

Public Document Pack



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Communities Scrutiny Committee

Thursday 12 September 2024

6.00 pm

Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Democratic Services: Sam Yarnall 01952 382193

Media Enquiries: Corporate Communications 01952 382406

Committee Members: Councillors E Davies (Chair), G L Offland (Vice-Chair), E Aston, S Handley, 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 - 8
	To confirm the minutes of the previous meeting held on 11 April 2024.	
4.0	Terms of Reference 2024/25	9 - 16
	To review and reconfirm the Terms of Reference for the Communities Scrutiny Committee for the 2024/25 Municipal Year.	
5.0	Communities Scrutiny Committee Work Programme 2024/25	17 - 26
	To review and confirm the proposed Work Programme for the Communities Scrutiny Committee for the 2024/25 Municipal Year.	

6.0 Building Safer & Stronger Communities through tackling fly tipping To Follow

To receive an update report following the work of the Communities Scrutiny Committee Task and Finish Group 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.



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held on Thursday 11 April 2024 at 6.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

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

In Attendance: A Lowe (Director: Policy & Governance), R Phillips (Service Delivery Manager: Legal & Democracy), S Yarnall (Democracy Officer (Scrutiny)), Dean Sargeant (Director: Neighbourhood & Enforcement Services), D Sidaway (Chief Executive) and P Starkey (Senior Democracy Officer (Scrutiny))

COMSC14 Declarations of Interest

None.

COMSC15 Minutes of the Previous Meeting

RESOLVED – that the minutes of the previous meeting 11 October 2024 be confirmed and signed by the Chair.

COMSC16 Election Review Working Group Report

The Director: Policy & Governance presented the Elections Review Working Group report to the Committee. The report outlined the work conducted by the working group including the initial scene setting meeting on 11 October 2023 and the workshop on 9 November 2023, where expert witness Mark Heath, Solace, attended to provide expert evidence. The report had been circulated to the Committee in advance of the meeting and outlined the meetings and workshops that helped to inform the report and the recommendations and conclusions of the working group.

The Director: Policy & Governance highlighted that paragraph 2.5 of the report detailed the recent legislative changes with voter photo ID which required electorates to show a form of photographic ID to confirm their identity. The Committee were informed that there were 20 different forms of ID an electorate could show. Paragraphs 2.18 and 2.19 of the report illustrated that only 0.3% of electorates in Telford and Wrekin did not have the correct ID compared to the national average of 1.4% of electorates with the incorrect ID. However, Members were advised that the national average was stated to have some



discrepancies. It was highlighted within the report the work that the Council's Communications Team had done in terms of promoting the election and the use of photo ID, which had been repeated for the Police Crime Commission elections later in the year.

Section 5 of the report addressed the 11 recommendations made by Members which included 5 for action and 6 for noting by the Committee. The Director: Policy & Governance stated that following formal agreement by the Committee to accept the report and agree the recommendations that the next steps would be to present it to a meeting of Cabinet later in the year.

Following the presentation, Members posed a number of comments and questions.

The Chair and Members commented on the report and noted that they were pleased that their reviews and comments were reflected accurately within the report. Members highlighted that the Elections Team were working to continuously improve the process for all involved and that recommendations 5.1 to 5.5 had illustrated this.

The work regarding the comms around voter ID was noted to be positive especially within diverse wards and the data presented had shown a clear understanding of what was classed as accepted forms of voter ID.

For clarity, were the 0.3% of voters that did not present the correct form of voter ID, part of the full total including those that did not have the correct ID but returned later with the correct ID or the number of voters that did not vote because they did not have the correct ID?

The 0.3% was stated to be the reported percentage of electorates that did not vote because they had the incorrect ID.

Recommendation 5.2 refers to 'political groups'. Could this be updated to include non-party affiliated Members?

The Director: Policy & Governance explained that recommendation 5.1 highlighted the inclusion of non-party affiliated Members and highlighted that those elected Members which were independent had been recognised throughout the report.

Members voted on the recommendations outlined in the report which were unanimously agreed

RESOLVED – that: the recommendations within the Election Review report be approved as follows:-



1. Future prospective candidates (both those that are members of a political group and those that are independent) and their agents ensure that they attend the briefings provided prior to an election in order to better understand the process of an election count;
2. All political groups should take steps to ensure that any prospective candidates and agents attend the pre-election briefings offered by the Returning Officer and his team;
3. That, at the next election, the elections team pilot the staggering of staff breaks to assess what impact, if any, this has on the efficiency of proceedings;
4. Where possible, at future elections where several wards require counting, an indicative count plan is provided to candidates so that they have some expectation as to when results for their prospective ward may be announced. This needs to be shared along with advice that it is an indicative plan only and could be subject to change; and
5. The elections team review the training requirements for count staff who will be counting multi-member wards, including the implementation of the training video(s) that are being prepared by the Returning Officer's team.

Members also noted:-

6. That, whilst the role of the Returning Officer is independent of the Council, there is a requirement for the local authority to provide the Returning Officer with appropriate resources to enable him to discharge his legal responsibilities;
7. That the Returning Officer has adopted an approach to ensure continuous improvement and that this approach be maintained;
8. The significant work carried out by the Returning Officer and his team in organising and conducting an election;
9. That it is considered good practice to utilise local authority employees to staff elections;
10. That the 'lessons learned' exercise carried out by the Returning Officer after each election was good practice and that some small improvements had already been identified and incorporated into



future plans – these improvements were endorsed by Members;
and

11. The work of the Returning Officer and his team was thorough, robust and provided assurance that the election process was well run.

COMSC17 Fly Tipping Update

The Director: Neighbourhood & Enforcement Services presented an update on fly tipping in the Borough. The Committee previously received a presentation at its meeting on 28 June 2023 on the Council's efforts on tackling fly tipping in the Borough. Since that meeting the work of the team was said to have been focused on data led intelligence for identifying instances of fly tipping across the Borough.

One of the methods for collecting the data was from the use of Telford and Wrekin Watch, a communications campaign that utilised the variety of communication methods such as social media for members of the public to inform the Council on instances of fly tipping. This along with evidence obtained from CCTV cameras were said to have supported the efforts of the Council's Enforcement Team to tackle fly tipping across the Borough.

Members were informed that further work was to be undertaken as previously addressed in formal meetings and workshops attended by members of the Committee. Further work was underway on the draft information leaflet and the draft action plan following comments received by Members. A further update would be presented to the Committee at a later date following further development of the action plan and the information leaflet.

Following the update, Members asked the following questions.

With Shropshire Council announcing the closure of some recycling centres, how would Telford & Wrekin Council cope with the increase of use at local recycling centres and the potential that it may have on further fly tipping in the Borough?

The proposals by Shropshire Council were still in consultation and the Council's Enforcement Team would use data led intelligence to tackle any further instances of fly tipping.

Why were some reported cases of fly tipping taking longer to address?

There were many factors that could impact the times of which an instance of fly tipping was dealt with.



Members commented on the work that they were doing with the Council's Enforcement Team and looked forward to seeing the final leaflet design.

COMSC18 Work Programme Review

The Service Delivery Manager: Legal & Democracy presented the updated work programme to the Committee. Over the last municipal year the Committee had covered a number of different areas such as equality and diversity and the elections review. It was highlighted that the work programme would operate as a two year work programme to allow for more in-depth work to be undertaken and items would follow onto the next municipal year, these included an update on fly tipping and domestic violence funding and support. The work programme was currently being reviewed and Members had been invited to provide suggestions to support with work programming.

COMSC19 Chair's Update

The Chair advised Members that following the meeting on 11 October 2023, Officers had presented the Equality, Diversity and Inclusion (EDI) Strategy to the Governance Committee at its meeting on 10 April 2024 where it was noted that the recommendation made by the Communities Scrutiny Committee for EDI to form part of the essential training programme for Members would be adopted. Officers were looking for Members to trial the training and if Members were interested in being involved to contact the Officers to be involved.

The meeting ended at 6.26 pm

Chairman:

Date: Date Not Specified

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

Communities Scrutiny Committee

Thursday 12 September 2024

Terms of Reference 2024 / 2025

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services.
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: sam.yarnall@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Communities Scrutiny Committee – 12 September 2023

1.0 Recommendations for decision/noting:

It is recommended that the Communities Scrutiny Committee:

- 1.1 Review and agree the 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 23 May 2024, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 3 March 2022.

4.0 Summary of main proposals

4.1 For the Committee to review it Terms of Reference.

5.0 Alternative Options

5.1 There are no alternative options arising from this report.

6.0 Key Risks

6.1 There are no key risks arising from this report.

7.0 Council Priorities

7.1 A community-focused, 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 terms of reference should provide clarity on the election of the chair and Vice-Chair and once confirmed, the Monitoring Officer will update the Constitution. There are no direct legal implications arising from this report.

10.0 Ward Implications

10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

11.1 There are no Health, Social and Economic Implications arising from this report.

12.0 Equality and Diversity Implications

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 Communities Scrutiny Committee – Terms of Reference

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal Services	27/08/2024	28/08/2024	SH
Finance	27/08/2024	28/08/2024	AEM

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

Appendix A

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

Communities Scrutiny Committee

Thursday 12 September 2024

Communities Scrutiny Committee Work Programme

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Sam Yarnall - Democracy Officer (Scrutiny)
Officer Contact Details:	Tel: 01952 382193 Email: Sam.Yarnall@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Communities Scrutiny Committee – 12 September 2024

1.0 Recommendations for decision/noting:

It is recommended that the Communities Scrutiny Committee:-

- 1.1 Review and agree the work programme as shown at Appendix A.

2.0 Purpose of Report

- 2.1 To set the work programme for the Communities Scrutiny Committee as outlined in Appendix A.

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.

3.2 Following the consultation period, a draft work programme is taken to 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 the 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 For the Communities Scrutiny Committee to review and approve the attached draft work programme shown at Appendix A.

5.0 Alternative Options

5.1 There are no alternative options arising from this report.

6.0 Key Risks

6.1 There are no key risks arising 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 In accordance with the Committee's Terms of Reference, the Committee will set its own work programme for the municipal year, will consider matters referred to it by the Scrutiny Management Board, and may make recommendations to Cabinet and Full Council following scrutiny. This is to be read in light of the amended Statutory guidance from the Department for Levelling Up, Housing and Communities (22 April 2024) - [Overview and scrutiny: statutory guidance for councils, combined authorities and combined county authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/Overview_and_scrutiny_statutory_guidance_for_councils_combined_authorities_and_combined_county_authorities_-_GOV.UK_(www.gov.uk).pdf).

10.0 Ward Implications

10.1 There are no ward implications arising from this report.

11.0 Health, Social and Economic Implications

Communities Scrutiny Committee Work Programme

11.1 There are no health, social and economic implications arising from this report.

12.0 Equality and Diversity Implications

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 and 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
Legal Services	27/08/2024	04/09/2024	ON
Finance	27/08/2024	28/08/2024	AEM

This page is intentionally left blank

Communities Scrutiny Work Programme 2024/25

Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
12 September 2024 – Committee Meeting					
Terms of Reference	For the Committee to agree the Terms of Reference for 2024/25.	Policy & Governance	A community-focussed, innovative council providing efficient, effective and quality services.	Committee Agenda Item	Constitutional Function.
	Outcomes:				
Work Programme Page 21	For the Committee to agree the proposed work programme for 2024/25.	Policy & Governance	A community-focussed, innovative council providing efficient, effective and quality services.	Committee Agenda Item	Draft work programme delegated to each scrutiny committee by SMB on 3 September 2024.
	Outcomes:				
Building Safer & Stronger Communities through tackling Fly Tipping	For the Committee to assess the fly tipping situation in the Borough, including measures already taken to combat the issue, public feedback, and reporting.	Neighbourhood & Enforcement Services	A community-focussed, innovative council providing efficient, effective and quality services Our natural environment is protected – we take a leading role in addressing the climate emergency.	Committee Agenda Item	To receive an update following an informal workshop held on 4 March 2024.
	Outcomes:				



Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
21 November 2024 – Committee Meeting					
Customer Service Strategy Refresh	For the Committee to review the current Customer Service Strategy.	Housing, Customer Services & Commercial	<p>Everyone benefits from a thriving economy.</p> <p>All neighbourhoods are a great place to live.</p> <p>A community-focussed, innovative council providing efficient, effective and quality services.</p>	Task and Finish Group	Initial scene setting meeting with a view to forming a task and finish group.
	Outcomes:				
Road Safety	For the Committee to receive an update on road safety activity across the Borough including the Council's programme for traffic calming measures.	<p>Neighbourhood & Enforcement Services</p> <p>External Partner</p>	<p>All neighbourhoods are a great place to live.</p> <p>A community-focussed, innovative council providing efficient, effective and quality services.</p>	Committee Agenda Item	Carried forward from 2023/24
	Outcomes:				



Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
6 February 2025 – Committee Meeting					
Domestic Abuse Grant	For the Committee to review the Council’s duty and funding of schemes targeting domestic abuse.	Public Health	<p>Every child, young person and adult lives well in their community.</p> <p>All neighbourhoods are a great place to live.</p> <p>A community-focussed, innovative council providing efficient, effective and quality services.</p>	Committee Agenda Item	<p>Carried forward from 2023/24.</p> <p>To examine funding allocated to domestic violence schemes and to consider adding value to any policies in place or being introduced in the near future.</p>
	Outcomes:				



Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
13 March 2025 – Committee Meeting					
Affordable Warmth	For the Committee to receive an update on the impact of the Council’s Affordable Warmth Strategy.	Housing, Customer Services & Commercial	A community-focussed, innovative council providing efficient, effective and quality services.	Committee Agenda Item	New suggestion received for 2024/25 work programme.
Outcomes:					



Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
8 May 2025 – Committee Meeting					
To be determined					
Outcomes:					



Issue / Topic	Brief Description	Directorate	Council Values/Priorities	Format	Meeting Comments
To be scheduled					
Social Value in Contracts	For the Committee to 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.	Policy & Governance	<p>Everyone benefits from a thriving economy.</p> <p>A community-focussed, innovative council providing efficient, effective and quality services.</p>	Committee Agenda Item	<p>Carried forward from 2023/24</p> <p>To receive an introductory presentation on Social Value in Contracts with consideration to forming a task and finish group to investigate specific areas of interest to the Committee.</p>
	Outcomes:				

