

## **Corporate Overview and Scrutiny Committee**

Tuesday 11 April 2023

**10:00**

Oak Room, County Buildings, Stafford

The meeting will be webcast live which can be viewed at any time here:

<https://staffordshire.public-i.tv/core/portal/home>

John Tradewell  
Deputy Chief Executive and Director for Corporate Services  
30 March 2023

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### **Agenda**

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the meeting held on 27 February 2023** (Pages 1 - 6)
4. **Civil Contingencies Update** (Pages 7 - 22)  
Report of the Leader of the Council.
5. **Governance - Outside Bodies Update** (Pages 23 - 30)  
Report of the Leader of the Council.
6. **Work Programme** (Pages 31 - 44)
7. **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”.

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### **PART TWO**

(All reports in this section are exempt)

## **Membership**

Tina Clements	Jeremy Pert
Mike Davies	Bernard Peters
John Francis	Bob Spencer
Colin Greatorex (Chair)	Samantha Thompson (Vice-Chair (Overview))
Gill Heath (Vice-Chair (Scrutiny))	Mike Worthington
Jeremy Oates	Nigel Yates
Kath Perry, MBE	

### **Notes for Members of the Press and Public**

#### **Filming of Meetings**

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If you have privacy concerns about the webcast or do not wish to have your image captured then please contact the Member and Democratic Services officer named at the top right of the agenda.

#### **Recording by Press and Public**

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

**Minutes of the Corporate Overview and Scrutiny Committee Meeting held on 27 February 2023**

Present: Colin Greatorex (Chair)

**Attendance**

Tina Clements	Bob Spencer
Mike Davies	Samantha Thompson (Vice-Chair (Overview))
John Francis	Mike Worthington
Gill Heath (Vice-Chair (Scrutiny))	Nigel Yates
Jeremy Pert	

**Apologies:** Jeremy Oates, Kath Perry, MBE, Bernard Peters and John Tradewell

**Also in attendance:** Councillors Alan White and Ian Parry (virtual attendance).  
Officers: Kate Loader, Katie Marshall, Chris Ebberley, Sarah Getley, and Wendy Tompson.

**PART ONE**

The Chairman informed the Committee that Councillor Charlotte Atkins had come off the Committee and had been replaced with Councillor Nigel Yates. Councillor Yates was welcomed to the Committee.

**53. Declarations of Interest**

None declared at the meeting.

**54. Minutes of the meeting held on 17 January 2023**

**Resolved:** – That the minutes of the meeting held on 17 January 2023 be confirmed as a correct record and signed by the Chairman.

**55. Integrated Performance Report - Quarter 3 2022/23**

The Leader of the Council introduced the Integrated Performance Report for Quarter 3 2022/23 which summarised the Councils performance and financial position against the Strategic and Delivery Plans.

The Cabinet Member for Finance explained that the report detailed the main challenges facing each of the four service areas, notably inflation; energy costs; payroll increases; and the transformation of Children’s services which had not achieved expected savings during the quarter. It was also reported that there was a forecast overspend of approximately £16m reduced to £11.5m following the additional funding allocation from reserves.

The main issues discussed by members were:

- The number of children in care which was continuing to increase. This required specialist staff and family support.
- It had been expected that the number of Children in Care would reduce. This hadn't happened and the gap in funding was the result. However, it was anticipated that the recent investment in Children's services would show a change in services within the next financial year.
- The Cabinet was confident that the revised strategy for Children's services was deliverable and the previous gap in strategy was due to the resourcing plan for specialist staff to deliver the change. This was now in place and should deliver change.
- The number of Education, Health and Care Plans (EHCP) issued had continued to rise.
- Educational Psychologist had been recruited and this should ensure children get the support they need before they need additional care and have to come into the system.
- Future assessment of demand, particularly in relation to the pandemic and the budget forecast would be helpful so that the Cabinet could be held to account.
- Safeguarding Overview and Scrutiny Committee were looking at the transformation plan in detail and the Corporate Overview and Scrutiny Committee would be looking at the financial implications at the April meeting. Safeguarding Committee had made recommendations to the Cabinet on measuring data.
- Information on historical data and employment and recruitment and retention would be helpful for the Committee. Members were directed to previous agendas when the yearend data was provided (normally May/ June).
- Information on apprenticeships (location and numbers) would be forwarded to the committee for information.
- A discussion on the funding challenges for category 3 highway defects took place and the need to address potholes in a particular area rather than just category 3 and then having to return later to address other holes which had become category 3. This was being referred to as "Whole Place Repair" and was being introduced.
- Highway inspectors had been recruited and were working alongside Amey to identify need and a programme of work.

**Resolved:**

- a) That the Quarter 3 2022/23 Integrated Performance Report be noted.
- b) Information on apprenticeships (location and numbers) to be forwarded to the committee for information

## 56. Refreshed People Strategy 2023 - 2027

The Committee was informed that the People strategy was before the Committee for pre-decision scrutiny and would be considered by Cabinet on the 15<sup>th</sup> March 2023. This was a refresh for 2023-2027

Officers gave a short presentation explaining the four pillars; priorities; key performance indicators used to monitor and assess the success of the strategy; and next steps.

The Committee welcomed the strategy and the approach to become an 'employer of choice'. Members asked if any sampling was carried out to ensure that what the authority was striving for was being achieved. It was felt that Exit interviews were a good way of assessing things from an employee viewpoint. Areas of concern were the employee age demographics; retaining older employees; and succession planning.

The Leader explained that in his view there were a number of areas of work that needed to be addressed:

- Innovation in the workplace
- Succession planning
- Calm when solving problems
- Employee empowerment – particular middle managers.

A capability policy was available to managers should a situation arise where employees were not performing well.

Members felt that Male mental health needed to be taken into account in any organisational development. More information would be forwarded to the Committee on the current support offer.

Key performance indicators and the detailed policies which would deliver this strategy were in place, but it was acknowledged that a number of key indicators would be useful for members to see if the strategy was delivering.

**Resolved:** That the report and the comments made by the committee be noted.

## 57. Electoral Review – Stage 1 Draft Council Size Submission

The Leader introduced the report and the Senior Change Manager and the Member and Democratic Services Manager provided a short presentation covering the following areas:

- The stages of the review and the criteria used by the Local Government Boundary Commission for England (LGBCE).
- Member engagement during the process.
- How the proposals had been developed.
- Key dates.

Members were reminded that their role was to scrutinise the review process and the detailed recommendations would be discussed at Council on 16 March 2023. The submission to the LGBCE would be made on the 20 March 2023 and consultation on their draft recommendations would then take place between the 27 June to 4 September 2023. The Council is a consultee in the process.

The boundary changes proposed and the request for 'single member' wards as part of the Submission was briefly mentioned. The Committee was reminded that there was no guarantee that single member divisions would be achievable and this had been requested as part of the last review in 2010, however two double divisions remained.

During the discussion, members asked questions and were provided with the following information:

- Any members who weren't happy with the recommendations and wanted to submit a counter proposal were offered support by the Senior Change Manager so that a personal submission could be made.
- Community identity was often more important to local people than the + or - 10 % criteria. Discussions had taken place with the LGBCE on this point and community identity was always a priority, but unfortunately in an area as large as Staffordshire, variations and compromise would always be needed.

The Committee:

- Expressed their satisfaction with the engagement process and opportunity to put forward their views.
- Supported the single ward request.
- Felt that this was an opportunity to provide coterminous boundaries where possible.
- Acknowledged the use of local knowledge and understanding of local geography.

Officers were thanked for their help and support during the process.

**Resolved:**

- a) That the progress on the County's Electoral Review be noted.
- b) That the comments and suggestions from the Committee as listed above be referred to Council for consideration

**58. Work Programme and MTFS Cabinet response**

The following changes had been made to the work programme since the last meeting:

- The 9 May meeting had been changed from a reserved for call-in meeting to a formal meeting.

- The Children’s Transformation Programme – Budget implications item had been moved from the April to May 2023 due to officer availability.
- The Corporate Delivery Plan had been added to the May meeting.
- Councillor Yates had replaced Councillor Atkins on the Committee and it was requested that the same change be made to the Climate Change Working Group.
- The MTFS Cabinet response had been added to the work programme for information.

**Resolved:**

- a) That the Work Programme and changes made since the last meeting be noted.
- b) That Councillor Nigel Yates replace Councillor Charlotte Atkins on the Climate Change Working Group
- c) That the MTFS Cabinet response be noted

**Chairman**





## **Corporate Overview and Scrutiny Committee - Tuesday 11 April 2023**

### **Civil Contingencies Update**

#### **Recommendations**

I recommend that the Committee:

- a. Review the Civil Contingencies Update Report, noting the progress that has been made.
- b. Provide comments and feedback on the emerging priorities for 2023/24 contained within the report and make any recommendations which can be considered for next year's workplan.
- c. Advise if an annual report would be beneficial to Audit and Standards committee and recommend areas to be included.

#### **Local Member Interest:**

N/A

### **Report of Cllr Alan White, Leader of the Council**

#### **Summary**

#### **What is the Overview and Scrutiny Committee being asked to do and why?**

1. This report provides Corporate Overview and Scrutiny Committee Members a better understanding of the challenges we have faced in the past year and the role of the Emergency Planning and Resilience Strategic Group (EPRSG) and Staffordshire Resilience Forum (SRF) in emergency preparedness planning and incident response to support the authority to discharge its obligations as a Category 1 responder under the Civil Contingencies Act, 2004.
2. Committee Members are asked to provide feedback which will be used to inform the 2023/2024 workplan before it is approved via the Emergency Planning Strategic Working Group and Corporate Governance Working Group. Although it should be noted that it is subject to quarterly review to ensure that it stays relevant to changes in both technologies and events.

3. Committee Members are asked whether it would be beneficial for Audit and Standards committee to receive an annual report for Civil Contingencies and recommend areas they would wish to see covered within the report.

## **Report**

### **Background**

4. This report provides an update to the Committee on our preparedness regarding civil contingencies, especially actions taken to support our preparedness for Winter as requested.
5. The Civil Contingencies Act 2004 identifies Local Authorities as Category 1 responders and so we have a statutory responsibility to maintain an emergency response capability. We deliver this capability as part of the Staffordshire Resilience Forum (SRF) and commission dedicated support from the Civil Contingency Unit (CCU). This gives us the benefits of economies of scale and a mechanism for multi-agency response and planning as well as training and exercising with other Local Authorities and responders. Funding for the CCU is based on a partnership model for core services, with supplementary contracts for the provision of additional support.
6. The Partnership, which is hosted by Staffordshire Fire and Rescue service, meet regularly, and have a combined plan and response protocols in the event of an emergency. CCU support Staffordshire County Council (SCC) and the wider SRF in preparing for, responding to, and recovering from incidents and emergencies as defined under the Civil Contingencies Act 2004. 2022 saw the Government engage in consultation around amendments to the Civil Contingencies Act and the development of the UK National Resilience Strategy and we look forward to seeing how the resulting changes to legislation inform the future activity of responders.
7. Key priorities on the Partnership's work programme includes: -
  - a. Local implementation of the new [Protect Duty](#), identifying linkages with the Civil Contingencies Act.
  - b. Working with the voluntary sector to improve engagement and support for civil resilience planning, response, and community recovery.
  - c. Local approach to societal resilience and identification of priority communities requiring emergency support.
  - d. Data sharing, reporting and use of local intel/data for the safe sharing and visualization of data to support the response to incidents.

- e. Continued development of a robust training and exercise strategy/programme including accreditation options covering strategic, tactical, and operational roles, loggist and business continuity management.
  - f. Various risk assessments as described below (See Section 12)
8. Whilst getting back to the new 'norm' following the Covid-19 pandemic, SCC have also had to respond alongside partners to the death of the Queen, emergency evacuation and resettlement of Afghan and Ukrainian refugees, unprecedented levels of supply chain disruption across the UK, more recently national strikes as well as several local incidents.
  9. Over the past 12 months, training, exercises, and other events designed to capture learning and enable continuous learning (e.g., workshops, debriefs etc..) have started to recommence following Covid-19. These include training for specialist roles such as Strategic Leadership command and control, Incident Management chairs, Tactical co-ordinating representative and chairs, multi-agency loggists. As a partnership we have adopted the Joint Emergency Services Interoperability Programme (JESIP) Doctrine which lays out how the emergency services should work together around major incidents. Therefore, we have developed a wide training and development programme to maintain a high state of preparedness.
  10. Staffordshire County Council staff have joined the multi-agency exercises which have taken place over the past 6-9 months, such as: -
    - a. Test and validate contingency plans and procedures for managing a **wide scale flooding** event and dealing with local consequences, as well as identifying any instances of duplication, gaps, or lack of clarity in plans or processes and provide the SRF with data to develop secondary actions to resolve these in future planning.
    - b. To build a shared understanding of the implications for local multi-agency partner organisations in responding to a failure of the National Electricity Transmission system, leading to a "**national**" power outage (NPO).
    - c. To explore the health response to multiple, concurrent operational and **winter pressures** and the interfaces with the local resilience forum partners in responding to these pressures.
    - d. Following advice from national partners, provide a potential model for a local response to **fuel disruption**; workshops were held to walk through this with the partnership and discuss vulnerabilities. The Staffordshire fuel plan has duly been updated and SCC's fuel plan/processes are in the final stages of completion.

- e. To build a shared understanding of the implications for local multi-agency partner organisations in responding to **energy shortages** in the UK which conform to the Government's Reasonable Worst-Case Scenario for Winter – local impact – rolling outages.
11. The learning from these exercises will be built into relevant plans/documentation, including the recent update to our Civil Contingencies Policy (See Appendix 1).
12. Other risk areas being considered by Staffordshire County Council and the multi-agency risk assessment working group (in no particular order):-
- a. *Food supply/contamination* - A major contamination incident in the food chain causing illness, and possible fatalities during the time taken to identify it.
  - b. *Major social care provider failure* - Large company with regional or national footprint providing domiciliary care fails, during the winter period.
  - c. *Water infrastructure failure or loss of drinking water* - Loss of drinking water which could last between 24 hours and 2 weeks.
  - d. *Gas supply failure* - A technical failure resulting in the loss of gas supply to some of UK.
  - e. *Industrial action (fuel supply)* - Actual or threatened disruption to the distribution of fuel by road, by fuel tanker drivers would result in some fuel shortages, e.g., at petrol filling stations. Potential for panic buying to exacerbate the situation.

### **Emerging priorities 2023/2024**

13. *Critical Services List and Business Continuity Plan (annual review)* - The Council identifies and maintains a schedule of Critical Services to ensure that each one is covered by an effective Business Continuity Plan (BCP). The Council's definition of a Critical Service is one which: 1. Provides a vital life-saving and / or health function; and / or: 2. Is provided as a legal / regulatory requirement, and / or is vital in maintaining the financial stability of the County Council, and / or is vital in maintaining the County Council's reputation (public perception), and / or is vital to maintaining the delivery of core services. Critical Services are also deemed to include those corporate support services, which are essential to the maintenance of other Critical Services, this includes, but is not limited to, property, staffing, ICT and supplies. Business Continuity Plans will be reviewed considering changes of structure within the Council, legislation and/or best practice and then tested on a regular basis.

14. *Organisational Resilience (Supply chain)* The COVID-19 pandemic has exposed the underlying complexities and vulnerabilities of supply chains and demonstrated the importance of a well-functioning supply chain. Therefore, Staffordshire County Council will develop a supply chain resilience framework including governance structure to support the Authority in anticipating future disruptions, capabilities to resist disruptions and capability to recover rapidly.
15. Gap Analysis – An independent gap analysis will be carried by The Civil Contingencies Unit to map Staffordshire County Councils compliance against the various legislation, standards, and best practice. With a high-level action plan produced to include the review of policies, guidance, and documentation. Including implications of the [UK Government resilience framework](#) recently published (December 2022).
16. It is acknowledged that more could be done to strengthen the Council's approach to Emergency Preparedness and resilience. Once documentation is refreshed, we will work with the communications team to develop a communication plan to help raise awareness of refreshed policies and procedures; train staff and engage all staff and members not just those who hold a role within Civil Contingencies to better understand the responsibilities the Authority holds as a Cat1 responder.

### **Link to Strategic Plan**

17. The information in this report has a link to the Council's Strategic Plan, "*Encourage good health and wellbeing, resilience and independence*" is one of the 5 priorities, how we "*encourage our communities to help themselves and each other*" is a core part of our Strategic Plan and both help shape all that we do.

### **Link to Other Overview and Scrutiny Activity**

18. As Civil Contingencies runs through all the Council's operations and activities this is a matter that is likely to be of increasing interest to Audit and Standards as part of the assurance and compliance work.

### **Community Impact**

N/A

## **List of Background Documents/Appendices:**

Appendix 1 - Civil Contingencies Policy

### **Contact Details**

**Assistant Director:** Tracy Thorley, Assistant Director for Corporate Operations

**Report Author:** Tracy Thorley  
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# Staffordshire County Council

## Civil Contingencies Policy

Version 05 (Feb 2023)



## 1.1 Introduction

The Council aims to protect the wellbeing and safety of its community, employees, assets and key stakeholders. This policy outlines the Council's approach to ensuring it has effective arrangements in place for responding to and recovering from incidents.

Staffordshire County Council will also ensure that it is able to continue to provide its Critical Services during a disruptive event. In doing so, the Council will ensure that it meets its duties under the [Civil Contingencies Act 2004](#), [Flood & Water Management Act 2010](#) and [Health & Social Care Act 2012](#).

### To meet its aims the Council will:

- Safeguard people and assets
- Maintain Critical Services
- Restore full services as soon as is practicably possible

## 1.2 Obligations

The Council will fulfil its duties under the Civil Contingencies Act (2004) by supporting multi-agency working for the following activities:

**Risk Assessment** – The Council will assist in undertaking risk assessments of hazards likely to affect Staffordshire and participate in maintaining the Staffordshire Community Risk Register. This will inform response and recovery and business continuity planning relevant to the Council. Council officers are represented on the Staffordshire Resilience Forum Risk Assessment Working Group to achieve this.

**Emergency Planning and Business Continuity** – The Council will put in place response and recovery arrangements, and business continuity plans to assist in responding to and recovering from an event which affects the day-to-day Council's services. The Council will ensure sufficient resources are made available to produce and maintain these arrangements / plans and deliver training and exercise programmes to provide assurance that they are adequate and effective.

**Communicating with the Public** – The Council will provide information to the public to inform them about civil contingencies matters and maintain arrangements to support multi-agency work to warn, inform and advise the public in the event of an incident. This is predominantly done through [www.staffordshireprepared.gov.uk](http://www.staffordshireprepared.gov.uk), which is hosted by the Council and managed by Staffordshire Civil Contingencies Unit (CCU).

**Partnership Working** – The Council will co-operate and share information with other responders, in order to enhance coordination and efficiency, ensure that plans are robust and effective and that they integrate with other responders' plans.

**Promoting Business Continuity** – The Council will promote business continuity and provide advice on producing Business Continuity Plans (BCPs) to local businesses and voluntary organisations, predominantly via [www.staffordshireprepared.gov.uk](http://www.staffordshireprepared.gov.uk).



**Building Community Resilience** – The Council will work with local communities to encourage communities and individuals to make use of resources and expertise to help themselves in an emergency and complement the response of emergency services. The Council will minimise risks, prioritise work and direct resources, in order to ensure that Staffordshire’s communities are as safe as is practicably possible. Where multi-agency work streams for community resilience are in place, the Council will support such projects as part of this duty. The Staffordshire Prepared website provides a central hub for community preparedness and resilience information which can be referenced and signposted to by the Council as required.

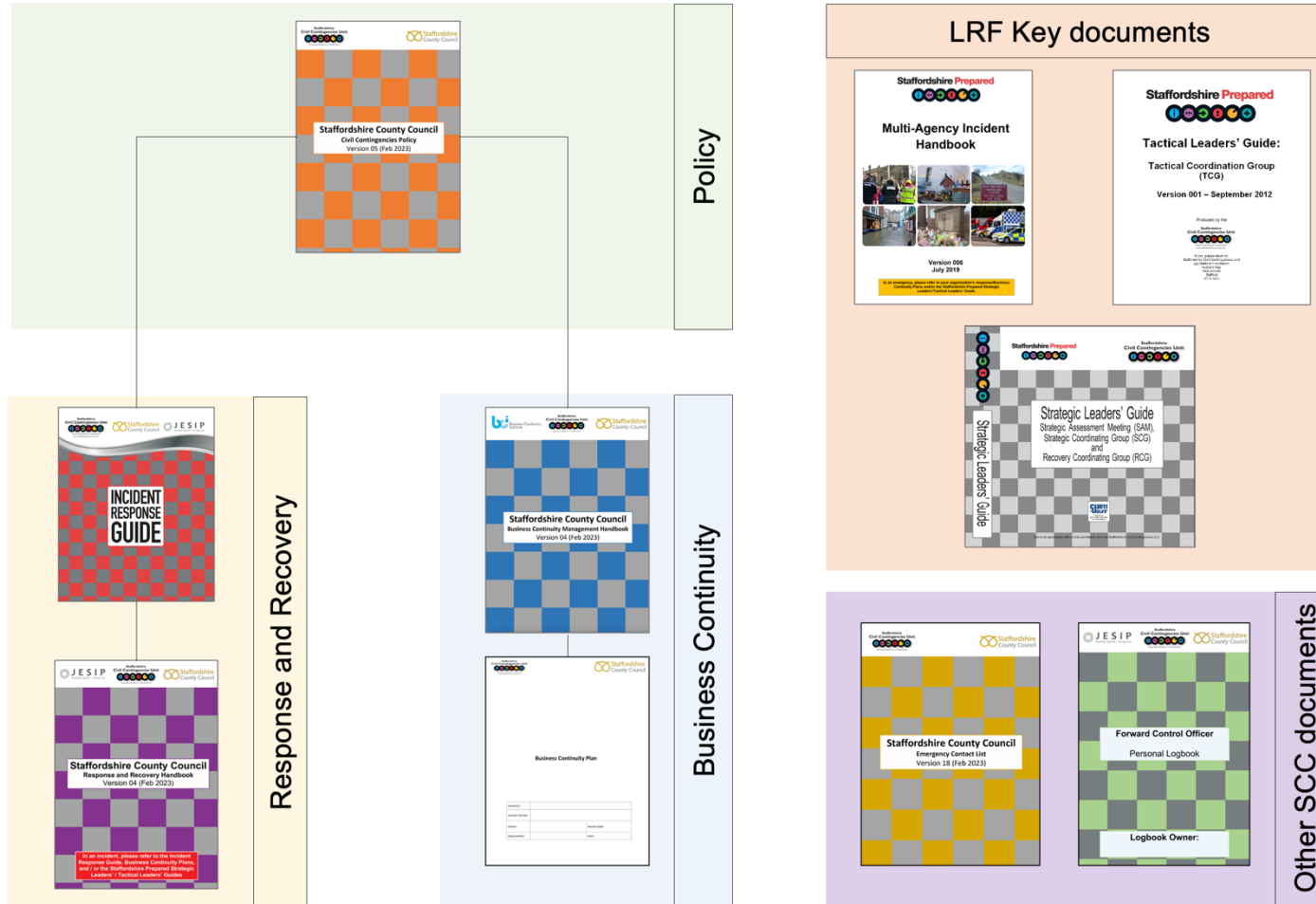
## 1.3 Accountability

The table below shows the key groups and individuals and their areas of responsibility:

Lead	Cabinet	Senior Leadership Team (SLT)	Lead Director	Emergency Planning and Resilience Group (EPRG)	Emergency Planning and Resilience Strategic Group (EPRSG)	Staffordshire Civil Contingencies Unit (CCU)
Page 16 Responsibilities	Set Policy	Set strategy and agree resources	Oversee delivery	Lead tactical delivery	Ensure production and maintenance of Service BCPs	Deliver the CCU element of the SLA
	Direct SLT	Ownership and accountability of risk	Sponsorship of work programme	Ensure compliance with legislation	Oversee production and maintenance of an Incident Response Guide	Deliver Training and Exercises as agreed
	Lead Member for Civil Contingencies	Nominate a Lead Director	Provide leadership	Identify and maintain Critical Services	Oversee maintenance of Response & Recovery handbook	Provide Operational Support in the form of a 24/7 Duty Officer
		Liaise with Members	Maintain CCU Shared Services Service Level Agreement (SLA)	Ensure satisfactory day-to-day delivery	Oversee maintenance of Business Continuity Management handbook	Ensure documents are maintained
		Review and approve SCC critical services for business continuity purposes	Provide representation on the Staffordshire Resilience Forum (SRF) / Strategic Coordinating Group (SCG)	Monitoring / updating / escalating risk	Oversee CCU delivery and provide representation at the Staffordshire Tactical Forum, Risk Assessment Working Group (RAWG) and Strategic Leaders Meeting (SLM)	Promote Business Continuity (with SCC), and provide advice on, and review of, Business Continuity Plans (BCP) at SCC
			Liaise with Members	Provide an Incident Management Team	Provide updates and assurance to Lead Director, SLT and Lead Member	Act as Subject Matter Experts to the County Council
			Attend Civil Contingencies Strategic Leads Meeting (SLM)			

# 1.4 Key Document Framework

The following chart shows the key internal documents that come under this Policy:



## **1.5 Shared Service Delivery**

The Council is accountable for the delivery of its statutory responsibilities under the Civil Contingencies Act 2004, the Flood & Water Management Act 2010 and the Health & Social Care Act 2012.

The CCU supports the delivery of these duties under a shared service arrangement. The Council commits to contribute to the CCU and support the provision of staff, to a level commensurate to meet, and continue to meet, its statutory requirements in full while ensuring value for money is achieved. This partnership approach promotes greater economy and efficiency across all of Staffordshire's Category 1 and 2 responders. It delivers positive outcomes by sharing existing resources, capabilities and knowledge across the Staffordshire Resilience Forum area for the benefit of Staffordshire's communities and residents.

## **1.6 Performance Monitoring and Recording**

The CCU maintains a comprehensive work programme and updates the Council on its delivery as follows:

- The Lead Elected Member for Civil Contingencies, when requested
- The Lead Director responsible for Civil Contingencies, when requested
- The EPRSG, on a monthly basis
- The EPRG, on a quarterly basis
- Internal audit, when requested
- Scrutiny by any Member, when requested

The updated work programme is also available on the Emergency Planning section of SharePoint and is available to be viewed at any time.

## **1.7 Multi-Agency Meetings**

The Council commits to support wider multi-agency working in order to promote a joined-up, partnership approach to resilience in Staffordshire and Stoke-on-Trent. It therefore supports the following meetings:

- Staffordshire Resilience Forum (SRF): Chief Executive or Lead Director (Director of Corporate Services), or their representative deputy
- SRF Tactical Meeting: Incident Management Team Chair, or other TCG chair
- Risk Assessment Working Group (RAWG): Health & Safety Manager and Flood Risk Manager
- Staffordshire Prepared Conference: Open invitation to all staff
- Task & Finish Projects: Specialist staff to support on request of CCU and / or EPRG
- Strategic Assessment Meeting (SAM) / Strategic Coordinating Group (SCG)
- Tactical Assessment Meeting (TAM) / Tactical Coordinating Group (TCG)
- Recovery Coordinating Group (RCG) and Sub-Groups dependant on the nature and scope of an incident.
- Civil Contingencies Strategic Leads Meeting (SLM)

## 1.8 Incident Management Team (IMT)

Where required, the Council will provide an Incident Management Team to coordinate and direct the tactical response to an incident. This is to ensure that the actions taken by Operational Teams on the ground are coordinated, coherent and integrated, in order to achieve maximum effectiveness and efficiency. These duties are detailed in the Response and Recovery Handbook. Dependent upon the nature, scale, and type of incident, the team will co-opt representatives from the following areas as appropriate:

- IMT Chair
- Children's Services
- Health and Care
- Schools and SEND
- Environment, Infrastructure and Skills (EIS)
- Support Services
- Tactical Coordinating Group Representatives

**The IMT will be able to call on specialist support from IMT specialists. These are available from the following areas:**

- Property
- Communications (Media)
- Health and Safety
- Information and Communication Technology (ICT)
- Flood Risk Management
- Geographical Information Systems (GIS)
- Adult Services
- Public Health
- Trading Standards (including Animal Health)
- Support Officers
- Mass Fatality
- Mass Displacement (evacuation and sheltering)
- Loggists, support and runners
- Representatives from external delivery partners where required and appropriate

## 1.9 Business Continuity Management

### 1.9.1 Critical Services

The Council will identify and maintain a schedule of Critical Services and ensure that each one is covered by an effective BCP. The Council's definition of a Critical Service is one which:

1. Provides a vital life-saving and / or health function; and / or:
2. Is provided as a legal / regulatory requirement, and / or is vital in maintaining the financial stability of the County Council, and / or is vital in maintaining the County Council's reputation (public perception), and / or is vital to maintaining the delivery of core services.

In addition, only these services which would need to be substantially restored within 1 month are deemed to be critical.

Critical Services are also deemed to include those corporate support services, which are essential to the maintenance of other Critical Services. This includes, but is not limited to, property, staffing, ICT and supplies. These will be reviewed on an ongoing basis by the EPRSG.

Once all Critical Services have a BCP in place, other services within the Council will be encouraged and supported to produce a BCP with the goal of embedding the principles and culture of Business Continuity Management across the organisation.

The critical services list is reviewed annually.

### **1.9.2 Business Continuity Planning**

Under the Civil Contingencies Act (CCA) 2004, the Council, as a Category 1 responder, commits to undertake Business Continuity Management (BCM) to ensure continued operation of services during an emergency. BCM is a process by which the organisation or service area can prepare for a disruptive incident which is likely to create a gap in normal business provision.

Ongoing support is required from all critical service leads to ensure business continuity arrangements are put into place as defined in section 1.9.1, with support from CCU. Business continuity plans are reviewed on an annual basis, with a detailed rewrite scheduled on a triennial basis, or more frequently as appropriate. Plans will be reviewed more frequently where staffing changes or restructures deem appropriate.

As part of the planning process, critical services will consider their critical functions or processes as per section 1.9.1. Strategies and / or contingency arrangements will be established to ensure each process to continue to function at a defined level during the maximum tolerable period of disruption. Services will consider the loss of process, property, personnel, supplier and commissioned services (as appropriate) throughout.

To ensure plans are maintained, reviewed and tested, the business recovery team defined in each of the business continuity plans will undertake a self-service and / or table-top exercise on an annual basis to ensure knowledge is embedded, members are staff are trained in the appropriate response, and to provide confidence that each plan is fit for purpose.

## **1.10 A Commissioning Authority**

As a commissioning authority, some of the Council's services are delivered by external partners. Staffordshire County Council commits to ensuring that the obligations in 1.2 continue to be met where relevant services are commissioned to, and operated by, external partners.

This is to include incident response, business continuity and input to planning and risk assessments, where appropriate to the commissioned service. Where Critical Services are commissioned externally, (as defined in 1.9) validated and exercised BCPs will be required to ensure these services remain operational during an emergency or disruptive event.

Commissioners responsible for the commissioning of these services retain responsibility for the Council's delivery of these services and must ensure these obligations are reviewed during procurement and made clear in contracts. Support in reviewing and monitoring business continuity / incident response arrangements is available from the Civil Contingencies Unit.

### **1.11 Role of Members**

Elected Members have an important role to play both in preparing for and during emergencies. The document “Incident Guidance for Members” is available to provide members with an overview of how Incidents are managed and to highlight the potential role of members. Briefings are also available on request.

### **1.12 Publication of this Policy**

This Civil Contingencies Policy will be placed on the intranet as a key corporate policy document.

### **1.13 Review and Revision of this Policy**

The EPRSG will review this Civil Contingencies Policy on an annual basis, making amendments, as appropriate. Any fundamental policy changes will be submitted to the Cabinet for approval.

**Staffordshire  
Civil Contingencies Unit**



*Supporting Resilience in Staffordshire*



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## **Corporate Overview and Scrutiny Committee - Tuesday 11 April 2023**

### **Governance – Outside Bodies Update**

#### **Recommendations**

I recommend that the Committee:

- a. That all Outside Bodies highlighted Red be removed from the list.
- b. That all Outside Bodies highlighted Amber be continually reviewed.
- c. That there is an annual review of our Outside Bodies going forward and should include a survey to each Outside Body and SCC elected members who are appointed to them.

#### **Local Member Interest:**

N/A

### **Report of Councillor Alan White, Leader of the Council**

#### **Summary**

#### **What is the Overview and Scrutiny Committee being asked to do and why?**

1. The Committee are being asked to review the list outlined in the report for the following;
  - a. That all Outside Bodies highlighted red be removed from our list. As these organisations have dissolved business.
  - b. That all Outside Bodies highlighted Amber be continually reviewed. As these are not as active as they were prior to COVID-19. A review will keep these Outside Bodies on our radar to update as often as we see fit.
  - c. That there is an annual review of our Outside Bodies going forward. This is due to a lot of the Outside Bodies within the report have been dormant for some time so this keeps us in great stead to have updated contacts should anybody leave the business.

## **Introduction**

2. Elected Members of Staffordshire County Council can be appointed to sit on and liaise with outside bodies. These, in the main, tend to be charitable and / or community organisations who support the Council's work – usually through the priorities of the Corporate Plan. Appointments are made by the Leader of the Council at the beginning of Municipal Year.
3. There are 157 Outside Bodies which are attended by elected members from Staffordshire County Council.

## **Report**

### **Background**

4. At their meeting on the 12<sup>th</sup> December 2022, the Corporate Overview and Scrutiny Committee received a report which detailed the work undertaken in relation to Local Authorities Trading Companies (LATCos) and the Elected Member Representation on Outside Bodies.
5. In relation to Outside Bodies, COSC agreed that a further report be presented to the Committee containing recommendations about which Outside Bodies should be withdrawn from member representation.

### **Research & Evidence**

6. In September 2022, all elected members who serve on an Outside Body were requested to complete a feedback report. Members were sent the survey a total of 3 times between the 27<sup>th</sup> September and the 14<sup>th</sup> October 2022. A total of 88 responses were received by 26 elected members.
7. Starting from October 2022 and ending in March 2023 contact was made with all Outside Bodies to confirm they were still active and that the contact we had was the correct point of contact for us should we have any issues.
8. This went on over so many months due to the contacts list being extremely outdated and having to research the Outside Bodies in order to find up to date details as well as waiting for the responses. Responses came in slowly for the majority of Outside Bodies. We found that some Outside Bodies had been dissolved for a number of years.
9. After persistent chasing we were waiting on 3 responses. These 3 outstanding responses have now been added to our 'Amber' list so that

we can understand whether these Outside Bodies are still active. The 3 left to respond are listed below:

- a. Newcastle Family Improvement Board
- b. Lichfield Safer Neighbourhood Forums
- c. Victoria History of the Counties of England

## Analysis of Results

- 10. The dataset from the results can be found at Appendix A. A summary of the findings can be seen at
- 11.
- 12. Table 1.
- 13. As can be seen, through researching the Outside Bodies we have been able to establish that 21 Outside Bodies have been dissolved and no longer operate.

**Table 1 – Summary of Results**

<b>RAG Status</b>	<b>Definition</b>	<b>Without Substitutes</b>	<b>Including Substitute Members*</b>
Green	Active	87	124
Amber	TBC	5	9
Red	Dissolved	21	24
		113	157

\* Some Outside Bodies have multiple appointments

## Community Impact

- 14. None applicable

## List of Background Documents/Appendices:

Appendix A - 2023 Outside Bodies List

## Contact Details

**Deputy Corporate Director:** Kate Loader County Solicitor

**Report Authors:** Chris Ebberley & Kirsty Fenton  
**Job Titles:** Head of Member & Democratic Services and  
 Members and Democratic Services Officer

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[Kirsty.fenton@staffordshire.gov.uk](mailto:Kirsty.fenton@staffordshire.gov.uk)

Name of Body	Theme	County Council Representatives	KEY
(Sir) Graham Balfour High School – Joint Use Sports Facilities Management Liaison Group	Other Executive Bodies	Jonathan Price	ACTIVE
Acton Composting Site Local Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Paul Northcott	DISSOLVED
Adoptions Panel	Other Executive Bodies	Phil Hewitt	TO BE ADDED TO RED
Alstonefield Education Trust		Gill Heath	WHITE WRITING SUBSTITUTE/DUPLICATE
Barton Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Julia Jessel	
Beaudesert Trust	Other Executive Bodies	Chairman of the County Council	
Beyne School Foundation	Other Bodies	Conor Wileman	
Birmingham Airport Consultative Committee and its working groups (if applicable)	Other Executive Bodies	Mark Deaville	
Campaign to Protect Rural England	Other Executive Bodies	Mark Winnington	
Campaign to Protect Rural England	Other Executive Bodies	Simon Tagg	
Campaign to Protect Rural England	Other Executive Bodies	Victoria Wilson	
Campaign to Protect Rural England	Other Executive Bodies	Director for Families & Communities or nominee	
Cannock Advice Centre, Management Committee	Other Executive Bodies	Phil Hewitt (under review)	
Cannock Chase AONB Joint Committee	Other Bodies	Julia Jessel (as substitute)	
Cannock Chase AONB Joint Committee	Other Bodies	Victoria Wilson	
Captains Barn Farm, Werrington	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Ross Ward	
Cauldon Cement Works Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Gill Heath	
CCN Council	County Councils Network Committees	Leader of the Council	
CCN Council	County Councils Network Committees	Philip White	
CCN Council	County Councils Network Committees	Charlotte Atkins	
CCN Council	County Councils Network Committees	Ian Parry	
CCN Executive Committee	County Councils Network Committees	Leader of the Council	
Cheddleton Cautionary Lands Charity	Other Executive Bodies	Mike Worthington	
Cocksparrow Lane Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	David Williams	
Country Landowners' Association (Staffordshire Branch Committee)	Other Executive Bodies	Director for Families & Communities or nominee	
Croxden Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Mark Deaville	
Design and Historic Environment Champion	Community Led Pilot Partnerships	Victoria Wilson	
East Staffordshire Family Improvement Board	Family Improvement Boards	Phil Atkins	
Entrust Board	Other Executive Bodies	Mike Sutherland	
Entrust Board	Other Executive Bodies	Mark Deaville	
Enville Educational Charity	Other Executive Bodies	Victoria Wilson	
ESIF Sub Committee	Other Executive Bodies	Philip White	
ESIF Sub Committee	Other Executive Bodies	Leader of the Council	
Freehay District Liaison Committee, Cheadle	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Mark Deaville	
General Assembly	Local Government Association	Ian Parry	
General Assembly	Local Government Association	Charlotte Atkins	
General Assembly	Local Government Association	Mark Sutton	
General Assembly	Local Government Association	Leader of the Council	
Great Gate Education Trust	Other Executive Bodies	Philip Atkins	
Hints Quarry Committee		David Smith	
Hollybush Garden Centre Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Kath Perry	
Hollybush Garden Centre Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Bernard Williams	
Hurst Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Ian Lawson	
Joint Waste Board	Staffs LGA	Mark Deaville (as substitute)	
Joint Waste Board	Staffs LGA	Simon Tagg	
Kidsgrove Town Board	Other Executive Bodies	Philip White	
Kingsilver Refinery Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	John Francis	
Kinver Exhibition Foundation	Other Bodies	Victoria Wilson	
Kinver Exhibition Foundation	Other Bodies	Jonathan Price	
Knutton Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Stephen Sweeney	
Knutton Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	James Salisbury	
LGA Resources Board	Other Executive Bodies	Philip Atkins	
Local Councillors Forum	Local Government Association	Philip Atkins	
Local Councillors Forum	Local Government Association	Charlotte Atkins	
Meece Landfill Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Mark Winnington	
Meece Landfill Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Victoria Wilson	
Meece Landfill Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Jonathan Price	
Midlands Connects Strategic Board	Other Executive Bodies	Leader of the Council	
Midlands Engine Strategic Board	Other Executive Bodies	Leader of the Council	
Midlands Partnership NHS Foundation Trust - Membership	Healthcare NHS Trust	Ann Edgeller	
Moorlands Partnership	Other Bodies	Ian Lawson	
National Growth Board	Other Executive Bodies	Philip Atkins	
Newbold Gravel Pit Liaison Group	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Julia Jessel	
Newcastle Strategic Partnership	Local Strategic Partnerships	Victoria Wilson (as substitute)	
Newcastle Town Board	Other Executive Bodies	Philip White	
PATROL (Parking And Traffic Regulations Outside London Joint Committee) Adjudication Joint Committee.	Safer Neighbourhood Forums	Mark Deaville	
PATROL (Parking And Traffic Regulations Outside London Joint Committee) Adjudication Joint Committee.	Safer Neighbourhood Forums	David Williams (as substitute)	
Peak District National Park Authority	Other Executive Bodies	Gill Heath	
Poplars Landfill Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Samantha Thompson	
Poplars Landfill Site Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Paul Snape	

Name of Body	Theme	County Council Representatives	KEY
Rawlett Trust	Other Bodies	Richard Ford	ACTIVE
Redhurst/Essington Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Kath Perry	DISSOLVED
Redhurst/Essington Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Bernard Williams	TO BE ADDED TO RED
River Trent Regional Flood and Coastal Committee	Environment Agency	Simon Tagg	WHITE WRITING SUBSTITUTE/DUPLICATE
River Trent Regional Flood and Coastal Committee	Environment Agency	Mark Deaville	
Rudyard Lake Trust	Other Bodies	Gill Heath	
Rugeley Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Mike Sutherland	
Seisdon Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Mike Davies	
Shire Oak Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	David Smith	
South Staffordshire CSP	Community Safety Partnership	Victoria Wilson	
South Staffordshire Strategic Partnership	Local Strategic Partnerships	Mark Sutton	
SPARCE/Rural Services Network	Rural Services Network	Philip Atkins	
Stafford Collegiate Governance Forum	Safer Neighbourhood Forums	David Smith (as substitute)	
Stafford Collegiate Governance Forum	Safer Neighbourhood Forums	Paul Snape as Chairman of Charities and Trusts Committee	
Stafford Family Improvement Board	Family Improvement Boards	John Francis	
Staffordshire & Stoke-on-Trent Joint Archives Committee	Other Executive Bodies	Janet Eagland (as substitute observer)	
Staffordshire & Stoke-on-Trent Joint Archives Committee	Other Executive Bodies	Jonathan Price (as substitute)	
Staffordshire & Stoke-on-Trent Joint Archives Committee	Other Executive Bodies	Mark Deaville (as substitute)	
Staffordshire & Stoke-on-Trent Joint Archives Committee	Other Executive Bodies	Mike Davies (as observer)	
Staffordshire & Stoke-on-Trent Joint Archives Committee	Other Executive Bodies	Victoria Wilson	
Staffordshire BIC	Other Bodies	John Francis	
Staffordshire Joint Police, Fire and Crime Panel	Other Bodies	Bob Spencer (as substitute)	
Staffordshire Joint Police, Fire and Crime Panel	Other Bodies	Bernard Peters	
Staffordshire Moorlands CSP	Community Safety Partnership	Ross Ward	
Staffordshire Moorlands Family Improvement Board	Family Improvement Boards	Keith Flunder	
Staffordshire Playing Fields Association	Other Executive Bodies	Director for Families & Communities or nominee	
Staffordshire Playing Fields Association	Other Executive Bodies	Janet Eagland	
Staffordshire University Board of Governors	Other Bodies	Chief Executive	
Stoke on Trent and Staffordshire LEP	Other Executive Bodies	Leader of the Council	
Stoke-on-Trent and North Staffordshire Theatre Trust Ltd	Other Executive Bodies	Comissioner for Culture, Communities and Rural Environment (as observer)	
Stoke-on-Trent and North Staffordshire Theatre Trust Ltd	Other Executive Bodies	Head of Libraries	
Stoke-on-Trent and North Staffordshire Theatre Trust Ltd	Other Executive Bodies	Ian Parry	
Tamworth Strategic Partnership	Local Strategic Partnerships	Jeremy Oates (as substitute)	
Tamworth Strategic Partnership	Local Strategic Partnerships	Philip White	
The Church Community Partnership	Local Strategic Partnerships	Phil Hewitt (as substitute)	
The Church Community Partnership	Local Strategic Partnerships	Mike Sutherland	
Three Nooks Farm Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Gill Heath	
Three Nooks Farm Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Ian Lawson	
Transport for the North	Other Executive Bodies	Simon Tagg (as substitute)	
Transport for the North	Other Executive Bodies	David Williams	
University Hospitals of Derby and Burton NHS Foundation Trust	Other Executive Bodies	Bernard Peters	
University of Aston (Convocation)	Other Bodies	Mark Sutton	
Uttoxeter Quarry, Local Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Phil Hudson	
Uttoxeter Quarry, Local Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Philip Atkins	
Walley's Quarry Local Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Simon Tagg	
West Midlands Employers Management Board	West Midlands Employers	Abi Brown (Stoke-on-Trent City Council)	
West Midlands Rail Executive	Other Executive Bodies	David Williams (as substitute)	
West Midlands Rail Executive	Other Executive Bodies	Philip White	
West Midlands Reserve Forces and Cadets Association	Other Bodies	Leader of the Council	
William Salt Library Trust	Other Bodies	Carolyn Trowbridge	
Wilnecote Quarry/Landfill Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Richard Ford	
Wolverhampton Business Airport	Other Bodies	Bob Spencer (as substitute)	
Wolverhampton Business Airport	Other Bodies	Victoria Wilson	
Yoxall Town Lands Charity	Other Bodies	Julia Jessel	
Bemersley Civic Amenities Site Management Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Keith Flunder	
Champions Wood Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Bernard Williams	
Cannock Chase District	Safer Neighbourhood Forums	Phil Hewitt	
Cannock Family Improvement Board	Family Improvement Boards	Phil Hewitt	
County Council Picture Fund Trustees	Other Executive Bodies	Charlotte Atkins	
County Council Picture Fund Trustees	Other Executive Bodies	Kath Perry	
County Council Picture Fund Trustees	Other Executive Bodies	Victoria Wilson	
County Council Picture Fund Trustees	Other Executive Bodies	Ian Parry	
East Staffordshire	Safer Neighbourhood Forums	Bernard Peters	
LGIU Members' Assembly	Other Bodies	Jason Jones	
Lichfield District	Safer Neighbourhood Forums	Janet Eagland	
Lichfield Family Improvement Board	Family Improvement Boards	Janet Eagland	
Lichfield Strategic Partnerships	Local Strategic Partnerships	Alan White	
Lichfield Strategic Partnerships	Local Strategic Partnerships	Janet Eagland (as substitute)	
Newcastle Family Improvement Board	Family Improvement Boards	James Salisbury	

Name of Body	Theme	County Council Representatives	KEY
Newcastle-under-Lyme District	Safer Neighbourhood Forums	James Salisbury	ACTIVE
Rugeley Old Chancel Preservation Trust	Safer Neighbourhood Forums	Philippa Haden	DISSOLVED
Saredon Quarry Liaison Committee	Landfill, Opencast and Quarry Site Liaison Committees/ Groups	Bernard Williams	TO BE ADDED TO RED
South Staffordshire District	Safer Neighbourhood Forums	Victoria Wilson	WHITE WRITING SUBSTITUTE/DUPLICATE
South Staffordshire Family Improvement Board	Family Improvement Boards	Kath Perry	
South Staffordshire Rural Transport Partnership	Transport Partnership	Victoria Wilson (as substitute)	
South Staffordshire Rural Transport Partnership	Transport Partnership	David Williams	
South Staffs and Cambridge Water Customer Panel	Other Executive Bodies	Victoria Wilson	
Sport Across Staffordshire & Stoke-on-Trent	Other Executive Bodies	Mark Deaville	
Stafford	Safer Neighbourhood Forums	Jeremy Pert	
Stafford Borough Strategic Board	Local Strategic Partnerships	Jonathan Price	
Stafford Borough Strategic Board	Local Strategic Partnerships	Jeremy Pert (as substitute)	
Staffordshire Moorlands District	Safer Neighbourhood Forums	Ross Ward	
Staffordshire Planning Forum	Staffs LGA	Philip White	
Staffordshire Planning Forum	Staffs LGA	Mark Winnington (as substitute)	
Tamworth	Safer Neighbourhood Forums	Jeremy Oates	
Tamworth Family Improvement Board	Family Improvement Boards	Jeremy Oates	
Victoria History of the Counties of England	Staffs LGA	Mike Davies	





## **WORK PROGRAMME**

### **Corporate Overview and Scrutiny Committee – 2022/2023**

The Corporate Overview and Scrutiny Committee is the Council's principal overview and scrutiny committee. It is responsible for co-ordinating and approving the scrutiny work programmes, overseeing the work of the Overview and Scrutiny 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:

- Page 31
- Holding the Leader and Cabinet Member for Finance and Resources 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.

#### **Councillor Colin Greatorex**

Chairman of the Corporate Overview and Scrutiny 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 contact Mandy Pattinson, Scrutiny and Support Officer ([mandy.pattinson@staffordshire.gov.uk](mailto:mandy.pattinson@staffordshire.gov.uk))

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
6 June 2022	Reserved for Call In - cancelled		
21 June 2022	<b>Work Programme -</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon	Development of the work programme for 2022/23	That the draft Work Programme for 2022/23 be agreed.
	<b>Appointment of the Medium-Term Financial Strategy Working Group</b> Officers: Mandy Pattinson		Councillors C Greatorex (Chairman), B Peters, C Atkins, J Pert, G Heath, S Thompson and J Oates.
Page 32	<b>Climate Change Working Group Update</b> Officer: Deb Breedon	To receive an update report	<ul style="list-style-type: none"> <li>a) That the membership comprise: Councillors C Atkins, T Clements, J Pert, B Peters, D Smith and S Thompson. C Wileman to be invited to remain as a member.</li> <li>b) Chairman - Councillor S Thompson.</li> </ul>
	<b>Boundary Commission Review – update</b> Chairman verbal report		<ul style="list-style-type: none"> <li>a) That the Committee continue to receive updates at its future meetings.</li> <li>b) That the Committee view the Consultation plan at the earliest opportunity, specifically the ways of engaging with older people; those not happy with completing forms on line; BME communities; the rural communities; and how Parish councils could help to publicise the consultation.</li> </ul>

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
<del>4 July 2022</del>	Reserved for Call In	Cancelled.	
2 August 2022	<b>Integrated Performance Report – Quarter 1</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon	Quarterly report. To include information on the Household support fund.	<ol style="list-style-type: none"> <li>1. Information on the anticipated impact of the £3.046m reduction in Carriageway/other maintenance, be included in the next performance report.</li> <li>2. It was requested that the Cabinet member for Health and Care look at the 'Workforce Strategy' and ensure that, where possible, it included Health Partners.</li> <li>3. Information on the 'Maintained schools forecast spend' and the new developer contributions of £2.094m which remained unallocated, be included in the next performance report.</li> </ol>
	<b>Boundary Commission Review – update</b> Officers: Chris Ebberley/Kerry Dove/Katie Marshall	Update	Noted the report.
<del>8 August 2022</del>	Reserved for Call In	Cancelled	
<del>2 September 2022</del>	Reserved for Call In	Cancelled	
13 September 2022	<b>Overview and Scrutiny Work Programmes</b> Overview and Scrutiny Chairman	To ensure communication between the committees and no duplication	<ol style="list-style-type: none"> <li>a) Prosperous Overview and Scrutiny Committee take the lead on air quality and invite Health O&amp;S members to attend.</li> <li>b) Highways transformation programme - the Contract side</li> </ol>

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
			of the transformation should be considered by Corporate O&S and the Monitoring of performance would remain with Prosperous O&S Committee.
Page 34	<b>Boundary Commission Review – update</b> Officers: Chris Ebberley/Kerry Dove/Katie Marshall		a) That the progress on the County’s Electoral Review be noted. b) That the comments and suggestions from the Committee as listed in the minutes be referred to Cabinet for consideration.
	<b>Governance review – update</b> Cabinet Member: Alan White Officers: Kate Loader		The report was noted, and a further report was added to the work programme for December 2022.
7 October 2022	Reserved for Call In	Cancelled	
25 October 2022	<b>1. Corporate Complaints Annual Report 2021/22.</b> <b>2. LGSCO Annual Report</b> Member: Alan White Officers: John Tradewell/Kate Bullivant	Annual reports	<b>Resolved:</b> That the report be noted and that Complaints process training be re-offered to all Councillors through the Members Training Programme.
	<b>Climate Change Working Group Update</b> Chairman: S Thompson Officer: Deb Breedon		Noted

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p><b>Climate Change Annual report and action plan</b> Member: Simon Tagg Officers: Clive Thompson/James Cartwright</p>	<p>Pre decision scrutiny. Annual report</p>	<p><b>Resolved:</b> a) That the update be noted. b) That the Committee receive an update in 12 months time. c) That the comments made by the Committee, listed in the minutes, be reported to the Cabinet in November 2022.</p>
Page 35	<p><b>Integrated Performance Report – Quarter 2</b> Members: Alan White/Ian Parry Officers: John Tradewell/Rob Salmon/Kerry Dove</p>	<p>Regular quarterly report</p>	<p><b>Resolved:</b> a) That the Quarter 2 2022/23 Integrated Performance Report be noted. b) That the Committee be provided with information on why 1/5 of Children with a Child Protection Plans had received more than one plan. c) That a special meeting to look at the MTFS and the revised Children’s Transformation Programme be arranged.</p>
	<p><b>Entrust – Review of changes</b> Member: Mark Deaville Officers: Ian Turner</p>	<p>Decision taken to change contract at June Cabinet – O&amp;S to scrutinise changes and implications.</p>	<p><b>Resolved:</b> a) That the update be noted. b) That the Cabinet member provide a monitoring report to the Committee in 12 months time.</p>
7 November 2022	Reserved for Call In	Cancelled	
2 December 2022	Reserved for Call In	Cancelled	

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
12 December 2022	<p><b>Equality, Diversity and Inclusion - Principles, Objectives and Action Plan update (to include gender pay gap update)</b> Member: Alan White Officers: S Getley/Kerry Dove</p>	Requested by members	<ul style="list-style-type: none"> <li>a) That the progress made to deliver against the Councils Equality, Diversity and Inclusion principles, objectives and action plan be noted.</li> <li>b) The Councils Gender pay gap report and workforce profile be noted.</li> <li>c) That the comments made by the Committee, listed above, be reported to Cabinet when the Councils delivery of Equality, Diversity and Inclusion plan was considered.</li> <li>d) That the Cabinet member provide a monitoring report to the Committee in 12 months' time.</li> <li>e) More information on the impact of the levy and diversity and which partners used be sent to the Committee.</li> </ul>
	<p><b>Governance review – update</b> Cabinet Member: Alan White Officers: Kate Loader</p>	Follow on report from 13 September 2022	<ul style="list-style-type: none"> <li>a) In relation to Limited Companies and Local Authority Trading Companies (LATCos):               <ul style="list-style-type: none"> <li>1. The Monitoring Officer should undertake a governance review for the purpose of recommending new governance standards for the operation of LATCos</li> </ul> </li> </ul>

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 37			<p>and Limited Companies. This should consider:</p> <ul style="list-style-type: none"> <li>ii. proposals for the introduction of a company start-up checklist;</li> <li>iii. any conflict that may exist in relation to SCC Members and Officers holding Directorships in Local Authority Trading Companies (LATCos);</li> <li>iv. the operation of indemnities to support Directorships.</li> </ul> <p>2. The County Solicitor to develop one centralised list of companies.</p> <p>b) In relation to Outside Bodies, a further report be presented to the Committee, in April 2023, containing recommendations about which outside bodies should be withdrawn from member representation.</p>
	<p><b>Empowering our Communities Strategy</b> Cabinet Member: Victoria Wilson Officers: K Dove/C Mann</p>	<p>Pre decision scrutiny</p>	<ul style="list-style-type: none"> <li>a) That the draft Position Statement including the draft Communities Delivery Plan 2023 be noted.</li> <li>b) That the comments made by the Committee, listed above,</li> </ul>

**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
			be reported to the Cabinet in February 2023.
10 January 2023	Reserved for Call In	Cancelled	
17 January 2023	<b>Overview and Scrutiny Work Programmes</b> Overview and Scrutiny Chairman	To ensure communication between the committees and no duplication	a) That the O&S Committee work programmes be noted. b) That the following issues be raised at the next O&S Chair and vice chairs forum. Items discussed on 240123 <ul style="list-style-type: none"> <li>• Reports being pulled from agendas at the last minute.</li> <li>• Reports not containing the information requested.</li> <li>• Cabinet responses to recommendations made by committees not being received.</li> <li>• The performance of Avanti and its impact on Staffordshire.</li> </ul>
	Scrutiny of the <b>Local Enterprise Partnership</b> (including governance arrangements).	Annual scrutiny. To include AGM update	a) That the report be received and noted. b) That at the next scrutiny meeting with the SSLEP (annual scrutiny) the report contains case studies of projects on the Local Growth Fund or Building Fund; their purpose; LEP contribution to the bids; and the project aims and results. <b>Programmed for 160124</b> c) Information on the City Deal Carbon Emissions reduction targets, how this was reported and local authority involvement in collecting the data, be provided to the committee. <b>Information emailed to Committee 160223</b>



**Work Programme 2022/2023**

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 39	<p><b>MFTS 2022-2027 Working Group Report</b> Chair of COSC - Cllr Greatorex Rob Salmon/Rachel Spain</p>		<p>a)That, subject to the following amendments, the Medium Term Financial Strategy (MTFS) working Group report and recommendations, be approved and submitted to the <b>Cabinet at their meeting on 25 January 2023:</b> An additional recommendation 18 to read: <b><i>Priority area discussed at Corporate O&amp;S - post settlement</i></b> <i>In view of the £37.8m additional government settlement announcement, which may allow for the £20m draw on reserves to no longer be needed, along with the Government scheme delay affecting £4.2m in the ‘budget for market sustainability and cost of care’ in Social Care, there were options to invest. A sum could be committed as investment in Highway/Capital improvements (in the same way as that proposed last year), as this would save money in the long term.</i> Recommendation 10 be amended to read: That the Cabinet Member for Education (and SEND) prioritise the SEND Transport review and consider if timelines can be moved forward. <b><i>This should be a priority and addressed early in the financial year.</i></b> Recommendation 12 be amended to read:</p>

### Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
			<p>That consideration be given to a review of allocating SEND transport provision on an annual basis to reduce the number of single route taxis. We questioned whether the system used by SCC for route calculation was best in class or whether a more modern system may be beneficial. <b>Routing reviews should also be carried out on a regular and frequent basis e.g. each academic year.</b></p> <p>b) That the wording of the amendments in the report be approved by the Chair.</p>
10 February 2023	Reserved for Call In	Cancelled	
17 February 2023	<p><b>Quarterly Integrated Performance report (Quarter 3)</b> Members: Alan White Officers: John Tradewell/Rob Salmon/Kerry Dove</p>	Regular quarterly report	<p>a) That the Quarter 3 2022/23 Integrated Performance Report be noted.</p> <p>b) Information on apprenticeships (location and numbers) to be forwarded to the committee for information.</p>
	<p><b>People strategy – update</b> Members: Alan White/Ian Parry Officers: John Tradewell/Sarah Getley</p>	Pre decision scrutiny – Cabinet in March 2023	<p>The report and the comments made by the committee were noted.</p> <p><b>Note:</b> following the meeting members were sent information on the current offer to support Male mental health</p>
	<p><b>Boundary Commission Review – update</b> Officers: Chris Ebberley/Kerry Dove/Katie Marshall</p>	Pre decision scrutiny – Council March 2023	<p>a) The progress on the County’s Electoral Review was noted.</p> <p>b) The comments and suggestions from the Committee as listed in the minutes were referred to Council for consideration. (Council 16/03/23)</p>

### Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	<b>Work Programme and MTFS Cabinet response</b>	Cabinet response to the Committees MTFS report	Noted
6 March 2023	Reserved for Call In	Cancelled	
3 April 2023	Reserved for Call In	Cancelled	
11 April 2023	<b>Civil contingencies</b> Members: Alan White Officers: Tracy Thorley	Pre decision scrutiny	
Page 14 May 2023 1.30pm (was reserved for call-in – now full meeting)	<b>Governance review – Outside Bodies update</b> Cabinet Member: Alan White Officers: Kate Loader	Pre decision scrutiny. Requested at 12 December meeting	
	<b>Revised Children’s Transformation Programme-budget implications</b> Members: Alan White/Ian Parry/ Mark Sutton Officers: Nisha Gupta	Budget implications – Requested at 25 October meeting. Moved from April due to officer availability	
	<b>Corporate Delivery Plan</b> Members: Alan White Officers: Alex Thorogood	Pre decision scrutiny	
	<b>Volunteering Policy</b> Members: Victoria Wilson Officers: Catherine Mann/Mike Smith		

### Items for Consideration or needing more detail– Work Programme 2022/2023

Suggested Item	Details (Background)	Proposed Date of Meeting
Digital – in 2021/22 work programme	<ul style="list-style-type: none"> <li>Audit committee considering audit review recommendations.</li> </ul>	

<b>Items for Consideration or needing more detail– Work Programme 2022/2023</b>		
<b>Suggested Item</b>	<b>Details (Background)</b>	<b>Proposed Date of Meeting</b>
	<ul style="list-style-type: none"> <li>Digital infrastructure – Prosperous O&amp;S Committee Social Care aspect of digital in Health O&amp;S work programme</li> </ul>	
Civil Contingency’s	Raised by the Leader at triangulation – Officer Tracey Thorley.	11 April 2023. Officer - Tracy Thorley
Leaders Board for Staffordshire	Raised by the Leader at triangulation – Officer Keith Luscombe/Chris Eberley	Member involvement - TBC
BEST Transformation and the impact on the children’s transformation	Raised at triangulation 08/11/22.	Discussion on appropriate time with Tracy Thorley. Very early stages of redesign – Will report to committee for pre decision scrutiny ASAP
Governance – review of partnerships	<ul style="list-style-type: none"> <li>AMEY – Prosperous committee looking at performance and contract – April 2022.</li> <li>Nexxus – no changes proposed</li> <li>Entrust – part of Gov review</li> </ul> <p>Currently a governance review working group (officers lead by internal audit). Possible – briefing paper with update on current position September. Date to be confirmed</p>	Entrust (October 2022) Arms length companies – 13 September. Outside bodies to be reviewed by Governance working group – report to this committee 13/09/22 and 12/12/22.

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### **Standing Items 2022/2023**

<b>Item</b>	<b>Details (Background)</b>	<b>Action / Outcome</b>

<b>Briefing Notes / Updates / Visits 2022/2023</b>			
<b>Date</b>	<b>Item</b>	<b>Details (Background)</b>	<b>Action / Outcome</b>
19 September - informal teams meeting	Data sharing	Members requested information on the way we share data with partners / good working practices etc.  Officers: Natalie Morrisey/Kerry Dove	Workshop- teams. Presentation: <ul style="list-style-type: none"> <li>• process</li> <li>• examples</li> <li>• improvements</li> </ul>
<b>Working Groups / Inquiry Days 2022/2023</b>			
MTFS Working Group 2022/23 Page 43	<ul style="list-style-type: none"> <li>• Cllr C Greatorex (Chair)</li> <li>• Cllr B Peters</li> <li>• Cllr C Atkins</li> <li>• Cllr J Pert</li> <li>• Cllr G Heath</li> <li>• Cllr S Thompson</li> <li>• Cllr J Oates</li> </ul>	<ul style="list-style-type: none"> <li>• Cabinet response attached at Appendix 1 for information – 27 February 2023</li> </ul>	
Climate Change Working Group	Membership (confirmed June 2022) <ul style="list-style-type: none"> <li>• Cllr S Thompson</li> <li>• Cllr C Wileman</li> <li>• Cllr C Atkins</li> <li>• Cllr T Clements</li> <li>• Cllr J Pert</li> <li>• Cllr B Peters</li> <li>• Cllr D Smith</li> <li>• Cllr N Yates (270223)</li> </ul>	<ul style="list-style-type: none"> <li>• 17 November</li> <li>• 7 January – scoping meeting</li> <li>• Information gathering – Jan- March (dates tbc)</li> <li>• Update to COSC June</li> <li>• Information gathering – 28 September</li> <li>• Update report – 25 October 2022</li> <li>• Ongoing</li> </ul>	

Membership – County Councillors 2022-23	Calendar of Committee Meetings - 2022-2023
Colin Greatorex (Chairman) Samantha Thompson (Vice Chairman - Overview) Gill Heath (Vice Chairman - Scrutiny) Tina Clements Mike Davies John Francis Jeremy Oates Jeremy Pert Bernard Peters Kath Perry Bob Spencer Mike Worthington Nigel Yates  Page 44	<del>6 June 2022 Reserved for Call In</del>
	21 June 2022
	<del>4 July 2022 Reserved for Call In</del>
	2 August 2022
	<del>8 August 2022 Reserved for Call In</del>
	<del>2 September 2022 Reserved for Call In</del>
	13 September 2022
	<del>7 October 2022 Reserved for Call In</del>
	25 October 2022
	<del>7 November 2022 Reserved for Call In</del>
	<del>2 December 2022 Reserved for Call In</del>
	12 December 2022
	<del>10 January 2023 Reserved for Call In</del>
	17 January 2023
	<del>10 February 2023 Reserved for Call In</del>
	27 February 2023
	<del>6 March 2023 Reserved for Call In</del>
<del>3 April 2023 Reserved for Call In</del>	
11 April 2023	
9 May 2023	