members commented on the importance of the timing of a meeting of the Overview and Scrutiny Management Board in the calendar of meetings for 2014/15 to ensure that Members had the opportunity to scrutinise the overall budget proposals on a strategic basis. This would take place following the cycle of meetings at which each individual Scrutiny Committee examined the service-specific implications of the budget proposals.

In relation to the scrutiny of decisions taken by external bodies, it was reported that this issue would be raised with the Leader and considered as part of the annual review process.

Reference was made to the Corporate Performance Management, Efficiency and Effectiveness Scrutiny Committee undertaking detailed scrutiny of the quarterly corporate performance management report. The view was repeated that a relevant senior officer from each Directorate should attend meetings of that Committee to respond to questions raised by Members.

The Chair of the Children's Services Scrutiny Committee raised the need for a review of the composition of that Scrutiny Committee, in particular the appointment of co-opted members. There was a need to ensure that the composition of the Committee remained fit for purpose moving forward with a wider focus than just educational issues. A report would be presented to the next meeting of the Board.

Members raised general issues concerning the lighting and acoustics in Committee Room 2 of the Council House and the need to maintain the quality standards of reports to scrutiny meetings. In particular, Members asked that reports were circulated with sufficient notice; that late reports should not be tabled at meetings and that reports should be presented without 'small print', making them difficult to read.

It was also noted that on 4th March, 2014, the Adult, Community and Housing Scrutiny Committee would be considering a report concerning New Bradley Hall. The Board discussed the process whereby individual items were referred to Scrutiny Committees outside the agreed Annual Scrutiny Programme. It was suggested that in future, requests for the referral of specific items for scrutiny should be channelled through the Overview and Scrutiny Management Board. The Board would decide whether to undertake the scrutiny review itself or refer the matter to a specific Scrutiny Committee. The Chair undertook to discuss this matter with the Director of Corporate Resources for clarification of the position concerning the protocols set out in the Constitution.

RESOLVED

- (1) That the comments received from the consultation with all Members of the Council be noted.
 - (2) That, subject to any necessary amendments as a result of the comments made at this meeting, the annual report of the Overview and Scrutiny Management Board for 2013/14 be received and referred to the Council at its meeting on 14th April, 2014.
 - (3) That the Lead Officer and the Director of Corporate Resources, in consultation with the Chair and Vice-Chair, be authorised to make any necessary amendments to update the annual report prior to its submission to the Council.
-

21. REVIEW OF COMMUNITY FORUMS

A meeting of the Overview and Scrutiny Management Board would be held on 29th April, 2014 to discuss a review of the operation of the Council's Community Forums. The meeting would also receive a report on draft items for the Annual Scrutiny Plan 2014/15.

22. FORWARD PLAN OF KEY DECISIONS

The Board noted the forward plan of key decisions for the four-month period commencing 1st March, 2014.

The meeting ended at 7.15 p.m.

CHAIR

Overview and Scrutiny Management Board – Tuesday 29th April 2014

Report of the Director of Corporate Resources

Review of Community Forums

Purpose of Report

1. To report on the findings of the review of the community forums after the first year of operation and to consider proposals arising from the review.

Background

2. Arrangements for community forums were established by the Council at its meeting on 26 November 2012 following a review of the former area committees carried out by scrutiny committee chairs and a period of public consultation. In setting up the forums, the Council asked for an ongoing review of the arrangements to ensure that they remain flexible and that a full review of the operation of the community forums be undertaken after 12 months of experience.
3. The report to the council set out some of the concerns about area committees, namely:
 - they are too bureaucratic and formal, which is off-putting for local people to become interested and involved in
 - there is insufficient time devoted to local issues, and for the public to have an opportunity to comment on, or raise items
 - meetings are an unsatisfactory mix of community engagement and council meeting business
 - as there are only three meetings a year, this makes the Area Committees insufficiently responsive to local issues. There needs to be more regular opportunities for local people to discuss issues and engage with Elected Members
 - the Area Committee boundaries are, in general, too large and smaller neighbourhood groupings would be preferable
 - they involve too much officer resource to attend each meeting

- there is inconsistency in the links with other local events such as the PACT meetings, the Citizen First Panels, etc.
4. The Council also established some initial principles for the new community forums, although these were to be kept under review. In summary, these were:
 - new structure is to be funded from existing resources
 - meetings will be less bureaucratic and move away from stereotype “Council Committee” format
 - forums to meet in locally accessible venues (5 meetings per year)
 - focus on public forum/ward issues and area funding
 - standard times of all meetings to be 6.30pm – 8.30pm (making it easier to publicise across the Borough)
 - removal of microphone/sound system
 - no special meetings to be called in view of increased frequency
 - rooms to be set out informally
 - officer attendance to be only one Senior Officer and a Democratic Services Officer to take a note of issues requiring action/response (bullet point informal minutes)
 - no written committee reports in the traditional style
 - no separate working groups/pre-meetings (except for discussing funding applications if necessary). However, local ward meetings can take place on specific issues should ward Councillors wish to arrange these.
 5. Following the Council decision, area committees ceased with immediate effect, having met for the last time during October/November 2012. The nine community forums began meeting in February 2013 and met again during April.
 6. For the 2013/14 municipal year, the largest forum (both in terms of number of wards and total population served) Belle Vale, Halesowen North, Halesowen South, Hayley Green and Cradley South community forum was split into two (Belle Vale, and Hayley Green and Cradley South forming one and Halesowen North and Halesowen South forming the other), meaning that there would be ten forums operating during 2013/14. Five meetings of each forum were included in the calendar of meetings for the year.
 7. Establishment of the community forums has been an important part of the council’s commitment to becoming a community council. Future development of the forums therefore needs to be related to the wider community council context involving initiatives such as the Big Question budget consultation, the ‘love your community’ campaign, encouraging wider community engagement

and promoting a social enterprise culture. The forums were established following advice from and a session facilitated through Dudley Council for Voluntary Service, which has expertise in community engagement and in new approaches to community participation. The aim with community forums is to move them towards greater community participation in line with the aspirations for a community council, although at this stage specific criteria to measure how successful forums have been have not yet been established.

Process for review

8. In accordance with the decision of the council, the operation of the forums has been kept under ongoing review with a community forum steering group, led by Councillor Dave Tyler and the director of corporate resources, meeting briefly at the time of each round. As a result, a few changes have been introduced during the first year including the move from nine to ten forums, the introduction of an online forum involving the Deputy Leader and the attendance from the September round of an officer from Dudley Council Plus at each forum to facilitate the feedback process from forums to service areas.
9. For the annual review, a survey of elected members was carried out following the November round of meetings and feedback forms have been made available for local community attendees to complete during each round of the forum. Discussions were held with a range of current and prospective lead officers and feedback gathered from others who had attended forum meetings or had some other involvement. Meeting paperwork was reviewed, particularly 'action notes' and examples of community or other area/locality based forums were looked at in other areas (although not visited).

Summary of feedback

10. The survey of members was carried out during November to December 2013 where they were asked to give their views about forums and to share any ideas for improvement. 50% of members responded in some form to the survey although did not necessarily answer all the questions. A majority of responses referred to better attendances, more participation or greater informality as positive features of the forums compared with the former area committees. There was no particular consensus amongst respondents on the things which had gone less well although a few members referred to publicity, low levels of attendance at some forum meetings or a lack of continuity with notes of meetings only available on the website. A small number of responses were not in favour of community forums and questioned their role.
11. There was a range of subjects raised as possible items for future agenda, although some members emphasised that issues ought to come from local

communities rather than the council, and a few were happy with the agenda as it stood. Others thought that the opportunity could be taken for forums to feed into wider consultations and for joining up with other agencies' consultations, such as the Clinical Commissioning Group or the police, either one-off or more regularly. Having specific local items on the agenda, rather than just an open agenda, was seen by some as a measure which would encourage participation.

12. Members used a variety of means to publicise forum meetings, usually using the posters provided or through word of mouth and day-to-day contacts. A few members used social media. Members had a large number of different suggestions for ways to improve forum meetings from better publicity, involving young people, different venues, specific agenda items, to changing boundaries. No suggestions were made about altering the frequency or times of meetings.
13. Relatively few feedback forms were completed by local people attending forum meetings during each round (although 66 have been received in total) and the majority of feedback through this mechanism has been positive. Members of the public responding have both appreciated the opportunity to raise and discuss issues with councillors and have welcomed the more informal settings of the forums. A significant number of those responding indicated that they attended other meetings in the area such as PACT (Police and Communities Together) meetings, tenants and residents meetings or councillors' surgeries.
14. Most respondents said that they would attend future forum meetings. Relatively few made specific suggestions about topics for future meetings but a number indicated that they were generally interested in local issues. On the less positive side, there have been some comments about publicity for the forums and a few attendees have expressed difficulty in hearing what was going on.
15. Feedback from officers in attending and supporting forums has been incorporated into the rest of the review report looking at particular aspects of the forums.

Attendances

16. Attendances from the community have varied quite considerably from forum to forum and meeting to meeting, with some meetings attracting good numbers but others few. Overall, attendances have averaged around 15 per forum for each cycle of meetings during the first year of operation (i.e. 5 rounds of meetings). The profile of those attending, while there has been no formal monitoring of attendees, has largely been in the older age range with people from white groups predominating at most forum meetings. The choice of venue

has had some impact on attendance, although there is no clear correlation between types of venues, or location, and numbers of attendees. The sixth round of meetings (January/February 2014) saw an increase in average attendance over the first 5 rounds to 17 and a narrowing of the gap between the best and worst attended forums.

Venues

17. Democratic Services work with forum chairs to identify appropriate local venues to host meetings. All forums have met in a number of different venues, particularly community centres, church halls and schools, across the wards which make up each forum. This has been seen as positive in that different geographical communities have had the opportunity to attend a local meeting in their area but there is clear evidence that people are less likely to attend the forum if it is not being held within their ward or locality.
18. The use of one or two venues, such as the Cornbow Hall, Halesowen, has received some adverse comments, and these may not be used in the future. There is also the opportunity to think more creatively about venues, subject to cost constraints, which should help to attract different communities or age groups to attend. It is proposed to keep venues used under review particularly to identify alternatives to those which have been used and proved less successful.
19. Some feedback has indicated that it is not always immediately clear to people turning up at venues that there is a forum meeting taking place that evening. It is proposed to signpost meetings better and to improve liaison with venue owners/occupants in advance of meetings to encourage them to play a greater role in publicising meetings.

Forum boundaries

20. As previously noted, a small number of elected members made comments about changing forum boundaries. However, in general, there seems satisfaction that the forum boundaries strike the right balance between closeness to local communities and practicality/cost. All forums cover either two or three wards and populations of between 24,332 and 42,346 (average of 31,293) (source 2011 Census). Some wards will always fit more closely than others and there will be positives and negatives about every possible alignment. It is proposed to maintain the current boundaries for the foreseeable future, but to keep them under review to see if other proposed changes tackle some of the identified issues of lower attendances in some areas and reluctance to travel far to meetings.

Communication and media

21. Forum meetings are advertised widely through channels such as the council's website, media releases, the council's e-bulletins, Dudley Together, social media and amongst council employees. Elected members are also expected to spread the word through their many contact networks and are supplied with posters to distribute and display. Given the financial situation, there is a limited budget available for publicity. However, it is proposed to make some improvements to the forums page on the council's website, publish an annual calendar of forum meetings and introduce an inbox for people to send in topics for meetings. There should also be a notice on the entrance to the venue on the evening of the meeting - venues are asked to display a poster in advance of the meeting, although don't always do so - and host organisations could include mention of the meeting in any newsletters or forthcoming events bulletins. Some more focussed publicity will be looked at around the less well attended forums.

Social media

22. Alongside the September round of meetings the first online community forum was held with the Deputy Leader responding to questions and issues posted on Facebook. This proved to be popular and a commitment was made to hold a similar online forum to accompany each round of community forum meetings. Subsequent online forums have also been very successful and have received national media coverage. A number of other local authorities have contacted the council as a result as they are interested in running similar online forums themselves.
23. Some members indicated that they used social media such as Facebook and Twitter to publicise the forums. Embracing use of Twitter at forum meetings would be one way of encouraging more participation particularly amongst different age groups and those who are unlikely to or don't have the time to attend meetings.

Meeting agendas

24. Agendas for forum meetings have taken the same open format to encourage local residents to raise any issues that they wish and to move away from the meetings looking or feeling like council committee meetings. No reports are taken to meetings other than on funding applications. A significant proportion of attendees, whilst welcoming the open opportunity to raise particular issues on the evening, would like to have some scope for particular topics relevant to local communities to be specified on the agenda and advertised in advance. This is likely to encourage more people to attend and also to move meetings away from being another opportunity to raise problems or concerns which

could be better directed through other channels such as councillors' surgeries, online reporting or the customer feedback process.

25. It is proposed that lead officers and community forum chairs/members liaise with local communities to identify local issues which can form the basis for a pre-planned and advertised item on the agenda. To date, many of the issues most commonly raised are around services which fall within the responsibility of the Directorate of the Urban Environment. This is no doubt due to the high visibility and the universality of these services. Appendix 1 shows a 'word cloud' of key words which most often featured in the action notes from the first five rounds of community forum meetings by way of illustration.
26. Attendees should be encouraged at forum meetings to identify topics which are of significance to local communities for discussion at future meetings. There are a range of participatory techniques which can be used to support this process and indeed to help where appropriate in moving forward with the support of local communities towards a more involving form of engagement. It is proposed to trial these at one forum initially.
27. Alongside this it is proposed to retain the open parts of the agenda as these are clearly welcomed by members and local communities to raise other issues of concern or interest to them. Some more minor changes can readily be made to forum agendas to make them look less like council committee meetings.

Relationship with other bodies

28. Representatives from some other public bodies, such as the police, the fire service and the Clinical Commissioning Group (CCG), have attended some forum meetings although not on a consistent basis. Across the Dudley Local Policing Unit (covering the borough), PACT (Police and Communities Together) meetings are held according to local circumstances with some neighbourhood teams holding monthly meetings and some holding them less frequently. Police surgeries are generally also held between PACT meetings, although again the frequency does vary between areas. There is some occasional overlap between issues raised at police meetings and at community forums but police meetings are often held on a much more frequent and at a more localised level than community forums. There may be some scope for occasional joint meetings to be held where there are issues which would benefit from a joint local community, police and council response. The new police and crime board could potentially help to manage this relationship.
29. CCG representatives attended most community forums during the November cycle. In most cases this was without advance notice to the chair and lead

officer. CCG representatives took a wide range of different approaches in attending the meetings from making brief reference to current proposals and consultations to spending a sizeable proportion of the meeting in explaining changes in local health care provision, such as the proposed closure of the walk-in centre at Holly Hall. At some forums this appears to have been welcomed and at others less so.

30. For the future, it is proposed to put arrangements on a clearer footing. CCG or other statutory agency representatives should be welcome to attend forum meetings to make reference, for example, to consultation exercises and to encourage people to attend other events or to get involved. However, if they would like to use forums as specific vehicles for consultation then this should be agreed in advance and identified as something local people would like to see on the agenda.

Responding to issues raised

31. If attendees at forum meetings wish to get a personal response to issues they raise which members or officers aren't able to address on the night, they are asked to complete a form with the details of the request and their contact information. A representative of Dudley Council Plus now attends to help with this process and to ensure that forms are filled in so that the request and contact details are clear. The form is then recorded by Dudley Council Plus within 48 hours, an acknowledgement sent to the customer and the issue forwarded to the relevant directorate contact to deal with and respond to the customer alongside feedback channelled through other routes.
32. In due course use of tablet devices may help in the forum feedback process but the cost of using these will need to be covered by efficiency savings found elsewhere in the process.

Lead officers and officer attendance

33. One of the key requirements in establishing forums was for a significant reduction in officer time required to attend and support them compared with area committees. With the increase in numbers of meetings of forums (50 a year in total) compared with area committees (15 a year), this has been achieved by limiting officer attendance at forum meetings, initially to a lead officer and a democratic services officer.
34. Most lead officers have been at assistant director level but in setting up the arrangements it was always planned to hand on lead officer responsibility to other senior managers at below assistant director level. These managers have been going through the first stage of the council's new leadership development

programme, launched in early 2013. Potential new lead officers have shadowed existing lead officers and have been provided with training and support sessions to enable them to take over the role.

35. Lead officers have seen their role as providing support to the chair and playing a role in facilitating the meeting, alongside dealing with the funding side of the forum. Some lead officers indicated that they thought that some more clarity of their role as the forums developed would be welcomed.
36. The only other regular officer attendance at meetings has been a democratic services officer to take a note of issues raised at the meetings. Notes of meetings are made available on the committee management information system (CMIS) and submitted to council in the white book, but are not circulated at forum meetings. Forums are not formally constituted committees of the council so do not require a formal record. There is scope to make the forum notes less formal looking and more like the bullet points originally intended. Some of those who gave feedback during the research queried why the notes of the meeting were not circulated at the next meeting to provide some continuity.
37. From the September round of meetings most have also had an officer from Dudley Council Plus present to assist attendees, who wish to raise service requests and who want a personal response, to complete forms. On a small number of occasions an additional officer with specialist knowledge has attended an individual meeting in order to address a specific issue which was going to be raised.
38. It is proposed to hold further occasional sessions, as needed, for lead officers to support them in developing into the role. Formalising the role and the required competencies for lead officers would be helpful, alongside clarifying where within the organisation support is available to enable them to fulfil their role. Lead officers should also have ongoing opportunities to share what has worked well with the forum they support. The roles of other officers attending also needs to develop in line with the development of the forums, to widen them from the more traditional approach, and it is proposed to provide some support in helping them to do so.
39. In line with the proposal to have a specific item on forum agendas, there will be a need at times to have additional specialist officer attendance at some meetings but this will need to be kept to a minimum.

Elected members

40. Training has been offered to elected members who chair meetings. Some chairs may appreciate a short briefing note on items to mention in introducing forum meetings. A little more information could also be included on the meeting agenda.
41. Some comments were made during the research about further developing the relationship between chairs and lead officers for individual forums. In order to assist with this and to help establish some clearer success criteria for each forum, it is proposed that prospective chairs of individual forums meet prior to the start of the first round of forums in the next municipal year with the new and past lead officer for their forum to review the past year, to map out the top three priorities for the forum for the coming year, identify potential agenda items which can be shared with local communities and set out an improvement agenda for the particular forum. Each forum should aim for both good levels of attendance and high levels of participation from attendees and chairs and lead officers may wish to assess the forum's current position using the model set out at Appendix 2.

Funding

42. Previous funding allocations to area committees were carried over to the community forums on a ward by ward basis. Most forums have received a good number of requests for funding although some forums have had meetings where no applications have been received. It is felt by some that the application forms are a little onerous for small community organisations to complete when applying for small amounts of funding. It is proposed therefore that application forms will be simplified for the new municipal year both to help in their completion but also to make it easier for members to access the relevant information, whilst ensuring that appropriate probity arrangements are still in place.
43. Some elected members and officers have expressed some concerns about the funding guidelines, both in terms of who can apply and receive funding and in terms of administration. It is proposed that the guidelines be adjusted to clarify that forum funding should only be available to community organisations based in the borough, parent organisations rather than, for example, individual teams within a sports club, should submit applications, and to introduce a deadline for submission to particular forum meetings (any urgent applications being dealt with between meetings, usually by email between the lead officer and forum members). It should also be made clear when organisations are bidding to all or a number of forums.

44. It is proposed to retain the arrangements whereby members consider applications at forum meetings and make recommendations on funding to the director of corporate resources. Some attendees at forum meetings have questioned why only elected members are allowed to decide which applications to recommend for funding. However, the steering group feels that as councillors are democratically elected as local representatives they are accountable for and have the legitimacy to make these decisions. Applicants should, though, continue to be encouraged to attend the meeting where their application is being considered and to speak in its support. Some small changes can be made to the website and the agenda encouraging community organisations to make applications. Funding reports should, as originally agreed, be less formal and not in standard committee format.

Conclusions and summary of proposals

45. Although clear success criteria were not specifically identified when community forums were established, there is a general view that they have proved to be a good step forward from the former area committees and have provided a much better opportunity for engagement between local communities and the council through the local ward members.
46. There is no doubt that some forums have proved more successful than others, evidenced in part by attendances, but also through other feedback.
47. A longer term evaluation of community forums would need to be undertaken in the wider context of the developing community council, given that community forums are but one aspect of this, and against the backdrop of reductions in funding, transformation of the way the council provides services, changing community expectations and broader work on community engagement such as that being undertaken by staff on the leadership development programme.
48. The identification of top priorities and an improvement agenda for each individual forum will help in measuring the success of the forums in the future.
49. **Summary of proposals:**
- Review the venues used for meetings to remove those which have been less successful and look more widely at venues which might attract a broader attendance (subject to cost) (paras 17, 18)

- Maintain current forum boundaries, but keep them under review, along with the frequency of meetings (five times a year) and times (6.30 - 8.30 pm) (paras 12, 20)
- Make some improvements to the forum web page, provide an inbox for topic suggestions and ensure improved publicity at the meeting venue (para 21)
- Continue with the online forum at the time of each round of community forums (para 22)
- Use of Twitter to be encouraged at forum meetings (para 23)
- Meeting agendas to feature a specific topic advertised in advance alongside the existing open items (paras 24-27)
- Pilot participatory techniques at one forum initially (para 26)
- Better manage the relationship with other statutory organisations inputting into forum meetings; explore the option for occasional joint meetings where the local community wishes (paras 28-30)
- Officer attendance be kept to a minimum but the need for additional specialist officer attendance be accepted where a particular item is on the agenda (para 39)
- Meeting paperwork and action notes to be less formal still (paras 27, 36, 44)
- Ongoing training and support to be provided to lead and other officers and forum chairs/vice-chairs, as appropriate (para 38, 40)
- Chairs and lead officers to establish priorities and an improvement agenda for individual forums at the start of the municipal year (para 41)
- Application forms and funding guidelines to be amended (paras 42-44).

50. This review report was considered and agreed by the community forum steering group which met on 15th January 2014.

51. A joint session with forum chairs, vice-chairs, lead officers and democratic services officers was held on 13th March 2014 to present the findings of the annual review and to obtain feedback on the proposals. Points raised have been reflected in the report.

Finance

52. Costs of community forums have been contained within past budgetary allocations for area committees. The general fund expenditure on the former area committees and community forums over the past 6 financial years is set out below. The reductions take account of decisions taken by the Council in

previous years to reduce printing and publicity and to cease the provision of refreshments. In addition, the frequency of the former area committees was reduced to 3 per year. The administrative arrangements for community forums have been much 'lighter touch' and have involved the removal of the sound/microphone system, the further reduction in the production/printing of paperwork and the booking of smaller community venues.

2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
--------	---------	---------	---------	---------	---------

£37,619	£35,641	£23,345	£10,099	£6,544	£4,205 (projected)
---------	---------	---------	---------	--------	--------------------

53. Area funding allocations currently remain at £10,000 per ward per annum with unspent allocations from previous area committees carried forward into the community forums.
54. No separate special responsibility allowances are paid to the chairs and vice-chairs of community forums.

Law

55. Area committees were established under the provisions of the Local Government Act 1972. Community forums are not formally constituted committees and do not fall under the provisions of the Act.

Equality impact

56. A number of the recommendations in the report are intended to ensure that community forums are of interest to and attract people from different backgrounds in the local area. Embracing social media gives opportunities to people who are unable or do not usually attend meetings to have a say, as well as attracting more younger people to take part. Reviewing venues used will help to identify the ones which are most accessible to and appropriate for people from different communities.

Recommendation

57. That the Management Board considers the proposals set out in the report and recommends their adoption to the Cabinet or Council as appropriate.



.....
Philip Tart
Director of Corporate Resources

Contact Officer: Simon Manson
Telephone: 01384 814713
Email: simon.manson@dudley.gov.uk

List of Background Papers

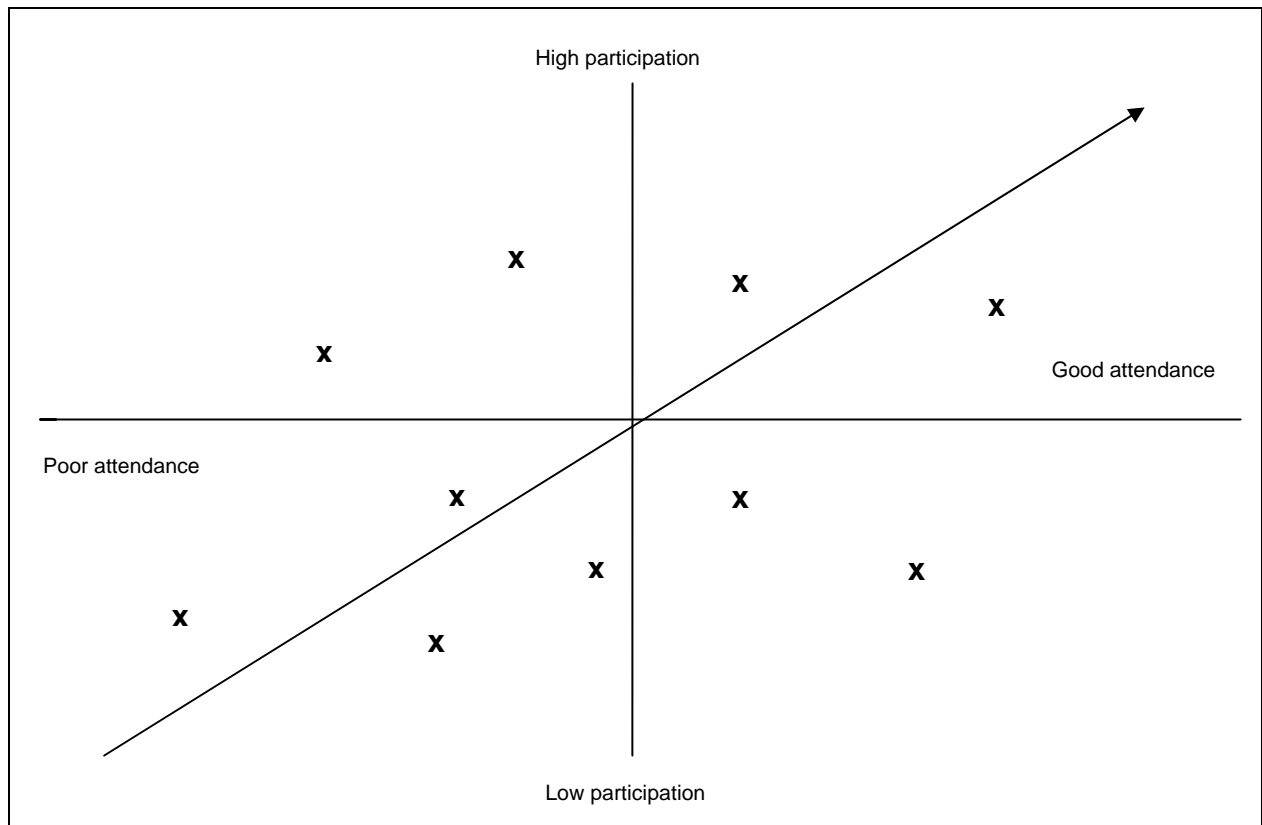
Community Forum meeting paperwork and feedback forms
Forum steering group agendas and minutes

Appendix 1. Word cloud showing key words most commonly featured in community forum action notes (February – November 2013)



Appendix 2. Improvement model for community forums

Each community forum should aim for good attendance levels and high rates of participation from attendees.



Note: The positions of community forums denoted by x are hypothetical and not based on any assessment of individual forums carried out during the review

Overview and Scrutiny Management Board – 29th April, 2014

Report of the Lead Officer for Health Scrutiny

Health Scrutiny Committee Review of Tobacco Control

Purpose of Report

1. To consider recommendations arising the Health Scrutiny Committee's review of tobacco control and other updates.

Background

2. Smoking is a major problem for public services both nationally and locally. Within Dudley it is estimated to be the cause of over 480 deaths per year; and is the single biggest determinant of inequality in life expectancy across communities.
3. Members wanted to investigate how the prevalence of smoking in the borough might be tackled and shape practical recommendations for developing and strengthening the work of the Council and health improvement partners in the area of tobacco control.
4. The review panel was established in October 2013 comprising Councillors: Ridney; Harris; and Rogers specifically to:
 - evaluate effectiveness of partnership working in reducing overall prevalence and assess outcomes of local strategy
 - spotlight challenging areas and discuss possible solutions involving partner organisations
 - assess measures geared to minimise uptake of smoking amongst young people and tackle consumption of illicit products across areas of high smoking prevalence
 - evaluate the current level of involvement and contribution of key public employers to the promotion of in smoking cessation and prevention services for staff.
5. Two evidence sessions were subsequently held with field specialists and other contributors enabling members to gain a richer insight into tobacco control practice and priorities; with the aim of securing more incisive recommendations.

6. Contributors included representatives from; Trading Standards; Housing Management; Public Health and the Family Nursing Partnership. Members were particularly grateful to the young people from 'Kick-Ash' whose views on services needed were very useful.
7. On 27th March 2014 the Heath Scrutiny Committee considered a summary of the review panel's main findings and approved proposals to consolidate recommendations into a review action plan. The review report and corresponding action plan are attached at appendix 1 for Board approval.
8. It is proposed that the Board endorse the action plan for referral to Cabinet and partner bodies with the particular aim of hardwiring improvements in corporate strategy; to maximise long term success. The Tobacco Strategy Reference Group will have a role in overseeing this.

Other Work

9. Separately, the Committee's second review for 2013/14 on the theme patient experience is gathering pace. Members have agreed to hold an initial evidence meeting with expert contributors April/May; with the aim of advancing preferred lines of enquiry in a harmonized way across agencies.
10. Stakeholder consultation on the development of the Committee's work plan will launch in May encompassing key commissioners and providers and local consumer champion for health care: HealthWatch. A number of important issues have already been identified during the Committee's heavy work schedule amid the on-set of NHS reforms. Work pressures will continue to trend as intentions of new system leaders consulted on in 2013/14 come to bear. This implies a challenge to increasingly prioritise issues moving into 2014/15 so as to maintain timely and incisive scrutiny.
11. The Board will be consulted as the work develops with the aim of maximising added value across Council policy and health improvement partners.

Finance

12. This report outlines findings to date on tobacco reduction in accord with the review panel's terms of reference and outlines further options for accelerating this reduction.
13. Implementation of at least some of the recommendations may have financial implications (e.g. training costs) for the Council and health improvement partners however it is not possible to quantify costs at this stage.
14. Changes to services provided by the authority arising from the review would require further explanation and financial implications scrutinised further; in the light of the Council's on-going budget programme.

Law

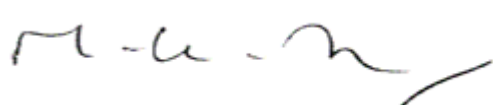
15. Section 111 of the Local Government Act 1972 authorises the Council to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any of its functions.
16. The Health and Social Care Act 2012 places the scrutiny of health, care and well-being services by local authority members onto a statutory footing.

Equality Impact

17. The work of the Committee can be seen as contributing to the equality agenda in the pursuit of improving health and wellbeing for all. This implies a challenge to ensure that services meet the needs of all sectors of the community to make this an even greater reality in Dudley.

Recommendation

18. It is recommended that the Board:
 - note this report;
 - endorse the Committee's recommendations and corresponding action plan at appendix 1 for referral to Cabinet and external agents.



.....
Mohammed Farooq – Assistant Director Corporate Resources

LEAD OFFICER FOR HEALTH SCRUTINY

Contact Officer: Aaron Sangian
Senior Policy Analyst – Health Wellbeing and Communities
Telephone: 01384 814757
Email: aaron.sangian@dudley.gov.uk

Documents used in the preparation of this report:-

1. Terms of Reference and Annual Scrutiny Programme 2013-14. Health Scrutiny Committee July 16th 2013.

Dudley Health Scrutiny Committee

Tobacco Control Review

Chair's Forward

Smoking is a major problem for public services both nationally and locally. Within Dudley it is estimated to be the cause of over 480 deaths per year; and is the single biggest determinant of inequality in life expectancy in our communities.. Continued investment in reducing smoking prevalence and increasing cessation is crucial to realising ambitions to close the gap in health inequalities; envisaged in Dudley's Joint Health and Well Being Strategy.

As health scrutiny members we wanted to investigate how the prevalence of smoking in the borough might be tackled and shape practical recommendations for developing and strengthening the work of the Council and health improvement partners in the area of tobacco control.

A lot of strong views were expressed and resonating at the heart of this review was the call for more preventative work amongst younger people; and more community based tobacco control measures in areas of highest smoking prevalence. Whilst improving local knowledge about key community groups and smoking patterns, agencies should consider what incentives could be given to shift deep rooted behaviours in de-normalising tobacco use.

This report is particularly timely as it coincides with consultation on the latest version of Dudley's Tobacco Control strategy outlining new national and local priorities. We hope the task group will find our recommendations helpful and seek to implement them as the main change agent.

However, whilst strategy looks to empower local communities to change their smoking behaviour, the onus is on all of us to make policy a real success in achieving a society free from the harms of smoking for future generations.

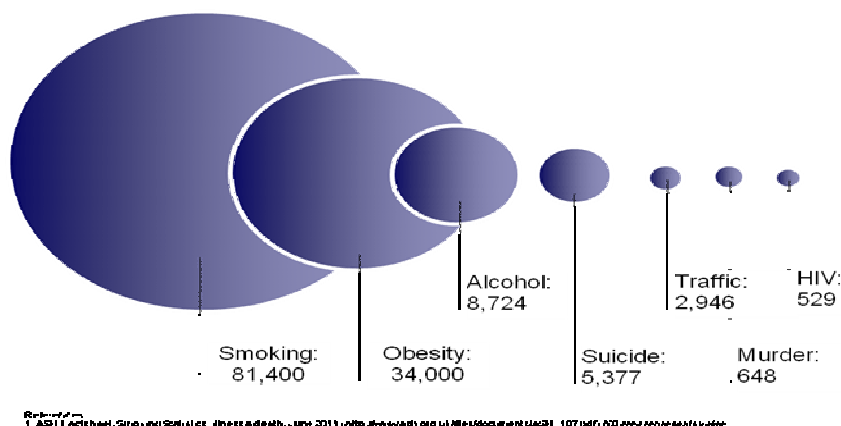
We are extremely grateful to Council and NHS professionals and experts in the field who gave us their time and insights into the work they do as witnesses at our evidence hearings; and to the potential service users such as young people whose views on the services needed were extremely useful.

Cllr Mrs Susan Ridley
Chair Dudley Health Scrutiny Committee

1. Introduction

Smoking remains the single greatest cause of preventable death in the UK. It kills more people each year than obesity, alcohol, road accidents and illegal drug use put together.

Each year smoking causes the greatest number of preventable deaths



Over 80,000 people die from smoking related diseases every year in England (approximately **480+** in Dudley). Tobacco is unique. It is the only product that kills when it is used entirely as intended. There are no safe levels of consumption and this is where tobacco differs from alcohol and fast food.

Legislation and national action by the current and previous UK Government has gone some way to address the problem of tobacco use. Progress has been made over the last decade in reducing the prevalence of smoking in England from 28% to 22%, with a decline in smoking among 11–15 year olds from 11% to 6% between 1998-2007.

This fall is estimated to have delivered net annual revenue benefits of £1.7 billion, in addition to health improvements. The total cost of tobacco control measures in the UK is currently around £300 million per year. A one percentage point drop in the prevalence of smoking is estimated to produce a net revenue gain of around £240 million per year through NHS cost savings, increased tax revenue (due to extra years of working life), less workplace absenteeism and fewer payments of disability benefits.

Overall smoking rates in Dudley have come down from 22.5% in 2004 to 18.5% (based on the 2009 Dudley Health Survey). However, there remains higher smoking prevalence in our most deprived areas, Castle & Priory (24.5%) and Brierley Hill (26.4%).

Smoking is the single biggest cause of health inequalities and life expectancy differences we see in our communities. The more deprived you are, the more likely you are to smoke. Almost every social indicator of social deprivation, (e.g. income,

socio-economic status, education and housing tenure) independently predicts smoking behaviour.

People living in deprived areas in Dudley are more likely to take up smoking, and at a younger age. They are more likely to smoke heavily and are less likely to quit smoking, increasing the burden of smoking-related disease on the local economy .

It is estimated that there are 50,500 people that still smoke in Dudley, which costs our economy around £76.8 million per year based on output lost from early death (£23.5 million), loss of productivity from smoking breaks (£16.6 million), smoking related sick days (£14.3 million), NHS costs (£15.5 million), passive smoking (£4 million), smoking related fires (£2.9 million) and cost of cleaning smoking litter (£1 million).

Tobacco Control refers to a co-ordinated and comprehensive approach to reducing the prevalence of tobacco use. The comprehensive tobacco control agenda requires a structure that supports clear accountability and strategic decision-making as well as allowing for a wide range of partners with different fields of expertise and interests to engage at different levels across a wider geographical area. Dudley is a key member of the Black Country Tobacco Control Alliance and have benefitted from shared cross boundary working to address key challenges specifically around illicit and counterfeit tobacco.

The current Tobacco Control Strategy for Dudley – ‘Creating A Smokefree Generation’ was based on meeting Government 2010 targets and is undergoing a review and update to bring this programme of work into line with new national data and local priorities. Health Scrutiny can help shape local approaches to inform this process.

Terms of reference

The review panel was established October 2013, following approval of the Committee’s 2013/14 work plan specifically to:

- evaluate effectiveness of partnership working in reducing overall prevalence and assess outcomes of local strategy
- spotlight challenging areas and discuss possible solutions involving partner organisations
- assess measures geared to minimise uptake of smoking amongst young people and tackle consumption of illicit products across areas of high smoking prevalence
- evaluate the current level of involvement and contribution of key public employers to the promotion of smoking cessation and prevention services for staff.

Recommendations will be framed in a multi-agency action plan for the Overview and Scrutiny Management Board consideration in the spirit of embedding closer links with executive policy development; envisaged in the Authority’s revised scrutiny model.

2. Summary and Recommendations

After receiving evidence from key witnesses and experts in the field (across two member led workshops) outlined in this report the Committee makes the following recommendations.

Smoking is a major problem for public health and public services both nationally and locally. Within Dudley it is estimated to be the cause of over 480 deaths; and has a strong bearing on inequalities of life expectancy.

Collaborative working has enabled a holistic approach to Tobacco Control; outcomes of partnership strategy clearly demonstrate the benefits and commitment to closer working between the Council, Public Health and NHS in addressing public health priorities. Smoke-free legislation has helped to protect people in public places from the health risks of second hand tobacco smoke and challenged the perception that smoking is a normal behaviour. However, there is a long way to go to denormalise tobacco use and achieve a society that is free from the harms of tobacco for future generations.

Recommendation One – Stop Smoking Services

Identifying community groups with high smoking prevalence is important, particularly if tobacco control activity is to be targeted for best effect. The National Institute for Clinical Excellence concludes reducing smoking prevalence among people in routine and manual groups, some BME groups and disadvantaged communities will help reduce health inequalities more than any other public health measure. As such the panel recommends this measure is taken on board as part of the strategy development through challenging local targets, supporting targeted groups and monitoring progress over time.

The NHS stop-smoking service is successful but only reaches a small part of the smoking population. Access has reduced over the last 2 years particularly within GP services. Alternative community based access needs to be explored in the light of Dudley's increasingly diverse communities. As such the panel recommends that tobacco control activity takes place within community settings to increase accessibility and use. Scope, feasibility and cost benefits should also be explored in commissioning voluntary and community sector to deliver cessation services in maximising participation across all community groups.

The panel recognise different groups require different methods of engagement. Consulting BME communities can help shape improved and relevant interventions and services. Reaching these smokers often means delivering services in different ways, and so methods to best access more of these target groups should be explored.

Evidence indicates health care professionals can play a pivotal role in delivering cessation support and facilitate appropriate referrals across patient journeys. Barriers exist to health & social care workers being empowered to consistently deliver this support. More health professionals and front-line staff should receive

suitable training to have the confidence to administer this important public health role.

The Family Nursing Partnership (FNP) work intensively with young mothers-to-be aged 16-19 years old. Stop smoking support is available through motivational interviewing techniques and provision of smoking medications. Support continues into the postnatal period based on national evidence based cessation training. FNP assessment represents a systematic challenge on perception and attitudes towards smoking among young parents and new families; contributing to a shift in thinking of tobacco use being normal. However, the FNP lead stated in the workshop that they are currently not able to provide more intensive stop smoking support because the service is not staffed at full capacity levels. As such, the panel is keen that the FNP is commissioned to recommended capacity; with the particular aim of accelerating reduction of tobacco use across new families.

During the review, members were made aware of particularly high smoking prevalence among mental health service users. Clearly this adds to their health inequalities. However members did not have occasion to assess access to support services across in-patient and primary care settings. Particular focus on support for mental health service users should be explored as a potentially significant health improvement issue.

The Committee recommends that:

- tobacco control interventions should be closely integrated with community health services, community based and shaped around Dudley's range of community groups through specific engagement on: what would best help them to quit; what support areas are important to them; effective communication to educate smokers on the harmful effects of smoking.
- Council and Public Health explore the scope and feasibility of a distinct intervention programme for mental health service users helping them to quit smoking to reduce contribution of on-going health inequalities.
- Public Health promote tobacco control and cessation support across community champion's from particular groups that have been identified as high risk e.g. people in routine and manual groups, some BME groups and disadvantaged communities.
- Dudley CCG commissions Family Nursing Partnership to recommended capacity with the particular aim of accelerating reduction of tobacco use across new families. The service should encourage a focus on communities identified as high-risk.

Recommendation 2 - Young People-Tobacco Education

Delivering a consistently strong message across younger people is imperative in creating a society free from the harms of smoking for future generations. Different and more creative engagement methods should be used to better identify with young people such as special events co-ordinated through the Kick-Ash programme. Updating the local strategy is an opportunity to strengthen how tobacco control is delivered across younger people both inside and outside school settings. Members are particularly keen to see the Kick-Ash programme being extended

across the school network targeting a younger age group as a first step in creating a significant shift in social attitudes towards smoking among young people. Research shows that the best way to stop children from smoking is to get those around them, particularly their parents to stop.

The National Tobacco Control Strategy states “the merits of establishing smoke free areas for all children’s play areas” will be considered. More work is required to further denormalise tobacco use, for example by having smoke-free children’s play areas to promote smoke free awareness. As such a voluntary smoke-free code for children’s play areas is encouraged to empower local communities themselves to change their smoking behaviour.

The Committee recommends that:

- Council and Public Health review how tobacco control education is delivered in schools and consult with the Youth Parliament on the development of an improved programme. The Kick-Ash scheme should be central to future plans in embedding the best, evidence-based methods of providing tobacco control education to young people with a focus.
- Council should explore implementation of a voluntary smokefree code/policy across outdoor play areas in the spirit of other Council trailblazers empowering communities themselves to change their smoking behaviour.

Recommendation 3 – Leadership, Partnership and Communication

Local authorities now have a leading public health role. Raising the profile of tobacco control should be encouraged within the local authority by appointing a lead member to champion the issue; secure council-wide support; raise awareness among partners and in the community; and to keep tobacco control at the forefront of the health and wellbeing agenda.

Given the integration of public health, it is easier for Council services to navigate tobacco control and make appropriate referrals. It follows that there is potential for other Council services to contribute to the tobacco control agenda through contact with wider communities and socially isolated groups. These services might include Dudley Council Plus, front line staff within libraries, leisure services, Community Care and Housing Management Services etc. The Panel is keen to incorporate interventions and referrals to stop smoking support across these services to maximise impact of tobacco control measures.

Tobacco is expensive and concerns remain about increased demand elasticity for illicit and counterfeit products, particularly among younger people in the light of tax levies and broader economic challenges. Housing Managers and Trading Standards should remain vigilant across high prevalence areas and target so called ‘fag houses’ to accelerate smoking reduction. Members suggested using Housing Home Checks to feed intelligence led enforcement.

There is a worrying grey area when it comes to e-cigarettes that needs to be addressed. Members are concerned that the growing popularity of e-cigarettes could undermine years of anti-smoking efforts, with particular concerns about promotion to

children and non-smokers. There are no age restrictions in statute affecting the sale of e-cigarettes. Dudley's Pharmaceutical Needs Assessment should be sensitive to these concerns and to restrict sales across affiliated outlets to over 16s. This could be extended across the commercial sector by canvassing organisations to pledge an action under the 'Smoke Free Generation' programme.

The Committee recommends that:

- Public Health, Trading Standards and Housing Services review areas where enforcement and educational activity can be combined. (e.g, when carrying out compliance duties, officers identify an opportunity to refer, educate or advise about accessing support services for smoking).
- Training to be provided for frontline staff undertaking statutory / enforcement duty (ideally smoking advisor level 1) enabling a consistent tobacco control message and systematic cessation support across all community groups.
- A local champion for Dudley is identified to raise the profile of tobacco control across partnerships with a seat on the Tobacco Steering Group.
- Council explores how Adult Social Care, Libraries, Customer services, Leisure services and Housing Services, particularly through routine Home Checks, can assist with the promotion of smoking cessation. We recommend at least level 1 advisor training empowering staff to make referrals.
- Council explores how routine Housing Services Home Checks can be developed to accelerate the reduction of counterfeit and illicit sales.
- The PNA should be developed to exclude sales of e-cigarettes to under 16s across affiliated retail outlets. This should be followed-up by a campaign for organisations to pledge an action under the 'Smoke Free Generation' programme.
- Public Health and Trading Standards develop clear communication channels for Council members and the public to whistle blow underage sales tobacco and counterfeit/illicit trade; in the spirit of local intelligence-led enforcement.

Conclusion

Smoking is a significant determinant of inequality in life expectancy. Continued investment in reducing smoking prevalence and increasing cessation will be key to realising ambitions to close the gap in health inequalities; envisaged in local Joint Health and Well Being Strategy.

A lot of strong views were expressed and resonating at the heart of this review was the call for more preventative work targeting younger people; along with greater controls and support across communities experiencing highest smoking prevalence. Whilst improving local knowledge about key community groups and smoking prevalence, agencies should consider what incentives could be given to shift behaviours and challenge current perceptions and thinking of tobacco use in communities being normal.

Overall, anti-smoking policies are seen as cost-effective health interventions which deliver revenue benefits to public finances as well as wider social benefits. Scaling back investment in tobacco control would more than likely result in net revenue losses rather than gains to increasingly constrained budgets.

Overview and Scrutiny Management Board – 29th April, 2014

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

Development of the Annual Scrutiny Programme 2014/15

Purpose of Report

1. To invite Members to give preliminary consideration to the Annual Scrutiny Programme for 2014/15.

Background

2. The annual report of the Overview and Scrutiny Management Board for 2013/14 was approved by the Council at its meeting on 14th April, 2014. The report stated that early consideration would be given to potential topics for inclusion in the 2014/15 Annual Scrutiny Programme. The Programme will contain topics for consideration by individual Scrutiny Committees and the Board itself.
3. The starting point for developing the 2014/15 Annual Scrutiny Programme is to consider any topics or items of business that need to be rolled forward from 2013/14. For ease of reference, the Annual Scrutiny Programme for 2013/14 is attached as Appendix 1.
4. The development of the Annual Scrutiny Programme will continue to be a Member-led process taking account of the views of Directorates, Scrutiny Chairs and others. Members are asked to reflect on the number of topics selected for the Annual Scrutiny Programme in the context of the Council's budgetary situation, corporate priorities and organisational capacity. Scrutiny Committees will retain some discretion over the number of topics they wish to scrutinise, however, the workloads of Committees need to remain manageable.
5. Initial consultation with Directorates has identified a number of possible key topics for consideration taking account of key corporate challenges and priorities. These will be discussed with Members at the meeting and be considered alongside any other suggested topics that arise during the preliminary consultation. Proformas will be available at the meeting concerning proposed items for scrutiny in 2014/15 outlining the scope of the possible topics.
6. The Overview and Scrutiny Management Board will meet early in the new municipal year to formally approve the Annual Scrutiny Programme for 2014/15. Scrutiny Committees will, of course, retain the flexibility to scrutinise any additional topics that might arise during the year. In carrying out their individual work programmes, Scrutiny Chairs and Vice Chairs have the freedom to adapt their approaches to carry out the scrutiny reviews allocated to them.

7. The Board has previously discussed the process and protocols for referring individual items to Scrutiny Committees outside the agreed Annual Scrutiny Programme. In future, requests for the referral of specific items for scrutiny will be channelled through the Overview and Scrutiny Management Board. The Board will then decide whether to undertake the scrutiny review itself or refer the matter to a specific Scrutiny Committee.
8. Last year, informal development sessions were held for Members of each Scrutiny Committee and Officers immediately following the first meeting of each of the Scrutiny Committees in June/July. This allowed a discussion on the scope of the topics to be scrutinised; the process of gathering information (including the 'witnesses' to be invited to attend) and the timescales for carrying out the reviews. It is recommended that this approach be continued for 2014/15.
9. Member Development sessions will also be organised in relation to budget scrutiny. In 2014/15, Scrutiny Committees will focus on the detailed scrutiny of individual Directorate budget proposals whilst retaining some flexibility for cross-cutting issues. Following the programmed cycle of Scrutiny Committees in November, the Overview and Scrutiny Management Board will meet to scrutinise the overall budget proposals on a strategic basis.
10. The Council's overview and scrutiny arrangements will continue to be the subject of an annual review process. Any relevant issues will be reported to the Overview and Scrutiny Management Board during the municipal year.

Finance

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

Law

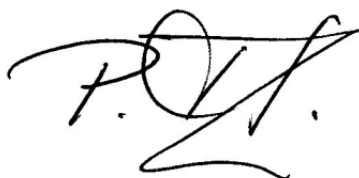
12. Scrutiny Committees are established in accordance with the provisions of the Local Government Act 1972 and the requirements of the Council's Constitution, which was adopted under the Local Government Act 2000, subsequent legislation and associated Regulations and Guidance.
13. Scrutiny powers relating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

Equality Impact

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

Recommendation

15. That Members give preliminary consideration to items for inclusion in the Annual Scrutiny Programme for 2014/15.



.....
Philip Tart
Director of Corporate Resources



.....
Ron Sims
Lead Officer

Contact Officers: Philip Tart
Telephone: 01384 815300
Email: philip.tart@dudley.gov.uk

Ron Sims
Telephone: 01384 815820
Email: ron.sims@dudley.gov.uk

Steve Griffiths
Telephone: 01384 815235
Email: steve.griffiths@dudley.gov.uk

List of Background Papers

Reports and minutes of the Council dated 14th April, 2014

Annual Scrutiny Programme 2013/14

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