

29 January 2018

Committee	Overview and Scrutiny
Date	Tuesday, 6 February 2018
Time of Meeting	4:30 pm
Venue	Committee Room 1

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton
Borough Solicitor**

Agenda

1. ANNOUNCEMENTS

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive apologies for absence and advise of any substitutions.



	Item	Page(s)
3.	DECLARATIONS OF INTEREST	
	Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.	
4.	MINUTES	1 - 11
	To approve the Minutes of the meeting held on 9 January 2018.	
5.	CONSIDERATION OF THE EXECUTIVE COMMITTEE FORWARD PLAN	12 - 14
	To determine whether there are any questions for the relevant Lead Members and what support the Overview and Scrutiny Committee can give to work contained within the Plan.	
6.	OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18	15 - 18
	To consider the forthcoming work of the Overview and Scrutiny Committee.	
7.	GLOUCESTERSHIRE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE UPDATE	
	To receive an update from the Council's representative on matters considered at the last meeting.	
8.	SCRUTINY REVIEW OF WATER SUPPLY OUTAGE	19 - 23
	To approve the proposed Terms of Reference for the Scrutiny Review of Water Supply Outage.	
9.	COMMUNITY SAFETY PARTNERSHIP UPDATE	24 - 35
	To receive an update on the Community Safety Partnership.	
10.	ANNUAL REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S INVOLVEMENT IN THE GLOUCESTERSHIRE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE	36 - 39
	To conduct the annual review of the effectiveness of the Council's involvement in the Gloucestershire Health and Care Overview and Scrutiny Committee in order to authorise payment of the Council's contribution to the running costs for the forthcoming year.	

**DATE OF NEXT MEETING
TUESDAY, 20 MARCH 2018**

COUNCILLORS CONSTITUTING COMMITTEE

Councillors: R E Allen (Vice-Chair), P W Awford (Chair), G J Bocking, K J Cromwell, J E Day, D T Foyle, P A Godwin, R M Hatton, H C McLain, T A Spencer, P E Stokes, P D Surman, M G Sztymiak, H A E Turbyfield and M J Williams

Substitution Arrangements

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

Recording of Meetings

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chair will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Overview and Scrutiny Committee held at the
Council Offices, Gloucester Road, Tewkesbury on Tuesday, 9 January 2018
commencing at 4:30 pm**

Present:

Chair	Councillor P W Awford
Vice Chair	Councillor R E Allen

and Councillors:

G J Bocking, K J Cromwell, J E Day, D T Foyle, P A Godwin, T A Spencer, P E Stokes,
M G Sztymiak, H A E Turbyfield and M J Williams

OS.57 ANNOUNCEMENTS

- 57.1 The evacuation procedure, as noted on the Agenda, was advised to those present.
- 57.2 The Chair welcomed James Saunders, Early Help Partnership Manager, and Hannah Oakshott, Families First Plus Keyworker, to the meeting and indicated that they were representing Families First Plus which was due to be discussed at Agenda Item 7 – Gloucestershire Families First Update. He also welcomed Jack James, Aston Project Co-Ordinator, and Kym Harrison, Anti-Social Behaviour Youth Diversion Worker, who would be giving a presentation at Agenda Item 8 – Aston Project and Great Expectations.

OS.58 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

- 58.1 Apologies for absence were received from Councillors R M Hatton, H C McLain and P D Surman. There were no substitutions for the meeting.

OS.59 DECLARATIONS OF INTEREST

- 59.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.
- 59.2 There were no declarations made on this occasion.

OS.60 MINUTES

- 60.1 The Minutes of the meeting held on 28 November 2017, copies of which had been circulated, were approved as a correct record and signed by the Chair.

OS.61 CONSIDERATION OF THE EXECUTIVE COMMITTEE FORWARD PLAN

61.1 Attention was drawn to the Executive Committee Forward Plan, circulated at Pages No. 13-15. Members were asked to determine whether there were any questions for the relevant Lead Members and what support the Overview and Scrutiny Committee could give to the work contained within the plan.

61.2 It was

RESOLVED That the Executive Committee Forward Plan be **NOTED**.

OS.62 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18

62.1 Attention was drawn to the Overview and Scrutiny Committee Work Programme 2017/18, circulated at Pages No. 16-20, which Members were asked to consider.

62.2 The Chief Executive indicated that most Members would be aware of the serious disruption to water supplies to a large part of the borough which had occurred on 15 and 16 December 2017. 10,000 homes had been affected and there had been considerable disruption for businesses on a significant weekend in the run-up to Christmas. Given the extent and seriousness of the event, as well as the fact that this had closely followed another event affecting the Mythe Waterworks, he had spoken with the Chair of the Overview and Scrutiny Committee about the possibility of undertaking a scrutiny review to assess the response to the event and the impacts. The review could potentially involve calling in a number of witnesses and it would be a sizeable piece of work for both Officers and Members; however, the outcome would be a series of agreed recommendations for the various agencies concerned to ensure that any issues identified were rectified in future. He stressed that there would be a review of the event by the agencies involved in any case but, given the impact on residents and businesses within the borough, it was felt that it would also be appropriate for the Council to ask questions if Members were supportive of undertaking a separate scrutiny review. If the review itself was to be conducted in public, he suggested that it would be appropriate for the Committee to meet informally as a Working Group to scope the extent of the review, agree the process that would be followed and set the timescale for the work; alternatively, a smaller Working Group comprising a few Members of the Committee could be set-up for that purpose. He confirmed that he had spoken with the Managing Director of Severn Trent Water Authority who was happy to take part and to make staff available from Severn Trent. He had also written to the Chief Constable of Gloucestershire Constabulary and the Chief Fire Officer from Gloucestershire Fire and Rescue Service in terms of the emergency response and both had indicated that they would make staff available via the resilience team that had dealt with the emergency.

62.3 A Member welcomed the review and indicated that it was something he had been intending to raise in his role as a County Councillor depending on the outcome of the debriefing which was due to take place at the end of January. The Chief Executive confirmed that there was a 'wash-up' meeting taking place shortly and he felt that the timing would work well in terms of feeding into the scrutiny review. He explained that the water outage had not been declared as a major incident and therefore Severn Trent had been in control of the response; had it been declared a major incident, the civil authorities would have taken control. In light of this, and given that only Tewkesbury Borough had been affected, it made sense for Tewkesbury Borough Council to lead the scrutiny review and for the County Council to participate. The Member pointed out there had been other similar

incidents within Gloucestershire including a recent water supply outage in Cheltenham. A Member questioned whether the Flood Risk Management Group should undertake the review but was advised that this was not within its remit and it was important not to confuse this particular issue with flood risk.

62.4 The Head of Democratic Services explained that it would be difficult for Members to participate fully in the review, ultimately to be undertaken in public, if they had not been involved in the Working Group discussions so it was her suggestion that the whole Committee meet as a Working Group to agree the Terms of Reference, receive detailed briefings and prepare questions in order for all Members to be able to participate in the public scrutiny with an equal knowledge base. A Member indicated that he fully supported scrutiny of the water outage and shared the view that the Working Group should include all Members of the Overview and Scrutiny Committee. The Chief Executive clarified that it was not necessary to set a date for the review at this stage; however, when the time came, he suggested that a special meeting of the Overview and Scrutiny Committee should be called for this purpose. The Chair questioned whether it would be possible for the draft Terms of Reference to be brought back to the next meeting of the Committee and the Chief Executive suggested that the Committee could meet as a Working Group prior to that.

62.5 A Member noted that the Risk Management Strategy Review and the Absence Management Policy Review had been in the pending items section of the Work Programme since June 2016 and she felt that it was necessary to bring those items forward. The Head of Corporate Services advised that it was intended to run a workshop for the Committee on the Absence Management Policy during February and a date would be discussed with the Chair in due course. In terms of the Risk Management Strategy, training was being arranged for Members in order to put together the new risk register and this would also be imminent.

62.6 It was

RESOLVED

1. That the Overview and Scrutiny Committee Work Programme 2017/18 be **NOTED**.
2. That the Terms of Reference for a scrutiny review of the water supply outage be brought back to the next meeting of the Overview and Scrutiny Committee and that the Committee meet as a Working Group prior to that meeting.

OS.63 GLOUCESTERSHIRE FAMILIES FIRST UPDATE

63.1 The Community Development Officer indicated that the Overview and Scrutiny Committee had received a number of reports on the Gloucestershire Families First project over the years and James Saunders, Early Help Partnership Manager, and Hannah Oakshott, Family First Plus Keyworker, had attended the meeting to give an update on the work that was being undertaken and how things had changed for this approach to become 'business as usual'.

63.2 The following key points were raised during the presentation:

- Recap – Families First was the local name for the national Troubled Families programme; originally a three year programme (from 2012) aimed at turning around the lives of an estimated 120,000 troubled families in the country, 900 in Gloucestershire and 90 in Tewkesbury Borough; original criteria – an adult on out of work benefit, children not attending school, family members involved in crime and antisocial behaviour, high costs to the public purse, and local discretion to include other issues e.g. mental health, drug and alcohol misuse, domestic abuse.

- Aim – To get children back into school; reduce youth crime and anti-social behaviour; put adults on a path back to work; bring down the public services currently spent on them; and, over time, change the way services are delivered – redesigning them for the longer term.
- Evaluation – Education, employment and training – improvements in school exclusion, school behavioural problems, attendance at alternative provision, and adults in employment; crime and antisocial behaviour – improvements in youth offending, Police call-outs and domestic abuse incidents; health – improvements in adult mental health and young people using alcohol/drugs; 85% of families say they have made progress since being involved with Families First.
- Expansion – Five year programme from 2015/16 with funding for the first year; additional 3,000 families for Gloucestershire; getting to a much wider group of families with multiple problems; greater flexibility to decide which families to work with but must prioritise highest need; payment by results based on ‘sustained and significant progress’.
- New Criteria – Parents and children involved in crime or anti-social behaviour; children not attending school; children who need help; adults out of work or at risk of financial exclusion and young people at risk of worklessness; families affected by domestic violence and abuse; parents and children with a range of health problems.
- Business as Usual – Developing early help and targeted support; bringing together Targeted Support teams and Families First to create Families First Plus; development of Early Help Hub; Tewkesbury was the pilot nationally for this work.
- Working in Tewkesbury – Locality Partnership Group - health, education, Police, probation, Council services, housing, mental health, domestic abuse, substance misuse, Department for Work and Pensions, voluntary and community sector representation; Early Help Hub Allocations – provide advice, information, support and targeted support e.g. family support, community support.
- What is Early Help? - *“Early Help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years”* – Working Together to Safeguard Children, Department for Education, March 2015.
- Why Do Early Help? – Spend less on reactive and specialist services by getting involved with families and providing support before they need them.
- Early Help Partnership – Partners: Families First Plus, Tewkesbury Borough Council, Police, schools and education, Department for Work and Pensions, housing providers, social care, health, Private Voluntary and Independent (PVI) sector, Gloucestershire Domestic Abuse Support Service (GDASS), Gloucestershire Fire Service.
- Role of Families First Plus – Advice – every Tewkesbury Borough school has an allocated Early Help Co-Ordinator; support – training and modelling best practice; information – signposting to services; targeted family support – whole family working linked to Troubled Families Outcomes Plan; evidence-based parenting programme – now being delivered in Tewkesbury Borough.

- Gloucestershire's Graduated Pathway – Assess, Do, Plan. Implemented with support from the Early Help Co-Ordinator; my profile – universal services; my plan – support to meet additional needs; statutory assessment and planning – including education, Health and Care Plan, Child in Need Plan and Child in Care Plan; “my assessment my plan” – integrated assessment and planning to meet additional needs.
- Family Support Worker Case Study – Family relocated due to ex ‘grooming’ – he received a custodial sentence; presented as homeless, mental health issues, victim of domestic abuse, out of education; multi-agency approach with Families First Plus, Tewkesbury Borough Council, Severn Vale Housing Society, education, health, InfoBuzz and GDASS.

63.3 A Member noted that 85% had reported making progress since their involvement with the programme and he questioned what had been done to address the remaining 15%. The Community Development Officer explained that this was data from the first phase of the project so it was a question of understanding the issues; the expansion of the programme had fed into partnership working. The Early Help Partnership Manager indicated that they continued to seek views from the families they were working with and these were fed back centrally in order to continue to develop the service going forward. A Member queried whether any current data was available and was informed that there was a successful outcome for 82 families within Tewkesbury Borough in the last year; the target was for 700 families across the county to evidence substantial improvement i.e. three months after the intervention they were still reporting that they were in a better place and there had been no referrals, and Tewkesbury had surpassed its own target by achieving 102%. In response to a Member query around getting people into employment, the Early Help Partnership Manager explained that two social workers from the Department for Work and Pensions worked with Families First Plus and were able to evidence this once the person had been in employment for six months. He indicated that the data sets across the county needed some work and it was hoped to make better use of the case management system to tease out this information over the next 12 months.

63.4 The Chair thanked the representatives for their presentation. He noted that the work done by Families First Plus was now very much “business as usual” and he sought Members’ views as to whether it was necessary for the Committee to continue to receive an annual update. The Community Development Officer pointed out that Families First Plus was within the remit of the County Council and Tewkesbury Borough Council had no direct involvement. The Chief Executive reiterated how successful the programme had been within the borough which was no doubt due, in part, to the co-location of the various partners within the Public Services Centre. A Member expressed the view that this was something which all Members should be aware of, rather than just the Overview and Scrutiny Committee, and the Chief Executive suggested that a Member Update could be circulated on an annual basis, if appropriate. It was subsequently

RESOLVED

1. That the Gloucestershire Families First Update be **NOTED**.
2. That the Gloucestershire Families First Update be removed from the Overview and Scrutiny Committee Work Programme on the basis that the work undertaken was now “business as usual” and information should instead be reported as a Member Update on an annual basis, if appropriate.

OS.64 ASTON PROJECT AND GREAT EXPECTATIONS

64.1 The Head of Community Services advised that Jack James had been working for the Council as the Aston Project Co-Ordinator for the last five months. The post was funded by the Police and Crime Commissioner's Office and Jack worked closely with the Anti-Social Behaviour Youth Diversion Worker within the Community Services team. He would be giving a presentation on the Aston Project and the next stage, Great Expectations.

64.2 The following key points were raised during the presentation:

- Aston Project (1) – Named after PC Lynn Aston who sadly lost her battle with cancer in April 2011; launched in Cheltenham in September 2011 building on the duty to identify vulnerable children at risk of causing anti-social behaviour; provides community-based activities linked to their interests; earn time banking credits to spend on reward activities; engage at an early point whilst the pathway can still be changed.
- Aston Project (2) – Caseloads: Cheltenham – 37, Gloucester – 26, Newent – 19, Tewkesbury – 13; Tewkesbury was a pilot introduced in November 2017 for children in Prior's Park and all had been engaging on a regular basis; approximately 630 had engaged since the project launched; approximately 150 had engaged in the last 12 months; 45 volunteers had registered with the project since October 2015; a total of over 500 hours had been contributed so far; 24 volunteers were currently considered active (15 active and 9 in process); the Tewkesbury Aston Project launch would be in February 2018.
- Aston Project (3) – Volunteers - Disclosure and Barring Service (DBS) checked; considered as Gloucestershire Police volunteers; make a real difference to the lives of young people; actively trying to recruit volunteers; looking at long-term sustainability.
- Aston Project (4) – Referral process – referrals currently made via the Gloucestershire Police website, the Aston Project would have its own website from February; prevention and intervention – reducing future harm amongst young people; young people are referred on the following basis "I am concerned about where this young person is going to end up..."
- Great Expectations (1) – Launched in April 2013 in Gloucester; response to gang problem; national move towards emphasis on longer term prevention and intervention; step-up from the Aston Project; referrals on the same basis as the Aston Project, allocations meeting to decide which they should subscribe to; three tiers to Great Expectations; Tier 1 (pre- offending/arrest) Prevention – custody experience involving a mock arrest (the young person is not told it is mock); Tier 2 (early offending) Intervention – court and prison experience; Tier 3 (pre-custodial offending) Intervention – Great Expectations seven week programme.
- Great Expectations (2) – Programme delivered to approximately 115 young people in the last six months; mentoring caseload currently 28 young people (five/six per mentor); four mentors, including two females, volunteers; gain a qualification, induction programme, quarterly training – rehabilitation; one senior mentor.

- Adverse Childhood Experiences (ACEs) (1) – “A complex set of related childhood experiences that include abuse, neglect and growing up with household dysfunction”; research has shown strong relationships between ACEs and: adoption of health-risk behaviours (e.g. drug/alcohol abuse, self-harm, smoking, high-risk sexual behaviour), increased risk of violence or victimisation (including domestic abuse), presence of adult diseases and conditions (heart disease, cancer, chronic lung disease, skeletal fractures, liver disease, severe obesity), mental health conditions (including suicidal and depressive disorders), higher levels of involvement in the criminal justice system, homelessness and early death.
- Adverse Childhood Experiences (2) – 10 ACEs: sexual abuse by someone five years older than the individual; emotional abuse by parent/caregiver; physical abuse by parent/caregiver; emotional neglect by parent/caregiver; physical neglect by parent/caregiver; loss/abandonment of or by parent (death/separation); witness abuse in the household; drug/alcohol abuse in the household; mental illness in the household; parent/caregiver incarcerated – someone experiencing four or more of these is six times more likely to offend.
- Adverse Childhood Experiences (3) – Preventing ACEs in future generations could reduce levels of: heroin/crack cocaine use (lifetime) by 66%; incarceration (lifetime) by 65%; violence perpetration (past year) by 60%; violence victimisation (past year) by 57%; cannabis use (lifetime) by 42%; unintended teenage pregnancy by 41%; high-risk drinking (current) by 35%; early sex (before age 16) by 31%; smoking tobacco or e-cigarettes (current) by 24%; poor diet (current, less than two fruit and vegetable portions daily) by 16%.
- If you refer to us – Referral form (ACEs); gather information from Police and partners; allocate to Aston Project or Tier 1, 2 or 3 of Great Expectations and update the person who made the referral; meet with the young person and update the referrer; positively engage with the young person as part of the Aston Project and/or Great Expectations.
- Coverage – Great Expectations – countywide; Aston Project – Gloucester, Cheltenham, Newent, Tewkesbury and looking to start a Stroud branch via the Police; single referral process.

64.3 A Member noted that funding for the Aston Project was currently for 18 months and he questioned what was being done to ensure that it could continue beyond that period. The Aston Project Co-Ordinator confirmed that he was looking at long-term sustainability and charitable status was one option. He intended to compile a report on the cost-benefits over the coming months. The Member indicated that he had noted a difference in Prior’s Park since the introduction of the Aston Project pilot and he thanked the Aston Project Co-Ordinator for his hard work. Another Member questioned whether the Aston Project was reliant on the Gloucestershire Police and Crime Commissioner remaining in office. The Aston Project Co-Ordinator indicated that, if and when a new Police and Crime Commissioner was elected, he hoped that they would see the benefit of the project which had now been running for a number of years. Unfortunately it was difficult to quantify the success of the project; clearly there was an impact on the young person’s life but there were no statistics to show the benefit of the Aston Project. Notwithstanding this, he was confident that a strong case could be made to retain the project. A Member went on to suggest that it may be beneficial for Members to visit SkillZONE, Gloucestershire’s safety education centre. The Chief Executive

indicated that it could be difficult to arrange a visit to the centre as it had a very active programme; however, it was an interesting location for raising awareness of issues around crime and safety and he would be happy to look into this following the meeting.

- 64.4 The Chair thanked the Aston Project Co-Ordinator for his informative presentation and it was

RESOLVED That the Aston Project and Great Expectations presentation be **NOTED**.

OS.65 PLANNING ENFORCEMENT PLAN

- 65.1 Attention was drawn to the report of the Head of Development Services, circulated at Pages No. 21-46, which proposed the introduction of a Planning Enforcement Plan. Members were asked to consider the draft Plan and recommend it to the Executive Committee for approval for public consultation.

- 65.2 The Head of Development Services advised that the National Planning Policy Framework stated that local planning authorities should consider publishing a local enforcement plan setting out how they would monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it was appropriate to do so. A Planning Enforcement Plan had been drafted, setting out the Council's proposed approach to delivering the service. It was a customer facing document providing clear and succinct 'Plain English' information about planning enforcement and setting out the level of service that customers could expect to receive.

- 65.3 The Senior Planning and Enforcement Officer explained that he had been brought into the role to undertake a number of initiatives, starting with a review of the Council's Planning Enforcement service and, over the last few months, that work had focused on the development of the draft Planning Enforcement Plan. This area of work was very contentious and difficult, not just for Officers but also for Members, and the review had identified a number of areas for improvement, set out at Paragraph 1.3 of the report, including the need for a structured framework within which all decisions were made; the need to focus on monitoring of conditions and, where planning permission had been given, ensuring that planning permission was being implemented correctly; making better use of IT in order to assist with record keeping e.g. an electronic planning register had been introduced to replace the old paper one; adopting available legislation and looking at opportunities around enforcement, including direct action for Planning Officers to resolve breaches; and, raising the profile of the service amongst Officers, Members and the public to communicate the message that unauthorised development would be addressed in order to act as a deterrent. The Planning Enforcement Plan addressed the need for a more formal structure for enforcement and would be used by Officers as a manual on how to approach enforcement in order to embed this into day-to-day working. He went on to advise that the Planning Enforcement Plan was intended to be informative so that the public could find out what they could and could not do and how to appeal decisions etc.; this was covered in Sections 1-3 and 8-9 of the plan. Sections 4-6 focused on how to report a suspected breach and the Council's priorities for action, including unauthorised breaches of conditions. The plan also set out, at Sections 5, 7 and 12, the customer service standards which people could expect from the Council, whether they were the subject of the breach or the person reporting it. The powers available to the Council, and its commitment to action, were included in Section 10 of the plan and Section 11 gave details of where people could find out more information about the progress of cases and how to comment on the operation of the service. Following consideration by the Overview and Scrutiny Committee, it was intended to take the draft Planning Enforcement Plan to the Executive

Committee with a view to approving it for a six week consultation period. During that time, Officers would consult with Parish Councils and would publicise the plan in the local press; any comments received would be considered and the plan would be amended as appropriate. The final draft of the plan would then be reported back to the Executive Committee for adoption.

65.4 During the discussion which ensued, a Member drew attention to Page No. 45 which set out the intention to bring a report to the Planning Committee on a monthly basis identifying those matters where formal enforcement action had been taken, with an update on progress, as well as outlining general performance. He welcomed the introduction of this report as there was currently a lack of information once breaches had initially been reported which wasted a lot of time as interested parties were unaware of what was being done. Another Member felt that the plan was very timely as he found a lot of aspects of planning enforcement to be unsatisfactory. He raised concern that the plan made no reference to the role of Members or how enquiries from Members were handled. He indicated that he had submitted a complaint in October 2017 but had not been given any updates since that time. The Head of Development Services recognised that there were currently some issues within enforcement and regular updates should be something which happened as a matter of courtesy. She explained that Officers were currently working on a case management system which would ensure that each enquiry was allocated to a responsible Officer who would be required to follow a particular structure which included reporting back where appropriate. Although this was not detailed in the plan, she provided assurance that it was a key factor behind the scenes. A Member queried how long it took to resolve a suspected breach and was advised that, whilst this was dependent on the individual circumstances, the majority of cases could be expected to be addressed within a few weeks. The Senior Planning and Enforcement Officer explained that people were given time to submit a retrospective application in order to address a breach; if that was not forthcoming, consideration would be given as to what action could be taken. Another Member indicated that members of the public often came to him to discuss breaches as they did not get an answer from the Planning department. The Head of Development Services provided assurance that the management of cases would be more strictly controlled in future which should help to prevent this. In addition, it was noted that Page No. 33 of the plan set out that the Council aimed to acknowledge all enquiries within 48 hours of receipt and to name the assigned Officer who would be undertaking the investigation so they would have a point of contact going forward.

65.5 A Member went on to raise concern that the document itself did not include any target dates for implementation and he questioned how delivery would be monitored. He drew attention to Page No. 27 of the plan which referred to the commitment to planning enforcement set out in the National Planning Policy Reference Panel but pointed out that the plan later stated that it was a discretionary service. In response, the Head of Development Services explained that it was important to demonstrate that the Council was committed to enforcement and took breaches seriously; notwithstanding this, it should be borne in mind that planning enforcement was a discretionary service. Officers would look at breaches and take action where possible but the legal tools and powers available were often limited. Another Member indicated that he would like to see more targets and figures within the plan, for example, the number of cases, how many were resolved and how quickly, in order to see some specific aims for improvement. The Head of Development Services advised that it was intended to cover this in the monthly report to Planning Committee where cases could also be discussed in more detail if appropriate. The Member clarified that he was thinking more about general targets in order to take the process forward, rather than specific cases. The Chief Executive advised that the plan was intended to be a user guide for customers, written in a Plain English format. Whilst he took the point

about monitoring, performance criteria would not normally be included in a public-facing document, other than what was already included within the plan. He suggested that the performance criteria could be identified and pulled into a separate document as the Planning Committee would be responsible for monitoring performance once the plan was in place.

- 65.6 A Member questioned whether it was possible to notify Members of any breaches within their areas and the Head of Development Services indicated that this should already be happening and she undertook to check this following the meeting. The Deputy Chief Executive explained that it was intended to provide a lot more opportunities to 'self-serve', not just within planning enforcement, but across a range of Council services. This was not a swift process but it was felt that Members would benefit significantly from being able to check on particular cases themselves to see what progress was being made as and when they required the information.
- 65.7 A Member noted that Page No. 28 of the plan stated that the document should be used as a guide only and suggested seeking independent advice. He did not understand why people were being directed to seek independent advice if the Council was going to enforce against a breach. The Chief Executive reminded Members that the Planning Enforcement Plan had been written for the customer. He clarified that it might be appropriate for someone who had potentially committed a breach to seek their own advice - as the enforcing body, the Council was not able to give independent advice - and this was who that statement was aimed at rather than someone being complained of. He accepted that the wording could be amended to make this clearer.
- 65.8 In response to a query as to whether there were adequate resources to deliver the plan and deal with the concerns that had been raised, the Head of Development Services explained that the planning service had been reviewed as part of the wider development services improvement plan. In an ideal world, there would be a monitoring and compliance officer whose sole job was to ensure that planning permissions were being implemented correctly and to identify any breaches; unfortunately, she did not know of any local authorities which had that luxury and therefore consideration needed to be given as to how to deliver the best possible service within existing resources. It would be very important to work closely with Building Control Officers who were the "eyes and ears on the street" and to direct resources in the most effective and efficient way.
- 65.9 In response to a query regarding how the plan would be progressed, the Head of Democratic Services advised that the plan had been brought to the Overview and Scrutiny Committee for consideration and it would now go forward to the Executive Committee with the comments that had been made. The Executive Committee would decide whether it agreed with those comments and if any changes needed to be made to the plan prior to consultation. When the plan was adopted, the Planning Committee would receive monthly monitoring reports on performance; however, the Overview and Scrutiny Committee may wish to scrutinise its effectiveness once it had been in place for a period of time. In response to a question regarding the role of the Audit Committee, clarification was provided that planning was not within the remit of the Audit Committee; however, an internal audit may help to give assurance that the plan was operating effectively, should that be considered necessary in the future. In order to ensure that a review process was in place, it would be included in the Overview and Scrutiny Committee Work Programme following a 12 month period of operation. At that time, should Members feel an audit was a more appropriate way forward this could be raised in the normal consideration of the Committee Work Programme.

- 65.10 Having considered the information provided and views expressed, it was
RESOLVED That it be **RECOMMENDED TO THE EXECUTIVE COMMITTEE** that the draft Planning Enforcement Plan be **APPROVED** for public consultation, subject to the comments raised by the Overview and Scrutiny Committee being addressed.

The meeting closed at 6:40 pm

EXECUTIVE COMMITTEE FORWARD PLAN 2017/18

REGULAR ITEM:

- **Forward Plan – To note the forthcoming items.**

Addition to 31 January 2018
<ul style="list-style-type: none"> • Gloucestershire Flood Relief Fund. • Council Tax – Empty Homes Premium.

Committee Date: 14 March 2018

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Equalities Policy.	To approve the Equalities Policy.	Graeme Simpson, Head of Corporate Services.	No.
Review of Development Services.	To consider the outcomes from the review of Development Services.	Annette Roberts, Head of Development Services.	No.
Confidential Item: Disposal of Land at Bishops Cleeve.	To consider the information provided and agree a way forward.	Simon Dix, Head of Finance and Asset Management.	Yes, deferred from 31 January 2018 for further discussion.

(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

Confidential Item: Lower Lode Depot.	To consider the information provided and agree a way forward.	Simon Dix, Head of Finance and Asset Management.	No.
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(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

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Agenda Item 5

Committee Date: 25 April 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Three 2017/18 (Annual).	To receive and respond to the findings of the Overview and Scrutiny Committee’s review of the quarter three performance management information.	Graeme Simpson, Head of Corporate Services.	No.
Flood Risk Management Group Terms of Reference and Action Plan (Annual).	To undertake an annual review of the Terms of Reference of the Flood Risk Management Group and action plan.	Peter Tonge, Head of Community.	Updated in line with the term of the Council instead.
Council Plan Update 2016/17 – Year Three (Annual).	To consider the Council Plan and make a recommendation to Council.	Graeme Simpson, Head of Corporate Services.	No.
High Level Service Plan Summaries (Annual).	To consider the key activities of each service grouping during 2017/18.	Graeme Simpson, Head of Corporate Services.	No.
ICT Strategy.	To approve the ICT Strategy.	Graeme Simpson, Head of Corporate Services.	No.
Risk Management Strategy.	To approve the Risk Management Strategy.	Graeme Simpson, Head of Corporate Services.	Yes – training to be held on risk management prior to the development of the final strategy.
Planning Enforcement Policy.	Following public consultation, to recommend the Policy to Council for adoption.	Annette Roberts, Head of Development Services.	No.

PENDING ITEMS

Agenda Item	Overview of Agenda Item
Confidential Item: Spring Gardens/Oldbury Road Regeneration.	To consider the information provided and agree a way forward.
Confidential Item: MAFF Site.	To consider the way forward for the site.
Workforce Development Strategy.	To approve the Council's Workforce Development Strategy.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18

REGULAR ITEMS:

- **Executive Committee Forward Plan**
- **Overview and Scrutiny Committee Work Programme 2017/18**

Additions to 6 February 2018

- **Scrutiny Review of Water Supply Outage – Terms of Reference**

Deletions from 6 February 2018

- **Gloucestershire Police and Crime Panel Update – Nothing to report – item deferred to 20 March 2018.**

Committee Date: 20 March 2018

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Ubico Update	To consider the update in respect of bin collections and grounds maintenance.	Peter Tonge, Head of Community Services	No – agreed at the Overview and Scrutiny Committee meeting on 5 September 2017.
Performance Report – Quarter 3 2017/18.	To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee.	Graeme Simpson, Head of Corporate Services	No.
Flood Risk Management Group Report	To receive an annual report on the progress against the Flood Risk Management Action Plan.	Peter Tonge, Head of Community Services	No.
Gloucestershire Health and Care Overview and Scrutiny Committee Update	To receive an update from the Council's representative on matters considered at the last meeting (6 March 2018).	N/A	No.

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Agenda Item 6

NB – Changes from previous work programme highlighted in bold

Committee Date: 20 March 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Gloucestershire Police and Crime Panel Update	To receive an update from the Council's representative on matters considered at the last meeting (16 March 2018).	N/A	No.

Committee Date: 1 May 2018			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Overview and Scrutiny Committee Work Programme 2018/19.	To approve the Overview and Scrutiny Committee Work Programme for the forthcoming year.	Graeme Simpson, Head of Corporate Services	No.
Annual Overview and Scrutiny Report 2017/18.	To approve the annual report as required by the Council's Constitution to ensure that the activities of the Overview and Scrutiny Committee are promoted both internally and publicly to reinforce transparency and accountability in the democratic process.	Graeme Simpson, Head of Corporate Services	No.
Housing, Renewal and Homelessness Strategy Review Monitoring Report	To consider – six month update.	Paula Baker, Housing Services Manager	No.
Review of Ubico	To consider – six month update.	Peter Tonge, Head of Community Services	No. Annual report to be taken to the July 2018 meeting, as agreed by the Overview and Scrutiny Committee on 2 May 2017.
Customer Care Strategy	To consider - annual update.	Clare Evans, Communications and Policy Manager	No.
Disabled Facilities Grants Review Monitoring Report	To consider - six monthly update.	Peter Tonge, Head of Community Services	No.
Enviro-Crimes Update	To consider – six monthly update	Pete Tonge, Head of Community Services	No.

PENDING ITEMS

Agenda Item	Overview of Agenda Item
Gloucestershire Joint Waste Committee	Updates to be brought to the Committee in respect of: <ul style="list-style-type: none"> - the future work programme which would be developed with the Gloucestershire Joint Waste Committee in the autumn; and - in the longer term, review of the Gloucestershire Waste Strategy. Agreed by the Overview and Scrutiny Committee at its meeting on 17 October 2017.
Annual Review of Ubico	July 2018 – Agreed by the Overview and Scrutiny Committee at its meeting on 2 May 2017.
Risk Management Strategy Review	Agreed by the Overview and Scrutiny Committee at its meeting on 14 June 2016.
Absence Management Policy Review	Agreed by the Overview and Scrutiny Committee at its meeting on 14 June 2016.
Review of Communications Strategy	June 2018
Economic Development and Tourism Strategy	Annual Review – June 2018
Review of Workforce Development Strategy	Review by O&S Workshop – agreed by Overview and Scrutiny Committee at its meeting on 13 June 2017.
Review of Customer Care Strategy	Review by O&S Workshop – agreed by Overview and Scrutiny Committee at its meeting on 13 June 2017.
Review of Corporate Enforcement Policy	Review by O&S Workshop – agreed by Overview and Scrutiny Committee at its meeting on 13 June 2017.
Review of Planning Enforcement Plan	Review effectiveness of the Plan once it has been in operation for 12 months – agreed by Overview and Scrutiny Committee at its meeting on 9 January 2018.

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	6 February 2018
Subject:	Scrutiny Review of Water Supply Outage
Report of:	Peter Tonge, Head of Community Services
Corporate Lead:	Mike Dawson, Chief Executive
Lead Member:	Councillor K J Berry, Lead Member for Community
Number of Appendices:	One

Executive Summary:

At the Overview and Scrutiny Committee meeting on 9 January 2018 it was agreed that Terms of Reference for a scrutiny review of the water supply outage be brought back to the next meeting of the Committee. The proposed Terms of Reference have been drafted and are attached at Appendix 1.

Recommendation:

To APPROVE the proposed Terms of Reference for the Scrutiny Review of Water Supply Outage attached at Appendix 1.

Reasons for Recommendation:

To approve Terms of Reference to enable the Committee to undertake a scrutiny review of the water supply outage.

Resource Implications:

As set out in the Terms of Reference.

Legal Implications:

The Civil Contingencies Act establishes a framework for civil protection in the UK. It established a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level.

Risk Management Implications:

None - lessons learned may contribute to the Council's ongoing emergency planning arrangements.

Performance Management Follow-up:

An action plan arising from the review will be prepared and delivery monitored by the Overview and Scrutiny Committee.

Environmental Implications:

None for this report.

1.0 INTRODUCTION/ BACKGROUND

1.1 At the Overview and Scrutiny Committee meeting on 9 January 2018 it was agreed that Terms of Reference for a scrutiny review of the water supply outage experienced in the borough on the weekend of Friday 15 December to Sunday 17 December 2017 be brought back to the next meeting of the Committee.

2.0 TERMS OF REFERENCE

2.1 Proposed Terms of Reference are attached at Appendix 1 for discussion and approval.

3.0 OTHER OPTIONS CONSIDERED

3.1 None

4.0 CONSULTATION

4.1 As set out in the Terms of Reference.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Tewkesbury Borough Council Emergency Response Guide.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 None.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 None.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Overview and Scrutiny Committee Minutes – 9 January 2018

Background Papers: None.

Contact Officer: Peter Tonge, Head of Community Services
01684 272259 Peter.Tonge@teWKesbury.gov.uk

Appendices: Appendix 1 – Proposed Terms of Reference

SCRUTINY REVIEW OF WATER SUPPLY OUTAGE

TERMS OF REFERENCE

Purpose of Review:

On the weekend of Friday 15 December through to Sunday 17 December, 10,000 households within Tewkesbury Borough suffered a significant water outage. The Overview and Scrutiny Committee has expressed a wish to carry out a review of this significant event in order to more fully appreciate the incident, its causes and what lessons can be learnt to prevent or mitigate future water supply outages.

Method of Review:

The whole Committee will be involved, and the relevant Lead Member of the Executive Committee will be invited to participate.

The following partners will be invited to participate:

- Severn Trent Water
- Gloucestershire Fire and Rescue Service
- Gloucestershire Constabulary
- Gloucestershire County Council Emergency Planning

The Committee will meet as a Working Group on up to three occasions to consider the Terms of Reference, receive detailed briefings and prepare questions.

The Scrutiny Hearing will take at a Special Meeting of the Overview and Scrutiny Committee which will be open to the public.

Scope of Review:

- To collate and review relevant information from various partners, including the Council, relating to the incident.
- To establish the cause of the incident.
- To establish how well the response to the incident was managed, including internal communications between agencies and communications with the community.
- To consider how well the provision of alternative water supplies, including bottled water, was managed.
- To establish whether the incident could have been avoided.
- To understand the impact on local businesses during one of the busiest weekends of the trading year.
- To establish lessons (if any) that can be learned from the incident and communicate these via the Gloucestershire Local Resilience Forum to the other agencies across Gloucestershire for consideration.

Internal Resources:

- Chief Executive
- Deputy Chief Executive
- Head of Community Services / Community Services Team
- Head of Corporate Services / Corporate Services Team
- Democratic Services

Evidence Sources:

- Emergency events logs and associated records.
- Local Resilience Forum Review report and findings.

Desired Outcome:

To establish learning points for the Council and make recommendations to partners that would mitigate the impact of any reoccurrence.

Scrutiny Period Ending:

April 2018

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	6 February 2018
Subject:	Community Safety Partnership Update
Report of:	Peter Tonge, Head of Community Services
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Councillor K J Berry, Lead Member for Community
Number of Appendices:	Two

Executive Summary:

Community safety responsibilities have continued to evolve since the original formation of the Tewkesbury Community Safety Partnership almost 20 years ago. Successive changes to public services have resulted in less in-house capacity and a move away from localised services in other community safety partner agencies.

The Police and Crime Commissioner, in agreement with the Council Chief Executives, carried out a review of community safety across Gloucestershire. The review recognised that each of the Council's Community Safety Partnerships worked in different ways and there was little coordination between them. The review also noted that, whilst legal responsibility for community safety matters sits within each Community Safety Partnership, a coordinating group would be beneficial to provide some oversight and direction.

This report provides an update on community safety in Gloucestershire and the proposed local arrangements.

Recommendation:

To CONSIDER the update on community safety in Gloucestershire and the proposed local arrangements.

Reasons for Recommendation:

It was agreed by the Overview and Scrutiny Committee at its meeting on 7 February 2017 that updates would be provided as the County Community Safety Partnership progressed.

Resource Implications:

The figure of approximately £5,000 to facilitate the Countywide approach to domestic homicide reviews will be funded from within existing budgets.

Legal Implications:

Community Safety Partnerships (CSPs) were set up under Sections 5-7 of the Crime and Disorder Act 1998. They are made up of representatives from 'responsible authorities' which are the local authorities, Police, Fire and Rescue, probation and health. Community Safety remains a responsibility of second tier councils.

Risk Management Implications:

None for this report.

Performance Management Follow-up:

An annual report on the work of Safer Gloucestershire and the local Community Safety Partnership will be produced for this Committee to consider.

Environmental Implications:

None for this report.

1.0 INTRODUCTION/ BACKGROUND

- 1.1** Community safety is about feeling safe, whether at home, in the street or at work. It relates to quality of life and being able to pursue and obtain the fullest benefits from your domestic, social and economic lives without fear or hindrance from harm, crime and disorder.
- 1.2** Community Safety Partnerships (CSPs) were set up under Sections 5-7 of the Crime and Disorder Act 1998. They are made up of representatives from 'responsible authorities' which are the local authorities, Police, Fire and Rescue, probation and health.
- 1.3** Locally the CSP was suspended pending the outcome of the Countywide review. Now that review is complete we need to consider our arrangements locally.

2.0 SAFER GLOUCESTERSHIRE

- 2.1** The review into community safety in Gloucestershire concluded that, whilst the responsibility for dealing with community safety and coordinating the local CSP sits with second tier authorities, it would be beneficial to have a Countywide view of the work that is being undertaken.
- 2.2** In terms of setting strategic priorities, it was agreed taking a Countywide view made more sense than each local CSP, although local CSPs should be free to set local priorities.
- 2.3** Safer Gloucestershire has commissioned a Community Safety Strategic Needs Assessment in order to identify the Countywide priorities.
- 2.4** The review also recognised that there is significant duplication in meeting attendance, particularly for the statutory authorities, in attending six different CSPs and various Sub-Committees of the partnerships.

2.5 The Terms of Reference for Safer Gloucestershire and the Safer Gloucestershire structure are attached to this report for information. Members will note from the structure how Safer Gloucestershire sits amongst a variety of other boards or groups and one of the aims of Safer Gloucestershire is to coordinate these in order to reduce the number of groups currently operating.

3.0 DOMESTIC HOMICIDE REVIEWS

3.1 Domestic Violence Homicide Reviews (DHRs) were established on a statutory basis under Section 9 (3) of the Domestic Violence, Crime and Victims Act (2004). This provision came into force on 13th April 2011.

3.2 Members will be aware that there is an ongoing DHR within the borough which is drawing to a conclusion.

3.3 Currently, CSPs are established in each district of Gloucestershire, resulting in DHRs sitting with each individual district rather than within a Countywide process. The district CSPs are also responsible for funding the DHR, with the support of the OPCC, who fund 50% of all DHRs in the county

3.4 DHR's have been discussed at Safer Gloucestershire and there is a general agreement that a Countywide approach to dealing with DHR would be more efficient and a better method of sharing the learning that results from the DHR investigation.

3.5 Each local authority will pay a small amount (approximately £5,000) to facilitate the new DHR arrangements and will benefit from a central pool of administrative resource from within the partnership.

4.0 LOCAL ARRANGEMENTS

4.1 Locally the Community Safety Partnership remains suspended meaning that the arrangements for managing community safety are being done on an ad-hoc basis. This is not sustainable and the Head of Community Services has been tasked with rectifying this situation.

4.2 With the agreement of the Lead Member for Community, a steering group has been established to investigate how community safety can be delivered within the borough. The steering group includes members of staff from the Council's key community safety partners including Gloucestershire Police Constabulary, Gloucestershire Fire and Rescue Service and Severn Vale Housing.

4.3 Progress to date is that the group has drafted Terms of Reference for the new community safety arrangements and agreed that these should be aligned with the Terms of Reference for Safer Gloucestershire. Agreement was also gained that the partnership should also be aligned to the Council's locality programme, as most of the key partners that sit on the locality partnership would also sit on the Community Safety Partnership.

4.4 A further meeting is due to take place shortly to agree the Terms of Reference and establish membership of the new Community Safety Partnership which will have representation from all the statutory partners and the Lead Member for Community.

4.5 The priorities for the new Community Safety Partnership will be aligned to those of Safer Gloucestershire whilst also reflecting any local priorities.

5.0 OTHER OPTIONS CONSIDERED

5.1 None

- 6.0 CONSULTATION**
- 6.1 Set out within the report
- 7.0 RELEVANT COUNCIL POLICIES/STRATEGIES**
- 7.1 Tewkesbury Borough Council Emergency Response Guide
- 8.0 RELEVANT GOVERNMENT POLICIES**
- 8.1 None
- 9.0 RESOURCE IMPLICATIONS (Human/Property)**
- 9.1 None
- 10.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 10.1 None
- 11.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 11.1 None
- 12.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 12.1 None

Background Papers: None.

Contact Officer: Peter Tonge, Head of Community Services
01684 272259 Peter.Tonge@tewkesbury.gov.uk

Appendices: Appendix 1 - Safer Gloucestershire Terms of Reference
Appendix 2 - Safer Gloucestershire structure

Terms of Reference



Version 13

August 2017

Role of Safer Gloucestershire

The role of Safer Gloucestershire is to provide strong and effective leadership to ensure all the statutory and voluntary partners and partnerships work together effectively to prioritise and promote early intervention and a problem solving approach in order to tackle the key crime and disorder concerns across the rural and urban areas in Gloucestershire. Safer Gloucestershire will also fulfil the statutory duty, under the Crime and Disorder Act 1998, to deliver a Joint Strategic Needs and Intelligence Assessment (JSNIA) in order to co-ordinate and prioritise county wide activity on common themes, whilst championing the idea that prevention of crime, harm and disorder starts in local communities.

Purpose of the Board

The overall purpose of Safer Gloucestershire is to develop a Gloucestershire wide vision for community safety so that the residents of Gloucestershire feel safer. It will achieve this through:

- Identifying the needs and priorities of Gloucestershire residents using county wide and local data sources
- Strong and Effective Leadership from all partners across their own systems
- Coordinating and joining up existing activities where they can be better and more effectively delivered at a Gloucestershire wide level
- Focusing on a small number of key priorities that are important to all and can only be dealt with at a Gloucestershire wide level
- Learning from those areas that have successfully and sustainably reduced crime, harm and disorder

Safer Gloucestershire will operate a two-fold approach to community safety; it will actively focus on a limited number of priorities that require closer co-ordination and greater co-operation between agencies to tackle high harm or emerging issues; it will also provide oversight of issues where there is already good co-ordination and effective operational implementation of a strategic plan. In such cases, Safer Gloucestershire will expect regular progress updates for information but will occasionally receive exception reports when a problem solving approach is required from Safer Gloucestershire.

In order to achieve this stated purpose members of the Safer Gloucestershire partnership commit:

- To work collaboratively and agree a three year Community Safety Strategy.
- To develop an annual delivery plan and agree on a small number of key priorities i.e. 3.
- To act in the best interest of the partnership
- To support and hold to account sub-groups carrying out work towards the delivery plan
- To hold partners and each other to account for the delivery of agreed outcomes;
- To ensure an evidence-led and problem-solving approach is used in all its work, including commissioning processes
- To become the “partnership/organisational/corporate memory” for community safety to share best practice, avoid duplication and having to “re-invent the wheel”.
- To work towards early identification of crime and disorder issues and develop a preventative approach to these issues.

Terms of Reference

The key roles and responsibilities of the Board are:

- To ensure compliance with the statutory duties and responsibilities stated in the Crime and Disorder Act 1998, the Police and Justice Act 2006, Policing and Crime Act 2009, the Crime and Social Responsibility Act 2011 and any subsequent Home Office regulations.
- To commit resources from their organisation to support the delivery of the Community Safety Strategy and its themes and priorities.
- To ensure that Joint Strategic Needs and Intelligence Assessments (JSNIA) are undertaken annually.
- To consider the JSNIA and agree the key strategic priorities, objectives and targets for the three years Community Safety Strategy, which will be updated annually.
- To ensure that delivery plans are in place to support the strategic objectives and provide good value for money.
- To learn and implement through partner agencies the key findings from Domestic Homicide Reviews and Serious Case reviews
- To oversee performance in relation to the outcomes and the targets set out in the Strategy, and to instigate any necessary action to address areas of under-performance.
- To set clear objectives, targets, responsibilities for the key priorities identified in the Community Safety Strategy and identify lead agencies.
- To influence partner agencies so as to ensure resources allocated are used to deliver the Safer Gloucestershire's objectives and delivery of its strategy.
- Safer Gloucestershire is responsible for considering major resource issues, mainstreaming and sustainability.
- To oversee a clear communication strategy and ensure that information is cascaded into partner agencies.
- Ensuring mechanisms exist and are utilised to inform their organisation's staff of the organisation's responsibilities within the District Partnerships.
- Communicating and championing the work of the Safer Gloucestershire within their individual agencies.
- Promote and share best practice and experience between partner agencies within the county

Membership

	Name	Organisation	Title
1	Stewart Edgar (Chair)	GFRS	Chief Fire Officer
2	Chris Brierley (Vice-Chair)	OPCC	Deputy PCC
3	Richard Bradley	OPCC	Deputy Chief Executive
4	Emma Glynn	GFRS	Safer Gloucestershire Support Officer
5	John Beard	GFRS	Assistant Chief Officer
6	Emma Savage	Clinical Commissioning Group	Associate Director Self Care, Prevention and Diabetes
7	Kate Langley	Youth Support	Youth Justice manager
8	Mark Scully	National Probation Service	Assistant Chief Officer
9	John Wiseman Richard Temple	Community Rehabilitation Company	Probation Director Assistant Chief Officer
10	Julian Moss	Gloucestershire Constabulary	Assistant Chief Constable
11		Voluntary Community Sector	Chair
12	Alison Williams	Gloucestershire County Council	Director of Children Services
13	Sarah Scott	Gloucestershire County Council	Director of Public Health
14	Pat Pratley	Cheltenham Borough	Head of Paid service
15	Anne Brinkhoff	Gloucester City	Corporate Director
16	Mike Hammond	Stroud District	Service Manager
17	Diana Shelton	Cotswold District	Head of Leisure and Community
18	Rob Weaver	Tewkesbury Borough	Deputy Chief Executive
19	Andy Barge	Forest of Dean District	Strategic Group manager
20		2gether Trust Mental health	

Safer Gloucestershire is the Community Safety Partnership for Gloucestershire that underpins and supports community safety work throughout the urban and rural areas of Gloucestershire. It sits aside six autonomous partnerships that retain responsibility for community safety at District level. The ultimate purpose of Safer Gloucestershire is to provide coordination and a focus on community safety issues that are best dealt with at Gloucestershire level. It is recognised that there is no positional power between Safer Gloucestershire and the District Partnership, rather the relationship is one of influence and collaboration towards a common vision of a safe Gloucestershire.

The development of Safer Gloucestershire was supported and sponsored by Leadership Gloucestershire (LG) and it is expected that LG would be the forum for escalation of issues that require exceptional political and operational resolution. However the work of Safer Gloucestershire will have a number of other interdependencies with other key partnerships, notably the Health and Well Being Board, the Local Criminal Justice Board, Youth Justice Partnership Board and Safeguarding Boards. At a local level the District Authorities will have their own governance and scrutiny arrangements.

Where there are issues that need formal endorsement or that are shared they may be referred/considered by HWBB as the statutory board. Protocols will be developed with other partnerships as required.

Roles and Responsibilities of Members

The individual partner organisation roles and responsibilities with regards to Safer Gloucestershire are to:

- To champion and provide leadership for the CS agenda.
- To develop problem solving approach of the Board.
- To develop strong relationships whilst providing challenge.
- To act in the best interest of the partnership
- Feed in info about issues, needs and priorities to develop the JSNIA.
- Appropriately influence the use of resources within own organisation.
- Ensure that they have delegated responsibilities and can make decisions. Act as committed partners.
- Commit to regularly attend and represent their organisation effectively.
- Key performance indicators are identified in the Community Safety Strategy (most measured centrally either monthly or quarterly) and will be reported to the Board at each meeting when available.

Structure of Meetings

Chair/Vice Chair

- The chair will hold the position for 2 years upon which a round of nominations and voting will be held.
- The Chair will be expected to represent Safer Gloucestershire at events where appropriate.
- The Chair will ensure that new representatives or members of the Board have an induction process, which ensures they understand the roles and responsibilities and terms of reference, and the role that their organisation has agreed to play in the delivery of the strategy.
- In the absence of both the Chair and the Vice Chair, the members may appoint a temporary Chair for a meeting.

Frequency

- Safer Gloucestershire will meet quarterly with additional meetings to be agreed when required.
- The meeting cycle will be agreed annually and a forward plan developed.
- The Chair of the Board will provide at least 4 weeks' notice (unless otherwise agreed) in writing (includes e-mail) of the date, time and location of any meeting.

- The Chair of the Board will agree the agenda prior to the meetings. The agenda should reflect the terms of reference and provide opportunity for discussion of any other business.
- Additional agenda items must be relayed to the Chair within one week of the meeting. The Chair will then consider whether they can be added.
- Papers and items need to be placed on the agenda in advance of meetings.
- Papers will be circulated at least five working days prior to meetings, to allow sufficient time for partners to prepare.

Secretariat

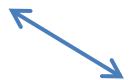
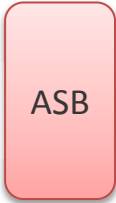
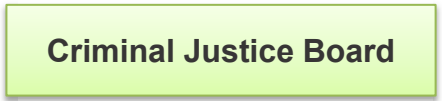
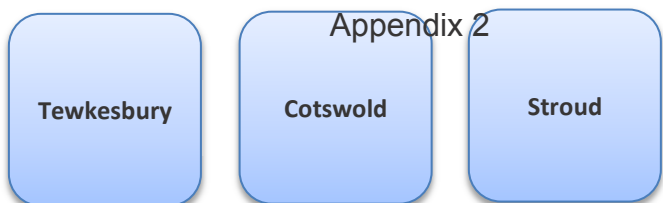
Secretariat support will be provided by the OPCC and GRFS. Papers will be sent out at least three working days before a meeting by email with minutes being sent out within 10 working days.

Communication

Safer Gloucestershire will draw up a communications strategy to meet all communication needs. Members of the public wish to make a complaint can do so via the complaints systems or relevant partner organisations.

Each partner has a responsibility to cascade information through their own agency as appropriate. They should also be able to update on the progress that their own organisation is making in terms of mainstreaming community safety.

Board minutes will be circulated to all members with the agenda and paperwork for publication within their own organisations websites.



TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	6 February 2018
Subject:	Annual Review of the Effectiveness of the Council's Involvement in the Gloucestershire Health and Care Overview and Scrutiny Committee
Report of:	Graeme Simpson, Head of Corporate Services
Corporate Lead:	Mike Dawson, Chief Executive
Lead Member:	Councillor G F Blackwell, Lead Member for Organisational Development
Number of Appendices:	None

Executive Summary:

As a member of the Gloucestershire Health and Care Overview and Scrutiny Committee (GHCOS) Tewkesbury Borough Council has made a contribution to the running costs since 2002. At the meeting held on 5 October 2011, the Executive Committee agreed that:

- a contribution of £2,500 remain in the council's base budget to be paid subject to the Borough Council's Overview and Scrutiny Committee undertaking an annual review; and
- as well as receiving regular reports from the Council's representative, the Overview and Scrutiny Committee considers, on an annual basis, the effectiveness of the Council's continued involvement in GHCOS and whether value for money is being achieved for the contribution paid.

Subject to this review, and the Overview and Scrutiny Committee being content, payment of the contribution would be authorised.

Recommendation:

- 1. To CONSIDER the effectiveness of the Council's continued involvement in the Gloucestershire Health and Care Overview and Scrutiny Committee.**
- 2. That, subject to the Committee being satisfied that value for money is being achieved, Officers be authorised to make the payment of £2,500 from the Council's base budget.**

Reasons for Recommendation:

The Council continues to support its commitment to health improvement, to act as an advocate for the borough's communities, and continue working in partnership with other public bodies within the county.

Resource Implications:

The £2,500 contribution is included within the Council's budget.

Legal Implications:

None directly arising from this report.

Risk Management Implications:

Not being part of the Committee would reduce the Council's ability to influence health related issues within the borough.

In view of the fact that all other Gloucestershire Districts contribute, there would be a potential reputational issue if Tewkesbury Borough Council did not.

Performance Management Follow-up:

Regular feedback is given to Overview and Scrutiny Committee by the Council's representative.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

1.1 In 2003, when the County set up the then, Health, Community and Care Overview and Scrutiny Committee, it was agreed to involve the district councils and, since that date, all districts have made a contribution to the running costs. The contribution covers the administrative expense of running the Committee. There is wide coverage of health and care related issues and an officer with specialist knowledge is essential for the Committee to operate effectively.

1.2 The Executive Committee, at its meeting of 1 October 2008, approved payment for three years commencing April 2008. A further report was taken to Executive Committee on 5 October 2011, to agree a way forward, as the three year approval period had elapsed. At this meeting, Executive Committee agreed:

- a contribution of £2,500 remain in the Council's base budget to be paid subject to the Borough Council's Overview and Scrutiny Committee undertaking an annual review; and
- as well as receiving regular reports from the Council's representative, the Overview and Scrutiny Committee considers on an annual basis, the effectiveness of the Council's continued involvement in GHCOS and whether value for money is being achieved for the contribution paid.

2.0 GLOUCESTERSHIRE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE

2.1 This is a County Council function but throughout it has included representatives from each District Council. It was decided that the principle behind health overview and scrutiny was to produce a model that involved cross-Council co-operation and the effective joining up of the health agenda in the promotion of community development. This model is recognised nationally as best practice.

2.2 The purpose of the Committee (as described on the County's website) is : -

1. *Carry out the overview and scrutiny functions of the County Council delivering the roles set out in Article 8 of the Constitution focussing on health issues from the public's perspective including the use of task groups to carry out its overview and scrutiny functions. To act as a lever to improve the health and those services that impact on the health of local people, working in partnership with other agencies. To address issues of health inequalities between different groups in the community. To determine those matters referred to in Article 11.02.2 of the Constitution (joint committees concerning health service changes).*
2. *Under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, to exercise the Council's role:*
 - *in reviewing and scrutinising matters relating to the planning, provision and*
 - *in commenting on or making a recommendation in relation to proposals for a substantial development or variation to services save that 'referral powers' to the Secretary of State remain with full Council.*
3. *Carry out the overview and scrutiny functions of the County Council delivering the roles set out in Article 8 of the Constitution in the context of all matters relating to adult social care.*

2.3 Councillor J E Day is the Tewkesbury Borough Council representative on the Committee and reports regularly to the Council's Overview and Scrutiny Committee on the activities of the Health and Care Overview and Scrutiny Committee.

3.0 WORK OF THE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE

3.1 During 2017/18, the Committee received a wealth of presentations, monitoring reports, performance reports and financial reports from organisations within the health sector. These included;

- Report on the landscape of health and adult social care in Gloucestershire.
- Regular performance reports, for example – Adult Social Care and Public Health, Gloucestershire Clinical Commissioning Group, South West Ambulance Service NHS Foundation Trust.
- 'Cleeve Link – Lessons Learnt'.
- Gloucestershire Safeguarding Adults Board Annual Report.
- Gloucestershire Hospitals NHS Foundations Trust – independent review of financial governance.
- Winter Resilience Plan 2017/18.
- Director of Public Health Annual Report.
- Updates on One Gloucestershire's Sustainability and Transformation Partnership

All Agenda and reports can be accessed on the Gloucestershire County Council website: <http://glostext.gloucestershire.gov.uk/ieListMeetings.aspx?CId=669&Year=0>

4.0 CONCLUSION

4.1 The GHCOS has considered a wide range of scrutiny work during 2017/18 which has contributed to improving health and care services across the whole of the county. Elements of this work impact in Tewkesbury Borough and this Council's engagement with the Committee has allowed local views to be represented to and considered by the Committee in its deliberations.

4.2 Continued membership of GHCOS will allow Tewkesbury Borough Council to maintain its influence on important health issues. Through membership, this Council is able to act as an advocate for the communities in the Borough.

5.0 OTHER OPTIONS CONSIDERED

5.1 None.

6.0 CONSULTATION

6.1 None.

7.0 RELEVANT COUNCIL POLICIES/STRATEGIES

7.1 Council Plan (2016-20)

8.0 RELEVANT GOVERNMENT POLICIES

8.1 The Localism Act promotes joint working and the need for local Councils to act as advocates for its communities.

9.0 RESOURCE IMPLICATIONS (Human/Property)

9.1 £2,500 annual contribution.

10.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

10.1 None.

11.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

11.1 Involvement in GHCOS helps to identify and improve any health, care and wellbeing issues.

12.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

12.1 None.

Background Papers: None

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Appendices: None