



Borough of Telford and Wrekin

Communities Scrutiny Committee

Wednesday 28 June 2023

6.00 pm

**The Telford Room, Addenbrooke House, Ironmasters Way,
Telford, TF3 4NT**

Democratic Services:	Kieran Robinson	01952 382061
Media Enquiries:	Corporate Communications	01952 382406

Committee Members:	Councillors E Davies (Chair), E Aston (Vice-Chair), S Handley, A D McClements, R Sahota, P J Scott and G Thomas
---------------------------	--

	Agenda	Page
1.0	Apologies for Absence	
2.0	Declarations of Interest	
3.0	Minutes of the Previous Meeting	3 - 4
4.0	Terms of Reference 2023 / 2024	5 - 12
5.0	Communities Scrutiny Committee Work Programme	13 - 18
6.0	Fly Tipping Scene Setting	Verbal Report
	To receive a presentation on fly tipping in the Borough.	
7.0	Chair's Update	

If you are reading these papers on an electronic device you have saved the Council £15.22 and saved 6.1kg of CO₂. Based on average agenda printing costs for the 2022/23 municipal year.

This page is intentionally left blank

COMMUNITIES SCRUTINY COMMITTEE

**Minutes of a meeting of the Communities Scrutiny Committee held on
Tuesday 15 November 2022 at 6.00 pm in The Telford Room,
Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

Present: Councillors C R Turley (Chair), E J Carter, J Loveridge
and B J Thompson

In Attendance: C Pearson (Road Safety & Traffic Engineering Team
Leader), R Phillips (Service Delivery Manager: Legal &
Democracy), K Robinson (Democracy Officer (Scrutiny)),
and D Sargeant (Director: Neighbourhood & Enforcement
Services)

Apologies: Councillor V J Holt and T L B Janke

COMSC61 Declarations of Interest

None.

COMSC62 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 11 October 2022
be confirmed and signed by the Chair.

COMSC63 Traffic & Road Safety Overview

The Director: Neighbourhood & Enforcement Services introduced the item
before the Road Safety & Traffic Engineering Team Leader presented report.

An overview of the work of the Road Safety & Traffic Engineering team was
provided for Members, with key statistics highlighting the team's budget and
works carried out. Members were informed that the team's work programme
was developed looking at requests and complaints from various sources, such
as members of the public, and in collaboration with parish and town councils.

Following the presentation, Members raised a number of issues around
parking in the vicinity of schools and the need for innovative solutions.

In response, Members were informed that officers were aware of the issues
raised and work was being undertaken to investigate solutions. Officers were
keen to work with Members and partners to understand priority areas.

Upon being put to a vote, it was:

RESOLVED – that the Committee

- a) the approach taken in prioritising the annual road safety and traffic improvements delivery programme while offering areas for further consideration be endorsed;
- b) the proactive approach to improving road safety for all users across the borough be noted;
- c) the challenges of delivering traffic engineering measures alongside compliance with national design standards be noted.

COMSC64 Chair's Update

None.

The meeting ended at 6.24 pm

Chairman:

Date: Tuesday 28 March 2023



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

SMT Strategic

Tuesday 2 May 2023

Terms of Reference 2023 / 2024

Cabinet Member:	Cllr Nathan England - Cabinet Member: Finance, Customer Services and Governance	
Lead Director:	Anthea Lowe - Director: Policy & Governance	
Service Area:	Policy & Governance	
Report Author:	Kieran Robinson - Democracy Officer (Scrutiny)	
Officer Contact Details:	Tel: 01952 382061	Email: Kieran.Robinson@telford.gov.uk
Wards Affected:	All Wards	
Key Decision:	Not Key Decision	
Forward Plan:	Not Applicable	
Report considered by:	SMT – 6 June 2023 Communities Scrutiny Committee – 28 June 2023	

1.0 Recommendations for decision/noting:

It is recommended that the Communities Scrutiny Committee:

- 1.1 Review and agree the amended Terms of Reference set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out the terms of reference for the Communities Scrutiny Committee outlined at Appendix A.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently

conduct its business.

- 3.2 At the Annual Meeting of the Council on 25 May 2023, Full Council delegated authority to each Committee to review its own Terms of Reference.
- 3.3 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 3 March 2022.
- 3.4 There is one minor change suggested to the Terms of Reference (shown in red on Appendix A) to provide clarity around the process for appointment of a Chair for the Committee. It notes that the Chair is appointed by Full Council (in line with the Constitution) but sets out that a Vice-Chair may be appointed by a majority decision of the Committee.

4.0 Summary of main proposals

- 4.1 For the Committee to review its terms of reference.

5.0 Alternative Options

- 5.1 There are none.

6.0 Key Risks

- 6.1 No key risks arise from this report.

7.0 Council Priorities

- 7.1 A community-focussed, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

- 8.1 There are no financial implications arising from this report.

9.0 Legal and HR Implications

- 9.1 The Constitution requires that the Terms of Reference be reviewed on an annual basis. The Council is required to comply with the Constitution. This report demonstrates compliance with this requirement.

.

10.0 Ward Implications

- 10.1 There are no ward implications.

11.0 Health, Social and Economic Implications

11.1 None.

12.0 Equality and Diversity Implications

12.1 There are no equality or diversity implications arising from this report.

13.0 Climate Change and Environmental Implications

13.1 This report does not have any implications in terms of climate change or the environment.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Terms of Reference – Communities Scrutiny Committee

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	22/02/2023	22/05/2023	KF

This page is intentionally left blank

COMMUNITIES SCRUTINY COMMITTEE TERMS OF REFERENCE

Membership

1. The Committee will be made up of elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members.
2. The number of co-opted members must not exceed 50% of the number of elected members.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of members of the Committee on that particular issue (subject to the rule on total number of co-optees above)..
4. The Chair is appointed at the Annual General Meeting of full Council. A Vice-Chair may be appointed by majority decision of the Committee.
5. The quorum for a meeting is three elected members.

Functions

6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor issues relating to the following key areas:
 - Customer Experience
 - Voluntary sector and community groups
 - Community engagement and development
 - Community hubs and centres
 - Library services and archives
 - Heritage Services
 - Preventing and reducing crime
 - Tackling domestic abuse
 - Reducing anti-social behaviour
 - Fire and rescue and emergency response
 - Public Protection
 - Enforcement
 - Civil resilience and emergency planning
 - Road safety
 - Registration, celebratory and coroner's services
 - Benefits and welfare reform
 - Sport, leisure, entertainment and culture facilities
 - Diversity and Equality
 - Armed Services and Veterans
 - Interfaith Issues
 - Housing – including affordable housing, HMOs, homelessness and housing needs

Appendix A

7. The Community Scrutiny Committee will be the designated body for scrutiny of the Safer, Stronger Communities Partnership as set out in section 19 of the Police & Justice Act (2006). The work programme will make provision for scrutiny of this item.
8. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
9. The Committee will set its own work programme in accordance with the areas set out above and may look at any issue deemed by the Committee to fall within its remit.

Meeting Administration and Proceedings

10. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
11. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
12. If the Chair or Vice-Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.
13. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
14. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
15. Relevant Cabinet Members, Executive Directors, Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

16. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

17. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.

The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Fully Council or other relevant organisations when necessary.

This page is intentionally left blank



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

SMT

Tuesday 6 June 2023

Communities Scrutiny Committee Work Programme

Cabinet Member:	Cllr Nathan England - Cabinet Member: Finance, Customer Services, and Governance
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Kieran Robinson - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382061 Email: Kieran.Robinson@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	SMT – 6 June 2023 Communities Scrutiny Committee – 28 June 2023

1.0 Recommendations for decision/noting:

It is recommended that the Communities Scrutiny Committee:

- 1.1 Review and agree the work programme set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set the work programme for the Communities Scrutiny Committee.

3.0 Background

- 3.1 Work programmes for scrutiny committees are reviewed annually, with a period of consultation taking place in the months running up to a new municipal year. The public, key stakeholders, and Council officers are asked to put forward scrutiny suggestions for inclusion on the coming year's work programme.

Communities Scrutiny Committee Work Programme

- 3.2 Following the consultation period, a draft work programme is presented to the Scrutiny Management Board and the Scrutiny Assembly for comment before being sent on to individual committees for final approval.
- 3.3 The Constitution states that scrutiny committees are to set and undertake their own programme of work, meeting as required to deliver their work programme.
- 3.4 Work programmes can be amended throughout the year if the committee or Scrutiny Assembly deem it necessary.

4.0 Summary of main proposals

- 4.1 The Communities Scrutiny Committee review and approve the attached work programme.

5.0 Alternative Options

- 5.1 There are no alternative options presented.

6.0 Key Risks

- 6.1 There are no key risks arising from this report.

7.0 Council Priorities

- 7.1 This report aligns with the authority's priorities to be a community-focussed, innovative council providing efficient, effective, and quality services.

8.0 Financial Implications

- 8.1 Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. Support for the committee and the work programme are managed within existing resources. The financial implications of any recommendations made by Scrutiny should be considered as part of the specific reports making those recommendations.

9.0 Legal and HR Implications

- 9.1 No legal or HR implications arise from this report.

10.0 Ward Implications

- 10.1 There are no ward implications.

11.0 Health, Social and Economic Implications

- 11.1 This report does not have any health, social, or economic implications.

12.0 Equality and Diversity Implications

Communities Scrutiny Committee Work Programme

12.1 There are no equality and diversity implications arising from this report.

13.0 Climate Change and Environmental Implications

13.1 There are no climate change or environmental implications arising from this report.

14.0 Background Papers

1 Council Constitution

15.0 Appendices

A Work Programme – Communities Scrutiny Committee

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Finance	10/05/2023	10/05/2023	AEM
Legal	10/05/2023	16/05/2023	SH

This page is intentionally left blank

Communities Scrutiny Work Programme 2023/2024

Yellow = New Suggestions

Issue / Topic	Brief Description	Suggested by	Directorate	Comments
Communities				
Fly Tipping	To assess the fly tipping situation in the Borough, including measures taken to combat the issue, public feedback, and reporting	Carried over from previous year	Neighbourhood & Enforcement Services	Task and Finish Group Initial scoping work began in 2022/23
Equality and Diversity Strategy	Review on the Council's equality and diversity strategy following the report being considered at Cabinet	New – SMT	Communities, Customer & Commercial Services	Task and Finish Group Late 2023/ Early 2024
Social Value in Contracts	Review of the Social Value in Contracts scheme and consideration of the development of a social value impact fund and if this would be beneficial for the community	New – SMT	Prosperity & Investment	Task and Finish Group Early to mid 2024
Elections Review	Review of the count process to capture best practice and the impact of legislative changes on voters, particularly those changes requiring voters to provide ID	New – SMT	Policy & Governance	Task and Finish Group 2023

This page is intentionally left blank