

Prosperous Staffordshire Select Committee

Wednesday, 20 June 2018

10.00 am

Oak Room, County Buildings, Stafford

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

John Tradewell
Director of Strategy, Governance and Change
12 June 2018

A G E N D A

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the Prosperous Staffordshire Select Committee held on 4 April 2018** (Pages 1 - 4)
4. **Improving Attendance and Participation in our Schools and Settings** (Pages 5 - 24)

Report of the Cabinet Member for Children and Young People and the Cabinet Member for Learning and Employability.
5. **Staffordshire's Libraries Strategy** (Pages 25 - 50)

Report of the Cabinet Member for Communities.
6. **Update on the Final Report and Recommendations of the Working Together to Address the Impact of HGVs/HCVs on Roads in Staffordshire - Briefing Note** (Pages 51 - 54)
7. **Public Rights of Way Review - Briefing Note** (Pages 55 - 64)



8. **Work Programme**

(Pages 65 - 70)

9. **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 Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

Part Two

(All reports in this section are exempt)

nil

10. **Midlands Connect Proposal to become a Sub-National Transport Body - Consultation**

(Pages 71 - 142)

(Exemption Paragraph 3)

Report of the Leader of the Council.

| Committee Membership | |
|------------------------------|----------------------|
| Ron Clarke | Ian Parry (Chairman) |
| Tina Clements | Kyle Robinson |
| Keith Flunder | David Smith |
| Julia Jessel (Vice-Chairman) | Simon Tagg |
| Bryan Jones | Bernard Williams |
| Rev. Preb. M. Metcalf | Candice Yeomans |

Note for Members of the Press and Public

Filming of Meetings

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

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 Prosperous Staffordshire Select Committee Meeting held on 4 April 2018

Present: Ian Parry (Chairman)

Ann Beech
Tina Clements
Keith Flunder

Julia Jessel (Vice-Chairman)
Bryan Jones
David Smith

Apologies: Maureen Compton, Rev. Preb. M. Metcalf, Simon Tagg and Candice Yeomans

PART ONE

74. Declarations of Interest

Mr. Keith Flunder declared an interest in minute number 76, in his capacity as Chairman of the Bemersley Waste Recycling Centre Liaison Committee.

75. Minutes of the Prosperous Staffordshire Select Committee held on 18 January 2018

RESOLVED – That the minutes of the Prosperous Staffordshire Select Committee held on 18 January 2018 be confirmed and signed by the Chairman.

76. Review of Charging for Non-Household Waste at Staffordshire's Household Waste Recycling Centres

The Chairman welcomed Councillor Mary Bond of South Staffordshire District Council, who had been invited to attend the meeting in her capacity as Chairman of the Joint Waste Management Board (JWMB), and asked that she share her experience and any lessons learned since the introduction of the charges. Mrs. Bond informed the Committee that initially members of the Board had disagreed with the principle of charging owing to concerns that it would lead to an increase in fly tipping. There had also been a lack of consultation and communication on the proposals, which had resulted in misleading headlines in the local press. It also had not been emphasised that the Household Waste Recycling Centres (HWRC) were run by the County Council and consequently the Customer Services Team at South Staffordshire District Council had initially been inundated with complaints. In relation to fly tipping, Mrs. Bond informed the Committee that in May 2016 changes had been made to the way in which these incidents were recorded, and consequently the evidence was inconclusive as to whether there had been an increase. However there was no evidence of an increase in residual waste collections. In summary, earlier consultation and better communication with the refuse collection agencies would have prepared everyone much more effectively.

The Chairman thanked Mrs. Bond for the useful feedback, and agreed that lessons had been learned around clarity and communication. It had been recognised that at first people were not clear about how to pay and what to recycle and that this information had not been sufficiently publicised.

In considering the number of fly tipping incidents by size, it was noted that the number involving a small van or larger amount had increased, whilst those involving a car boot or smaller amount had decreased. Members were informed that large scale fly tipping incidents were most likely to be related to criminal operations on a commercial scale and had no potential link to the charging at the HWRCs. Large scale fly tipping incidents had been rising over the last 2 years. Mrs. Bond was asked for clarification of how incidents of fly tipping were recorded at her District, and responded that previously when a variety of waste was collected it was recorded under the category of the largest component. However, these were now recorded separately under each category of waste involved and consequently could look like an increase in the number of incidents. Looking at the analysis of fly tipping incidents per local authority members commented that most had seen a decrease, apart from Stoke-on-Trent. At worst the situation was static, at best reducing. It was acknowledged that there were a variety of reasons for fly tipping, but particular concern was expressed over operators who deliberately collected waste and then dumped it. Members agreed that they would like to see the criminality of waste management being addressed.

The committee was informed that the Government had committed to reviewing current guidance and to clearly define what can and cannot be charged for in relation to the disposal of some types of waste at HWRCs. Prior to introducing charging the authority had sought legal advice over which materials could be charged for. The authority believed the charges in place at Staffordshire's HWRCs were legal and appropriate. A commitment had been made to review the charging scheme when new Government guidance was issued. The HWRC service contributed to the authority's strategic ambition to achieve zero-waste to landfill. The current landfill rate in Staffordshire stood at approximately 2%, whereas nationally 16% of all waste handled by local authorities was landfilled in 2016/17, demonstrating how Staffordshire was excelling in reducing waste to landfill. In the period November 2016 – October 2017 a contribution of £200,351.20 was raised through the charges towards the cost of overheads and disposal of chargeable waste.

In relation to concerns over the inability to pay by cash, 13 complaints had been received in the period November 2016 – October 2017, although only five of these had been received since December 2016. The authority had fully assessed the risk of accepting cash on the HWRCs prior to introducing the charges and it was considered that storing cash on the sites exposed them to security risks. Every year a customer satisfaction survey was completed for the HWRCs, conducted by an independent surveyor. The overall customer satisfaction score in 2015/16, prior to the charges being introduced, was 89.5%. In 2016/17, the year in which charges were introduced mid-year, the customer satisfaction score was 88.8%. The customer satisfaction score for 2017/18 had been presented as 94.5%. Complaints had been received from the public when charging was introduced, with 51 made in the first month. Thereafter complaints did not exceed 15 in a month and in the last six months there had been ten in total.

The authority had responded to customer feedback by providing a comprehensive list of chargeable items to improve awareness of the items which are charged for and had increased signage on sites. Site Operatives had received additional training to help address some of the uncertainties raised by both staff and customers alike during the first few months of implementation. Site Operatives had also been provided with pocket

guides to support decision making for charges and conversations with customers. Members were informed that charges had applied to 2.5% of the HWRC site users.

Members suggested that it may be helpful to advise District and Borough Councils on the recording of the data which was supplied by them to the authority, in order to ensure consistency and comparability. They also felt that there was more to be done around publicising what waste was free to recycle, and suggested that the JWMB could have a role to play in this, in making households aware. Mrs. Bond agreed, and said that options could include stickers attached to bins, and calendars could incorporate information on HWRCs, such as opening hours. Members also suggested that MyStaffs App could be used to publicise the details of the scheme.

The Chairman thanked Mrs. Bond and the Cabinet Member for Communities, who in turn thanked the Committee for their constructive questions.

RESOLVED – That:

- a) The impact of introducing charging for non-household waste at Household Waste Recycling Centres in Staffordshire be noted; and
- b) Additional measures be taken to improve communications and publicise the charging policy.

77. Briefing Report: EU Funding Case Studies

The Select Committee had received a report at their meeting on 15 December 2017 which highlighted the contribution being made to the County Council's economic growth programme by the current round of EU funding programmes. Members had requested further details via case studies of key projects and programmes supported by EU funding.

They received a briefing paper and presentation on: Keele University (the Smart Innovation Hub); the Stoke-on-Trent and Staffordshire Growth Hub; and the Low Carbon Business Evolution Programme.

The Keele Smart Innovation Hub was a transformational project focused on technological growth and innovation. It had 3 key elements: the Business Hub, providing advice/support; commercial incubation space; and academic facilities (the Keele Business Management School). Members questioned what the benefits of the Hub were to the County, and whether any jobs created were in the public or private sector. It was confirmed that benefits included the creation of new jobs (a mix of public and private sector), helping businesses to grow, and attracting new types of businesses to the area. Members questioned who was responsible for measuring the outputs outlined in the Business Plan and were informed that this was done by the County Council, central Government, and monthly meetings with the LEP.

The Stoke-on-Trent and Staffordshire Growth Hub provided a single point of contact for business support. It had 4 key elements: a telephone helpline; business advisors; events/workshops; and a small business grant scheme, involving grants up to £10,000. Members were informed that the Growth Hub provided "hands on" advice and interventions at the start of the business's journey, helping to mould business ideas, and

assisting with business cases and financial injections. The Growth Hub was considered to be performing above expectations.

The Low Carbon Business Evolution Programme helped businesses to become energy efficient and reduce their carbon footprint. It had 3 key elements: an energy audit; an energy efficiency plan; and a small grant scheme up to £20,000. Members acknowledged the significant monetary benefit this could offer to businesses and queried how it was promoted to companies. They were informed that this was managed by the Staffordshire Business and Environment Network, who held monthly information seminars, which were well attended (50 – 100 attendees) and were well received.

The Committee also considered factors which affected success in accessing EU funded business support grants. They were informed that all enquiries from businesses were screened/filtered before applications for grants were submitted, and therefore the majority of applications were successful. Applications were also required to comply with strict eligibility criteria and have a strong and sustainable business case with tangible outcomes. They were also subject to stringent and invasive due diligence procedures involving financial performance and company history checks, and required to comply with strict conditions of grant, i.e. open procurement, audits and inspection regimes.

RESOLVED – That the briefing report and 3 EU funding case studies be noted.

78. Work Programme

The Select Committee received a copy of their Work Programme. In relation to the item on HS2 Construction Routes and Road Safety it was agreed that this should be considered at the meeting on 19 July 2018, and that the Scrutiny and Support Manager should email a list of the Select Committee members to all members and request that they pass their questions and concerns to them to raise at the meeting on their behalf. It was also suggested that it would be helpful to invite representatives from Highways England and HS2 to attend the meeting.

It was also agreed that it would be helpful to consider the items on the Infrastructure + Improvement Plan and Delivering Housing in Staffordshire at the meeting on 20 September 2018.

RESOLVED – That the above proposals in relation to the Work Programme be agreed.

Chairman

| |
|-------------------------|
| Local Members' Interest |
| N/A |

Prosperous Staffordshire Select Committee – 20th June 2018

Improving Attendance and Participation in our Schools and Settings

Recommendations

1. That the Select Committee scrutinises the progress of attendance across the primary, secondary and special schools in Staffordshire compared to the national average.
2. That the Select Committee scrutinises and comments on the poor attendance of the Pupil Referral Unit schools, and the work in place to challenge this.
3. That the Select Committee scrutinises the progress been made in reducing the number of permanent exclusions from schools across Staffordshire
4. That the Select Committee recognises the work undertaken in addressing the issues of Children Missing Education and Children Missing Out on Education.

Report of Cllr Mark Sutton, Cabinet Member for Children and Young People and Cllr Philip White, Cabinet Member for Learning and Employability

Summary

5. Staffordshire continues to have below national average overall absence rates, in its primary, secondary and special schools. The County is 0.2% lower than the national average of 4.7%, this is the fourth consecutive year in which it has maintained lower than the national average absence rates.
6. Whilst the Primary and Secondary schools have both achieved 0.2 % below the national average rate for their overall absence, the special schools have achieved 1.8% below the national average for their overall absence rates.
7. It is acknowledged that there has been an increase in Staffordshire's absence figures, however, this is within the context of a national rise in student absence figures.
8. It will be a concern to the members to know that Staffordshire Pupil Referral Unit schools (PRUs) are 13.5% above the national average for overall absence; however, there are some signs of improvement with a narrowing of the gap between the national and Staffordshire figures for persistent absences. The local authority is working with the PRU Head teacher to explore ways to improve attendance.

9. In respect of Permanent Exclusion from schools, unvalidated data for this academic year is indicating a notable reduction in the year on year increase previously experienced. This is not solely due to a reduction in permanent exclusions, but a significant increase in permanent exclusions been rescinded. This is often achieved through the work of the District Inclusion Officers who now sit within the local authority and who liaise between the school, parents and a potential alternative education provider or school, to agree a managed move or package of support which means the child can continue in their education without the period of disruption usually caused by a permanent exclusion.
10. Children Missing education has been a previous area of interest to members and continues to perform a vital task of identifying children in Staffordshire who are without education, and then ensuring they are provided with an opportunity to receive education. In the current academic year to date, we have processed 729 cases, having had a positive outcome rate of 97.5%.
11. The work to identify children who are missing out on education, has begun to embed itself this year, with high numbers of schools responding to a regular census, which reports on students who are on reduced timetables and therefore are categorised as a children missing out on education, and those that have a plan in place and are expected to return to full-time education (see attached data at Appendix 1). Work has also now begun to develop a data platform to capture this information, which will create live report on these children, enhancing our ability to identify promptly and where necessary to challenge any cases of concern.

Report

Background and Context

12. The Strategic Plan for 2018-2022, Education and Skills, states that every child deserves the best possible education, and prioritises; holding head teachers and governors to account for improving results and giving additional support to the most vulnerable in our communities, including children with special educational needs.
13. Education is fast changing landscape given the ongoing acadamisisation of schools and the delegation of resources and responsibilities more directly into schools. Staffordshire County Council recognises that its relationship with schools is changing and accepts that its position is less as a direct provider and more as having an overarching responsibility to ensure that schools provide a suitable education.
14. Within the above changes the local authorities officers are building a strong relationship with the regional schools' commissioner, so that they might raise with them any concerns in respect of attendance or exclusion levels within an Academy.
15. It is worth noting that Headteachers and Governors are responsible for ensuring that when parents fail to ensure their children attend school regularly, they are

contacted, engaged with, challenged or supported to ensure their child's attendance improves. Should this not bring about an improvement in their attendance, then the school can request the local authority consider taking statutory action as part of their Core Education Offer.

16. As of the 25 May 2018 the local authority has this academic year, issued 1025 Penalty Notices and prosecuted 60 cases in the Magistrates Court for irregular attendance.
17. Members will be aware that the Schools Forum members agreed to reduce the funding for Education Welfare Services by 757K, delegating this sum back to individual maintained schools. This has meant that all schools/academies in Staffordshire are now responsible for providing early intervention and prevention for unauthorised absence, with the local authority now focusing on in its role of providing statutory intervention when requested.

Alternative Provision Panel (APP)

18. Local Authority officers have initiated an Alternative Provision Panel to bring greater accountability and scrutiny to the provision offered to children who are permanently excluded from school and require an alternative educational provision. The intention of the panel is to ensure that children are placed at the most appropriate short-term provision and that through regular reviews are progressed back into mainstream education, or specialist provision as appropriate to the child needs.
19. A key measurement of the success of the APP would be an increase in the number of children returning to mainstream / special education and a reduction in the time taken to achieve this return. This information will begin to become available over the next academic year.

Independent review of the PRU's

20. An independent review has been commissioned by the local authority of the entire PRU estate, whilst this review is considering the wider issue of their function and role including but not exclusively reducing permanent exclusions and improving attendance, nevertheless these will be a specific area's which it is asked to consider. It is therefore anticipated that it will produce some positive observations or options that we can implement to improve the attendance in these provisions
21. A recent training session has been held with all PRU's to specifically look at the issue of attendance, and several actions were agreed for Pru's to immediately put in to practice, these included the review; of how absences are recorded and monitored, how difficulties with transport impacted on attendance, and how to manage attendance all students during exams.
22. Despite the change in funding for the EWW provision in mainstream schools the local authority has agreed to allocate an EWW to each of the PRU's to ensure that the local authority continues to support and challenge the PRU's in improving their attendance.

23. On the 18th May 2018, a review of unvalidated attendance data across the PRU's was undertaken which identified that there had been some improvements in attendance, with an overall absence rate at this time is 41.1%, if this was maintained it would represent a 6% improvement on the previous year.

In order to ensure that Staffordshire's children continue to have good attendance at school, and that permanent exclusions reduce, the local authority will:

24. Analyse the performance of Staffordshire schools and, use this information to identify maintained schools that require improvement and intervention.
25. Work with the Regional schools' commissioner, to ensure swift and effective action is taken when poor attendance or high levels of exclusions causes concern in an Academy.
26. Encourage good and outstanding schools to share their practice, to support and enable other schools to access their achievements.

The select Committee is invited to provide comment and feedback to further shape our way forward.

Link to Strategic Plan – Staffordshire County Council's Strategic Plan 2018-2022
Link to Other Overview and Scrutiny Activity – Elective Home Education Enquiry

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Appendices/Background papers –

Appendix A – Children Missing out on Education
Appendix B – Attendance data
Appendix C – Exclusion report

Children Missing Out On Education - March 2018

Of the 392 schools in Staffordshire asked to provide data on Children Missing Out on Education in March 2018, 361 (92%) provided a return. This compared to 338 (86%) in October 2017 and 379 (97%) in July 2017. 105 of these schools identified a total of 286 children who were missing out on education. The data below is taken from the responses provided by these schools.

Table 1 - Returns Received March 2018

| Type of School | Total Number of Schools in Cohort | March Questionnaire | | | |
|----------------|-----------------------------------|----------------------------------|--------------------------------|---------------------------|--------------------------|
| | | Number of Schools Returning Data | Proportion of Returns Received | Number of CMFE Identified | Percentage of CMFE Total |
| Nursery | 2 | 1 | 50% | | 0% |
| Infants | 11 | 11 | 100% | 4 | 1% |
| First | 51 | 49 | 96% | 5 | 2% |
| Junior | 9 | 8 | 89% | 2 | 1% |
| Primary | 227 | 213 | 94% | 51 | 18% |
| Middle | 14 | 11 | 79% | 10 | 3% |
| High | 54 | 46 | 85% | 168 | 59% |
| Special School | 24 | 22 | 92% | 46 | 16% |
| Total | 392 | 361 | 92% | 286 | 100% |

Of the 361 schools who provided data in March 2018, 213 were Primary schools, 49 were First schools and 46 were High schools.

A total of 286 children were reported by schools as missing from education. Of these, 168 (59%) attended high school (compared to 97 or 51% in October 2017 and 119 or 53% in July 2017) and 51 (18%) attended primary school (compared to 48 or 25% in October and 58 or 26% in July).

The overall total of 286 children was higher than both the 191 reported in October 2017 and the 225 reported in July 2017. The overall response rate rose from 86% in October to 92% but was still lower than the 97% achieved in July.

Of the 31 schools that did not return the survey, 16 were Academies and 8 were Community Schools.

Reasons for children missing out on education.

Amongst the 286 children missing from education, the most common reasons were reported as Mental Health (65) and Behaviour (63) followed by Sickness (28).

Comparison with results from July and October cannot be made directly due to changes in the recording of reasons, however Mental Health and Behaviour were the top reasons identified in both the October and July surveys.

| | | Reasons for CMFE - March Questionnaire | | | | | | | | | | |
|---------------------------|--------------------|--|------------|---------------------|------------------|----------------------------|-----------------|-----------|----------------|--------------------|-----------------------------|------------|
| School Type | Number of Students | Emotional/ | | | SEND (+ | | | | SEND (needs | | | |
| | | Mental Health | Behaviour | Sickness (Physical) | Undergoing EHCNA | Attendance/ School Refuser | Flexi Schooling | Other | not being met) | Attendance Support | Social Issues (eg Bullying) | Not Stated |
| Infant and Primary | 62 | 11 | 17 | 3 | 9 | 4 | 4 | | | | | 14 |
| Middle & High | 178 | 43 | 41 | 23 | 10 | 13 | 3 | 4 | 2 | 1 | 1 | 37 |
| Special School | 46 | 11 | 5 | 2 | 8 | 7 | 2 | | | | | 11 |
| Total | 286 | 65 | 63 | 28 | 27 | 24 | 9 | 4 | 2 | 1 | 1 | 62 |
| % of Total Reasons | | 23% | 22% | 10% | 9% | 8% | 3% | 1% | 1% | 0% | 0% | 22% |

When asked if there was a planned return to full time education for a child currently missing out on education, the answer was Yes in 63% of cases, a fall from 69% in October. It is understood that a high number of the students who were not identified as returning to fulltime education are Y11 students who will cease their education in June 2018, and some students who are awaiting places at other schools.

| Answer | July Questionnaire | | October Questionnaire | | March Questionnaire | |
|--------------|--------------------|-------------|-----------------------|-------------|---------------------|-------------|
| | Number of CMFE | % of CMFE | Number of CMFE | % of CMFE | Number of CMFE | % of CMFE |
| Yes | 149 | 66% | 131 | 69% | 181 | 63% |
| No | 71 | 32% | 55 | 29% | 88 | 31% |
| Blank | 5 | 2% | 5 | 3% | 17 | 6% |
| Total | 225 | 100% | 191 | 100% | 286 | 100% |

When asked if there was a plan in place between the school, parents/carers and pupil, 94% answered yes, a slight fall from 97% in October.

| Answer | July Questionnaire | | October Questionnaire | | March Questionnaire | |
|--------------|--------------------|-------------|-----------------------|-------------|---------------------|-------------|
| | Number of CMFE | % of CMFE | Number of CMFE | % of CMFE | Number of CMFE | % of CMFE |
| Yes | 156 | 69% | 185 | 97% | 270 | 94% |
| No | 8 | 4% | 5 | 3% | 4 | 1% |
| Blank | 61 | 27% | 1 | 1% | 12 | 4% |
| Total | 225 | 100% | 191 | 100% | 286 | 100% |

2016/17 Academic Year Full Year Data Attendance Report

Version 3
Produced May 2018

Produced by
Operational Intelligence and Performance Team
Commercial Unit



2016/17 ACADEMIC YEAR

ATTENDANCE REPORT



Introduction

This report provides an overview of educational attendance within Staffordshire and gives comparisons to statistical neighbours and national averages.

Data Sources

The data used in this document is a mixture of nationally released DfE statistics and School Census validated data. Where possible the nationally released DfE statistics are used. Where nationally released DfE statistics are not available, manual calculations from the School Census databases have been used. DfE published data is also calculated from the School Census information.

Please note that in 2012/13 Local Authorities did not have access to Academy attendance data, so this is not included within manual calculations.

Middle schools in Staffordshire are all deemed to be secondary school; therefore wherever data is split by phase, middle schools are included in the secondary phase.

Please treat Gypsy/Roma and Traveller of Irish Heritage trends with caution as these groups relate to small numbers of pupils and the DfE have warned that these ethnicities are under reported.

Version Control

| Version Number | Date | Updated by | Details of Update |
|----------------|------------|------------|---|
| 1 | 11/04/2018 | DW | Initial version circulated in preparation for the Attendance Management Meeting on 26/04/2018 |
| 2 | 22/05/2018 | DW | Updated version for Prosperous Staffordshire Select Committee |
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2016/17 ACADEMIC YEAR ATTENDANCE REPORT



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2016/17 ACADEMIC YEAR

ATTENDANCE REPORT

Key Performance Points



Strengths

- ⇒ Absence of four year olds remains below the national average but this gap has narrowed slightly.
- ⇒ Overall absence remains consistently below the national average despite increases nationally and in Staffordshire.
- ⇒ Retrospective calculations for the new ten percent persistent absence measure has shown Staffordshire performing better than national in each of the last five academic years.
- ⇒ Staffordshire ranked joint 19th best local authority for primary absence from 152 authorities.
- ⇒ Staffordshire is ranked third and second of its statistical neighbour authorities respectively for primary and special schools absence.
- ⇒ Staffordshire primary schools have a lower proportion of unauthorised absence than national.



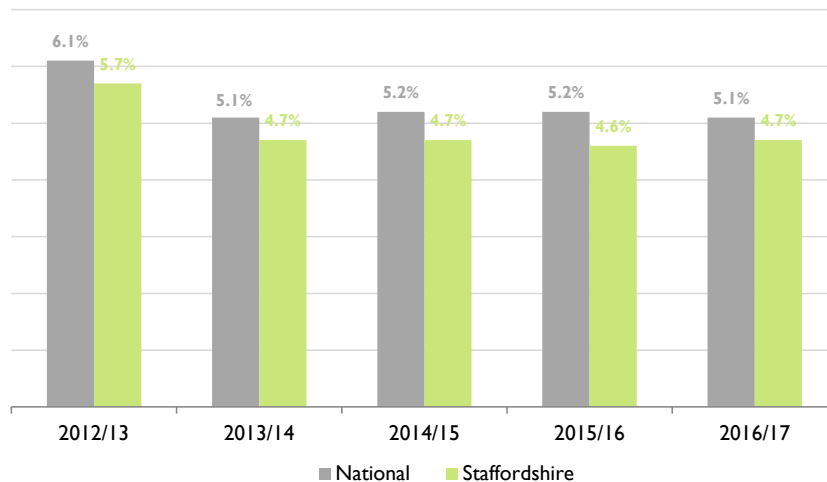
Areas For Improvement

- ⇒ There have been slight increases in absence in Staffordshire, and increases are at a slightly faster rate than increases seen nationally for the overall measure, and at each of primary, secondary, Pupil Referral Units (PRUs), and special schools.
- ⇒ Persistent absenteeism has increased at a faster rate than national (whilst remaining below national).
- ⇒ PRUs remain the area where performance is most poor. Staffordshire's absence percentage worsened and at a faster rate than national, and ranked 130th of 142 LAs with published data, and poorest performing statistical neighbour LAs.
- ⇒ The proportion of absence sessions coded as 'unauthorised holiday' continues to increase. Increases are higher in the primary sector, and Staffordshire is higher than national.
- ⇒ The proportion of absence coded as unauthorised has increased by 2.8pp in the secondary phase, and is the fifth consecutive year that unauthorised absence has increased.
- ⇒ Maintained schools in the secondary phase have worse overall absence and persistent absence percentages than academy schools.

2016/17 ACADEMIC YEAR

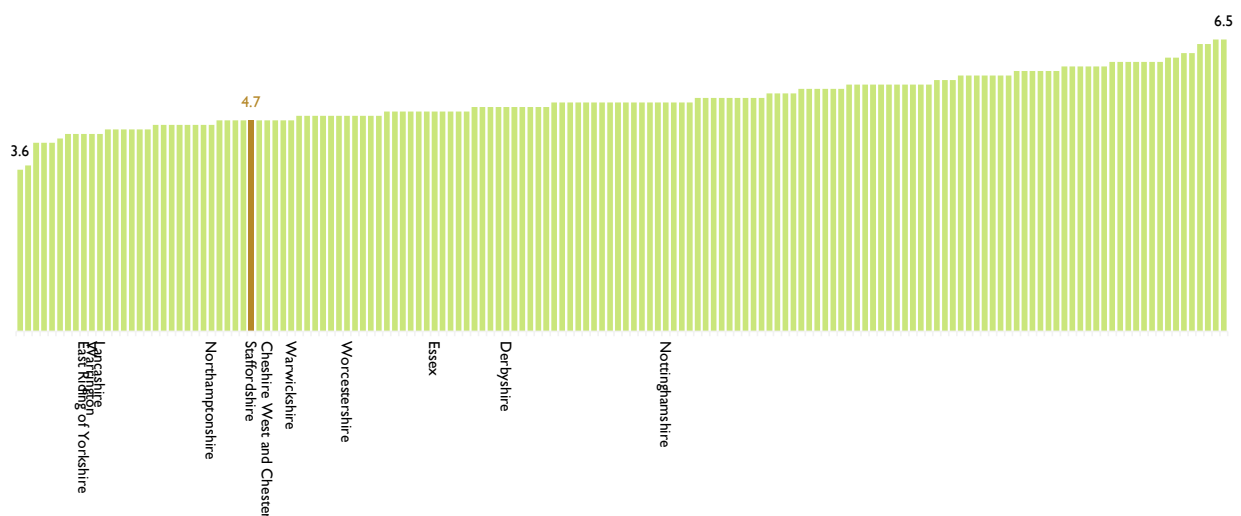
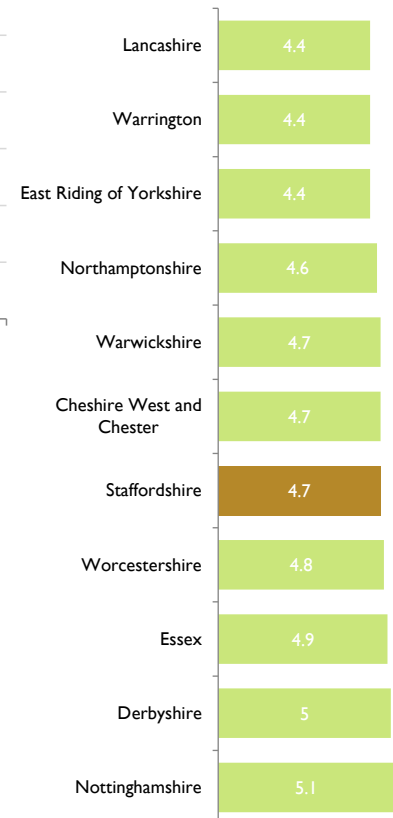
ATTENDANCE REPORT

Absence of four year olds in Staffordshire



- ⇒ Staffordshire remains below the national average for absence for four year olds despite a slight increase of 0.1pp in 2016/17.
- ⇒ The national average improved by 0.1pp resulting in the gap between Staffordshire and national narrowing slightly.
- ⇒ Staffordshire is ranked joint 5th of its statistical neighbour local authorities (LAs), with the best performing LAs having a absence rate of 4.4%, which is 0.3pp better than Staffordshire absence rate of 4.7%.
- ⇒ Staffordshire is ranked joint 26th of 152 LAs nationally.

Statistical Neighbours



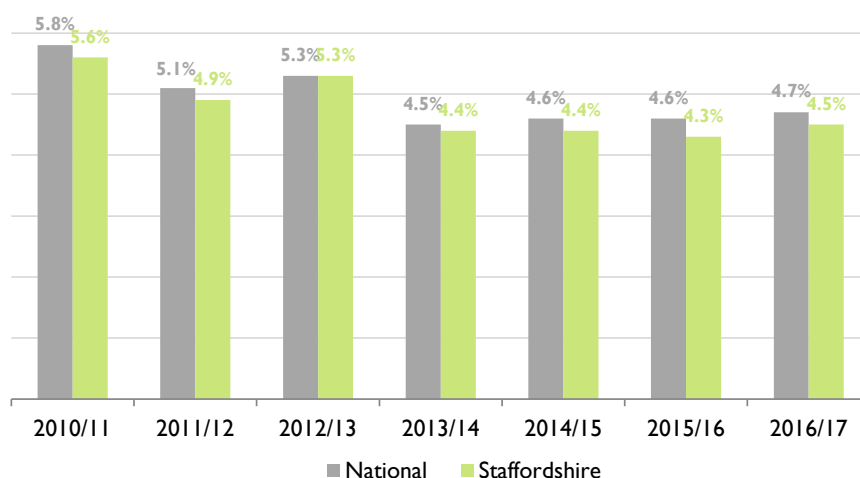
2016/17 ACADEMIC YEAR

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Overall Absence in Staffordshire

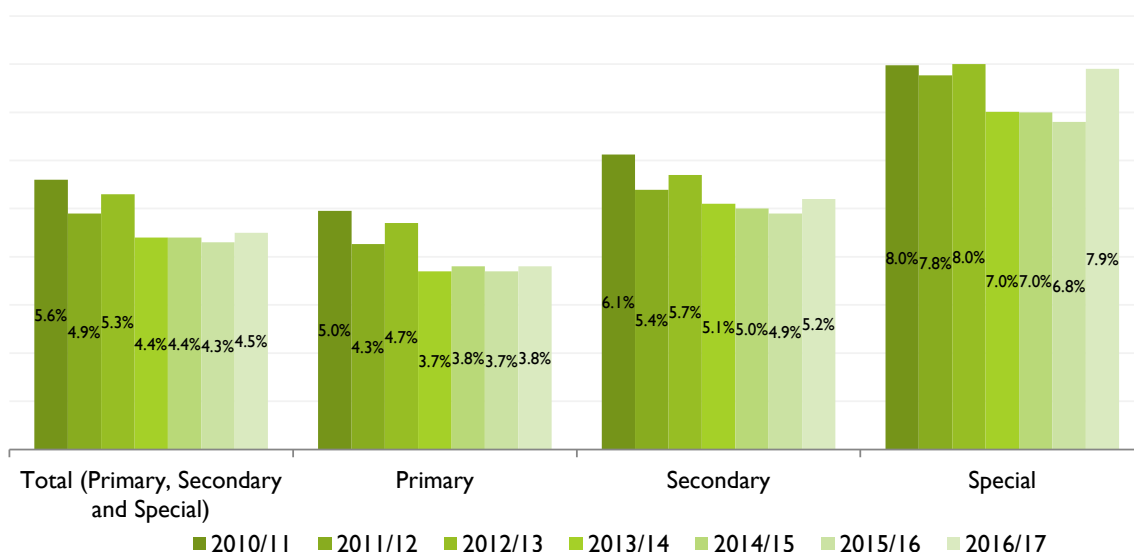
Staffordshire's absence percentage continues to be lower than national annual absence rates, although the gap has narrowed slightly in 2016/17. Both the Staffordshire and national average have experienced a slight increase in 2016/17.

Overall Absence % in Staffordshire Schools (Primary, Secondary and Special combined)



Overall Absence by Phase

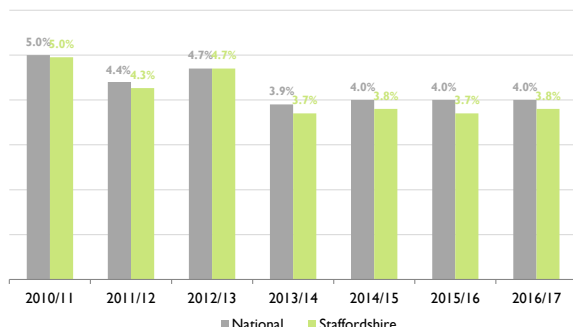
2016/17 absence rates in Staffordshire primary, secondary, special and primary/secondary/special combined have all increased slightly from the previous year. Pupils in secondary schools have higher absence rates to those in primary schools.



2016/17 ACADEMIC YEAR ATTENDANCE REPORT

Overall Absence by Phase – National Comparisons

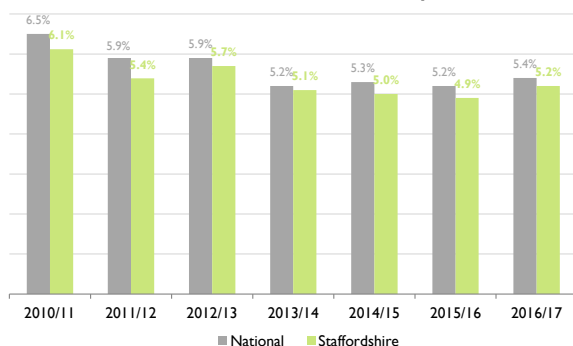
Overall Absence % - Primary



Primary Schools

- ⇒ National absence rates have remained static in 2016/17 whilst Staffordshire has increased slightly.
- ⇒ Staffordshire primary schools continue to perform better than national.

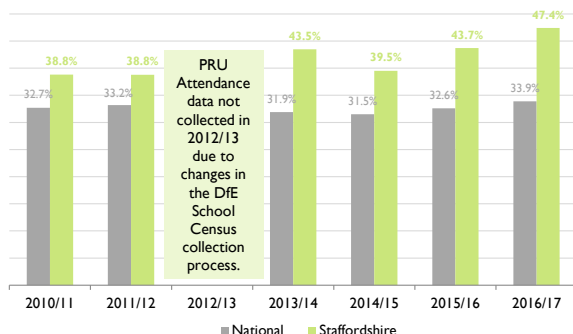
Overall Absence % - Secondary



Secondary Schools

- ⇒ Staffordshire secondary absence has been lower than the national average in each year from 2010/11 to 2016/17.
- ⇒ Staffordshire secondary schools have seen a 0.3pp increase in 2016/17 whilst national have seen a 0.2pp increase.

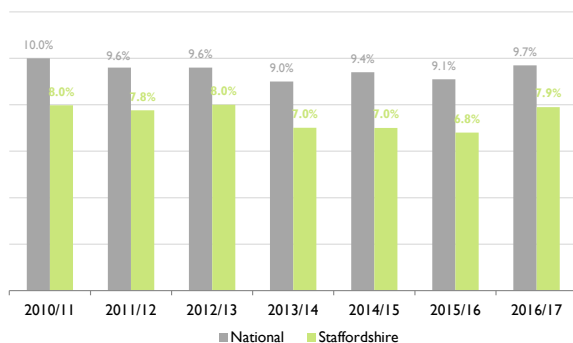
Overall Absence % - PRU



Pupil Referral Units Schools

- ⇒ Both Staffordshire PRUs and national PRUs have seen an increase in absence in 2015/16 and 2016/17.
- ⇒ Staffordshire PRU absence percentage was 47.4% in 2016/17. The gap between Staffordshire and national increased to 13.5pp in 2016/17 from 11.1pp in the previous year.

Overall Absence % - Special



Special Schools

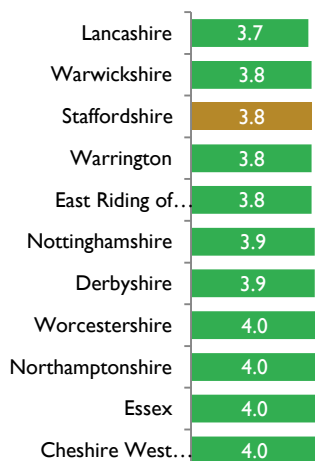
- ⇒ Staffordshire Special schools had an absence rate of 7.9% in 2016/17; this figure has worsened by 0.9pp.
- ⇒ The national average has also worsened by 0.6pp, slightly less than the increase seen in Staffordshire.

2016/17 ACADEMIC YEAR

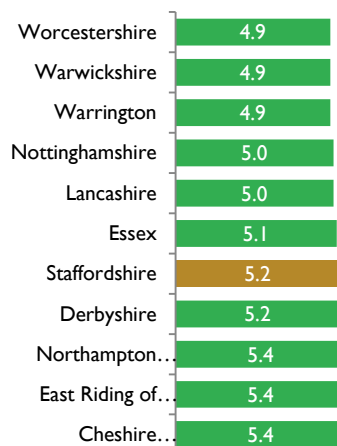
ATTENDANCE REPORT

Statistical Neighbour Comparisons – Overall Absence %

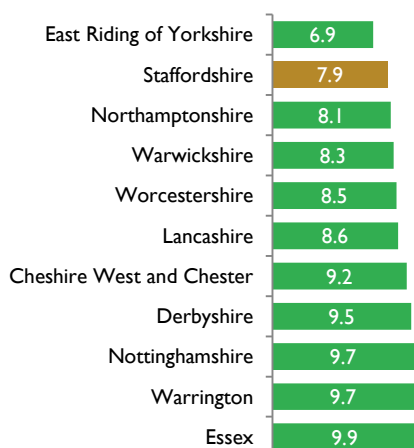
Primary



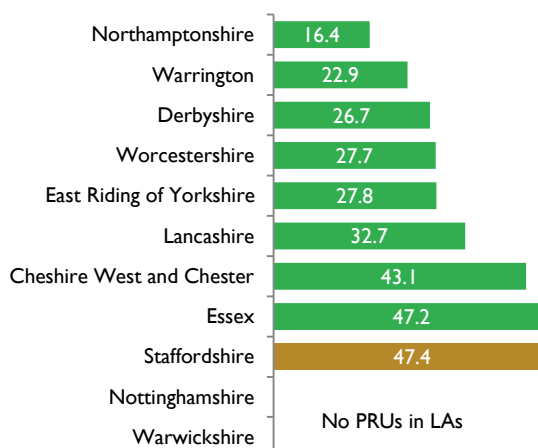
Secondary



Special



PRU

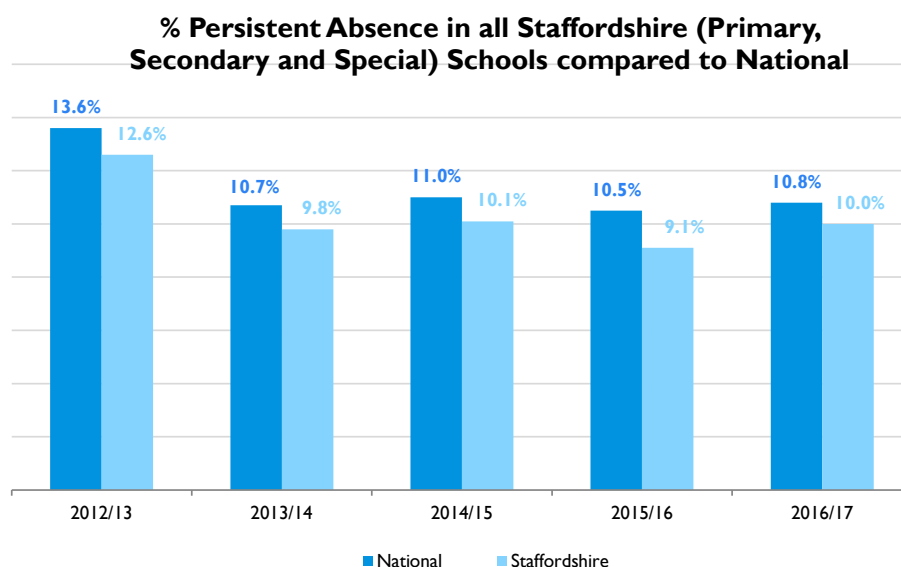


2016/17 ACADEMIC YEAR

ATTENDANCE REPORT

Persistent Absence in Staffordshire

Staffordshire's persistent absence percentage has been consistently below the national average in each of the last five academic years. Both Staffordshire and the national average have seen an increase in persistent absence in 2016/17.

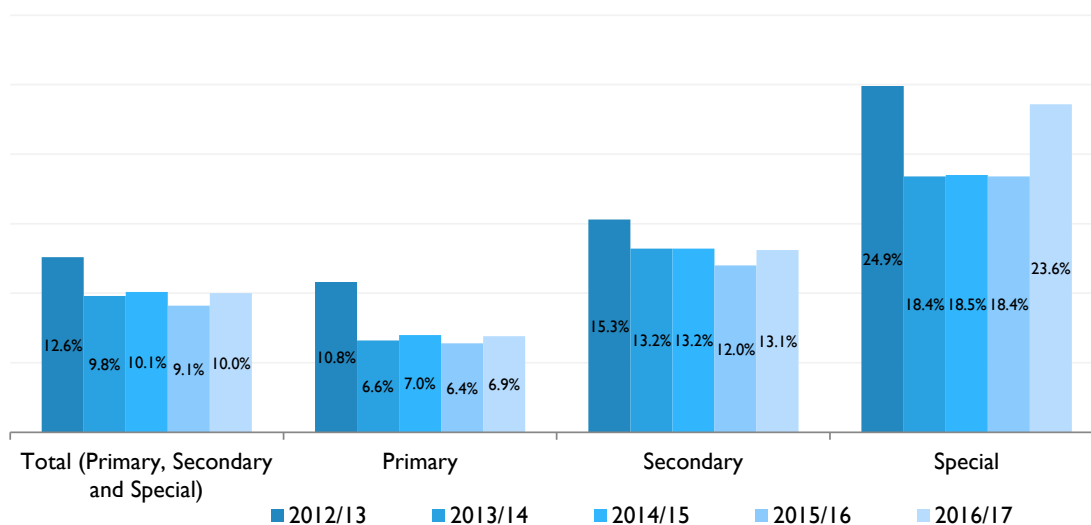


New Arrangements

From September 2015 (start of the 2015/16 academic year) schools will be judged against a persistent absence rate of 10 per cent rather than 15 per cent. The DfE have calculated the new 10 per cent measure retrospectively for previous years to provide year-on-year comparisons.

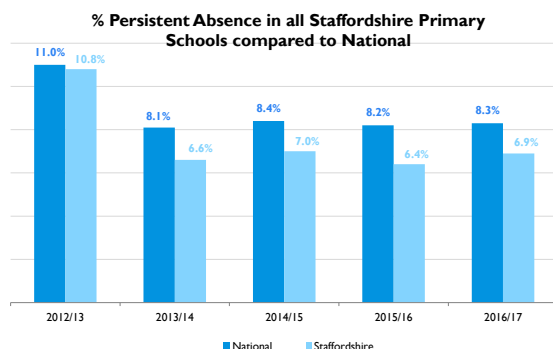
Persistent Absence by Phase

The percentage of pupils classed as persistent absentees has increased in primary, secondary and special schools in 2016/17. Staffordshire's overall combined average has increased from 9.1% to 10.0% in 2016/17.



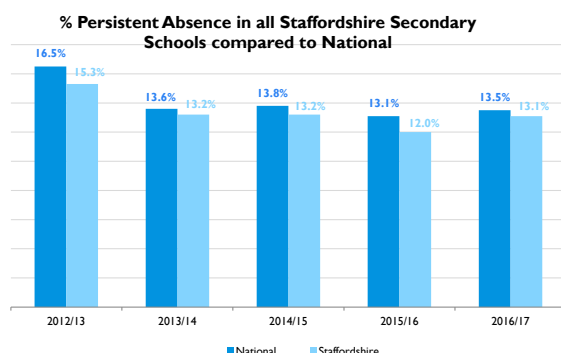
2016/17 ACADEMIC YEAR ATTENDANCE REPORT

Persistent Absence in Staffordshire – National Comparisons



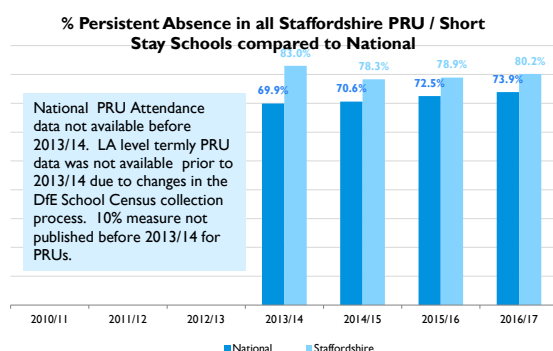
Primary Schools

- ⇒ The Staffordshire Primary persistent absence rate has been consistently below the national average.
- ⇒ National and Staffordshire Primary persistent absence rates have increased slightly in 2016/17 with Staffordshire having worsened at a faster rate.



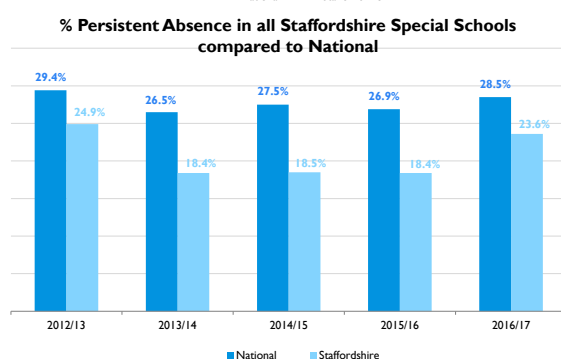
Secondary Schools

- ⇒ Staffordshire secondary persistent absence has been lower than the national average in each year since 2012/13.
- ⇒ The persistent absence rate for Staffordshire secondary schools has worsened at a faster rate than national in 2016/17 and is now 0.6pp below national.



Pupil Referral Units Schools

- ⇒ Pupil Referral Units in Staffordshire had a persistent absence rate of 80.2% in 2016/17; this is 1.3pp above the previous year (78.9%).
- ⇒ The gap between the Staffordshire PRU persistent absence percentage and the national average is narrowing due to the national persistent absence rate increasing at a faster rate.



Special Schools

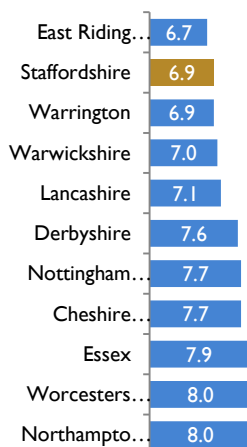
- ⇒ There is a smaller percentage of pupils in Staffordshire special schools who are persistent absentees than national.
- ⇒ The gap between Staffordshire and national has narrowed slightly but still remains below national.

2016/17 ACADEMIC YEAR

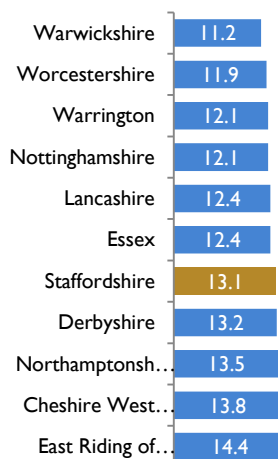
ATTENDANCE REPORT

Statistical Neighbour Comparisons – Persistent Absence

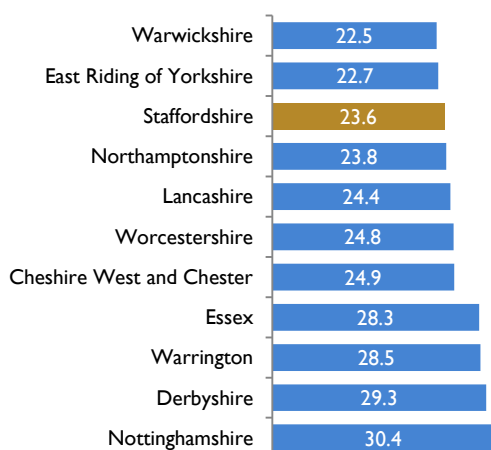
Primary



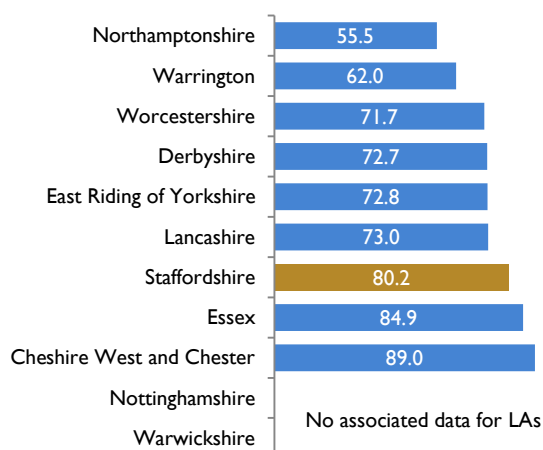
Secondary



Special



PRU



2016/17 ACADEMIC YEAR

ATTENDANCE REPORT

Academy / Maintained comparison

Academy status as at 12 September in each academic year

Overall Absence

| Phase | Status | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Change |
|-----------|---------------------|----------------|----------------|----------------|----------------|--------------|
| Primary | Staffordshire Total | 3.7% | 3.8% | 3.7% | 3.8% | 0.1pp |
| | Academy | 3.8% | 4.1% | 3.8% | 3.9% | 0.1pp |
| | Maintained | 3.7% | 3.7% | 3.6% | 3.8% | 0.1pp |
| | Difference | -0.1 pp | -0.4 pp | -0.2 pp | -0.1 pp | 0.0pp |
| Secondary | Staffordshire Total | 5.1% | 5.0% | 4.9% | 5.2% | 0.1pp |
| | Academy | 5.1% | 5.0% | 4.9% | 5.1% | 0.0pp |
| | Maintained | 5.1% | 5.0% | 5.0% | 5.3% | 0.2pp |
| | Difference | 0.0 pp | 0.0 pp | 0.1 pp | 0.2 pp | 0.2pp |

- ⇒ Primary academy schools have seen higher absence than maintained schools in each of the last four years.
- ⇒ Academy schools have had lower absence than maintained schools in the secondary phase in each of the last two years.

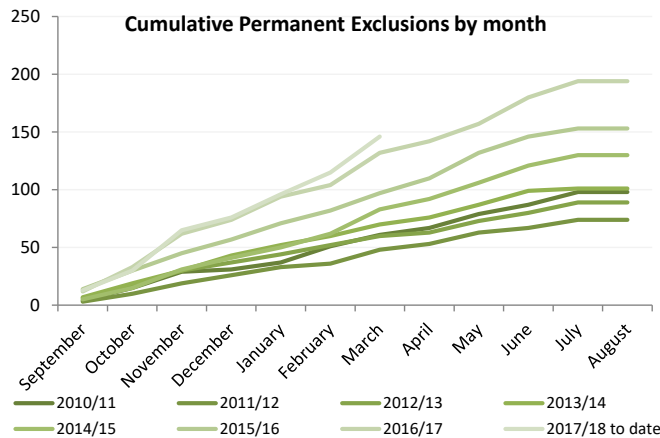
Persistent Absentees

| Phase | Status | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Change |
|-----------|---------------------|----------------|----------------|----------------|----------------|---------------|
| Primary | Staffordshire Total | 6.6% | 7.0% | 6.4% | 6.9% | 0.4pp |
| | Academy | 7.8% | 8.9% | 7.1% | 7.7% | 1.1pp |
| | Maintained | 6.5% | 6.6% | 6.3% | 6.7% | 0.1pp |
| | Difference | -1.3 pp | -2.3 pp | -0.8 pp | -1.0 pp | -1.0pp |
| Secondary | Staffordshire Total | 13.2% | 13.2% | 12.0% | 13.1% | 0.0pp |
| | Academy | 13.4% | 12.6% | 11.8% | 12.8% | -0.8pp |
| | Maintained | 13.1% | 13.2% | 12.4% | 13.4% | 0.1pp |
| | Difference | -0.3 pp | 0.6 pp | 0.6 pp | 0.7 pp | 0.9pp |

- ⇒ Primary academy schools had a persistent absence rate higher than those of maintained schools for the last four years.
- ⇒ Secondary academy schools had lower persistent absence percentages than maintained schools in each of the last three years.

2017/18 Academic Year Permanent Exclusions Snapshot September 2017 to end of March 2018 - Unvalidated Data -

| Month | September | October | November | December | January | February | March | April | May | June | July | August | Grand Total |
|-----------------|-----------|---------|----------|----------|---------|----------|-------|-------------------|-----|------|------|--------|-------------|
| 2010/11 | 4 | 11 | 14 | 2 | 6 | 14 | 10 | 6 | 12 | 8 | 11 | 0 | 98 |
| 2011/12 | 3 | 7 | 9 | 7 | 7 | 3 | 12 | 5 | 10 | 4 | 7 | 0 | 74 |
| 2012/13 | 6 | 11 | 13 | 7 | 7 | 8 | 8 | 3 | 10 | 7 | 9 | 0 | 89 |
| 2013/14 | 7 | 12 | 11 | 13 | 9 | 8 | 10 | 6 | 11 | 12 | 2 | 0 | 101 |
| 2014/15 | 5 | 10 | 16 | 10 | 9 | 12 | 21 | 9 | 14 | 15 | 9 | 0 | 130 |
| 2015/16 | 14 | 16 | 15 | 12 | 14 | 11 | 15 | 13 | 22 | 14 | 7 | 0 | 153 |
| 2016/17 | 12 | 21 | 29 | 12 | 20 | 10 | 28 | 10 | 15 | 23 | 14 | 0 | 194 |
| 2017/18 to date | 13 | 17 | 35 | 11 | 20 | 19 | 31 | Not yet available | | | | | 146 |



Schools with the highest number of exclusions in 2017/18 to date:

| DfE No. | School | District | Phase | Number of Permanent Exclusions |
|---------|--|------------------|-----------|--------------------------------|
| 4002 | The Hart School | Cannock Chase | Secondary | 9 |
| 4070 | Kingsmead School | Cannock Chase | Secondary | 6 |
| 4005 | Staffordshire University Academy | Cannock Chase | Secondary | 4 |
| 4012 | The King's CofE (VA) School | Newcastle | Secondary | 4 |
| 4013 | Wolstanton High Academy | Newcastle | Secondary | 4 |
| 4079 | Great Wyrley High School | South Staffs | Secondary | 4 |
| 4094 | Clayton Hall Academy | Newcastle | Secondary | 4 |
| 4176 | The de Ferrers Academy | East Staffs | Secondary | 4 |
| 2424 | Moorhill Primary School | Cannock Chase | Primary | 3 |
| 4085 | Leek High School | Staffs Moorlands | High | 3 |
| 4096 | Newcastle Academy | Newcastle | Secondary | 3 |
| 4126 | The Friary School | Lichfield | Secondary | 3 |
| 4178 | Chase Terrace Technology College | Lichfield | Secondary | 3 |
| 4183 | The Weston Road Academy | Stafford | Secondary | 3 |
| 4607 | Blessed William Howard Catholic School | Stafford | Secondary | 3 |
| 6906 | The JCB Academy | East Staffs | High | 3 |
| 2421 | Pye Green Academy | Cannock Chase | Primary | 2 |
| 4010 | Ounsdale High School | South Staffs | Secondary | 2 |
| 4060 | Sir Thomas Boughie Academy | Newcastle | Secondary | 2 |
| 4061 | John Taylor High School | East Staffs | Secondary | 2 |
| 4084 | University Academy Kidsgrove | Newcastle | Secondary | 2 |
| 4089 | Nether Stowe School | Lichfield | Secondary | 2 |
| 4093 | Chesterton Community Sports College | Newcastle | Secondary | 2 |
| 4123 | The Wilnecote School | Tamworth | Secondary | 2 |
| 4145 | Oldfields Hall Middle School | East Staffs | Middle | 2 |
| 4146 | Thomas Alleyne's High School | East Staffs | High | 2 |
| 4153 | The Cheadle Academy | Staffs Moorlands | Secondary | 2 |
| 4158 | The Rawlett School (An Aet Academy) | Tamworth | Secondary | 2 |
| 4181 | King Edward VI High School | Stafford | Secondary | 2 |
| 4500 | Abbot Beyne School | East Staffs | Secondary | 2 |
| 5401 | Cannock Chase High School | Cannock Chase | Secondary | 2 |
| 5402 | Stafford Manor High School | Stafford | Secondary | 2 |

| Reason for Exclusion | Number of Permanent Exclusions | District | Number of Permanent Exclusions |
|---|--------------------------------|-----------------------------|--------------------------------|
| Drug and alcohol related | 13 | Cannock Chase District | 34 |
| Persistent disruptive behaviour | 61 | East Staffordshire District | 23 |
| Damage | 3 | Lichfield District | 11 |
| Other | 19 | Newcastle Borough | 23 |
| Physical assault against an adult | 19 | South Staffordshire | 14 |
| Physical assault against a pupil | 17 | Stafford Borough | 19 |
| Racist abuse | 1 | Staffordshire Moorlands | 11 |
| Sexual misconduct | 1 | Tamworth Borough | 11 |
| Verbal abuse/threatening behaviour against an adult | 4 | Grand Total | 146 |
| Verbal abuse/threatening behaviour against a pupil | 8 | | |
| Grand Total | 146 | | |

Key Points:

- ⇒ Staffordshire schools have excluded 146 pupils in 2017/18 up to the end of March 2018. This is higher than any year at the same point in the previous seven academic years. (shown on the graph left)
- ⇒ The Cannock Chase district have the highest number of exclusions in the 2017/18 academic so far. This district typically has the highest amount of Permanent exclusions per pupil in the previous five years.
- ⇒ The next highest districts are East Staffs and Newcastle with 23 exclusions each, followed by Stafford with 19.
- ⇒ Persistent disruptive behaviour is the reason most used by schools as the reason for permanent exclusions in 2017/18 to date.
- ⇒ There have been 23 exclusions rescinded that are not shown in these statistics.

| |
|-------------------------|
| Local Members' Interest |
| N/A |

Prosperous Staffordshire Select Committee – 20th June 2018

Staffordshire's Libraries Strategy

Recommendation

1. That the outcome of the public consultation on Staffordshire's Library Service is considered by this Committee.

Report of Gill Heath, Cabinet Member for Communities

Summary

What is the Select Committee being asked to do and why?

2. Consider the consultation response to the self-service proposal and comment upon the introduction of a self-service pilot within Staffordshire paragraph 46-50 within the paper.
3. Consider if the evaluation and selection process to procure Community Managed Library organisations, which was agreed by Cabinet in February 2015, is still valid in Appendix A
4. Review and endorse the existing support package and Service Specification for Community Managed Libraries, which were agreed by Cabinet in February 2015 Appendix C and paragraph 69 within the paper
5. Endorse the application of the principles that have been consulted on to inform Mobile and Travelling Library Service review paragraph 77-81 within the paper.

Report

Brief Report Summary

6. This report summarises the outcome of the Public Consultation that took place between 8 January and 1 April 2018 which will inform the strategy for Staffordshire's Libraries offer 2018-21.
7. The report expands on the proposed strategy for Staffordshire's Libraries offer 2018-21 which was considered by the Prosperous Staffordshire Select Committee on 12 September and by Cabinet on 18 October 2017.

Section 1 – Context and Background

8. In line with the 2016 DCMS publication Libraries Deliver: Ambition for Public Libraries in England 2016-2021¹, the public consultation endorsed the role of libraries as strong partners in delivering agendas across the public sector.
9. Within Staffordshire the Library Service contributes to delivering health and wellbeing, digital inclusion, literacy, life skills and social cohesion outcomes. The Library asset and offer is embedded into the Corporate People helping People agenda and the Families and Communities Place Based approach.
10. It is essential therefore that as we implement a Libraries Strategy for the future we continue to work with internal and external partners to ensure that the library service remains relevant and continues to be sustainable.
11. The Public Libraries and Museums Act 1964 gives the County Council a statutory duty to provide “a comprehensive and efficient library service”. The Council is also required to ensure that facilities are available for the borrowing of or reference to books, other printed materials, recorded music and films, or sufficient number, range and quality to meet the requirements of adults and children. The Council must also encourage adults and children to make full use of library services, and lend books and other printed materials free of charge to those who live, work or study in the area.
12. The Secretary of State has overall responsibility for the library service across the country in the role of ‘superintendent’ of the service. If a complaint is made to the Secretary of State that the County Council is failing to provide a comprehensive and efficient library service, and the Secretary of State concludes that this is the case, then he can order the County Council to remedy this situation, and if the Council were to fail to do so then the Secretary of State can remove the authority's functions in relation to the public library service.
13. Library authorities that have proposed extensive library closures have been subject to judicial review. There are current/ ongoing judicial reviews to consider

¹ <https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021>

the library proposals in 3 authorities and a further 7 complaints are being investigated.

Staffordshire Libraries

14. As part of Staffordshire County Council's statutory network there are currently 43 Libraries, 2 Mobile Libraries and a Travelling Library. The Prison Library Service and School's Library Service are externally funded. See Figure 1 below:

15. Figure 1



16. During 2017-18:

- Staffordshire Libraries had **278,869** library members, over **2.8m** physical library visits and **740,000** virtual visits and issued nearly **2.2m** items.
- 373,657** sessions were booked on library pcs, **12,253** children joined the Summer Reading Challenge and **32,905** bus passes were processed.
- 1,152** Expressions of Interest in volunteering have been received since April 2016 and **826** trained volunteers are currently participating in regular volunteering opportunities.
- During 2017/18 these volunteers have contributed **77,000** hours of volunteering into the service and are making a financial, in kind, contribution of **£1.1m²** towards the delivery of Staffordshire's Library offer for the same period.

² The cost of volunteering in accordance with best practice is based on the following calculations (all figures published May 2015 on ONS website regarding all UK industries and occupations.).Average

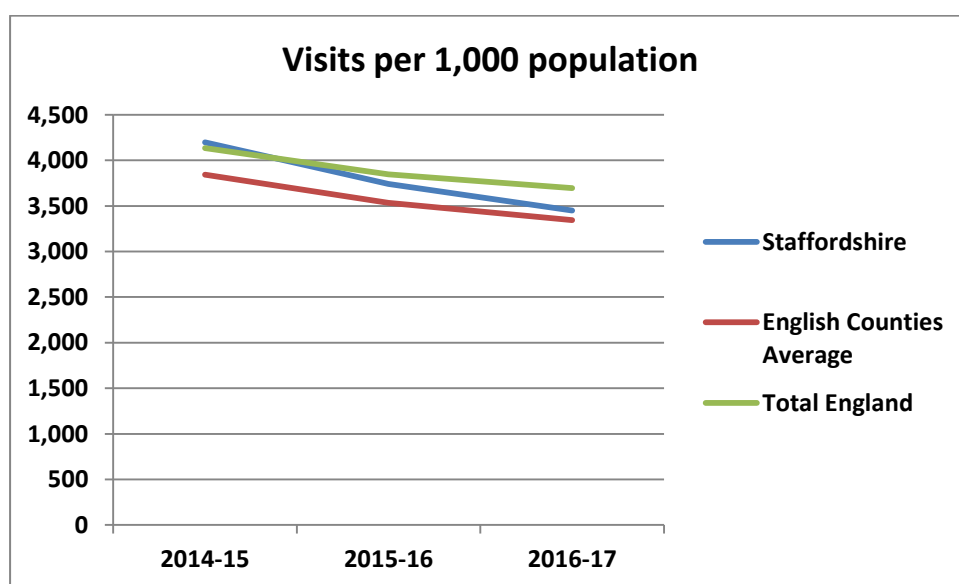
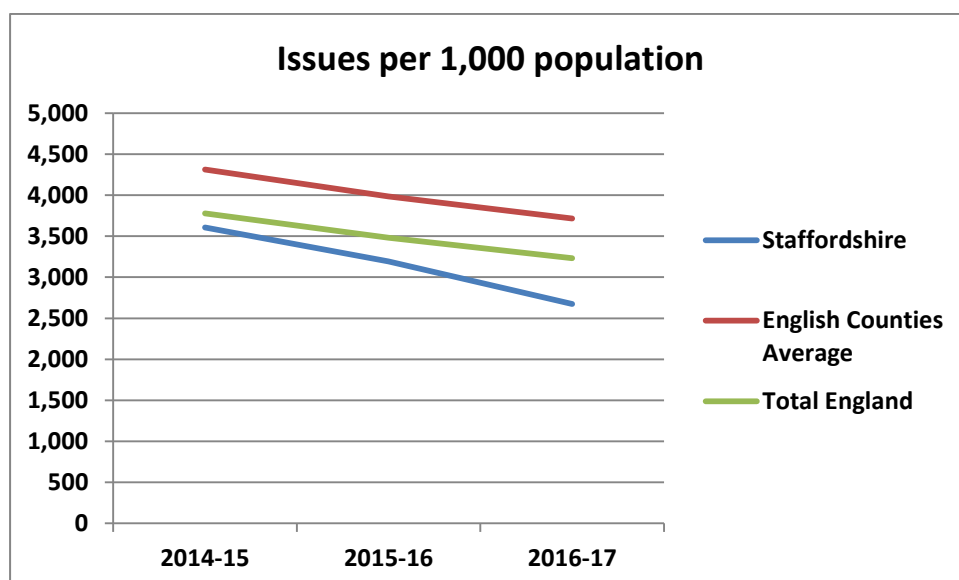
- e. On an annual basis over **1,000** people are volunteering in the service (including time-sensitive placements and Summer Reading Challenge Volunteers) and this number continues to grow,
 - f. See Libraries Infographic in Appendix b for more detail.
17. During 2017-18 we engaged:
- a. 22,192 people in reading and literacy activities
 - b. 7,234 people in activities to support their health and wellbeing
 - c. 59,210 people in learning
 - d. 10,125 people in cultural and creative activities
 - e. 8,700 people in activities to develop their digital literacy skills
 - f. 3,000 people in activity to support economic growth
 - g. 1,134 people in community activity – volunteering, co-creation and co-production of the library service offer
 - h. 166 volunteering opportunities - young people
 - i. 826 volunteering opportunities – over 25's
18. As described in previous reports the way that people access information and learning, the way they socialise and interact with each other and with organisations continues to evolve in the digital age.
19. The table below illustrates how library use in Staffordshire has changed between 2014-2018

| Staffordshire Libraries | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---|------------------|------------------|------------------|------------------|
| Annual Visits | 3,610,158 | 3,225,658 | 2,992,126 | 2,826,302 |
| Total Issues of books, CDs & DVDs | 3,101,106 | 2,752,677 | 2,319,115 | 2,180,439 |
| Active Library Members who have borrowed an item in the last 12 months | 94,203 | 86,307 | 77,988 | 75,097 |
| Public PCs for the public to use | 427 | 432 | 430 | 432 |
| NetLoan Reservations (PC use per hour session) | 528,156 | 474,343 | 439,364 | 373,657 |
| Number of Libraries with free Wi-Fi | 40 | 43 | 42 | 42 |
| Virtual Visits | 964,321 | 881,204 | 827,084 | 740,000 |
| Children taking part in the Summer Reading Challenge | 13,890 | 13,124 | 11,299 | 12,253 |
| Volunteers + Work Experience Students - as per Cipfa definition | 454 | 463 | 983 | 1,102 |

weekly earnings for full-time employees in the UK divided by hours in a full time week worked on average equals £13.71 per hour average. Rounded up for ease of calculation to £14 per hour volunteered.

20. The way in which people use libraries in Staffordshire is in line with national trends. Figure 2³ below compares Staffordshire against the other English Shire counties and Library authorities in England.

21. Figure 2:



Staffordshire Library Service Transformation – part 1

22. The savings currently identified for the Library Service within the MTFs are:

- a. 18/19 - £500k

³ CIPFA Public Library Statistics Actuals 2014-17

- b. 19/20 - £250k + £300k
 - c. 20/21 - £250k
23. The current 2018-19 budget for Staffordshire Libraries is **£4,786,760** and this will be reduced to **£3,986,760** by 2020/21 when further agreed MTFS savings of **£0.8m** are to be delivered. **£0.5m** MTFS savings have been delivered in year.
 24. Between 2008 and 2012 savings of £1.1m were delivered through digital/ technological solutions. By April 2016 a further £1.675m was delivered through the Libraries Transformation programme which introduced and implemented the Community Managed Library model.
 25. Through this programme, which was again informed by extensive public consultation during 2014, the County Council now manages and delivers a library service at the 20 largest and busiest libraries which account for over 80% of library business.
 26. 22 of the County Council's least busy libraries, which account for just under 20% of library business, have been transferred, or are in the process of being transferred, to community groups/ organisations. These groups, through a lease arrangement, manage and deliver the library offer and run the building, while the council remains responsible for agreed utility bills and maintenance costs, library stock, public pcs and WiFi. The approximate cost of the support package for the 22 Community Managed Libraries is £486,270 per annum.
 27. The Community Managed Library model has saved money and enabled these libraries to support the People Helping People agenda. 20 Libraries have transferred to date and work is ongoing with 2 partner organisations to enable the successful transfer of 2 of the remaining 3 libraries during 2018.
 28. The contracts for Cheslyn Hay Library and Great Wyrley Libraries were awarded to Catherine Care in April 2017. The management of Great Wyrley Library successfully transferred to Catherine Care in September 2017. However due to ongoing delays associated with the transfer of Cheslyn Hay Library within a shared building, Catherine Care withdrew their offer to manage this library in May 2018. The delay is not attributable to Staffordshire County Council; however the Library Service and Legal Services Team are working hard to resolve the issue which is contractual and not property related. As a result, this library will be offered again for community management through a procurement process.

Public Consultation Outcomes

29. On 18 October 2017 Cabinet agreed that we should consult on four options which could enable the further transformation of the library service and the delivery of MTFS savings:
 - a. Developing a further 4 Community Managed Libraries
 - b. Introducing self-service technology

- c. Encouraging more people to volunteer to support front line delivery
 - d. Reviewing the Mobile & Travelling Library Service
30. During December 2017 a first engagement phase was completed which highlighted to communities the need to make further savings and raised awareness of the Public Consultation that would be held during 2018. 132 people attended 7 events that were held at Burton, Tamworth, Stafford, Newcastle, Leek, Cannock and Perton Libraries.
 31. The full 12 week Libraries public consultation took place between 8th January 2018 and 1st April 2018. In total 3,666 individuals, organisations and stakeholders shared their views as part of the consultation. Their responses delivered meaningful insight into preference and impact and provided robust representation of some of those individuals and communities most affected by the proposals.
 32. Responses were received via surveys, letters, emails and at events:
 - a. 2,948 survey responses (including 511 responses to the Young Peoples' survey and 1350 paper responses)
 - b. 704 people engaged with officers by attending one of 33 events
 33. The public consultation process ensured that individuals, key stakeholders, including elected members, District, Town and Parish Councils, Schools and the voluntary and community sector, Library users, Library staff and potential users of the whole service had the opportunity to consider and comment on proposals and make their views known before final recommendations were developed.
 34. The majority of respondents to the main survey (98%) had used libraries and were most likely to use their library on a weekly (30%) or monthly (37%) basis.
 35. A full analysis and report of the consultation has been undertaken by the council's Customer Insight Team to ensure independence.

Self Service Proposals

36. The Library Service consulted on the introduction of a Self-Service System at County Council Managed Libraries which would provide secure access to the library when it is not staffed. This could provide an opportunity to expand the hours that the library is accessible and reduce expenditure.
37. An automated self-service system "powers up" the library and swipe-card access to library members over the age of 16 who have registered for self-service. During the hours when the library is accessible but not staffed, the library building is monitored by CCTV and remote support is provided from a telephone help desk.
38. As part of the self-service registration procedure, library members all complete an induction which covers Health & Safety and evacuation procedures and all self-service members agree to an acceptable use policy.

39. Half of all respondents (50%) said that they would use self service and half (50%) expressed no interest in using self service at all.
40. Self service would be most popular with respondents to the main survey on weekdays between 9am and 5pm and least popular on weekdays before 9am and from 7pm to 9pm.
41. For almost half of all respondents (46%), self service would make “little or no difference” but for 37% of respondents it would make it more difficult to use the service.
42. Concern was expressed by more:
- a. People with a disability compared to those without
 - b. People under the age of 16 compared to all other age groups (yet 60% of under 16s supported the introduction of this technology)
 - c. Males compared to females
43. Respondents expressed general concerns about:
- a. Staff advice/support (362 responses)
 - b. Technology (174 responses)
 - c. Safety (146 responses)
 - d. Interaction with staff (146 responses)
44. While the largest proportion of respondents (58%) disagreed with the proposals for self service. One fifth was in agreement with them (20%) and a similar proportion returned a neutral response (22%).
45. Disagreement with the proposal was common amongst all respondent types and was above average with the following groups:
- a. People who had a disability compared to those without a disability
 - b. 35-59 year olds when compared to all other age groups
46. Public Consultation has enabled the Library Service to explore self-service options as an investment in technology to reduce core staffed opening hours and expand unstaffed opening hours. Having analysed the results of the consultation, it is proposed that self-service is piloted at Stafford Library and Penkridge Library, if this library does not transfer to community management (see paragraph 65).

47. It is not envisaged that Stafford or Penkridge library will be fully self-service and the proposed number of hours that each library could be staffed will be based on an analysis of use.

48. The estimated cost of implementing self service at one location is as follows:

| | |
|-------------------------------------|---------|
| Capital Costs | |
| Self-service Equipment | £15,400 |
| Building costs/alterations to doors | £1,000 |
| CCTV | £500 |
| TOTAL CAPITAL | £16,900 |
| Revenue Costs per annum | |
| Maintenance of equipment | £1500 |
| CCTV Monitoring | £2400 |
| ANNUAL REVENUE | £3900 |

49. It is anticipated that a tender and procurement process will be initiated during September 2018 with a view to implementing self-service from April 2019.

50. The pilot will be monitored over a 12 month period and then evaluated. The results of the evaluation will be brought back to PSSC and Cabinet to consider if self service could be extended to more libraries to improve the effectiveness of the Library Service and realise further savings.

Community Managed Library Proposals

51. Through the Libraries Transformation programme we wanted to ensure that our libraries do not just 'survive', but flourish, and make an even greater difference in local communities. Our vision was, and continues to be, that we will work with organisations to develop a thriving and exciting library offer through providing a strong package of support.

52. The 22 least busy libraries have been transferred, or are in the process of being transferred, to community groups/ organisations.

53. The 2014 public consultation highlighted that access to paid members of staff across the 23 libraries which were proposed as Community Managed and Community Delivered was essential and this was therefore built into the model which Cabinet agreed.

54. We have a Community Capacity Manager and a small team of Officers who work with our community managed organisations to provide professional guidance and expertise to ensure that the statutory library service continues to be delivered.

55. Examples of Community Managed Libraries in Staffordshire can be found on our website: <https://www.staffordshire.gov.uk/leisure/librariesnew/Help-shape-library-service/managed-libs/Examples-of-Community-Libraries-in-Staffordshire.aspx>

56. Through the consultation we explored transferring the day to day management of the four least busy County Council Managed and Delivered libraries to the community to become Community Managed and Delivered libraries.
57. Based on an analysis of visits, issues, active borrowers, library membership and computer use, these libraries are Cheadle, Clayton, Eccleshall and Penkridge. No weighting was given to per head of population, library opening hours or PC numbers which was challenged during the consultation by residents at Clayton and Penkridge who disagreed that these libraries were the least busy.
58. Through the consultation we wanted to explore the appetite for a Community Managed Library in these communities and identify if there are any interested local groups who may want to get involved.
59. Agreement with the Community Managed Library proposal was low amongst all respondents. Library users were most likely to be in agreement with the proposal at Cheadle (35%) and there was least agreement at Penkridge (6%). Service user disagreement ranged from 88% in Penkridge to 51% in Cheadle.
60. When the public were consulted during 2014 30% of respondents agreed with the 'Library Local' (Community Management) proposal with 46% disagreeing and 25% who neither agreed nor disagreed. Overall 51% of respondents disagreed with the allocation of libraries in the 'Library Local' (Community Managed) category.
61. Within the 2018 consultation, 870 respondents identified multiple concerns in relation to the Community Managed Library proposal. The most common concerns expressed include:
 - a. Losing Library Staff (316 responses)
 - b. Recruitment and retention of Volunteers (159 responses)
 - c. Future Management of Libraries (148 responses)
 - d. Access (113 responses)
62. 316 young people commented on Community Management in the young person survey. Some expressed support for this approach with respondents thinking that this proposal would keep their library open, provide opportunities for young people to volunteer and provide a purpose for the community to come together. While others expressed resistance echoing views of the main survey.
63. While there is a high level of disagreement for this proposal 445 people expressed an interest in volunteering at their local library. Most support was identified at Penkridge, Eccleshall and Clayton, three of the four libraries proposed for Community Management.
64. In addition 16 respondents representing an organisation/group expressed 'a great deal of interest' in supporting Community Managed Libraries. This includes 3

responses from Clayton, 2 responses from Eccleshall and 2 responses from Penkridge.

65. Analysis of the consultation evidences that agreement for this proposal is low however the community managed library model within Staffordshire does enable continued access to the library offer within communities. Therefore to enable these four libraries to remain part of Staffordshire's statutory network and deliver an MTFs saving it is proposed that Cheadle, Clayton, Eccleshall, Penkridge are offered for Community Management.
66. Full details of the proposed selection and evaluation process which was agreed by Cabinet in February 2015 can be found at Appendix a.
67. It is anticipated that the procurement process will commence during September 2018 with a view to contracting with community organisations from April 2019.
68. It is envisaged that the existing support package for Community Managed Libraries will be made available to these libraries and the existing Service Specification, Contract and Lease arrangements will be applied. These were agreed by Cabinet in February 2015 and the Service Specification can be found in Appendix c.
69. The support package which has been acknowledged as best practice includes the following:
 - a. Community Support Officers – who offer expertise and guidance, monitor contracts, assist with the recruitment and training of volunteers and deliver the People Helping People Agenda across the Rural County.
 - b. Library stock
 - c. Staff & public access PCs, WiFi – maintained by Staffordshire ICT
 - d. Property related costs – building maintenance, grounds maintenance, utility bills paid to an agreed amount.
70. Feedback from the existing community managed library organisations and their volunteers about the level of support provided by Staffordshire County Council has been excellent and we believe that our continued commitment to these libraries helps to ensure that they remain vibrant spaces at the heart of communities.

Mobile and Travelling Library Service

71. Staffordshire County Council currently provides a Mobile and Travelling Library Service which delivers a library service to 151 rural and isolated communities. During 2017-18 there were 34,114 in person visits to the Mobile and Travelling Library Service, a decrease of 12.6% on the previous year.

72. The Mobile & Travelling Library Service costs £309,674 per year to deliver which includes management time and mandatory training costs. It costs approximately £6.46⁴ to visit a mobile library compared to approximately £2.26⁵ to visit a static library.
73. The Mobile & Travelling Library Service was reviewed during 2015/16 and following public consultation new routes for delivery were introduced and implemented in April 2016. The service is delivered via two Mobile Libraries and one Travelling Library. Prior to the review during 2015/16 there were six mobiles and two travelling libraries.
74. This review realised savings of £350,000 and it was agreed as part of the 2016 MTFS process that the service would be re-reviewed during 2018/19 to realise a further saving of up to £300,000.
75. If the £300,000 that has been identified within the MTFS is removed in full from the Mobile & Travelling Library Service budget, the remaining vehicles would be withdrawn and the service would cease from April 2019. This would lead to gaps in provision.
76. To ensure that the Mobile & Travelling Library Service can continue to deliver a library service to rural or isolated communities, the public have been consulted on a set of principles which will inform the future planning of mobile routes. We believe that these principles will ensure that the service continues to reach into areas of greatest need.
77. There was overall agreement with the principles:
- a. 91% of respondents agreed with the principle that the service should be continued for 'those in greatest need'.
 - b. 87% agreed that there should be a mobile visit once every four weeks
 - c. 77% agreed that routes and stops should be reviewed on an annual basis
 - d. 66% agreed that stops should be outside a 2 mile radius from a static library
 - e. 64% agreed that stop time should be based on use with a minimum of 15 minutes per stop
 - f. 50% agreed that there should be a minimum of 5 visitors in each community
78. The consultation highlighted that the proposed changes to the mobile and travelling library service would make access to the library offer more difficult for

⁴ This is an internally produced cost figure used to show the difference between the Mobile & Travelling Library Service and static libraries. The cost per visit for Staffordshire Libraries (which includes static and mobile libraries) as published in CIPFA 2013 /14 was £2.66.

⁵ See above

40% of service users with the impact being greater on people aged 75+ and people with a disability.

79. 79% of service users would continue to use the mobile library service, 25% would use their nearest static library and 17% of users would stop using the library service all together.
80. In addition to consulting on the principles and the proposed routes, we also sought people's views regarding alternative proposals or delivery methods. 74 people commented on the service and 60 people commented on accessibility. Comments highlighted the need for better promotion of the mobile library service and a suggestion to expand the digital library offer but no alternative delivery methods were identified.
81. It is therefore proposed to apply the principles that have been consulted on to inform the review. This will mean that we will re-draw routes, withdraw the larger Travelling Library vehicle at the end of March 2019 and deliver the service via the two smaller mobile libraries which are more flexible and therefore able to access more isolated or rural communities from April 2019.
82. The 3% of respondents who are housebound and have requested a home delivery service will be contacted and arrangements put in place to deliver this service with volunteer support.

Next Steps

83. Prior to taking proposals to Cabinet in July 2018, we are asking the Select Committee to consider the outcome of the Public Consultation and:
 - a. Comment on the introduction of a self-service pilot within Staffordshire paragraphs 46-50 within the paper.
 - b. Consider if the evaluation and selection process to procure Community Managed Library organisations is still valid Appendix a.
 - c. Review the existing support package and Service Specification for Community Managed Libraries Appendix c and paragraph 69 within the paper.
 - d. Endorse the application of the principles that have been consulted on to inform Mobile and Travelling Library Service review paragraph 77-81 within the paper.

Background Documents

Staffordshire's Libraries Strategy, Prosperous Staffordshire Select Committee Report 12th September 2017

<http://moderngov.staffordshire.gov.uk/documents/s97288/Staffordshires%20Libraries%20Strategy.pdf>

Staffordshire's Libraries Strategy, Cabinet Report 18th October 2017
<http://moderngov.staffordshire.gov.uk/documents/s97737/Staffordshires%20Libraries%20Strategy.pdf>

Appendix A – Evaluation process for Community Managed Libraries

Appendix B – Staffordshire Libraries infographic 2017-18

Appendix C – Service Specification

Report Commissioner: Janene Cox OBE

Job Title: Commissioner for Culture & Communities

Telephone No: 01785 278368

Email: janene.cox@staffordshire.gov.uk

Selection and Evaluation Process

The council is seeking to release libraries to the community sector via two business models.

Community Managed - A community organisation to operate the library based upon a pepper corn rent basis.

Community Delivered – Staffordshire County Council retain responsibility for the property. The service is managed by a paid member of Staffordshire County Council staff covering a “cluster” of similar libraries. Day to day operations will be undertaken by volunteers.

The council will adopt the Community Managed model as the primary approach with the Community Delivered model as secondary.

To reach the council’s objective for the Community Managed business model, there needs to be a supporting procurement process to identify the best fit community organisation for the sites where there is more than one interested party and to ensure suitable fit where there is a lone interested party.

It is understood that there is currently no financial exchange for services from the council to the successful party and therefore the procurement process is not bound by the EU Public Contract Regulations (PCR) or Staffordshire County Council Procurement Regulations.

The council has created a primary procurement approach for the Community Managed model which consists of placing a Public Advert to notify interested parties, followed by the release of a suite of procurement documents specific to each site. Within the documentation an evaluation process will be conducted on a question and answer format and or a case study basis with declared weightings.

A council evaluation team will evaluate and score the received submissions with the highest scoring interested party being awarded the library contract. Unsuccessful parties will be provided with a full debrief on their submission. The evaluation process may accommodate presentation/interview sessions if required. The process will also allow for non award if low scoring or unsuitable bids are received

This primary procurement approach will be applied to all sites, however should there be lack of interest in any of the sites from community organisations, the council will progress with transferring these sites to the Community Delivered model. No formal procurement process will be required for this secondary approach as management remains with the council. The council will however, will need to ensure that volunteers are recruited of the right calibre and in sufficient numbers.

The original release concept of 23 libraries to be based upon the Community Managed model has been reshaped by the influence and impact of the recent Public and Collective Staff Consultation. Current understanding, based upon feedback is that there is a strong likelihood that some communities will adopt the Community Managed model at this stage, with the remainder taking the Community Delivered approach. However, work will continue to increase the number of potential Community Managed libraries prior to the Public Advert.

As the intention is that there would be no financial exchange for a service from the council to the successful party the procurement process is not bound by the EU Public Contract Regulations (PCR) or Staffordshire County Council Procurement Regulations.

Research has explored the remit of PCR Concession Contract and there is a view that the scope of work may fall under this scope. A Concession Contract is exempt from the EU Public Contract Regulations.

Other Local Authorities have already progressed with similar projects (i.e. Warrington, Camden, Buckinghamshire, North Yorkshire) using an evaluation process. Suffolk however, outsourced to a private company via the EU Competitive Dialogue procurement process.

2.0 PROCUREMENT PROCESS

2.1 Primary Approach

The primary approach is to explore the Community Managed model. For all sites, the following this approach will be adopted in the first instance on an individual library site basis.

For each site the council will create a suite of procurement documents which shall include an evaluation section consisting of elements derived from the 4 key Critical Success Factors (as per the 2014 Public Consultation Process), plus relevant elements of the standard Staffordshire County Council Pre Qualification Questionnaire (PQQ) as used by Staffordshire Procurement. The shape of the evaluation section may be based upon a question and answer section and or a case study.

Declared weightings for the section will be included within the documentation plus if appropriate Pass or Fail questions to assist the assessment of the potential organisations.

A Public Advert will be released into the market place via the council's website to alert interested parties to the opportunities and to commence the formal process for each library site.

Interested parties will be able to access the procurement documents via the council's e tendering system for review, and if appropriate provide a written response against a return deadline date.

A council evaluation team will evaluate and score the received submissions with the highest scoring interested party being awarded the library contract. Unsuccessful parties will be provided with a full debrief on their submission. The evaluation process may accommodate presentation/interview sessions if required. The process will allow for non award if low scoring or unsuitable bids are received.

Each library will be treated as an individual procurement process to accommodate any site specific requirements as raised in feedback from the Public Consultation process and council property leasing agreement.

The Community Right to Challenge process can be accommodated into the above approach, should this be required. This will include the following stages pre procurement documentation.

Formal request for Expressions of Interest (EOI) to include key information including and not limited to consortiums and subcontractors, financial resources, nature of community legal status, social values, etc.

The EOIs are to be assessed within a declared timescale and if applicable to be rejected, request for modification and or accepted. The formal procurement process will then commence as above, but with the removal of standard elements of the PQQ documentation.

2.2 Secondary Approach

It is currently understood that there are likely to be a small proportion of sites that could be Community Managed initially and therefore a secondary approach may be required for the Community Delivered model.

No formal procurement process will be required for this secondary approach as ownership remains with the council. A selection/recruitment process will be required for the volunteers.

3.0 TIMETABLE

It is anticipated that the initial Community Managed sites will be progressed first, with an agreed timetable to follow for the remaining sites.

STAFFORDSHIRE LIBRARIES 2017-2018

Our Service



23 County Council Managed Libraries



20 Community Managed Libraries



2 Mobile Libraries



7 Prison Libraries



1 Schools Library Service



1 Travelling Library

Our Performance



2,180,439 items were issued



24,369 became library members



32,905 bus passes were issued



2,826,302 people visited a library



67,248 eBooks and eMagazines were issued



373,657 sessions were booked on library PCs



740,000 visits were made to our website



12 libraries have wifi printing, and all have free wifi

Other Highlights



12,253 children joined the summer reading challenge



52,300 secured arts funding for 'Ready steady library'



826 Trained Volunteers, regularly helping us deliver the library service



77,000 hours contributed by volunteers into the service



39 volunteers have secured employment

Universal offers in every library



Information Offer



Digital Offer



Learning Offer



Reading Offer



Health Offer



Six Steps



Culture Offer



Children's Promise

Staffordshire
County Council

**YOUR
LIBRARY**

SERVICE SPECIFICATION

Staffordshire County Council (the “Council”) believe Community Managed/Community Delivered Libraries (“CMLs”) offer the greatest flexibility for communities, with access to the wider library network and a personalised service co-produced with the community to enable the community to have a library service that fully reflects their needs. CMLs will be supported by the Council and will remain part of the Council’s statutory Libraries and Arts Service.

This Service Specification is intended to ensure that there is a clear understanding of what is expected between the Council and the CMLs. It outlines the standard of service expected from CMLs and provides guidance to the support that will be provided by the Council. As part of this, it is intended that there will be a number of CMLs across Staffordshire, each receiving support and guidance from a member of Council staff.

| Service Area | Details |
|--------------------------------|---|
| Legal status of the CML | The CML must be led by a correctly constituted legal entity. |
| Length of service | For the purpose of this specification, the CML will operate for an Initial Term of five (5) years. |
| Property | <p>The Council will continue to own all property assets and will be responsible for procuring buildings insurance. The Council will perform periodical reviews of the Council property assets and be responsible for maintenance on the external fabric of the Premises.</p> <p>The Council may continue to perform grounds maintenance and cleaning to the CML, this is to be determined.</p> <p>The Council will lease the Premises to the CML for a peppercorn rent, on the basis that the CML continues to be run in accordance with this Service Specification. The terms of occupation for each Premise shall be as provided for in the lease.</p> <p>The Council will fund all utility costs up to a level agreed by both Parties prior to entering into a lease. This agreed level will be based on historical usage data.</p> <p>The Council will undertake periodical testing of the Premises to ensure the long term safety of the structure.</p> <p>The CML must ensure that the Community Library is open at agreed times and is to a clean standard by maintaining the interior of the Premises including any signage.</p> <p>The CML will ensure windows are cleaned and the entrance to the Premises is safe and clear during weather conditions such as ice, snow and rain.</p> <p>The CML will have the opportunity to tailor space within the Community Library to their needs provided that it is within the terms of this Services Specification and any other agreements for which the CML is subject to in relation to the Community Library, including the Lease.</p> |

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| | <p>The CML must consult and seek permission from the Council for all property improvement projects and any proposals for improvement opportunities.</p> <p>The CML will have the opportunity to generate income through charging for meeting rooms and subletting any excess space in the Community Library subject to prior approval from the Council. In the event that the Community Library is used for any non-library activities, the CML will re-invest all income into the Community Library and will contribute towards utility costs.</p> |
| Health and Safety | <p>The CML is responsible for all health and safety related matters for the Premises and the Council will therefore require the CML to have a written health and safety policy in place.</p> <p>The CML will comply with the Health and Safety Guidance Document set out at Appendix A to this Schedule 1.</p> <p>The Council will also require the CML to have access to competent health and safety advice. The CML must either:</p> <ul style="list-style-type: none"> • identify a competent source of health and safety advice (i.e. an external health and safety consultant). This source must provide the CML with the relevant details identifying that they are competent and a corporate member of the Institute of Occupational Safety & Health (IOSH). This information should be provided to the Council's Library and Arts Service to ensure they are satisfied that the CML have access to competent health and safety advice including risk assessments for any hazards presented by the CML when they undertake any activities within the Community Library; and investigating and / or reporting any accidents that occur at the Premises; or • enter into a service level agreement with the Council's Health, Safety & Wellbeing Service that provides them with access to its Duty Officer Desk (for competent health and safety advice); access to the Council's health and safety arrangements; and assistance in investigating/reporting accidents to the Health and Safety Executive. |
| Assets | <p>Each CML will be provided with an inventory relating to the Equipment and Council Assets to be utilised by the CML in the delivery of the Community Library service. This is an indicative document and will be subject to review prior to final agreement.</p> |
| ICT | <p>The Council will provide the CML with the ICT provision required to operate an efficient library service. Network infrastructure and access to the Corporate Network will be provided to allow the Library Management System and other necessary systems to be operational. The Council will provide access to the Library Management System whereby its function and use will be agreed with each CML.</p> <p>The Council will provide at least one computer for administration purposes to each CML. The Council will continue to provide</p> |

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| | <p>telephony assets and infrastructure.</p> <p>The Council will licence the existing core ICT assets to the CML for the duration of the Agreement as outlined in the agreed Equipment inventory register.</p> <p>The Council will continue to fund software licensing on all Council ICT assets. The CML has freedom to fund additional ICT hardware and software, however, this will not be funded or supported by the Council.</p> <p>It will not be possible to connect any additional devices to the Public Access Network therefore there will be no access available for network printing. Connection to the internet will be possible through the Council provided public Wi-Fi.</p> <p>The Council will provide and fund the library Wi-Fi which must remain free for the public to access.</p> <p>The Council will provide ICT policies which the CML must ensure all users adhere to.</p> <p>The Council will ensure that all computer equipment provided by the Council will be insured and safety tested.</p> <p>The Council has the option to refresh ICT assets that are provided by themselves at their own discretion.</p> <p>The Council has the option to replace any faulty ICT assets that are provided by the Council through the agreed ICT escalation path and provide technical support through the Council's ICT support channel.</p> <p>The Council will back up all data held/ used on the Council network.</p> <p>The Council will provide training to all volunteers on the correct usage of all necessary ICT, including but not limited to the Library Management System, Netloans and Kiosks. The CML will ensure all volunteers attend any training programs.</p> <p>The Council will lease at least one computer for public access in each CML. The CML will ensure that access to the computers for public use must remain free of charge and managed in accordance with existing Council arrangements.</p> <p>The CML will ensure that ICT assets are available to the public for their intended purposes and that the Library Management System is used in the correct and agreed manner.</p> |
| Record Keeping & Data | <p>As providers of a library service with access to Personal Data and the CML must agree to the provisions of the Council's Information Governance Reference Document.</p> <p>The CML must be responsible for the safe handling of the Council's Data and the CML must ensure that each volunteer signs the Volunteer Agreement to follow data processing principles and confidentiality.</p> |

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| | <p>The Council will provide the CML with a template for the recording of relevant statistics and provide guidance on when statistics should be forwarded to the Council. This information will provide an important part of the monitoring of the CML to ensure it continues to provide a sustainable library service.</p> |
| Staffing / Volunteers | <p>The CML will need to ensure that appropriate staffing arrangements are in place during opening hours. The CML will create a framework for the selection of volunteers which will need to be agreed with the Council within X weeks of transfer. The CML will work with VAST and Support Staffordshire to source and manage volunteers.</p> <p>Named contact The CML will provide a named contact person(s) to liaise with the Council's library and Arts Service and to communicate with volunteers.</p> <p>Safeguarding The CML will ensure that all Staff are aware of their safeguarding responsibilities for children and vulnerable adults and that appropriate safeguarding policies are in place.</p> <p>The CML shall ensure compliance with the Safeguarding provisions as set out in the Agreement.</p> |
| Training / Support | <p>Training The Council will provide training in operating a Community Library and any associated systems (including LMS) during the initial implementation phase. It is expected that any subsequent volunteers will be trained by the CML internally.</p> <p>The Council will thereafter provide training on a similar basis for any updates or other changes to the LMS in future years at no extra cost.</p> <p>Support The Council will provide and maintain regular visits and telephone contact from a member of Staff to assist with any queries or problems.</p> <p>The Council will ensure there is a telephone contact available during normal weekday office hours (Monday to Friday 9-5pm). An additional contact will be made available on Saturday between 10am and 4pm. The CML has responsibility to inform the Council of any major disruptions to the service or Premises in a timely manner.</p> <p>As part of the training material, the Council will supply supplementary training materials. These materials are intended as prompts and therefore may not be exhaustive. The CML can add to these as required.</p> <p>The Council will ensure that any changes to the Council's library procedures are shared with the CML. The CML will be responsible for ensuring any necessary changes are made and shared with Staff.</p> |

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| <p>Day to Day Operation of the Community Library</p> | <p>The Council will support the CML in their daily operations through a telephone helpdesk, van service and Staff.</p> <p>Service Standards for CML's will include:</p> <ol style="list-style-type: none"> 1. The CML will ensure library space is clean, tidy, safe and welcoming and that the Premises are well maintained. 2. The CML will ensure the library is open for the agreed opening times. Any changes to opening hours will be made in negotiation/discussion and agreement with the Council. 3. Any public access computers must be switched on and available during agreed opening hours. 4. The CML will welcome all library users and assist them with enquiries and basic library transactions. 5. Complaints procedure – the CML will respond to any complaint about its service. Where complaints are in relation to the Council's provisions, for example, relating to library stock, these will be referred to the Council. 6. The CML will escalate complaints that they cannot solve to the Council. 7. The CML will adopt all Council wide initiatives, for example, a Summer Reading Challenge. 8. The CML has the freedom to undertake fund raising activities so long as it can be demonstrated that all monies raised can benefit the library. 9. The CML will comply with stock rotation, fees and charges policies. The Council and the CML will work together to agree these policies. <p>The CML may run additional library events and activities to meet the needs of their local community.</p> |
| <p>Provision of book stock</p> | <p>The Council will supply books through an allocation of new books and access to refreshed stock. Such stock will remain the property of the Council and must be returned if the Agreement is terminated.</p> <p>The Council retains ownership of all stock currently allocated to the CML and any supplied by the Library Service subsequent to that date.</p> <p>The Library Service will centrally process new books and deliver them to the CML. The books will be provided with protective jackets, barcodes and RFID tags, ready to be displayed on the shelves.</p> <p>The books will be provided already catalogued according to the Council's Library and Arts Service requirements.</p> <p>Deliveries and collections of book stock</p> <p>The Council will ensure that there is a regular library delivery and collection service at least once a week, excluding Bank Holiday weeks (unless otherwise agreed). The CML must ensure items awaiting the delivery and collection service are packed, labelled and placed at agreed collection points according to instructions.</p> |

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| Overdue Information, Fees and Charges | <p>For the avoidance of doubt, the CML must demonstrate that any income raised can benefit the library.</p> <p>The LMS system will provide overdue information and the CML will be responsible for the collection of overdue books borrowed from their library. Any monies collected will be kept by the CML.</p> <p>The CML must apply any fees and charges in line with this Service Specification and the Council's requirements. Damaged books from CML will be discarded and withdrawn by the Council.</p> |
| Branding / Marketing / Signage | <p>The CML will retain existing Council library signage.</p> <p>In consultation and agreement with the Council, the CML has the freedom to explore additional signage, however, approval will be required from the Council. Guidance will be provided on any other branding issues and appropriate templates will be provided. The CML will be responsible for any additional costs incurred.</p> <p>The CML will promote the library within the local community and will have freedom to develop a web page.</p> |
| Performance Monitoring and Review Procedure | <p>The Council and the CML will jointly review the performance of the services on an annual basis. In addition the Council's staff will visit the CML on a regular basis to provide guidance and support. Wherever possible help, support and advice will be given.</p> <p>Findings of the annual review will be shared with the CML in writing. The monitoring and review process will look at all aspects of the service provided by the CML in particular:</p> <ul style="list-style-type: none"> • Levels of use of the library and patterns of use; • Feedback from library users; • Compliance with book ordering and lending procedures; • Flexibility of the library service in meet changing demands; <p>and</p> <ul style="list-style-type: none"> • Financial viability and sustainability of the service. <p>If concerns about the service operation are raised by either Party then an improvement plan will jointly be agreed in writing.</p> <p>The Council will endeavour to work with the CML to ensure the improvement plan is a success but the Council reserves the right to end this Agreement should improvements not be made or the service declines to an unsustainable level.</p> <p>The CML has the right to end this Agreement if there are operational difficulties which prevent the service from being maintained.</p> |
| Named Contacts | TBC |

Prosperous Staffordshire Select Committee**20th June 2018****Briefing Note: Update on the Final Report and Recommendations of the Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire****Issue**

To provide an update to the Prosperous Staffordshire Select Committee on the action plan and implementation of the recommendations of the Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire final report.

Background

In 2015 the Prosperous Staffordshire Select Committee agreed to undertake a scrutiny review concerning the impact of heavy goods vehicles on Staffordshire's roads. Whilst the committee is not a decision making body, it did make 24 recommendations in the form of an action plan.

The Prosperous Staffordshire Select Committee proposed to monitor the action plan on a 6 monthly exception basis until all recommendations are implemented.

The previous action plan update to the committee was provided in September 2016 and confirmed that 11 of the recommendations would be completed by the end of 2016, 7 were subject to the ongoing 'business as usual' activities of the county council and 6 recommendations were outstanding due to significant resource implications.

In summary the 6 outstanding recommendations were:

1. To refresh the Staffordshire Freight Strategy and associated action plan.
2. To undertake work on the 'Further Considerations' identified in the A515 Weight Restriction, Wood End Lane to B5017 Option Review Report produced by Amey in May 2015.
3. To engage in discussions with businesses local to the A515 regarding road freight routing.
4. To include an update on the use of satellite navigation systems in the refreshed Staffordshire Freight Strategy.
5. To consider Staffordshire's lorry parks and facilities for HGV drivers as part of the refresh of the Staffordshire Freight Strategy.
6. To lobby Staffordshire MPs to act on the issue of the impact that HGVs are having on roads and communities in Staffordshire.

Current Position

Since 2016 resources have been allocated to progress further work focussing on the A515 through Staffordshire, updating the Staffordshire Freight Strategy, engaging with local communities and businesses, and lobbying Members of Parliament regarding the county's HGV concerns.

The Staffordshire Freight Strategy has been refreshed to include information on satellite navigation systems and their impacts on road freight, facilities for HGV drivers including lorry parks, and local community issues as part of a revised action plan. The draft strategy is currently with the appropriate Cabinet Member for consideration.

Traffic surveys have been completed at the main junctions along the A515 and recommendations have been made to implement experimental left turn/right turn 7.5T weight restrictions at the following junctions:

- A515/B5016 at Yoxall
- A515/A513 at Kings Bromley
- A515/Wood End Lane west of Fradley

Scheme implementation is planned to commence in October 2018.

Discussions with businesses local to the A515 corridor have taken place via the Fradley Business Forum.

In terms of lobbying Staffordshire's MPs on the issue of HGV impacts on the county's roads and communities, Councillor Mark Deaville, Cabinet Member for Commercial has written to Michael Fabricant MP and Andrew Griffiths MP on these subjects with specific information concerning the A515 and A513 and the impacts of HGVs on local communities in the vicinity of these routes. Councillor Deaville specifically outlined Staffordshire's asks for improvements along the A38(T) which could help to alleviate issues relating to HGVs that are experienced along the A515 corridor.

Conclusion

The Staffordshire Freight Strategy updated action plan will remain a 'live' document reflecting the priorities and delivery of interventions relating to HGV impacts across the county with regular updates planned.

The formation of the Staffordshire Freight and Communities Forum in 2017 will facilitate ongoing positive and constructive multi-agency discussions, including liaison with businesses regarding HGV traffic in Staffordshire and help to identify priorities for action.

Although an option to alleviate concerns relating to HGVs on the A515 has been developed, it is yet to be delivered on site, with implementation planned in autumn 2018.

The County Council will continue to issue considered responses to the Traffic Commissioners in relation to consultations on HGV operators' license applications and provide clear advice on new developments involving property served off the rural road network taking into account HGV impacts on local communities.

The recommendations of the Prosperous Staffordshire Select Committee have been appropriately considered and progressed to the betterment of Staffordshire's freight haulage network and local communities.



Contact details

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Prosperous Staffordshire Select Committee – 20 June 2018
Briefing Report: Public Rights of Way Review

Issue

The bulk of the Public Rights of Way (PRoW) Review was completed in April 2018 and this paper seeks to update members on its key outputs.

Background

The council has a statutory duty to record, assert and protect the public's right to use and enjoy the county's PRoWs. Staffordshire has one of the longest PRoW networks, spanning 4,510km. Although there are no figures to indicate the use made of the PRoW network, with Stoke and Staffordshire having a population of approximately one million and over three million people living within an hour's drive, it is likely to be very well used.

The council employs 21.5 staff to manage and maintain the PRoW network, supported by 11,000 hours of volunteer time. The annual staffing cost is £717k and the operational budget is £90k, which equates to £20 per km. This is significantly lower than Staffordshire's neighbouring authorities¹.

The PRoW Review commenced in August 2016 and sought to:

- Manage the demand placed upon it from users and landowners.
- Reduce operating costs to meet the service's MTFS commitment - £290k by 20/21.
- Introduce more affordable ways of making a positive difference to Staffordshire's residents, landowners and visitors.

From the outset of the Review, it was decided that the MTFS commitment would come from:

- Making changes to systems and protocols in order to manage demand and expectations and encourage greater community involvement.
- Realigning staff roles and responsibilities.
- Maximising fees and income generating opportunities.

Certain functions were out of scope of the Review as these were delivered by other areas of the council, including:

- Byways open to all traffic (BOATs) and bridges over 6½ metres in length, which are managed by Staffordshire Highways/Amey.
- Definitive Map Modification Order (DMMO) applications, which are processed by Legal Services.

¹ Cheshire East £188 per km, Shropshire £60 per km, Worcestershire £69 per km, Warwickshire £40, Leicestershire £72 per km, Derbyshire £87 per km.



The Review comprised nine work-streams:

1. Develop a PRow network hierarchy
2. Develop a prioritisation system for dealing with path enquiries, inspections and maintenance
3. Develop a system for prioritising Public Path Orders
4. Review staff roles and responsibilities
5. Review working practices with other council teams
6. Review the PRow service's supporting systems
7. Review working practices with external partners
8. Develop an enforcement protocol
9. Maximise income from fees and charges

Ensuring limited resources are targeted to where the greatest benefit can be realised

Utilising the council's enablers

Outputs of the PRow Review

PRow network hierarchy - under highway legislation all PRowS (e.g. footpaths and bridleways) have the same status. However, with fewer resources a system was needed which placed more importance on routes that deliver the greatest benefit. Each PRow was assessed against its demand and benefit, and then categorised into one of three categories - A, B or C. A routes offer the greatest benefit and are to be dealt with sooner than B routes; B routes are to be dealt with sooner than C routes.

Following public consultation, the final route categorisation system (or hierarchy) was published in April. It can be summarised as follows:

| Category | No. of PRowS | Length (km) | Percentage of total PRow length |
|----------|--------------|-------------|---------------------------------|
| A | 1,060 | 743 | 17% |
| B | 2,362 | 1,361 | 30% |
| C | 4,414 | 2,366 | 53% |

The categorisation system will be reviewed annually to ensure that it reflects the situation on the ground and is deliverable within available resources.

Prioritisation system for dealing with path enquiries, inspections and maintenance - accompanying the categorisation system is a PRow Charter. It describes the standards the public can expect in relation to A, B and C routes with regards to:

- Dealing with enquiries and reported problems (including ploughing and cropping)
- Carrying out maintenance and repairs
- Undertaking inspections

The Charter adopts a risk-based approach and reflects the reducing resources available to the PRow service. Following public consultation, the Charter was launched in April (see Appendix 1). The Charter will also be reviewed annually to ensure it reflects the situation on the ground and is deliverable within available resources.



System for prioritising Public Path Orders - alteration to the line of a PRoW can only be made via a Public Path Order (PPO) application. Processing PPO applications is a discretionary power and the council receives approximately twenty per year, taking between 10% and 20% of officers' time. Since April, the council has exercised its discretion:

- To prioritise applications that offer the greatest public benefit in advance of those which are solely in the interests of landowners. Applications that resolve a significant public safety issue will be given highest priority.
- Not to commence or proceed with applications that will take a disproportionate amount of resource to process.

A full cost recovery system has also been introduced. This has allowed the processing of PPO applications to be outsourced (for a trial period), enabling staff to focus on statutory duties, rather than discretionary powers.

Review staff roles and responsibilities - staff in scope of the PRoW Review are also in scope of the Countryside Estate Review. Consequently, to deliver this work-stream, the two reviews have merged. Once the operating model for the countryside estate has emerged, during autumn 2018, a joint consultation paper will be taken to the Trade Union Forum.

Working practices with other teams within the council - a PRoW bridge inventory is being compiled in collaboration with Amey. It comprises data relating to the location, construction type and condition of all bridges, which will then be added to the Highway Asset Management Plan. This will ensure that the risks associated with PRoW bridges are appropriately managed, with inspection and forward maintenance regimes in place.

As part of the PRoW Review, a number of options are being explored regarding how the PRoW service can support Legal Services and the DMMO process.

PRoW service's supporting systems - the Community Paths Initiative, which provides grants to local councils to fund PRoW improvements, has been refreshed to enable it to have a greater impact. For 2018/19, applicant eligibility has been extended to include community and user groups, and landowners; a 50% intervention rate has been introduced; and the maximum grant size has been extended up to £5,000.

A new, computerised PRoW database and map management system is being developed. It will hold:

- | | |
|----------------------------|--------------------------------------|
| • Path inventories | • Legal events |
| • Condition survey data | • Web and volunteer interface |
| • Promoted path management | • Contract management inventories |
| • Asset management | • Landowner and enquirer databases |
| • Surface details | • Maintenance and enquiry management |



With the new system, PRow staff (and volunteers) will be able to access and update information in real-time via their mobile devices. Integrated into the system and sitting behind the PRow Charter, will be a performance management regime. It will set ambitious but realistic standards for the PRow service, teams and individual officers.

Review working practices with external partners - local councils have powers to maintain and improve PRowS, as well as take enforcement action. Public consultation carried out at the end of 2017, identified that local councils were receptive to playing a greater and more varied role in managing PRowS. Through the *Community First* agenda, local councils will be encouraged to:

- Raise funding for PRow improvements through their precepts and Section 106 receipts.
- Be the eyes and ears of their local PRow network.
- Liaise with landowners, reminding them of their statutory responsibilities.

The same public consultation also identified an appetite amongst community and user groups to get more involved in looking after PRowS. Working with the Community Capacity Team², a menu of volunteering opportunities will be publicised, offering something for everyone, regardless of their abilities or skills.

A further area being explored is increasing the involvement of individuals who wish to carry out low-level maintenance work on the PRow network. These individuals are not (and do not want to be) part of a formal volunteer programme. This type of community-minded action is welcomed; however, the council has to promote safe and good working practices therefore information and guidance is being finalised and will be made available to encourage this to happen.

Develop an enforcement protocol - legislation imposes certain responsibilities on landowners regarding the safety and availability of PRowS crossing their land. Most landowners comply with the law, but unfortunately, a small minority deliberately and persistently do not. It is estimated that 40% of officers' time is spent on negotiating with landowners to encourage them to fulfil their statutory responsibilities. With fewer resources in the future, a system was needed to ensure that PRowS remain open and available for the public to enjoy. The enforcement protocol, which was introduced in April 2018:

1. Provides a fair and transparent service to the public in terms of dealing with breaches of rights of way legislation.
2. Ensures that complaints about breaches are dealt with efficiently and effectively.
3. Encourages proactive compliance with rights of way legislation whilst retaining the ability to undertake appropriate enforcement action where necessary.

The council will adopt a proportionate response, depending on the nature of the breach and landowner history. Landowners will be given ample opportunity to address the breach and enforcement action will be taken as a last resort.

² The Community Capacity Team was set up to increase the number of community managed libraries in the county and increase the number of library volunteers.



Maximise income from fees and charges - the PRow service, community and user groups need to take advantage of all available funding streams in order to bolster diminishing PRow resources. Under-utilised funding streams include:

- Local council precepts
- Staffordshire Local Community Fund
- Divisional Highway Programme
- Community Infrastructure Levy/Section 106s

During 2018/19, efforts will be made to ensure that PRowS are seen as a community facility that can be funded through these sources.

The PRow service will seek to benefit from the many individuals who are passionate about, and regular users of, the PRow network. Donation (e.g. Donate-A-Style) and adoption schemes (e.g. Adopt-A-Path) are used successfully by other councils and during 2018/19 will be explored in Staffordshire.

Key Considerations

A criticism of the PRow Review, which has been highlighted and requires careful management, is the council neglecting its statutory duty to assert and protect the public's right to use and enjoy PRowS. With fewer resources, the PRow service needs a practical and pragmatic, risk-based approach to managing the network, and has to manage users' demand and the public's expectations. Notwithstanding, where issues pose an imminent danger, likely to result in a significant accident or injury, they will be addressed immediately.

Comments and Next Steps

Since April and for the remainder of 2018/19, new working practices and programmes will continue to be implemented and/or refined. When the PRow re-organisation takes place it is hoped that many of the efficiencies will have already been generated thereby minimising any potential impact on the service.

Conclusion

The public has seen, and will continue to see, significant changes to the way that the council manages the PRow network. Many will view these as having a detrimental impact on their rights and the condition of the network. However, in order to deliver the Review's objectives, a fairer and more transparent service has been created.

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Appendix A – PRow Charter



Staffordshire County Council – Rights of Way Charter

All timescales are indicative and dependant on available resources and other factors such as the weather, accessibility of the ground conditions and environmental issues.

Public rights of way in the Peak District National Park are inspected by the Peak District National Park Authority and these timescales cannot be guaranteed for this area of the county.

| | A Routes | B Routes | C Routes |
|---------------------------------------|---|---|---|
| <p>What does the route look like?</p> |  <ul style="list-style-type: none"> • Infrastructure is in good, safe condition • Path surfaces are generally in good condition • Absence of significant encroachment by vegetation • Absence of any other obstructions • Path signed where it leaves metalled road and clearly waymarked where required along its route |  <ul style="list-style-type: none"> • Infrastructure in a reasonable, safe condition • Path surfaces are in reasonably good condition for most of the year although seasonal problems (e.g. vegetation and flooding) may occur • Absence of other obstructions, although ploughing and cultivation may occasionally be a problem • Paths signed where they leave metalled road |  <ul style="list-style-type: none"> • Some infrastructure may be difficult to use • Some barriers or other obstructions may be present • Path runs along its natural surface and can be muddy and/or vegetation may be dense in places • Signing and waymarking is present in most cases but occasionally it may be missing or limited |

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| Description of the route | | <ul style="list-style-type: none"> Nationally and regionally, promoted route e.g. Staffordshire Way Crosses a SCC country park Runs within 50m of a school, shop, community resource Likely to be urban routes Likely anticipated use is high | <ul style="list-style-type: none"> Locally promoted route Runs within 50m of a publically accessible green space Likely to be a multi-user route (e.g. bridleway) Runs within 10m of an application to upgrade a route Likely anticipated use is medium | <ul style="list-style-type: none"> Other routes not classed A or B |
| Dealing with Enquiries (Enquiries vary in complexity and response times may be influenced by the volume of work) | | <ul style="list-style-type: none"> We aim to acknowledge receipt of letters within 10 working days and emails within 7 working days. It will include one or more of the following: <ul style="list-style-type: none"> A full response to the enquiry. An indication of when the enquiry will be resolved if it requires further investigation. For reported maintenance issues, an indication when or if the work will be carried out. For Public Path Order requests, you will be advised of the charging schedule, the process involved and the likely timescale. For Definitive Map Modification Orders, you will be signposted to the Council's Legal Services who deal with these Orders. For non-rights of way matters, you will be advised of the most appropriate body to contact. Public safety reports that pose an imminent danger, likely to result in (or already has) a significant accident or injury will be inspected within 2 working days (see below). Once the issue has been resolved, the enquirer will be notified. | | |
| Inspection Regime* | | 100% of paths inspected annually | 50% of paths inspected annually | 25% of paths inspected annually |
| Number | Commonly Reported Issues | A Routes | B Routes | C Routes |
| P&C | Any issue where the path has been ploughed up or planted over with a cereal crop | Providing the enquirer has provided the requested information we aim to make contact with the landowner within 14 days. | | |
| 1 | Any issue which poses an imminent danger, likely to result in (or already has) a significant accident or injury. Examples include: <ul style="list-style-type: none"> Dangerous animal Shooting on or over path Poorly supported tree or branch at risk of immediate failure Bridge in immediate risk of | A1 – We aim to carry out an inspection within 2 working days with resolution or priority lowered within 5 working days. | B1 - We aim to carry out an inspection within 2 working days with resolution or priority lowered within 5 working days. | C1 - We aim to carry out an inspection within 2 working days with resolution or priority lowered within 5 working days. |

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| | <p>failure</p> <ul style="list-style-type: none"> • Missing manhole cover | | | |
| 2 | <p>Any reported problem where the accessibility of the right of way is severely affected, and/or an issue where most users would find the right of way extremely difficult or unusable and where there is no easy alternative route nearby. Examples include:</p> <ul style="list-style-type: none"> • Significant trip hazards • Severely deteriorated path surface • Severely deteriorated / damaged stile or gate • Severely deteriorated / damaged / missing bridge • Low level intimidation and nuisance from the landowner • Obstructions (e.g. a fence or anything that blocks access) | <p>A2 - We aim to carry out an inspection within 5 working days with resolution or priority lowered within 20 working days.</p> | <p>B2 - We aim to carry out an inspection within 20 working days with resolution or priority lowered within 16 weeks.</p> | <p>C2 - We aim to carry out an inspection within 30 working days with resolution or priority lowered within 20 weeks.</p> |
| 3 | <p>A reported problem where the right of way is still available to most users albeit with some difficulty or inconvenience and/or where there is an easy alternative route nearby. Examples include:</p> <ul style="list-style-type: none"> • Damaged stile or gate • Poor surface condition • Vegetation overgrowth/ undergrowth • Fallen tree / tree with structural issues requiring non urgent action • Barbed wire on structures | <p>A3 - We aim to carry out an inspection within 20 working days with resolution or priority lowered within 12 weeks.</p> | <p>B3 - No specific target. Problems will be addressed as and when resources allow or carried out by volunteers.</p> | <p>C3 - No specific target. Problems will be addressed as and when resources allow or carried out by volunteers.</p> |

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| | e.g. gates and stiles <ul style="list-style-type: none"> • Encroachment to limit users' access | | | |
| 4 | A reported problem which does not prevent a right of way being used nor has any significant impact on its accessibility. Examples include: <ul style="list-style-type: none"> • Misleading signs and notices • Missing, damaged or faded signposts and waymarkers • Poor fencing adjacent to a path • Encroachment where users' access is not limited • Mud • Minor deviation from legal line • Minor vegetation growth | A4 - No specific target. Problems will be addressed as and when resources allow or carried out by volunteers. | B4 - No specific target. Problems will be addressed as and when resources allow or carried out by volunteers. | C4 - No specific target. Problems will be addressed as and when resources allow or carried out by volunteers. |

* These timescales are dependent on recruiting and training sufficient volunteers to carry out the inspections



Prosperous Staffordshire Select Committee Work Programme 2018/19

This document sets out the work programme for the Prosperous Staffordshire Select Committee for 2018/19.

The Prosperous Staffordshire Select Committee is responsible for scrutiny of highways infrastructure and connectivity, flood and water management, education, learning and skills. As such the statutory education co-optees will sit on this committee. The Work Programme is linked to the Vision, Outcomes and Priorities detailed in the Council's Strategic Plan 2018-2022.

We review our work programme at every meeting. Sometimes we change it - if something important comes up during the year that we think we should investigate as a priority. Our work results in recommendations for the County Council and other organisations about how what they do can be improved, for the benefit of the people and communities of Staffordshire.

County Councillor Ian Parry

Chairman of the Prosperous Staffordshire Select Committee

If you would like to know more about our work programme, please get in touch with Tina Gould, Scrutiny and Support Manager, 01785 276148 or by emailing tina.gould@staffordshire.gov.uk

| Work Programme Items carried over from 2017/18 | | | |
|--|--|---|---|
| Item | Date of meeting when item is due to be considered | Details | Action/Outcome |
| Review of Charging for Non-household Waste at Household Waste Recycling Centres (to include Large Scale Fly Tipping in Staffordshire) Cabinet Member: Gill Heath Lead officer: Clive Thomson/Chris Jones | 4 April 2018 | This item was called in and considered by the Corporate Review Committee on 26 October 2016. Members are asked to review the current arrangements that came into effect on 1.11.16. Member's views are sought on how large scale fly tipping is being managed. (Views of JWMB to be sought). | The Committee considered the impact of introducing charging for non-household waste at Household Waste Recycling Centres in Staffordshire. They suggested that additional measures should be taken to improve communications and publicise the charging policy. |
| SACRE Annual Report Cabinet Member: Mark Sutton Lead Officer: Emma Jardine-Phillips | 4 April 2018 | | Copies of the Annual Report have been circulated to the Select Committee. |
| EU Funding Case Studies Cabinet Member: Mark Winnington Lead Officer: Nigel Senior | 4 April 2018 | Item requested by the Committee at their meeting on 15 December 2017. | The Committee considered details of 3 EU Funding case studies. |
| Improving Attendance and participation in our schools and settings Cabinet Member: Philip White Lead officer: Karl Hobson | 20 June 2018 | Members previously considered this matter at their meeting in September 2015 and requested that the Attendance Working Group report further progress, including specific intervention showing how the principles and priorities work in practice; Post-16 changes and any impact these have on take up. 2017-18 Attendance figures not available until June 2018. | |
| Libraries and Arts Strategy: Phase 2 Cabinet Member: Gill Heath Lead Officers: Janene Cox/Catherine Mann | 20 June 2018 | Previously considered at the meeting in September 2017. | |

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| Scrutiny Review of Impact of HGVs on Roads and Communities in Staffordshire – follow up of Executive Response Action Plan Cabinet Member: Helen Fisher Lead officer: Clive Thomson | 20 June 2018 | Members undertook a review of the impact of HGVs on roads in Staffordshire last year. Members are asked to continue to scrutinise the Executive Response Action Plan until all recommendations are completed or an explanation given. An initial Executive Response was scrutinised by the Committee on 13 September 2016. | Briefing Note |
| Midlands Connect Proposal to Become a Sub-National Transport Body – Consultation Cabinet Member: Philip Atkins/Mark Winnington Lead officer: Clive Thomson | 20 June 2018 | Pre-decision scrutiny (post May) | |
| Rights of Way Cabinet Member: Hele Fisher Lead Officers: Janene Cox/Nicola Swinnerton/Paula Dalton | 20 June 2018 | Item requested by members | Briefing Note on Review of Rights of Way |
| Rights of Way Cabinet Member: Mike Sutherland/Helen Fisher Lead Officers: Janene Cox/Nicola Swinnerton/Paula Dalton | 19 July 2018 | Issue regarding backlog of applications | Briefing Note on Plans to Deal with Section 53 Backlog |
| Economic Growth Capital and Development Programme to include Overview of Regeneration Projects and Growth Hub Cabinet Member: Mark Winnington Lead officer: Anthony Hodge | 19 July 2018 | Item proposed by the Corporate Director for Economy, Infrastructure and Skills. | |
| Inquiry Group Report on Elective Home Education | 19 July 2018 | Following a referral from the Corporate Parenting Panel a review group was set up conflated with | |

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| | | members of the Safe and Strong Select Committee. Its first meeting was held on 12 January where Members received a briefing from officers. Further meetings were held, including the inquiry session scheduled for 21 March. The final report and recommendations will be considered by the Select Committee in readiness for forwarding to the Cabinet Member for his executive response. | |
| HS2 Construction Routes and Road Safety Cabinet Member: Mark Winnington Lead Officer: Clive Thomson→James Bailey/Sarah Mallen | 19 July 2018 | Phase 2 under consultation | |
| Update on Infrastructure + Improvement Plan and Performance Review based on 2017/18 Delivery/Highways Extra Investment Cabinet Member: Mark Deaville Lead officer: James Bailey | 20 September 2018 | Members have been regularly involved in scrutiny of the contract arrangements with Amey. Members to scrutinise the Improvement Plan and Performance Review on a six monthly basis. Members asked to scrutinise the county's investment in our road network. Members wished to consider the quality of repairs/failure rate. | |
| Delivering Housing in Staffordshire Cabinet Member: Mark Winnington Lead officers: Mark Parkinson | 20 September 2018 | | |
| Sportshire Strategy and Major Events Evaluation Cabinet Member: Mark | 20 September 2018 | Strategy reviewed in December 2015. Members asked that future evaluation reports include a detailed cost benefit | Briefing Note |

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| Winnington Lead Officer: Jude Taylor | | analysis and that any figures used to highlight the success of events should be robust. The negative impact on local communities of Sportshire events was acknowledged and the Select Committee wish to ensure that everything possible is done to mitigate these in future. An evaluation report of the 2017 Ironman event was requested to be brought to a Select Committee meeting approximately three months after the event. | |
| Countryside Estate Review Cabinet Member: Gill Heath/Mark Winnington Lead Officer: Ruth Shufflebotham | 18 January 2019 | Pre-decision scrutiny. | |
| Post-16 (now Post 18) Education Provision Cabinet Member: Philip White Lead Officer: Tony Baines | To be advised | Item proposed by the Cabinet Member for Learning and Skills. | |
| Community Transport and Supported Bus Network Cabinet Member: Mark Deaville Lead Officer: Clive Thomson | To be advised | | At their meeting on 14 November the Committee agreed to monitor the impact of the removal of bus subsidies going forward. |
| Capital Programme: Funding for New Schools Cabinet Member: Philip White Lead Officer: Andrew Marsden | To be advised | | |
| County Farms Cabinet Member: Gill Heath | | Item proposed by Cabinet Member for Economic Growth. Item could be broadened out to a wider issue re rural areas (food production; rural transport; role of county farms; land agents; hydroponics; Agritech) | For discussion at next triangulation meeting |

| Working Groups | | | |
|--|--|---|---|
| Entrust Service Level Agreement Key Performance Indicator Working group Cabinet Member: Mark Deaville Lead Officer: Ian Turner/Karen Coker | Scrutiny and Support Manager to discuss timing with Chair/Vice Chair | Following consideration of Education Support Services – Commissioning and Contract Performance on 22 January Members agreed to set up a Working Group to consider the review of KPIs and the information they wished to scrutinise in future. | Committee agreed that new Members should be sought and a further meeting of the Group arranged. Chairman to discuss way forward with Cabinet Member for Commercial. Update: Cabinet Member for Commercial is preparing an update for the Committee. Advised to defer setting up of Working Group until this has been received. |
| Elective Home Education Cabinet Member: Philip White Lead Officer: Karl Hobson | | Item referred by Corporate Parenting Panel – August 2017 (NB also referred to Safe and Strong Communities Select Committee) | A review group has been set up jointly with members of the Safe and Strong Select Committee. Its first meeting was held on 12 January where Members received a briefing from officers. A planning meeting was held on 31 January with the inquiry session on 21 March. The Inquiry Group then compiled their report and recommendations which will be submitted to the 19 July Select Committee for their comment and/or endorsement. |

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| Membership Ian Parry (Chairman) Julia Jessel (Vice-Chairman) Ron Clarke Tina Clements Keith Flunder Bryan Jones Kyle Robinson David Smith Simon Tagg Bernard Williams Rev. Preb. Michael Metcalf (Co-optee) Candice Yeomans (Co-optee) | Calendar of Committee Meetings at County Buildings, Martin Street, Stafford ST16 2LH 4 April 2018 20 June 2018 19 July 2018 20 September 2018 15 November 2018 14 December 2018 18 January 2019 1 March 2019 |
|---|---|

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