

Corporate Review Committee

Tuesday, 8 September 2020

10.00 am

Virtual meeting, Microsoft Teams

NB. Members are requested to ensure that their Laptops/Tablets are fully charged before the meeting

John Tradewell
Director of Corporate Services
28 August 2020

A G E N D A

PART ONE

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 31 July 2020** (Pages 1 - 4)
4. **Staffordshire Covid-19 Local Outbreak Control Plan** (Pages 5 - 16)

A presentation will be given at the meeting. The Local Outbreak Control Plan can be found at <https://www.staffordshire.gov.uk/Coronavirus/Outbreak-control/Staffordshire-Covid-19-local-outbreak-control-plan.aspx>
5. **Work Programme** (Pages 17 - 22)
6. **Exclusion of the Public**

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are exempt)

Membership

Charlotte Atkins	Jeremy Pert
Mike Davies	Bernard Peters
Helen Fisher	Natasha Pullen
John Francis	Stephen Sweeney
Colin Greateorex (Chairman)	Conor Wileman (Vice-Chairman)
Jeremy Oates	Susan Woodward
Ian Parry	

Scrutiny and Support Manager: Mandy Pattinson Tel: (01785) 278502

Minutes of the Corporate Review Committee Meeting held on 31 July 2020

Present: Colin Greatorex (Chairman)

Attendance

Ron Clarke	Jeremy Pert
Mike Davies	Bernard Peters
John Francis	Natasha Pullen
Dave Jones	Stephen Sweeney
Jeremy Oates	Conor Wileman (Vice-Chairman)
Ian Parry	

Apologies: Helen Fisher

PART ONE

11. Declarations of Interest

Philip White, Cabinet Member for Economy and Skills, declared a personal interest in agenda item 4, Parental Leave Policy for Members as he was due to become a parent.

12. Minutes of the meeting held on 3 July 2020

RESOLVED:

That the Minutes of the meeting held on the 3 July 2020 be approved as a correct record and signed by the Chairman.

13. Parental Leave Policy for Members

The Committee considered the report of the Cabinet Member for Economy and Skills which provided information on the Parental Leave Policy for Members and accompanying procedure. The policy was aimed at bringing the arrangements for elected Members in line with those of staff, whilst recognising that as Members are elected, procedures and processes needed to be slightly different. The policy mirrored the Councils own policy rather than that of other local authorities or legislation from the Welsh Government.

The policy was welcomed by all members of the Committee.

The following suggestions were made and agreed:

- Policy - paragraph 2.5 should refer to all meetings not just Cabinet.
- Policy - paragraph 4.2.1 remove the word do after 'liability to.....'
- Procedure - paragraph 8 – 'unless re-elected' should be added at the end of the paragraph.
- Policy - paragraph 4.3 should read Division not Constituency.
- Procedure – paragraph 4 replace XX with 'nominated opposition Member'.

- Recognised that members receive an allowance not pay.

The Cabinet Member also agreed to further consider the following prior to the policy being considered at Council:

- Procedure - Point 7. Returning to office - There was concern that providing 8 weeks' notice when returning to work would restrict members from participating in community work which they may want to join. It was acknowledged that this was in order to mirror staff arrangements, but the aim was not to restrict community involvement.
- Policy – paragraph 4.4. There was a debate on the 6 months attendance rule. It was felt that this was too restricting, and the practice should be more flexible. Members were reminded that this was a legislative requirement, but sensitivity would be used so that people's illness or reason for dispensation was treated respectfully.
- Policy introduction. It was felt that the policy should encourage as many people as possible to want to become Councillors and create a welcoming culture, where all work together. Wording to reflect this at the start of the policy was suggested. It was felt that emphasis should be on supporting each other but this would be considered.
- Policy - paragraph 4.1.2. There was some discussion over whether a Vice Chair, covering the responsibilities of a Chairman should be paid their Special Responsibility Allowance.

RECOMMENDED:

That subject to the comments made by the committee and consideration of the issues highlighted which need further consideration, as listed above, the Parental Leave Policy for Members and accompanying procedures be agreed.

14. Integrated Performance Report - Quarter 1, 2020/21 and Quarter 4, 2019/20

The Cabinet Member for Finance introduced the Integrated Performance Report quarter one which also contained information on quarter four 2019/20 report which had not been considered previously by the committee as the meeting had been cancelled at the start of the Covid-19 lockdown.

Quarter one covered the first three months of the Covid-19 crisis and the start of the planning and recovery stages. With regard to the financial position, it was estimated that the council would be approximately £10.1m overspent at the end of 202/21. Appendix 2 of the report set out each of the service areas and the impact Covid-19 had had.

A number of questions were asked on the grants received, and funding applied for during the crisis. Information on the funding received and what it had been spent on was requested. The Cabinet Member agreed to circulate the information to the Committee. A question was asked on the ability to respond to Government funding opportunities. Officers were not aware of any missed opportunities and highlighted some major success such as Highways funding and working with the LEP in various bidding rounds.

The future risk areas were highlighted as; Children and Adult Social Care and the transformation savings planned for this year. There was also concern that there may be cohort of vulnerable people who would need help as a result of the economic effects of Covid-19 that the Council were not aware of yet.

Working with the voluntary sector and sharing of knowledge and skills had proven invaluable during the pandemic. There had been little duplication with Districts and Boroughs generally. This had been particularly valuable during the recent Burton Outbreak.

The Council was required to deliver a balanced budget and it was anticipated that this would be achievable in 2020/21 however, 2021/22 may prove more challenging. The Cabinet Member agreed to discuss with the Leader the possibility of a meeting with all the Staffordshire MPs to discuss future funding and the need for additional resources.

The level of 'Client debt' was proving to be an area of concern and officers were working to ensure that help and support was given to those involved in a sensitive and timely manner. This area would be monitored to ensure that it did not increase. A working group had been established to look at this. The results of the group were requested as part of the next quarterly update report.

RECOMMENDED:

- a) That the update be noted;
- b) Information on Government funding received and what it had been spent on be circulate to the Committee for information.
- c) The Cabinet Member agreed to discuss with the Leader the possibility of a meeting with all the Staffordshire MPs to discuss future funding and the need for additional resources.
- d) That the results of the working group set up to look at client debt be included in the next quarterly update report.

15. Work Programme

The Local Outbreak Control Plan was requested at the September Meeting.

Information on the financial implications of the Adult Social Care and the Children's Improvement Plan was requested as part of the Integrated Performance Quarter two report which would be considered at the 17 November committee along with the Corporate Complaints Annual Report.

Members and the impact of Covid -19 and meeting arrangements was being looked at and would be considered at a future meeting of this committee.

The Committee was informed that since the last meeting, two members of the MTFS working group had been appointed to the Cabinet and therefore additional members needed to be appointed.

RECOMMENDED:

- a) That the report be received;
- b) The Local Outbreak Control Plan be considered at the 8 September Meeting.

- c) Information on the financial implications of the Adult Social Care and the Children's Improvement Plan was requested as part of the Integrated Performance Quarter two report on 17 November.
- d) The Corporate Complaints Annual Report be considered at the 17 November meeting.
- e) That the following Members be appointed to the MTFS working Group 2020/21:
 - Charlotte Atkins
 - John Francis
 - Colin Greateorex
 - Ian Parry
 - Jeremy Pert
 - Jeremy Oates
 - Martyn Tittley
 - Susan Woodward

Chairman

Covid-19 Local Outbreak Control Plan

Page 5 Week commencing 07 September 2020



Context

- Covid-19 is with us for the foreseeable future
- Range of potential scenarios

Best case:

Low level of transmission with outbreaks limited to discrete settings – e.g. care homes, schools, businesses, households, defined small communities

Middle case:

Community spread in particular areas of the country – requiring some local restrictions

Worst case:

Extended community spread across the country - requiring a 'national lockdown'

- Main determinant will be public compliance with good hygiene, social distancing and self-isolation of cases and contacts
- Local authorities have a new and important role in developing and implementing Covid-19 Local Outbreak Control Plans

Staffordshire Covid-19 Local Outbreak Control Plan

<https://www.staffordshire.gov.uk/Coronavirus/Outbreak-control/Outbreak-control-plan.aspx>

1. Surveillance
2. Identification of outbreaks
3. Response
4. Management of outbreaks
5. Governance
6. Communications
7. Alert levels and additional restrictions

Surveillance and identification of outbreaks

Testing:

- Local swabbing team and laboratories (Pillar 1)
- National network of Regional Testing Centre / Mobile Testing Units and Local Testing Centres use national laboratories (Pillar 2)

Results:

- Data quality is improving although there remain delays in getting test results
- Used to construct a local surveillance using dashboard

Other intelligence:

- Regular dialogue between Staffordshire and PHE
- Contact between Staffordshire and neighbouring local authorities
- Local communities including elected members are an important source of intelligence

Response and management of outbreaks

- **Response** to outbreaks draws on existing skills and experience with teams from County Council and District and Borough Councils leading management of Incidents in different settings
- **Management** might include:
 - Isolation and cohorting of cases
 - 'Deep cleaning'
 - Personal Protective Equipment
 - Support for business continuity, including management and staffing, in essential Council provided or commissioned services
 - Contact tracing
 - Increased testing
 - Support for self-isolation
 - Closure of settings
 - Enforcement

Governance and communications

Governance:

- Covid-19 Health Protection Board meets three times a week
- Covid-19 Member Led Local Outbreak Control Board to provide democratic oversight and lead communications with the public
- Multi-agency co-ordination through Local Resilience Forum

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Communication:

- We are unlikely to tell Members about every Incident
- We will tell Members about Incidents that are likely to be particularly sensitive
- We will make sure there is a point of contact for enquiries

National Contain Framework

The Contain Framework categorises UTLA into four 'alert levels':

'Stable' areas. Expected to be most UTLA

Areas of concern. In areas where there is some community spread and the number of cases is rising the expectation is that UTLA will work with partners, supported by regional PHE and NHS Test and Trace, to take additional actions. Actions may include: enhanced communications around the importance of hygiene, social distancing, and other preventative measures; additional targeted testing; and more detailed epidemiological work to understand the spread of infection. They may also include additional restrictions with the UTLA using new powers to close premises, places and events where necessary.

Areas of enhanced support. In areas where there is more extended community spread and the number of cases is higher and/or increasingly rapidly then UTLA will be provided extra national capacity and oversight to support additional actions. Actions may include: detailed engagement with high risk communities and sectors to help increase the effectiveness of testing and tracing; more widespread testing; and further restrictions on premises, places and events, determined locally.

Areas of intervention. In these areas decision-making on the need for more substantial restrictions will be determined nationally. This will be on the basis that one or more of the following criteria are met:

- Local leaders request intervention;
- Management requires resource prioritization by HM government;
- The situation raises issues of national importance - for example impact on critical infrastructure, major parts of the economy or wider sectors such as food or energy production; and/or
- Local capacity and capabilities are exceeded, the local response is ineffective, or the scale of the situation calls for the use of wider or more intrusive powers.

Local alert levels – for use within the county

Local alert level	Situation	Potential restrictions
Critical	<ul style="list-style-type: none"> Meets criteria for national Contain Framework 'Area of Intervention' 	<p>HM government will determine additional restrictions</p>
High	<ul style="list-style-type: none"> Number of cases in the area is rising further or faster indicating extended community spread of infection 	<p>As below plus consider:</p> <ul style="list-style-type: none"> Close schools / nurseries Close leisure facilities Close shops Advise indoor/outdoor meetings restricted to a single household
Medium	<ul style="list-style-type: none"> Number of cases in the area is rising indicating some community spread of infection beyond discrete settings 	<p>Rigorously enforce national guidance</p> <p>Consider:</p> <ul style="list-style-type: none"> Limit the number of people in shops Restrict access to parks Limit organized gatherings to fewer people – including weddings, funerals and religious ceremonies Advise indoor/outdoor meetings restricted to fewer people
Low	<ul style="list-style-type: none"> Number of cases low and stable Clusters and outbreaks limited to discrete settings such as care homes, schools, businesses or single households 	<ul style="list-style-type: none"> National guidance applies <p>https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</p>

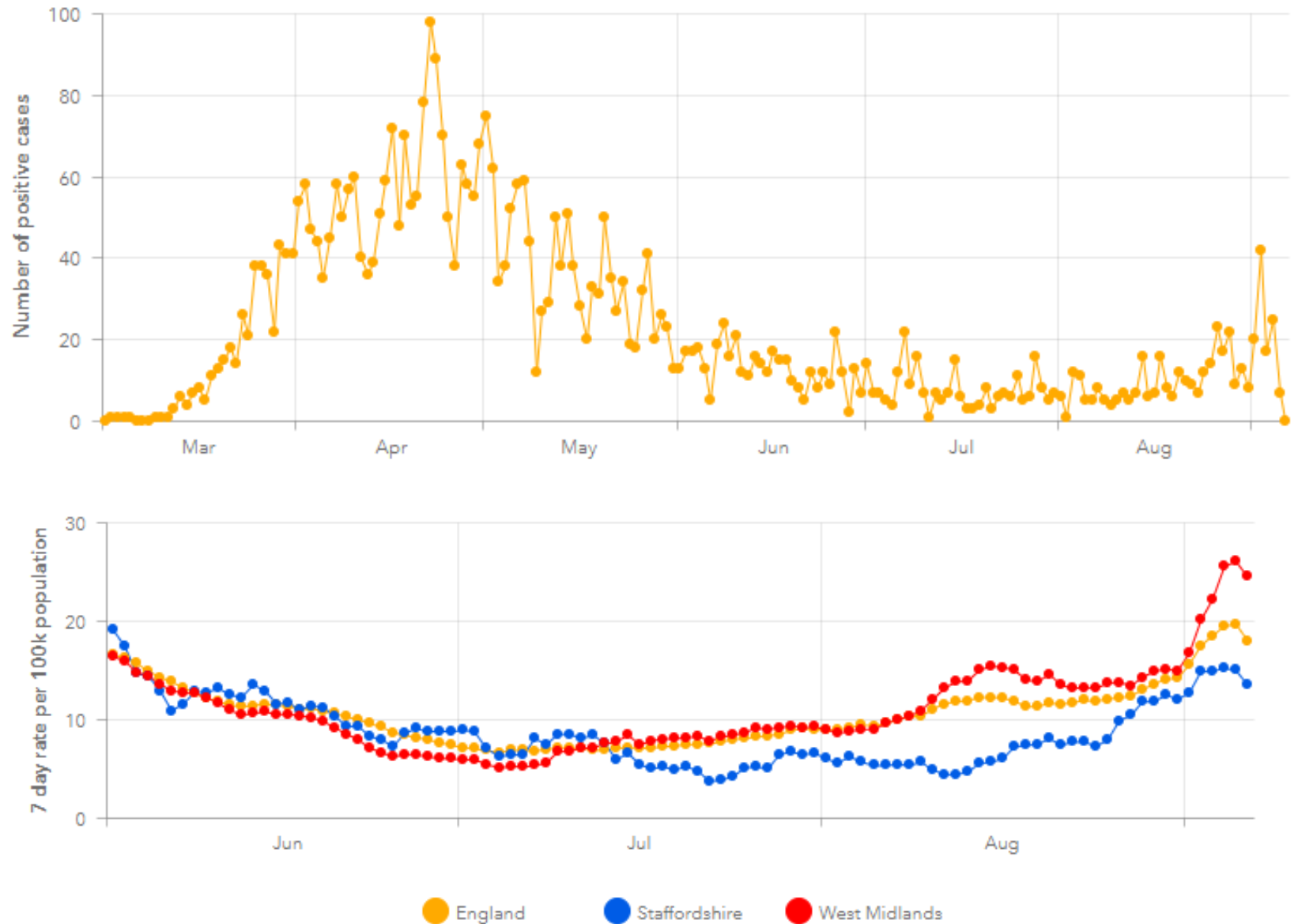
Current situation

Number of new Covid-19 cases in Staffordshire rising in line with national trend – currently around 10-20 new cases daily

Case rate slightly lower than England average

Currently affecting working age adults so not seeing increased numbers of hospitalisations and deaths

The situation can change very quickly



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Local epidemiology and significant incidents

- **East Staffordshire:** Ongoing elevated number of cases in Shobnall, Anglesey, Horninglow and Eton Park wards. Additional advice going to residents and businesses.
- **Newcastle:** Recent outbreak associated with Silverdale Working Men's Club and other pubs; 18 confirmed cases so far; incident now closed.
- **Tamworth:** Recent elevation in number of cases; no obvious single common cause; now reducing.
- **Stafford:** Outbreak associated with Barleston cricket club; infections acquired on a 'stag do' in Prague; one domestic transmission.
- **Lichfield:** Small rise in number of cases; no obvious single common cause.
- **South Staffordshire:** Recent cases associated with care homes.
- **Staffordshire Moorlands:** Recent cases associated with care homes and Alton Towers.
- **Cannock:** Nothing of note.

Questions



WORK PROGRAMME – September 2020

Corporate Review Committee

The Corporate Review Committee is the Council's principal scrutiny committee. It is responsible for co-ordinating and approving the scrutiny work programmes, overseeing the work of the Select Committees and ensuring coherence of approach to cross cutting policy themes. The committee also has a key role in challenging progress around the Council's ambitions of running the business well.

The Committee also scrutinises those areas of the County Council's activity focused on corporate improvement. Its remit covers:

- Holding the Leader and Deputy Leader of the Council to account for achievement of the overall vision of a connected Staffordshire.
- The Council's overall performance and approach to managing performance and Strategic Corporate Planning
- The Council's Medium Term Financial Strategy
- The Council's on-going programme of improvement and transformation.
- The Committee is responsible for scrutiny of achievement against the Council's strategic priorities
- The Council as a commissioning organisation including how it uses customer insight to drive improvements in services

We review our work programme regularly to ensure it remains relevant to the challenges facing local communities, the council and its partners.

County Councillor Colin Greatorex
Chairman of the Corporate Review Committee

If you would like to know more about our work programme or how to raise issues for potential inclusion on a work programme then, please get in touch with:
Mandy Pattinson Interim Scrutiny and Support Manager - 01785 278502 Mandy.pattinson@staffordshire.gov.uk or Chris Ebberley
Member and Democratic Services Manager.

Date of Meeting	Topic	Link to Council's Strategic Priorities	Background/Outcome
4 June 2020 – virtual meeting	COVID 19 – specifically issues on Health (NHS) and finance. Member: Alan White, Mike Sutherland Officers: Simon Whitehouse/Rob Salmon		That the Chairmen of the Select Committees agree which committee would be best placed to scrutinise the Local Outbreak Control Plan
8 June 2020 Reserved for Call-in cancelled			
11 June 2020 – cancelled			
3 July 2020 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)	Gender and Equality Issues to include: Member: Philip Atkins /Philip White Officer Sarah Getley.		Item proposed by Leader of the Opposition.
	Covid-19 update Member: Leader		
31 July 2020 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)	Working Group on Members Parental Leave. Member: Philip Atkins /Philip White Officer Sarah Getley		Comments made and included
	Performance Report – Quarter 4 2019/20 and Quarter 1 2020/21 Member: Mike Sutherland Officer: Andrew Donaldson, Rob Salmon		<ul style="list-style-type: none"> a) Information on Government funding received and what it had been spent on be circulate to the Committee for information. b) The Cabinet Member agreed to discuss with the Leader the possibility of a meeting with all the Staffordshire MPs to discuss future funding and the need for additional resources. c) That the results of the working group set up to look at client debt be included in the next quarterly update report.

Date of Meeting	Topic	Link to Council's Strategic Priorities	Background/Outcome
8 September 2020 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)	The Local Outbreak Control Plan Member: Alan White Officer: Richard Harling		Requested at 4 June meeting and 31 July.
2 October 2020 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
6 October 2020 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
9 November 2020 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
17 November 2020 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)	Performance Report – Quarter 2 2020/21 Member: Mike Sutherland Officer: Andrew Donaldson, Rob Salmon		
4 December 2020 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
8 January 2021 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			

Date of Meeting	Topic	Link to Council's Strategic Priorities	Background/Outcome
21 January 2021 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
5 February 2021 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
5 March 2021 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
30 March 2021 (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)	Performance Report – Quarter 3 2020/21 Member: Mike Sutherland Officer: Andrew Donaldson, Rob Salmon		
6 April 2021 Reserved for Call-in (Contact: Nick Pountney/Mandy Pattinson – Scrutiny & Support Manager)			
TBC	Scrutiny of the LEP (Joint meeting with Stoke City Council) at Stoke City Council in September/October (tbc). Members: Alan White/Abi Brown and David Frost, Stoke on Trent and Staffordshire LEP Officers: Darryl Eyers/Phil Cresswell (Stoke City Council/Jackie Casey (LEP)		New governance for the LEP have now been approved. The Director of Economy, Infrastructure and Skills has suggested that the arrangements should be reviewed regularly with Stoke City Council. Next meeting to take place at Stoke City Council to include update on progress with the Local Industrial Strategy.
TBC	Nexus Member: Mark Deaville Officer: Helen Riley Was programmed for May 2020		Item proposed by Chairman of Prosperous Staffordshire Select Committee. Corporate Review to review progress with Nexus and consider how governance arrangements may need to change going forward.

Date of Meeting	Topic	Link to Council's Strategic Priorities	Background/Outcome
TBC	Apprenticeship Levy Member: Philip White Officer: Chris Bamsey		The Skills and Employability Team are now managing the County Council's Apprenticeship levy. It is proposed that this should therefore be scrutinised by Corporate Review rather than Prosperous Staffordshire Select Committee. Briefing Note proposed.
TBC	Doing Your Bit (formerly People Helping People). Role of Staffordshire Parish Councils' Association and Parish Councils Officer: Andrew Donaldson/ Peter Barker/ Kerry Dove		One of the four enablers in the Strategic Plan.
TBC	Digital Member: Mike Sutherland		One of the four Enablers in the Strategic Plan. Item on SMART Working proposed by Leader of the Opposition. *** New Digital Strategy requested at 10 January 2020 meeting.
TBC	Networks		One of the four Enablers in the Strategic Plan.

Items for Consideration for the Work Programme

Suggested item	Link to the Council's Commissioning Plans	Background	Possible Option

Working Group updates

MTFS 2020	Appointment of Members 2020	Membership (appointed 31 July 2020): <ul style="list-style-type: none"> Charlotte Atkins John Francis 	Observers Mike Sutherland Alan White
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Suggested Working Group item	Link to the Council's Commissioning Plans	Background	Possible Option

Membership - County Councillors	Calendar of Committee Meetings	
Colin Greatorex (Chairman)	4 May 2020 (virtual)	
Conor Wileman (Vice Chairman)	4 June 2020 (virtual)	
	8 June 2020 cancelled - reserved for call-in	
	11 June 2020 cancelled	
Charlotte Atkins	3 July 2020 (virtual)	
Mike Davies	31 July 2020 (virtual)	
Helen Fisher	8 September 2020 (virtual)	
John Francis	2 October 2020	- reserved for call-in
Jeremy Oates	6 October 2020	
Bernard Peters	9 November 2020	- reserved for call-in
Ian Parry	17 November 2020	
Jeremy Pert	4 December 2020	- reserved for call-in
Stephen Sweeney	8 January 2021	- reserved for call-in
Natasha Pullen	21 January 2021	
Susan Woodward (Opposition Vice Chairman)	5 February 2021	- reserved for call-in
	5 March 2021	- reserved for call-in
	30 March 2021	
	6 April 2021	- reserved for call-in