

Public Document Pack

To all Members of the

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

AGENDA

Notice is given that a Meeting of the above Panel
is to be held as follows:

VENUE: Council Chamber - Civic Office
DATE: Thursday, 29th June, 2017
TIME: 10.00 am

Members of the public are welcome to attend

Items for Discussion:

1. Items for Discussion:
2. Apologies for absence.
3. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
4. Declarations of Interest, if any.
5. Minutes from the Meeting of the Overview and Scrutiny Management Committee held on 23rd March 2017. (*Pages 1 - 10*)
6. A. Items where the Public and Press may not be excluded.
7. Public Statements.
8. 2017/18 Budget Updates (*Pages 11 - 18*)
9. State of the Borough Assessment. (*Pages 19 - 24*)

Jo Miller
Chief Executive

If you require any information on how to get to the meeting by Public Transport, please contact
(01709) 515151 – Calls at the local rate

Issued on: Wednesday, 21st June, 2017

Scrutiny Officer
for this meeting:

Christine Rothwell
Tel. 01302 735682

10. Overview and Scrutiny Membership - Proposed amendments. (*Pages 25 - 28*)
11. Overview and Scrutiny Work Plan 2017/18. (*Pages 29 - 46*)

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Chair –Councillor Kevin Rodgers
Vice-Chair –Councillor John Healy

Councillors Bev Chapman, Neil Gethin, Richard A Jones, Jane Kidd,
Andrea Robinson and Paul Wray.

Invitees:
Paul O'Brien (Unite)

Education Co-optees*

Mr John Hoare
Bernadette Nesbit

*Education Co-optees are invited to attend the meeting and vote on any Education functions which are the responsibility of the Authority's Executive. They may also participate in but not vote on other issues relating to Children and Young People.

Public Document Pack Agenda Item 5

DONCASTER METROPOLITAN BOROUGH COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THURSDAY, 23RD MARCH, 2017

A MEETING of the OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE was held at the ROOM 210, FLOOR 2 CIVIC OFFICE, DONCASTER on THURSDAY, 23RD MARCH, 2017 at 10.00 AM

PRESENT:

Chair - Councillor John Mounsey

Councillors Charlie Hogarth, Jane Kidd and Paul Wray

ALSO IN ATTENDANCE:

Simon Wiles – Director of Finance and Corporate Services

Patrick Birch - Programme Manager - Commissioning and Contracts

Damian Allen - Director of Learning and Opportunities

Paul Tanney - Chief Executive, St Leger Homes Doncaster

Allan Wiltshire - Head of Policy and Partnerships - Strategy & Performance

		<u>ACTION</u>
6	<u>APOLOGIES FOR ABSENCE.</u>	
	Councillor Neil Gethin and Councillor John Cooke	
7	<u>TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM THE MEETING.</u>	
	None	
8	<u>DECLARATIONS OF INTEREST, IF ANY.</u>	
	Councillor Jane Kidd declared an interest in Agenda Item 9 - DMBC Finance and Performance Quarter 3 16/17 when discussing direct payments in her capacity as an employee of a disability organisation. Councillor Paul Wray declared an interest in Agenda Item 7 - St. Leger Homes of Doncaster (SLHD) in his capacity as a board member of SLHD.	
9	<u>MINUTES FROM THE MEETINGS OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 15TH DECEMBER, 2016, 19TH JANUARY AND 15TH FEBRUARY, 2017</u>	
	The minutes of the meetings held on 15th December, 2016, 19th	

	January and 15th February, 2017 were agreed and signed as a correct record by the Chair.	
10	<u>PUBLIC STATEMENTS.</u>	
	<p>Mr Brown raised the issue that external consultants were being paid to look at equality and diversity which was encouraging although there were members of the public and people in the building that could tell us what needs to be done. Mr Brown stated that DMBC was still reporting that there was neither an engagement plan nor a BME Health Needs Assessment. It was further said that this was not a recent incident and Councillors would know it had been previously raised in the Corporate Governance Report 2010. Mr Brown asked why there was still no engagement plan and needs assessment (which was 13 years out of date) and that BME groups did not have a voice. It was commented that those documents were not just about health but also about housing, education and jobs. It was questioned what the impact of this was on protected characteristics groups (of which there are 9 under the Equalities Act). Mr Brown continued that he had a son aged 18 and stated that he was speaking as someone who though protected in law felt that his needs were being disregarded. Mr Brown gave credit to the Director of Finance and Corporate Services for the information provided to his son and those young people who aspire to work in accountancy and finance. Mr Brown stated that it had been alluded to that higher aspirations would be introduced for people in Doncaster. Mr Brown stated that it pained him that there was no engagement, no needs assessment and no voice and asked to be informed when this was going to be addressed when these issues have been neglected for so long.</p> <p>The Director of Corporate Services and Finances stated that the Health Needs Assessment had been launched. It was responded to by Mr Brown that there was neither action plan nor strategy and that only a timeline had been provided.</p> <p>Regarding the Engagement Strategy, it was explained that there was a previous one in existence and this needed expanding not just for BME groups but wider. It was commented that the Council had been too paternalistic in its approach and needed to do more to engage with communities and the different groups. It was advised that further information could be sought from the Assistant Director of Adult Social Care and Director of Health and Wellbeing.</p> <p>Members were directed to the Finance and Performance Report for further information on employment and BME apprenticeships and the Director of Corporate and Finance Services stated that he was open to suggestions about how the information could be monitored.</p> <p>In regards to equality and diversity, the Chair of Overview Management and Scrutiny Committee offered to ensure that further details are made</p>	

	publicly available. To conclude, reference was made by Mr Brown to the use of Consultants by the Council.	
11	<u>FINANCE AND PERFORMANCE QUARTERLY MONITORING REPORT - QUARTER 3</u>	
	<p>The Committee considered the quarterly finance and performance report, with the following areas addressed by Directors or their representatives when responding to Members questions:</p> <p>Finance and Corporate Services</p> <p><u>Sickness</u> - In respect of sickness, it was reported that although progress had been made there had recently been a downward trend. It was outlined that the aim was to reach the national average of 8.7 days. It was stated that last year this figure had reduced to 7.9 days before increasing to 9.2 days and at an additional 1.3 days per person this amounted to 5,000 people days lost which was about £1million in value. Members were informed that individual Managers received sickness reporting on their teams and some did not monitor their systems effectively which was essential in improving the figures. Members were assured that more would be done to try and identify the underlying causes.</p> <p>A Member raised their concern about stress related sickness caused by cuts within the Council. Reference was made to figures showing stress at 14% and depression at 20%. It was felt that these figures were in reality higher as many individuals were not making full declarations about their illnesses. It was questioned what was happening to support this and suggested that a blind survey might be useful in addressing it.</p> <p>It was commented that about two thirds of stress related sickness was non-work related (for example, due to relationship breakdown, financial issues and death) and that only some of this sickness was partially contributed to by work related stress.</p> <p>It was noted that reports of musculoskeletal issues were quite high although to a point this was expected when considering some of the services being provided by the Council. Members were informed that steps were being taken such as physiotherapy and changing working practices which may in time reduce these figures.</p> <p>Finally, it was acknowledged that infections/viruses had been the main causes of short term illnesses. It was concluded though that the two main areas being concentrated at this present time included infection and musculoskeletal reports.</p>	

Impact of Brexit - Members were assured that the Council was monitoring inflation rates following the 'Brexit' outcome. It was mentioned that inflation rates may rise in 2019 and that the Council needed to put extra inflation into next year. Members were informed that more cash has been used as part of a deliberate under borrowing strategy and that the Council will need to consider getting back to borrowing the full amount if it can borrow at the right time. It was reported that the Council were monitoring interest rates on a daily basis and had the tools in place ready to do this.

Public Health/Adults Health & Well Being

Direct Payments - In respect of direct payments, it was explained that although they had increased significantly compared to other places, Doncaster was not quite where it wanted to be. Members were informed that the commissioned care and support at home contract was seeing individuals taking on direct payments to remain with their current provider of care and support, so therefore the increase in direct payments was influenced as a result of this tender award in November 2016.

Concern was raised by a Member in respect of the number of people using direct payments through agencies and asked what support was available for people to be able to use the money to pay for their own employed care personnel. It was explained that there were organisations in place that were able to undertake that element of care for individuals but the Director of Improvement was not aware of how many people used direct payments to pay for a personal assistant.

In relation to permanent admissions to residential and nursing care homes per 100,000 populations, Members were reminded that Doncaster has far more residential places compared to other areas. Members were informed that figures for all client groups had been brought down by 150 by 1st April 2017. It was added that by next year a further 60 or 70 places should be removed from the system. Members were informed that there had been lots of work undertaken with staff to be able to present Direct Payments as an option.

It was noted that the number of people currently in long term care had reduced and it was felt that a further 100 reduction could be achieved.

It was suggested that the relevant O&S Panel should consider what support structures were in place and what the money was being used for.

Proportion of all in treatment, who successfully completed drug treatment and did not re-present within 6 months – Members were informed that although this figure had recently fallen, it was going in the right direction over the long term. It was explained that Doncaster has one of the best recovery rates in Yorkshire and Humber for treating

alcohol addiction but not for heroin addiction with around 500 individuals remaining in treatment for more than 5 years.

Clarification was sought on the number of repeat victims of domestic abuse and whether there was a link between that and substance misuse. Members were informed that there were links between domestic abuse, substance abuse and mental health issues with lots of work being undertaken in this area amongst all three service providers including undertaking joint training. It was recognised that the challenge was breaking the links where multiple issues existed and that the one being to domestic abuse being the last and most difficult one to change.

Community Equipment – Concern was raised that there had been an overspend on community equipment. It was acknowledged that this was helping supporting people to live more independently, it was recognised that there had been a lack of control and variance on short term stay which would be looked at.

Modernisation and Commissioning Revenue Variance - Members were told how the forecasted underspend shown was mainly due to unfilled posts under the Care Act Grant. Members were provided with assurances that the Council was Care Act compliant. It was explained that individuals were picking this up but more needed to be done in terms of investment and time to make sure that it is right and carers were being supported in the right way. Members were informed that recruitment complications had been caused by IR35 issues.

Learning and Opportunities

Care Leavers in Employment Training and Education - In respect of areas for improvement, Members raised concern about the target set at 45%. Members were told that although an aspirational target was at 100%, a more realistic one had been set. It was added that a true picture was around 60%, it was explained that the Trust had wrongly reported the make-up of those figures including those that were not care leavers. Members were informed that work was being undertaken with the Trust and other partners, to work with care leavers on enhancing their employability through various initiatives.

Sickness – Members commended the Directorates sickness levels which were lower than the target. Members were informed that this had been positively influenced by clarity of direction, quality of line management, standardised practises and a culture of good attendance. Members learnt how firstly, there had been a management review that had seen the top 4 tiers of management compressed (through being transferred over the Trust along with the front line) and secondly, through a reduction in management grades and bodies.

(L&O:CYP) A3. Percentage of Case File Audits rated Requires

<p><u>Improvement or better CT Contract Measure</u> – Members were informed that this was showing a more positive improving picture, but had been impacted by a small sample of audit that had been used. It was acknowledged that Ofsted had reported that this was a tight target with very strict thresholds which was higher than its own requirements. It was explained that the Trust had been targeting specific case types looking to identify where the potential risks. This meant that the sample was not necessarily random as they were targeting those in need of more improvement.</p> <p><u>(L&O:CYP) A2. Percentage of Single Assessments completed within 45 days (YTD cumulative) CT Contract Measure</u> – This referred to assessment timeliness as an indication of demand pressures/caseloads. Members were informed that it was a good indicator that demonstrated whether there was consistency across services. It was commented that too much time was possibly being spent producing a good audit trail, trading off getting assessments done in a timely fashion with more emphasis on quality. It was stated that management had been applying different standards to pull up quality and as a result this indicator was levelling up with a positive trend.</p> <p>Members raised concerns over austerity cuts such as Universal Credit and Bedroom Tax and what impact they will have on families. Members were informed that there will be a fact finding meeting with the Government Communication Team, which will present a good opportunity to pitch and sell the borough as well as find out more about impact of cuts.</p> <p><u>(L&O:CYP) Percentage of Care Leavers in Employment, Training and Education (age 19-21 years) (Childrens Trust)</u> - Members felt that as a major employer, the Council should target Care Leavers within the Borough. It was added that steps ned to be considered such as improving access around qualifications and enabling traineeship placements.</p> <p>Members requested a breakdown to be provided on how many care leavers were employed within the Council taken on in the last year, in what areas and at what level.</p> <p>Members were reminded that Doncaster Council had been selected as a social mobility area with potentially up to £6m targeted money being made available that would provide additional resources to benefit youngsters from disadvantaged backgrounds. It was stressed was that the Council needed to ensure that it maximised outcomes in targeting those additional resources.</p> <p><u>Absenteeism</u> - It was reported that there was a rise in persistent absenteeism indicating that this was a trend. There was an attendance initiative targeting those schools showing a particular higher trend and</p>	<p>Director of CYP: Learning & Opportunities</p>
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	<p>that one of the outcome areas was to target families that had persistent absenteeism.</p> <p><u>(L&O:CYP) Achievement of 5 or more A*- C grades at GCSE or equivalent for Children in Care (incl. English and Maths)</u> – It was explained that with a value at 4% this comprised a very small cohort. Members were informed that a Peer review had been undertaken on Looked After Children that indicated three areas to be measured including; progress made year to year, overall achievement and attainment. It was explained that Doncaster provides a virtual school for every individual Looked After Children which links into their educational objectives. It was recognised that this area needed further improvement.</p> <p>Members observed there were no targets featured on pages and requested that such data be included in future performance reports.</p> <p><u>Regeneration and Environment</u></p> <p><u>09. (R&E) Total new, FTE jobs, created through Business Doncaster, which have a life expectancy of at least 1 year</u> – Members were informed that 722 jobs had been created and that it was believed that the majority of these had been taken up by local people. Members were told that the Councils contracts would have these within them as part of their contractual requirements.</p> <p>There was a brief discussion regarding the Windhill Estate in Mexborough and the Director of Regeneration and Environment offered to provide more detail outside of the meeting.</p> <p>In respect of Level 3 Apprenticeships, Members were informed that the Council was aiming to achieve 100% through but not within the original timeframe.</p> <p>Regarding trading assets Members were told how this was not progressing as planned and therefore this had been re-profiled to take place in 2017/18.</p> <p>RESOLVED that the report and discussion, be noted.</p>	
12	<u>SLHD PERFORMANCE & DELIVERY UPDATE: 2016/17 QUARTER THREE</u>	
	<p>The Committee gave consideration to the St Leger Homes Doncaster (SLHD) Finance and Performance report for Quarter 3 and addressed the following areas:</p> <ul style="list-style-type: none"> • <u>Days Lost to Sickness per Full Time Equivalent</u> (below target – red) – Members were informed that this was a slippage that had worsened mainly due to short term illness such as viruses and 	

	<p>heavy colds. Musculoskeletal related sicknesses were reported as being an ongoing concern, it was explained that it was about ensuring that the workforce was able to undertake safe ways of working.</p> <ul style="list-style-type: none"> • <u>Number of households in temporary accommodation</u> (below target – red) – it was outlined that this was due to the response to Tent City and by the end of Quarter 3, 10 people were placed in temporary accommodation. It was explained that it had raised the profile of homelessness services and more people were now presenting. It was explained that these people would be supported to have independent lives and that many existed with complex needs. It was felt that more could be achieved through better joined up working. <p>Concern was raised that following complaints being made about neighbours, residents were being rehoused to less suitable areas. It was responded that although effective housing management can be undertaken other services needed to be in place as well. Members were informed that St Leger Homes Doncaster had gradually taken possession of the worst cases and were now looking at solutions to anti-social behaviour in their response to rehousing. Concern was raised that Riverside were not moving people on as quickly as they should be. Members were informed that they had commissioned someone from York to consider the real issues and a suitable pathway for people outside temporary accommodation in Doncaster.</p> <p>RESOLVED: that the report and discussion be noted.</p>	
13	<u>EQUALITY, DIVERSITY & INCLUSION UPDATE</u>	
	<p>The Chair proposed that the item be deferred to the next OSMC meeting in June 2017, this was due to time constraints and other areas of the agenda that needed to be addressed at this meeting.</p> <p>RESOLVED that the Equality, Diversity and Inclusion Update report from, be deferred, to later meeting of the Overview and Scrutiny Management Committee</p>	
14	<u>REGENERATION AND HOUSING OVERVIEW AND SCRUTINY HOMELESS REVIEW</u>	
	<p>The Chair thanked Members of the Regeneration and Housing Overview and Scrutiny Panel for such a comprehensive report.</p> <p>The Chair of the Regeneration and Housing Overview and Scrutiny Panel expressed that it was positive that this issue was progressing in the right direction. It was commented that the work towards homelessness in the Borough was operating in a more holistic way and steps were being taken to break the cycle of homelessness by keeping</p>	

	<p>people stable. It was added that St Leger Housing Doncaster was benefiting from expertise through the appointed Director of Housing Services who had previously worked at York.</p> <p>RESOLVED: That the Panel agree the recommendations in the Regeneration and Housing Overview and Scrutiny Homelessness Review</p>	
15	<p><u>COMMUNITIES AND ENVIRONMENT OVERVIEW AND SCRUTINY PANEL DOMESTIC ABUSE REVIEW</u></p>	
	<p><u>COMMUNITIES AND ENVIRONMENT OVERVIEW AND SCRUTINY PANEL DOMESTIC ABUSE REVIEW</u></p> <p>The Chair paid compliments to Members of the Communities and Environment Overview for such a comprehensive report.</p> <p>The Chair spoke about the work that had gone into producing the report including visiting a refuge. In respect of accommodation for domestic abuse victims, Members heard that there were issues for victims such as targets to move them on, undertaking longer periods of stay and bureaucracy in respect of finding new housing.</p> <p>Members were informed that Members of the Panel had talked to survivors and realised how it intertwined with our own lives. It was observed that the quality of commissioning was very important. In respect of perpetrators it was noted that this was not effective if they were made to participate in available courses. It was understood that this issue affected men as well and specialised gender specific services were needed.</p> <p>The Chair of the Communities and Environment Overview and Scrutiny Panel stated that the aim of the review was for better information and better working on the ground, more joined up training and consistent use of assessment forms. It was noted that what was continuously heard from the evidence was that the designated phone line was very important and essential that callers received the right response; it was felt that this was something that needed to be improved.</p> <p>RESOLVED: That the Panel agree the recommendations in the Communities and Environment Overview and Scrutiny Domestic Abuse Review</p>	
16	<p><u>OVERVIEW AND SCRUTINY WORK PLAN 2016/2017 UPDATE</u></p>	
	<p>The Chair proposed that the item be deferred to the next OSMC meeting in June 2017, this was due to time constraints and other areas of the agenda that needed to be addressed at this meeting.</p> <p>RESOLVED that the Overview and Scrutiny Work Plan Update report,</p>	

	be deferred until the Overview and Scrutiny Management Committee meeting in June 2017.	
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To the Chair and Members of Overview & Scrutiny

2017/18 Budget Updates

EXECUTIVE SUMMARY

1. The purpose of this report is to provide an update on 2017/18 budget changes; predominantly the additional £7.0m Improved Better Care Fund (iBCF) that was announced on the 2017 Spring Budget.
2. The additional funding announced since the 2017/18 budget was approved will help towards immediate budget pressures and supports one-off key activities including:
 - Utilising the additional Improved Better Care Fund allocation and increasing the Adult Social Care budgets to support:
 - i. Emerging pressures such as sleep-in nights and delayed transfers of care (DTC).
 - ii. Growing futures project which involves a multi-agency strategy for domestic abuse.
 - iii. Pause project working with the most vulnerable adult women to achieve better outcomes; improving health, housing and reducing the number of further pregnancies.
 - Additional funding to tackle homelessness and rough sleeping, in particular in our town centres.
 - Increasing the planning fees by 20% which will enable us to enhance our capacity and capability to deliver, improving the speed and quality with which planning cases are handled.
3. Unfortunately, the additional funding is one-off and therefore it does not improve the bottom line sustainable on-going budget. We need to be aware of the risks surrounding one-off funding and ensure there are exit plans in place for when the funding ceases; either through the reduction of cost pressures, identification of alternative on-going savings or decommissioning services. A separate report will be produced for the 2018/19 to 2020/21 budget plan for consideration at Council on 21st September 2017.

EXEMPT REPORT

4. Not applicable.

RECOMMENDATIONS

5. Overview & Scrutiny are asked to note the budget allocations for the £7.0m additional Improved Better Care Fund for Council approval on 13th July 2017.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

6. The Council will continue to care for and protect the most vulnerable in the borough but it is inevitable that as the Council becomes a leaner organisation that citizens will see services delivered in new and different ways.

BACKGROUND

7. After the 2017/18 budget was approved on the 2nd March 2017, there were a number of changes announced by Government.

Improved Better Care Fund (iBCF)

8. The 2017/18 budget approved on 2nd March included additional funding from the 2% Social Care “Precept” of £1.89m and Improved Better Care Fund (iBCF) announced as part of the 2015 settlement of £1.33m. This funding was allocated to meet the pressures for Adults, Health & Wellbeing including price inflation, pay inflation, investment in the care ladder and growth in the number of clients from projected changes in the population. There was also a one-off grant allocated for Adult Social Care of £1.5m in 2017/18.

9. Subsequently, the government announced the additional Improved Better Care Fund (iBCF) in the spring budget; £7.05m 2017/18, £4.33m 2018/19 and £2.14m 2019/20. This must be used only for the following:

- Meeting adult social care need;
- Reducing pressure on NHS, including supporting more people to be discharged from hospital when ready
- Ensuring local social care provider market is supported.

10. And, it does not replace and must not be offset against NHS minimum contribution. The Council must:

- Pool the funding into the better care fund, which must be signed off by the health and wellbeing board with the Doncaster CCG.
- Work with Doncaster CCG to meet national condition 4 on managing transfers of care
- Submit quarterly reports.

11. It is proposed that the additional one-off funding in 2017/18 will be utilised to meet emerging pressures e.g. sleep-in nights, pressures identified in 2016/17 e.g. older people residential short stay, one-off transformation costs and defer some of the 2017/18 savings allowing more time to deliver the transformational change:

	£'m
Pressures	
• Delayed transfers of Care (DTOCs) – Funding to address DTOC's will be confirmed after further work to review the outcomes following the recent workshop held with colleagues from CCG. However, it is anticipated that some investment will be required and therefore an initial estimate has been included.	0.25
• Supported Living – Sleep-in nights. Additional investment will be needed to address the national issue, caused by the minimum wage legislation, around sleep-in nights in Supported Living. There are currently over 26,000 sleep in nights provided.	1.50
• Money management SAPAT – Invest in capacity to effectively	0.15

handle the workload.	
<ul style="list-style-type: none"> Residential fee inflation - As part of the negotiations for the 2017/18 fee a cost validation exercise took place that supported a significant increase in the rates paid to providers. The figure includes £0.3m for the CCG for 2017/18 only to enable the work on the Care Home Strategy to be completed. 	0.50
<ul style="list-style-type: none"> ICES - Additional investment is needed to cover, keeping more people at home, enabling carer support through the provision of hoists, the CAP beds initiative and supporting more end of life at home. ICES supported over 9,000 clients last year with both Health and Social Care needs. 	0.50
<ul style="list-style-type: none"> Residential Short Stay - The demand for this service has increased as more individuals are supported to live at home, reducing the numbers in residential care and hospital. In 2016/17 614 service users accessed this type of provision. There is a specific pressure too regarding a small number of high cost Learning Disability service users who have to remain in short stay for extended periods of time because of lack of suitable alternative provision. 	0.60
<ul style="list-style-type: none"> Supported Living – This is additional funding for increased use of assistive technology in Supported Living using a service such as Just Checking. This would be across all of the provision in Doncaster. 	0.30
<ul style="list-style-type: none"> Growing futures – project targeted towards Domestic Violence. 	0.26
<ul style="list-style-type: none"> Pause – specific project targeted at vulnerable adults. 	0.12
One-off Transformation costs	
<ul style="list-style-type: none"> Transformation costs – provides funding for the additional staffing required to deliver the transformation including carrying out reviews. This releases other Council funding which was initially identified to meet these costs i.e. Service Transformation Fund. 	1.38
<ul style="list-style-type: none"> DoLS/Safeguarding Adults Hub – additional posts to effectively manage the assessments and increased demand on the service. 	0.09
Updates to 2017/18 Savings	
<ul style="list-style-type: none"> Working Age Adults – Reduce the saving proposal to support Adults with Learning Disability (187 Working Age Adults), while the alternative supported living options are developed. 	0.40
<ul style="list-style-type: none"> Residential fee – reducing the proposed residential saving to ensure there is sufficient budget for the 832 Older People which DMBC pays some or all of their costs. 	0.60
<ul style="list-style-type: none"> Homecare – reducing the proposed saving to ensure there is sufficient budget to meet expected demand and support more people to live at home reducing pressure on residential care, and increasing availability of care for people leaving hospital. There are currently 1,441 service users being supported in this provision. 	0.40
Total	7.05

12. The pooled Better Care Fund will be considered by the Health and Wellbeing Board on 29th June 2017. Proposals for the 2018/19 and 2019/20 Improved Better Care Fund allocations will be considered as part of the 2018/19 to 2020/21 budget plan for Council on 21st September 2017.

13. The Government has recognised the increasing financial pressures on Adult Social Care and the iBCF allocation provided assumes that the Council will increase Council Tax for the Social Care precept of 6% over the next 3 years. Therefore if the Council does not apply the 6% increase there will be an assumed funding shortfall to meet anticipated needs for Adult Social Care. All the additional income is also ring-fenced, which therefore does not help the baseline budget position and the need to deliver significant budget savings. It is important that we continue to increase income and reduce expenditure to meet the reducing baseline funding. The additional Improved Better Care funding is expected to cease in 2020/21; although this coincides with a number of changes anticipated for Council funding including 100% retention of Business Rates. However, the funding changes may not take place in 2020/21 due to the revised electoral period resulting from the June 2017 election.

Homelessness Grant

14. New Flexible homelessness support grant (£0.207m 2017/18 and £0.227m 2018/19) which is ring-fenced for homelessness prevention; it is planned that this grant will be utilised to deal with and prevent homelessness. This will include investing in Intensive 'Making Every Adult Matter' Support Workers, Navigators, workers to ensure the system is flowing effectively and people are moving in, moving on and one-off funding to remove barriers to progress.

Planning Fees

15. The Government's Housing White Paper included a commitment to allow local authorities to increase planning fees by 20% from July 2017; which must be invested in the planning department. The Council confirmed its intention to increase fees by 20%. It is uncertain how the 20% increase will be formed given some of the complexities of the charging structure. However, a straight increase of 20% in some categories will lead to a house extension application fee increasing from £172 to £206 and a new house from £385 to £462.
16. The additional income will be spent on improving the service areas of discharging planning conditions, pre-application advice, customer first contact responses, internal specialist advice and increased capacity to deal with the pipeline of major redevelopment projects. These areas have been recognised by service users and providers as being where significant service improvements can be created. Where possible such service improvements will be introduced through apprenticeships and developing existing staff. Achieving these improvements is currently being worked through within the Planning Service.

Business Rates

17. In the Spring Budget the government announced the following measures aimed at supporting those businesses facing increases in their business rates bills as a result of the 2017 revaluation:
- Supporting small businesses – this will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all small business or rural relief and, as a result, are facing large increases in their bills
 - New Discretionary relief scheme – the government announced £300m discretionary fund over 4 years from 2017/18 to support those businesses that face the steepest increases in their business rates bills as a result of the 2017 revaluation. Doncaster has been allocated £0.463m for 2017/18, £0.225m for 2018/19, £0.093m for 2019/20 and £0.013m for 2020/21.
 - New Business Rate Relief Scheme for Pubs – eligible pubs will receive a £1,000 discount on their bill.
18. A separate report will be produced on the proposed new relief schemes for Council approval (supporting small businesses July 2017 and the two other schemes September 2017).

Reserves

19. The general fund uncommitted revenue reserves for 2017/18 onwards are £12.8m. This includes utilising £2.0m to balance the budget for 2017/18 and £2.3m to deal with the overspend in 2016/17. Other significant balances include:

- VER/VR – balance as at 31st March 2017 is £5.0m, which will be required in 2017/18 and 2018/19.
- Service Transformation Fund – The Service Transformation Fund is being used to help DMBC achieve the savings targets in a timely and well managed way, and fund any shortfall on the programmes. The current unallocated balance is circa. £4.5m.

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION

20. The service requirements for the additional funding have been considered to produce the proposed budget allocations; focusing on the Council priorities and protecting front-line services where possible.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

21. These are detailed in the table below: -

Outcomes	Implications
All people in Doncaster benefit from a thriving and resilient economy. <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Be a strong voice for our veterans</i>• <i>Mayoral Priority: Protecting Doncaster's vital services</i>	Council budget therefore impacts on all outcomes
People live safe, healthy, active and independent lives. <ul style="list-style-type: none">• <i>Mayoral Priority: Safeguarding our Communities</i>• <i>Mayoral Priority: Bringing down the cost of living</i>	
People in Doncaster benefit from a high quality built and natural environment. <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Safeguarding our Communities</i>• <i>Mayoral Priority: Bringing down the cost of living</i>	
All families thrive. <ul style="list-style-type: none">• <i>Mayoral Priority: Protecting Doncaster's vital services</i>	
Council services are modern and value for money.	
Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

22. The main risks concerning the allocation of additional one-off funding are:

- that costs continue after the funding has ceased, which is unsustainable. This will be managed by the Adults, Health and Wellbeing Directorate and exit plans identified.
- costs exceed the additional one-off funding; the funding will be allocated to budget holders and managed accordingly. The funding will be monitored and any discrepancies reported in the quarterly finance and performance improvement reports.
- the percentage of occupied beds blocked by delayed transfers of care (DTOC) is a key performance indicator for iBCF. A whole system review is being discussed and an estimate for additional investment has been included at £0.25m, there is a risk that

additional funding may be required which will reduce the funding available for the other areas identified.

- A provider has given notice on an individual contract and additional resources will need to be invested in order that sufficient time is allowed to establish alternative arrangements.

LEGAL IMPLICATIONS

23. The Council must set a balanced budget ensuring that resources are sufficient to meet its proposed spending plans. The Council will need to be satisfied that the budget set will ensure the Authority is able to discharge its statutory duties.
24. Under the general principles of public law, the Council must also act fairly when making budgetary changes or changes to services which potentially involve the reduction or removal of a previously enjoyed benefit. Acting fairly includes consulting fairly with those affected, conscientiously taking into account the results of the consultation and, where appropriate, having due regard to equality impact.
25. As detailed within the body of the report, the available funding is only provided on a one-off basis and the Council must be aware of the risks associated with such monies and ensure that there are exit strategies in place for when the funding ceases.
26. Some of the proposals outlined within the budget will impact upon service users and other individuals, particularly those with protected characteristics within the meaning of the Equality Act 2010. In appropriate cases, the budget may only be implemented by further decision making by either Cabinet or other duly authorised decision taker. That decision will need to be taken in full consideration of the Council's duties under the Equalities Act 2010 after full consideration of an appropriate due regard statement.

FINANCIAL IMPLICATIONS

27. These are contained within the body of the report.

HUMAN RESOURCES IMPLICATIONS

28. There are no specific human resources implications to this report. However it is noted that the funding will support the additional staffing required to deliver the transformation programme. Any staffing changes should be discussed with Human Resources in a timely manner.

TECHNOLOGY IMPLICATIONS

29. There are no direct technology implications at this stage. However, the Responsible Officers must ensure that any ICT requirements that arise in relation to the use of the proposed funding are submitted to the ICT Governance Board, allowing for the full consideration of ICT & technical implications to ensure they comply with the statutory and legislative requirements of the Council in respect of information & data security as well as ensuring the standards of the organisation's PSN compliance are adhered to.

EQUALITY IMPLICATIONS

30. The Council must consider and have due regard to the three aims of the general equality duty when developing and implementing the council's Medium Term Financial Plan. A due regard statement will be produced for individual proposals as required.

CONSULTATION

31. The proposals for the Improved Better Care Fund budget allocations have been considered at several meetings involving Council officers, CCG colleagues and members.

BACKGROUND PAPERS

32. Council Report – Revenue Budget & Council Tax 2017/18, 2nd March, 2017.

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State of the Borough Assessment

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Ros Jones, Mayor of Doncaster	All	No

EXECUTIVE SUMMARY

1. On the 15 September 2016 Full Council agreed an improved **core annual ‘define & deliver’ cycle** which links together the following annual processes for defining and delivering improved outcomes for residents:
 - State of the Borough assessment
 - Policy and Budget setting
 - Service Planning & staff Performance & Development Reviews
 - Corporate Performance Monitoring
2. The Council’s Constitution was subsequently amended to include this requirement:
 - ‘Full Council will receive a State of the Borough assessment each year to inform the policy and budget setting process’.
3. The first Team Doncaster State of the Borough Assessment will be produced this year to provide a single, overall assessment of how the Borough is changing and the quality of life of residents. It will be presented to Full Council 21 September 2017.
4. The 2017 Assessment will be a learning process and will mainly capture data already in the public domain. Overview and Scrutiny have a significant opportunity to contribute to the 2018 Assessment by providing new insights into the lived experiences of residents.

EXEMPT REPORT

5. This report is not exempt.

RECOMMENDATIONS

6. It is recommended that OSMC receive a presentation at their 29 June meeting which:
 - Provides the latest thinking on the format of the 2017 Assessment.
 - Looks ahead to the 2018 assessment and facilitates a discussion on the opportunities for Overview and Scrutiny to contribute to the document.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. The State of the Borough assessment is part of the annual 'define & deliver' cycle which is focused on defining and delivering improved outcomes for residents.

BACKGROUND

8. On the 15 September 2016 Full Council agreed a **core annual 'define & deliver' cycle** which links together the following annual processes:

Annual Process	Main Objective	Commissioning Cycle Stage
State of the Borough assessment	A single 'picture' of how the Borough is changing and the needs of residents	ANALYSE
Policy & Budget Setting & Strategic Risks Review	Agreeing and funding priorities for the next year as the basis for service planning, informed by an update of the Strategic Risk Register	PLAN
Service Planning & PDRs	Translating the Council's priorities into action and accountability	DO
Corporate Performance Monitoring	Reviewing whether residents are better off as a result of the Council's work	REVIEW

9. The processes link together to produce a continuous cycle of effective, evidence based action and improvement.



STATE OF THE BOROUGH ASSESSMENT

10. Many individual needs assessments are currently undertaken or planned which provide the evidence base for the State of the Borough assessment, for example:
- Joint Strategic Needs Assessment.
 - Joint Strategic Intelligence Assessment
 - Place Based assessments, e.g. Economy, Housing, Skills and Infrastructure
 - Children's Needs Assessment
11. The first State of the Borough assessment will be produced this year to provide a single, overall assessment of how the Borough is changing and the quality of life of residents. It will do this by:
- Providing the latest demographic information (population, age profile etc.)
 - Using a set of key quality of life indicators - covering children and young people, economy, communities, social care, health, environment etc.

- Complementing existing analysis in separate thematic assessments and reports (e.g. Joint Strategic Needs Assessment, Performance Reporting)

12. The 2017 Assessment will be presented to Full Council 21st September 2017. This will be a learning process and will mainly capture data already in the public domain. Overview and Scrutiny have a significant opportunity to contribute to the assessment for 2018 and subsequent years by providing new insights into the lived experiences of residents. This could involve fieldwork and direct engagement with residents to produce case studies to supplement the data and analysis in the Assessment.

OPTIONS CONSIDERED

13. The other main option is for the assessment to only combine existing data and analysis – i.e. not seek to provide new insights.

REASONS FOR RECOMMENDED OPTION

14. A State of the Borough assessment which provides new insights into the lived experiences of residents will enhance Team Doncaster's ability to determine priorities based on an understanding of residents' needs.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

15.

Outcomes	Implications
All people in Doncaster benefit from a thriving & resilient economy. <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	The State of the Borough Assessment will improve the Council's focus on delivering its priority outcomes.
People live safe, healthy, active & independent lives. <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
People in Doncaster benefit from a high quality built and natural environment. <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
All families thrive. <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
Council services are modern and value for money	
Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

16. The key risk associated with the Assessment is that it:
- Fails to provide a broadly agreed, objective and accurate 'picture' of how the Borough is changing and the quality of life of residents – as the basis for developing effective policy and interventions to improve quality of life.

This initial risk is rated as 15 = Likelihood 3 (possible) x Impact 5 (critical)

17. This risk will be mitigated by:

- Engaging with Team Doncaster partners in the development of the assessment
- Ensuring the indicators in the assessment are consistent with those chosen as the basis for the Team Doncaster outcomes framework
- Ensuring the Council's Data Quality Strategy is followed during the development of the assessment
- Providing Full Council and the Team Doncaster Partnership Board with a dedicated opportunity to consider each year's assessment.

These actions will reduce the risk rating to 10 = Likelihood 2 (unlikely) x Impact 5 (critical).

18. A key assumption is that all Council Directorates and Team Doncaster partners contribute data, analysis and new insights to ensure the assessment is a quality, informative document.

LEGAL IMPLICATIONS

19. Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. The Council's Constitution enables a meeting of Full Council to hold an annual State of the Borough debate if it chooses to.

FINANCIAL IMPLICATIONS

20. The State of the Borough Assessment will be considered at the same Council meeting as the Council budget plan for 2018/19 to 2020/21 and Doncaster Growing Together. The Council budget plan will include the draft budget proposals which will be informed by the State of the Borough Assessment.

HUMAN RESOURCES IMPLICATIONS

21. There are no apparent HR implications as far as this report is concerned.

TECHNOLOGY IMPLICATIONS

22. The Council's on-going progress towards becoming a modern digital authority as detailed in the ICT Strategy, Digital and Customer Service Strategies provide essential enablers in contributing to the success of the core annual cycle. These deliverables include:

- Enabling business intelligence to be more effectively captured and disseminated to allow more effective decision making in supporting those individuals and families that need the most help.
- Providing a Single Customer Record and joined up service delivery enabling the Council to have an informed picture of need and become more proactive in providing services.

- Improving the Council's ability to direct, performance manage and track all services.
23. It is the responsibility of the whole organisation to deliver transformation, utilising technology as the enabler; service functions must drive the delivery through effective identification and gathering of business requirements.
24. It is anticipated that the deliverables in this report will be closely linked with the Business Intelligence, Open Data and GIS Projects. The effective gathering of business requirements to define the technology requirements will allow business intelligence to be utilised as an effective tool to support the deliverables detailed in this report.

EQUALITY IMPLICATIONS

25. By more effectively linking together the assessment of need to service delivery, an improved core annual 'define & deliver' cycle will support the Council in embedding equality considerations into its day to day work. Improvements to the individual processes that form part of the cycle may require a due regard statement to be completed and reported as and when appropriate.

CONSULTATION

26. Engagement on the scope and format of the assessment has been undertaken with:
- Directors: 30 May 2017
 - Team Doncaster: 13 June 2017
 - OSMC and O&S Panels: June 2017

BACKGROUND PAPERS

27. None.

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29 June, 2017

To the Chair and Members of the Overview and Scrutiny Management Committee

OVERVIEW AND SCRUTINY MEMBERSHIP – PROPOSED AMENDMENTS

EXECUTIVE SUMMARY

1. The purpose of this report is to advise Members that Councillor Steve Cox will replace Councillor Jane Cox, as the Conservative Group representative on the Regeneration and Housing Overview and Scrutiny Panel and appoint Jane Cox to the vacant seat on the Children and Young People Scrutiny Panel.

RECOMMENDATIONS

2. That the Committee:
 1. Note that Councillor Steve Cox has been appointed to replace Councillor Jane Cox as the Conservative representative on the Regeneration and Housing Overview and Scrutiny Panel; and
 2. Appoint Jane Cox to the Children and Young People Scrutiny Panel.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. The Council is committed to maintaining the highest standards of governance. By appointing to Committees in line with recommendations within this report, the Council satisfies its legal requirements for appointments to Committees.

BACKGROUND

4. As Members will be aware, the appointment of the memberships and Chairs and Vice-Chairs of Committee and Sub-Committees of the Council, was determined at the Annual Council Meeting on Friday 19th May, 2017. The Conservative group was allocated 1 seat on the Regeneration and Housing Overview and Scrutiny Panel and the representative appointed at Council was Councillor Jane Cox.
5. The Conservative Group has subsequently requested that the membership be amended and that Councillor Jane Cox be replaced on the Regeneration and Housing Overview and Scrutiny Panel by Councillor Steve Cox. This change in membership has been requested by the relevant Political Group and the Committee is therefore asked to note this change of membership.

6. The Conservative Group has also appointed Councillor Jane Cox to the vacant seat on the Children and Young People Scrutiny Panel.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

7. There is a duty to comply with the requirements of Sections 15, 16 and 17 of the Local Government and Housing Act, 1989, in the allocation of seats to Political Groups to ensure political balance. A request has been made by the Conservative Group to replace Councillor Jane Cox with Councillor Steve Cox. Therefore, no other options are considered appropriate.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

8. Ensuring the membership of the Council's Committee's is in place to effectively discharge its responsibilities will ensure that the Council is able to contribute to the delivery of all of the Council's Key Priorities. In particular, these arrangements will assist the council in working with our partners to provide strong leadership and governance.

RISKS AND ASSUMPTIONS

9. There are no risks identified or assumptions relevant to this report.

LEGAL IMPLICATIONS

10. Sections 15, 16 and 17 of the Local Government and Housing Act 1989 (as amended) set out the duties of the Local Authority and the allocation of seats to political groups on Committees to ensure political balance.
11. The cumulative effect of these duties is to require "proportionality" across the formal activities of the Authority, representing the overall political composition of the Authority, so that there can for example, be no one party Committees so far as they are constituted as formal Committees or Sub-Committees of the Council.
12. The Local Government (Committees and Political Groups) Regulations 1990, provide the mechanism by which the wishes of Political Groups are to be ascertained.
13. This is to comply with a request made by the Conservative Group to replace Councillor Jane Cox with Councillor Steve Cox. Therefore, no other options are considered appropriate.
14. Exceptions to these requirements of political balance may be made where arrangements are approved by the Council without any Member of the Council or a Committee, voting against them.

FINANCIAL IMPLICATIONS

15. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

16. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

17. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

18. There are no specific equality implications arising from this report.

CONSULTATION

19. The Conservative Group Leader, Councillor R. Allan Jones, has been consulted and provided a nomination to serve on the Panel as outlined within this report.

BACKGROUND PAPERS

20. Report to Local Government And Housing Act 1989 - Review of the Allocation of Seats on Committees and Sub-Committees – Council – 19th May, 2017

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To the Chair and Members of the Overview and Scrutiny Management Committee

OVERVIEW AND SCRUTINY WORK PLAN 2017/2018

Relevant Cabinet Member(s)	Wards Affected	Key Decision
The Mayor	All	None

EXECUTIVE SUMMARY

1. The Committee is asked to agree an Overview and Scrutiny work programme for 2017/18.

EXEMPT REPORT

2. The report is not exempt.

RECOMMENDATIONS

3. The Committee is asked to
 - Approve a 2017/2018 work programme, a draft of which will be circulated to Members in advance of the meeting for consideration and approval.
 - Ensure the Overview and Scrutiny work programme takes account of best practice principles of Scrutiny work planning attached at Appendix A.
 - Consider the Council's Forward Plan of key decisions attached at Appendix B

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Regular review of the overview and scrutiny work plan enables the Committee to ensure it remains relevant and is responding to important issues for citizens and the borough. The work plan update helps support openness, transparency and accountability as it summarises outcomes from overview and scrutiny activities. Citizens are able to contribute to the work of overview and scrutiny by attending meetings or contributing to reviews.

BACKGROUND

5. Overview and Scrutiny has a number of key roles which focus on:
 - Reviewing decisions made by the Executive of the Council
 - Policy development and review
 - Monitoring performance (both service indicators and financial)
 - Considering issues of wider public concern.
6. OSMC manages the work programmes for itself and the standing Panels except the Health and Adult Social Care Panel which manages its own work programme primarily because it has statutory responsibilities relating to Health Scrutiny.
7. The Panels endeavor to deliver a more outcome focused Scrutiny function focusing on delivering evidence based recommendations whilst OSMC focus on effective Scrutiny and performance monitoring and co-ordination of the wider Overview and Scrutiny activities.
8. The statutory responsibilities that Overview and Scrutiny must undertake include an annual review of the Community Safety Partnership, consultation on budget and policy framework issues and health scrutiny issues.
9. OSMC and the standing Panels held work planning sessions during June 2017 with a view to identifying a small number of review topics. During these meetings Members also addressed how the function would be involved in the State of the Borough debate. It was recognised that the new Panels may wish to agree their own topics but it was felt the early meeting would provide time for officers to begin scoping out and making arrangements to consider issues that could be considered early in the municipal year. A draft copy of the work plan ideas will be circulated by email to Members immediately prior to this meeting, following the last Scrutiny Panel work planning session.
10. In drafting its future work programme the Committee will need to take account of the capacity of the Committee and the Panels to consider additional issues that may arise during the course of the year.
11. The Committee will also need to ensure that it manages and co-ordinates the work of the Panels to ensure there is an even balance across the Scrutiny function, key issues are being considered and Chairs receive the advice and support to deliver their work plans. Scrutiny Chairs are asked to regularly report back to the Committee on the progress of their reviews. In developing its work programme the Committee is requested to take account of the best practice principles for developing the Overview and Scrutiny work plans attached at Appendix A.

Monitoring the Work Programme

12. An updated version of the work plan will be regularly presented to OSMC for consideration and this will include copies of correspondence and briefings in relation to recommendations resulting from Scrutiny Panel reviews. In this way Members will be able to see more clearly the progress and impact being made. The work of OSMC and the Panels will be reported annually to full

Council and the progress of the standing Panels will be reported to OSMC where appropriate and to the Chairs and Vice Chairs Liaison Group.

Links with the local Partners

13. The Committee is asked to recommend that the Panels maintain an overview and understanding of partnership activities. As the delivery of Borough priorities relies on a partnership approach the Panels are requested to make the necessary arrangements to secure links with relevant partnership bodies. This could include regular updates from the partnership body or Council representative. Information on Team Doncaster is also accessible through Twitter and the Team Doncaster website <http://www.teamdoncaster.org.uk> which provides regular bulletins summarising the progress of the Boards as well as individual board's own agendas and minutes. It is suggested that a flexible approach to working with the partnership will enable the identification of future work plan issues and help ensure Members gain a greater awareness of partnership activity.

Council's Forward Plan of key decisions

14. Attached at appendix B is the Council's Forward Plan of key decisions for consideration by the Committee.

OPTIONS CONSIDERED

15. There are no specific options to consider within this report as it provides an opportunity for the Committee to develop a work plan for 2017/18.

REASONS FOR RECOMMENDED OPTION

16. This report provides the committee with an opportunity to develop a work plan for 2016/17.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 17.

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>The Overview and Scrutiny function has the potential to impact upon all of the council's key objectives by holding decision makers to account, reviewing performance and developing policy through robust recommendations, monitoring performance of council and external partners services and reviewing issues outside the remit of the council that have an impact on the residents of the borough.</p>
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding</i> 	

	<p>our Communities</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

RISKS AND ASSUMPTIONS

18. To maximise the effectiveness of the Overview and Scrutiny function it is important that the work plan devised is manageable and that it accurately reflects the broad range of issues within its remit. Failure to achieve this can reduce the overall impact of the function. Ensuring the work plan is developed with a key set of principles in mind e.g. holding to account, undertaking policy review and development and is focused strategically will help support the development of a robust work programme. National research has identified that over ambitious work plans that include too many items are a common cause of frustration for Scrutiny Members as they fail to achieve any outcomes. The work plan will be reviewed at each ordinary meeting and officers will advise on the capacity available to undertake any additional work. This will provide an opportunity to ensure work plans can be regularly monitored and reviewed.

LEGAL IMPLICATIONS

19. The Council's Constitution states that subject to matters being referred to it by the Full Council, or the Executive and any timetables laid down by those references Overview and Scrutiny Management Committee will determine its own Work Programme (Overview and Scrutiny Procedure Rule 6a).

Specific legal implications and advice will be given with any reports when Overview and Scrutiny have received them as items for consideration.

FINANCIAL IMPLICATIONS

20. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

21. There are no specific human resources issues associated with this report.

TECHNOLOGY IMPLICATIONS

22. There are no specific technological implications resources issues associated with this report.

EQUALITY IMPLICATIONS

23. This report provides an overview on the work programme and there are no significant equality implications associated with the report. Within its programme of work Overview and Scrutiny gives due consideration to the extent to which the Council has complied with its Public Equality Duty and given due regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between different communities.

CONSULTATION

24. During May and June 2016, OSMC and the standing Panels held work planning sessions to identify issues for consideration during 2016/2017.

BACKGROUND PAPERS

25. Agenda, guidance and draft work plan produced following OSMC work planning events held during May and June 2016.

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Appendix A

OVERVIEW & SCRUTINY WORK PLANNING GUIDANCE

1. In terms of undertaking effective Overview and Scrutiny, Members are asked to agree a small number of manageable issues for consideration for each of the standing Panels and OSMC that can be accommodated within the schedule of OSMC meetings.
2. Setting the Committee's forward work plan is an important task for Members. Done correctly it will allow Overview and Scrutiny to contribute to effective decision making and improved delivery of services. Done badly it can end up wasting time and resources on issues where the impact of any work done is likely to be minimal. This short briefing provides some key principles of effective work planning.

Remit of OSMC

3. When identifying topics for OSMC to consider Members should note that the remit of OSMC is slightly different from the Standing Panels as it needs to maintain an overarching view of O&S and a focus on corporate services and finance. Its remit includes the following:
 - i. **Ensuring co-ordination and management of Overview and Scrutiny activities** by setting Panel work plans, receiving progress reports, receiving recommendations.
 - ii. Consideration of issues for Overview and Scrutiny i.e. pre decision scrutiny, policy review, finance and performance monitoring across all Council and partner activity (except Health).
 - iii. **Reviewing the Council's corporate health** via regular consideration of budget and performance information and value for money services.
 - v. **Considering key corporate policies** in their draft form to allow the Committee to contribute to their development prior to approval.
 - vi. Co-ordinating Overview and Scrutiny's role in the **budget setting process**
 - viii. **Developing the Scrutiny function** by co-ordinating, managing and promoting good practice within Overview and Scrutiny e.g. protocols, Action Plan etc.
 - ix. **Considering the Call In** of any relevant decisions and holding decision makers to account.
4. Overview and Scrutiny work plans should incorporate issues that include the following:
 - i. **Holding the Executive to account** (e.g. Call in, reviewing performance and impact of any decisions or policies, Cabinet Members, pre decision Scrutiny)
 - ii. **Contributing to performance monitoring/service improvements** (ensuring that effective performance and service improvement takes place by effectively challenging the Executive, Officers and Partners.
 - iii. **Policy development and review** – Proposing evidence based recommendations to influence future policy e.g. short reviews (Select Committee style) or in depth reviews.
 - iv. **External Scrutiny** – Scrutiny of partners and other external bodies.

Key Principles of Effective Work Planning

5. Best practice has shown us that Overview and Scrutiny is most effective when:
 - i. It is strategic in nature with topics relating directly to supporting the delivery of borough wide priorities.
 - ii. It is focused on reviewing a small number of issues in detail, rather than trying to review everything (the quality not quantity principle).
 - iii. It is forward looking. The real impact of Scrutiny lies in shaping and influencing future policy/decisions through evidence based review.
 - iv. Work plans and outcomes and impact of any recommendations are regularly reviewed
 - v. Topics are carefully selected they should seek to add value to the organisation and the delivery of public services
 - vi. There is a clear understanding of the aims and objectives when undertaking Overview and Scrutiny of a specific issue.
 - vii. The process is Member led, taking account of advice from officers, partners etc.

Criteria for Inclusion on the Work Plan

6. The Attached Annex “Ingredients For An Effective Review” contains principles that should be taken into account in considering issues for review by the standing Panels.

Prioritisation

7. Effective work plans should be focused and manageable. There is always the potential that the Committee may develop a shopping list of issues to look at in case something is “missed”. This is unlikely to achieve any significant value as Scrutiny becomes nothing more than an information giving forum with little focus and no opportunity to look at issues in any real depth.
8. There is however a need for Members to build up knowledge on certain issues but in many cases this can be undertaken outside the formal meeting setting. Detailed below are some of the ways in which O&S can review issues identified on its work plan.
 - i. **Written briefing, Workshops, Seminars and Presentations** – This enables Members to gain an understanding of an issue and identify whether any further Scrutiny work should be undertaken. There may be occasions where small groups of Members may wish to investigate an issue and feed back to the Panel.
 - ii. **Report** – formal report considered at an O&S meeting at which the Panel would look to formally consider a specific issue. Clarity should be given on the aspect which the Committee/Panel wishes to review.
 - iii. **Working Groups** – established to gather evidence, look at an issue and report back to the Committee with its findings and put forward evidence based recommendations.

- iv. **In depth/Minor review** – to undertake a more in depth study of an issue where partners, stakeholders, public, are invited to give evidence etc.
- v. **Evidence gathering/consultation** - site visits, drop in sessions, questionnaires, social media, meetings in community to gauge views on a specific issue etc.

Capacity/Resources

- 9. The work plan should allow for urgent /unexpected issues to be considered. Time will also need to be set aside to undertake any briefings, workshops, site visits or other activities that may support OSMC's work e.g. budget review. The work plan should therefore be seen as a live document which should be regularly reviewed and updated at each formal meeting.

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DONCASTER METROPOLITAN BOROUGH COUNCIL
FORWARD PLAN FOR THE PERIOD 1ST JULY, 2017 TO 31ST OCTOBER, 2017.

The Forward Plan sets out details of all Key Decisions expected to be taken during the next four months by either the Cabinet collectively, The Mayor, Deputy Mayor, Portfolio Holders or Officers and is updated and republished each month.

A Key Decision is an executive decision which is likely:-

- (a) to result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority;
- (c) any decision related to the approval or variation of the Policy and budget Framework that is reserved to the Full Council.

The level of expenditure/savings which this Authority has adopted as being financially significant is £250,000.

Please note in addition to the documents identified in the plan, other documents relevant to a decision may be submitted to the Decision Maker. Details of any additional documents submitted can be obtained from the Contact Officer listed against each decision identified in this plan.

In respect of exempt items, if you would like to make written representations as to why a report should be considered in public, please send these to the contact officer responsible for that particular decision. Unless otherwise stated, representations should be made at least 14 days before the expected date of the decision.

KEY

Those items in **BOLD** are **NEW**

Those items in **ITALICS** have been **RESCHEDULED** following issue of the last plan

Prepared on: 2 June, 2017 and superseding all previous Forward Plans with effect from the period identified above

Jo Miller
Chief Executive

MEMBERS OF THE CABINET

Cabinet Member For:

Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillor Nigel Ball
Councillor Joe Blackham
Councillor Rachael Blake
Councillor Nuala Fennelly
Councillor Chris McGuinness
Councillor Bill Mordue
Councillor Jane Nightingale

- Housing and Equalities
- Public Health, Leisure and Culture
- Highways, Street Scene and Trading Services
- Adult Social Care
- Children, Young People and Schools
- Communities, Voluntary Sector and the Environment
- Business, Skills and Economic Development
- Customer and Corporate Services

Some Decisions listed in the Forward Plan are to be taken by Full Council

Members of the Full Council are:-

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Phil Cole, John Cooke, Mick Cooper, Tony Corden, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Glyn Jones, R. Allan Jones, Ros Jones, Ken Keegan, Majid Khan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Tina Reid, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Austen White, Sue Wilkinson, Jonathan Wood, Paul Wray.

WHEN DECISION IS EXPECTED TO BE TAKEN	KEY DECISION TO BE TAKEN	RELEVANT CABINET MEMBER	DECISION TO BE TAKEN BY	CONTACT OFFICER(S)	DOCUMENTS TO BE CONSIDERED BY DECISION MAKER	REASON FOR EXEMPTION – LOCAL GOVERNMENT ACT 1972 SCHEDULE 12A
4 Jul 2017	To commission a Specialist Home and Community Support Framework to deliver personalised and outcome focussed to individuals with complex needs.	Cabinet Member for Corporate Services, Equalities & Cohesion - Cllr Glyn Jones	Cabinet	Damien Allen, Interim Director of People damien.allen@ doncaster.gov.uk		
4 Jul 2017	Drawdown of £250,000 s106 contribution to Ongo Homes Housing Association to support the delivery of the affordable housing scheme at Ivor Grove, Balby.	Portfolio holder for Housing	Cabinet	Ruth Winter ruth.winter@ doncaster.gov.uk		Open
Not before 4th Jul 2017	To consider options for the future provision of Central Library and its impact on the Museum, Archives and Library Service for Schools.	Councillor Bill Mordue, Portfolio Holder for Business, Skills and Economic Development	Cabinet	Nick Stopforth, Head of Libraries & Culture nick.stopforth@ doncaster.gov.uk	Cabinet Report	Open

13 Jul 2017	To approve a discretionary relief scheme for supporting small businesses facing an increase in their business rates bills as a result of the 2017 revaluation	Mayor Ros Jones, Mayor of Doncaster with responsibility for Budget and Policy Framework	Council	Marian Bolton marian.bolton@doncaster.gov.uk		Open
13 Jul 2017	Approval of the Youth Justice Plan 2017/18.	Councillor Chris McGuinness, Portfolio Holder for Communities, Voluntary Sector and the Environment, Councillor Nuala Fennelly, Portfolio Holder for Children, Young People and Schools	Council	Andy Hood, Acting Head of Service, Doncaster Youth Offending Youth Service andy.hood@dcstrust.co.uk		Open
13 Jul 2017	2017/18 Budget Update	Mayor Ros Jones, Mayor of Doncaster with responsibility for Budget and Policy Framework	Council	Faye Tyas, Head of Financial Management faye.tyas@doncaster.gov.uk		Open

18 Jul 2017	To approve the establishment of a Special Free School within Doncaster.	Portfolio holder for Children Young People and Schools	Cabinet	Riana Nelson, Assistant Director of Commissioning and Performance riana.nelson@doncaster.gov.uk, Neil McAllister, Principal Admissions Officer neil.mcallister@doncaster.gov.uk	Submitted bid document-ation for special free school to Department for Education Submitted Proposal and associated documents to establish a Special Free School Assets Board Report – Redesignat-ion of Land For Education Purposes	Open
18 Jul 2017	Strategic Investment	Councillor Bill Mordue, Portfolio Holder for Business, Skills and Economic Development, Councillor Joe Blackham, Portfolio Holder for Highways, Street Scene	Cabinet	Simon Maxton simon.maxton@doncaster.gov.uk		Fully exempt 3

		and Trading Services				
18 Jul 2017	Approval of the Community Engagement Framework 2017-2021.	Councillor Glyn Jones, Deputy Mayor, Portfolio Holder for Housing and Equalities, Councillor Chris McGuinness, Portfolio Holder for Communities, Voluntary Sector and the Environment	Cabinet	Allan Wiltshire allan.wiltshire@doncaster.gov.uk		Open
18 Jul 2017	To approve Doncaster Council's Housing Allocation Policy.	Councillor Jane Nightingale, Portfolio Holder for Customer and Corporate Services	Cabinet	Andrea Jarratt Andrea.Jarratt@stlegerhomes.co.uk		Open
18 Jul 2017	To approve the updated Tenancy Strategy/Policy and take into account changes being introduced by the Government in the Housing and Planning Act 2016.	Councillor Jane Nightingale, Portfolio Holder for Customer and Corporate Services	Cabinet			Open

5 Sep 2017	Finance and Performance Improvement Report: Quarter 1 2017-18.	Portfolio Holder for Budget and Policy Framework	Cabinet	Faye Tyas, Head of Financial Management faye.tyas@doncaster.gov.uk		Open
21 Sep 2017	Approval of 'Doncaster Growing Together - the Mayor's Four Year Plan'.	Mayor Ros Jones, Mayor of Doncaster with responsibility for Budget and Policy Framework	Council, Cabinet	Lee Tillman, Assistant Director, Strategy and Performance lee.tillman@doncaster.gov.uk		Open

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