

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577 Email governance@rutland.gov.uk

Members of Rutland County Council District Council are hereby summoned to attend the **243rd MEETING OF THE COUNCIL** to be held in the Council Chamber at Catmose, Oakham on **5 September 2022 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

Although social distancing requirements have been lifted there is still limited available seating for members of the public. If you would like to reserve a seat please contact the Governance Team at governance@rutland.gov.uk The meeting will also be available for listening live on Zoom using the following link: <https://us06web.zoom.us/j/81725699852>

Mark Andrews
Chief Executive

A G E N D A

- 1) **APOLOGIES**
- 2) **CHAIRMAN'S ANNOUNCEMENTS**
- 3) **ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE**
- 4) **DECLARATIONS OF INTEREST**

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

5) MINUTES OF PREVIOUS MEETINGS (Pages 5 - 16)

To confirm the Minutes of the 241st and 242nd meetings of the Rutland County Council District Council held on 27 June and 4 July 2022.

6) PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any petitions, deputations or questions received from members of the public in accordance with the provisions of Procedures Rule 25 and 26. The total time allowed for this is 30 minutes. Petitions, deputations and questions will be dealt with in the order in which they are received and any which are not considered within the time limit shall receive a written response after the meeting.

7) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 27 and 28.

8) REFERRAL OF COMMITTEE DECISIONS TO THE COUNCIL

To determine matters where a decision taken by a Committee has been referred to the Council in accordance with the provisions of Procedure Rule 89.

9) CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 4 JULY TO 5 SEPTEMBER 2022 (INCLUSIVE)

To determine matters where a decision taken by the Cabinet has been referred to Council by the call-in procedure of the Scrutiny Committee in accordance with the provisions of Procedure Rules 149 and 150. As a result of the decision being deemed to be outside the Council's policy framework by the Monitoring Officer or not wholly in accordance with the budget by the Section 151 Officer, or otherwise not in accordance with Article 12.

10) REPORT FROM THE CABINET (Pages 17 - 26)

To receive Report No. 139/2022 from the Cabinet on recommendations referred to the Council for determination regarding the Council's Insurance Contract.

11) REPORTS FROM COMMITTEES OF THE COUNCIL

- 1) To receive reports from Committees on matters which require Council approval because the Committee does not have the delegated authority to act on the Council's behalf.
- 2) To receive reports from Council Committees on any other matters and to receive questions and answers on any of those reports.

12) REPORTS FROM SCRUTINY

To receive reports from Scrutiny on any matters and to receive questions and answers on any of those reports.

- a) SCRUTINY ANNUAL REPORT 2021-2022 (Pages 27 - 60)
Report No. 143/2022 – Scrutiny Annual Report 2021-2022
- b) A GUIDE TO STRATEGIC OVERVIEW AND SCRUTINY (Pages 61 - 72)
Report No. 144/2022 – A Guide to Strategic Overview and Scrutiny.

13) JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

To receive reports about and receive questions and answers on the business of any joint arrangements or external organisations.

14) NOTICES OF MOTION

To consider any Notices of Motion submitted by Members of the Council in accordance with Procedure Rule 31 in the order in which they are recorded as having been received.

15) ANY URGENT BUSINESS

To receive items of urgent business which have been previously notified to the person presiding.

16) DATE OF NEXT MEETING

10 October 2022

---oOo---

TO: MEMBERS OF THE COUNCIL

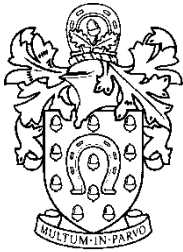
Councillor J Dale – Chairman of the Council
Councillor N Begy – Vice-Chairman of the Council

Councillor P Ainsley	Councillor E Baines
Councillor D Blanksby	Councillor K Bool
Councillor A Brown	Councillor G Brown
Councillor P Browne	Councillor J Burrows
Councillor W Cross	Councillor J Fox
Councillor S Harvey	Councillor O Hemsley
Councillor S Lambert	Councillor A MacCartney
Councillor M Oxley	Councillor R Payne
Councillor K Payne	Councillor R Powell
Councillor L Stephenson	Councillor L Toseland
Councillor A Walters	Councillor G Waller
Councillor S Webb	Councillor D Wilby
Councillor R Wilson	

---oOo---

THE COUNCIL'S STRATEGIC AIMS

- A special place
- Sustainable lives
- Healthy and well
- A county for everyone
- A modern and effective Council



Rutland County Council

Catmose Oakham Rutland LE15 6HP

Telephone 01572 722577 Email governance@rutland.gov.uk

Minutes of the 242nd **MEETING of the COUNCIL** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Monday, 4th July, 2022 at 7.00 pm

PRESENT:

Councillor K Bool	Councillor P Ainsley
Councillor E Baines	Councillor A Brown
Councillor G Brown	Councillor P Browne
Councillor W Cross	Councillor J Fox
Councillor S Harvey	Councillor S Lambert
Councillor A MacCartney	Councillor M Oxley
Councillor R Payne	Councillor K Payne
Councillor R Powell	Councillor L Stephenson
Councillor L Toseland	Councillor A Walters
Councillor G Waller	Councillor S Webb
Councillor D Wilby	Councillor R Wilson

APOLOGIES:

Councillor J Dale	Councillor N Begy
Councillor D Blanksby	Councillor J Burrows
Councillor O Hemsley	

OFFICERS PRESENT:

Mark Andrews	Chief Executive
Angela Wakefield	Director of Legal and Governance (Monitoring Officer)
Tom Delaney	Governance Manager

1 ELECTION OF PERSON TO TAKE THE CHAIR

Mark Andrews, Chief Executive, opened the meeting and informed Members that the Chairman and Vice-Chairman had both submitted apologies to the meeting, in accordance with Procedure Rule 22 nominations were then invited for a Member to take the Chair.

Councillor K Bool was proposed by Councillor L Stephenson and seconded. There were no further nominations and upon being put to the vote, with 21 votes in favour and one abstention, the motion was carried.

RESOLVED

- a) That Councillor K Bool be **APPOINTED** to take the Chair.

---o0o---

Councillor K Bool took the Chair for the remainder of the meeting.

---o0o---

2 APOLOGIES

Apologies were received from Councillors N Begy, D Blanksby, J Burrows, J Dale, and O Hemsley.

3 CHAIRMAN'S ANNOUNCEMENTS

Councillor K Bool announced that since the May meeting of Council the Chairman had attended HM The Queen's Platinum Jubilee at All Saints' Church and the Flag Raising Ceremony for Armed Forces Week at the grounds of Oakham Castle.

Councillor Bool also drew Member's attention to the recent Special meeting of Council at Oakham Castle where Sir Laurence Howard had been appointed as an Honorary Freeman.

4 ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

Councillor L Stephenson, Leader of the Council, announced that she and the Chief Executive had attended the Local Government Association conference and highlighted announcements of two year funding settlements for local authorities and a roundtable with Britain's Leading Edge discussing the issues facing rural unitary authorities.

Councillor R Powell, Deputy Leader, announced that the Issues and Options consultation stage of the Local Plan had recently commenced with several concerns regarding accessibility of the consultation site having been raised and Cllr Powell advised that there were various alternative ways to participate. Councillor Powell also announced she had recently attended the launch of the Civic Universities Agreement where the various Leicestershire universities had launched a number of initiatives around local growth and inclusion.

Councillor M Oxley, Portfolio Holder for Communities, Environment and Climate Change, updated Members on the position regarding a number of contracts currently in development and that the Council was also in discussions with partners on the future of Catmose sports hall. Announcements were also made regarding an events policy, the next meeting of the Rutland Climate Action group, and the future of the recent archaeological discoveries made in Rutland. Councillor Oxley also confirmed he had joined a Task and Finish group of the Leicester, Leicestershire and Rutland Police and Crime Panel looking at availability of Section 106 monies for local services.

Councillor D Wilby, Portfolio Holder for Education and Children's Services, drew Members' attention to the number of children in the care of the Council, and set out that the recent audit of Corporate Parenting had highlighted the need for additional training for Members following the survey as part of the audit.

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 MINUTES OF PREVIOUS MEETINGS

Consideration was given to the minutes of the meetings held on 11 April and 9 May 2022. It was noted that Councillors not elected at point of these meetings would be abstaining on any vote.

Councillor K Bool moved that the minutes of both meetings be approved, and this was seconded. Upon being put to the vote, with twenty votes in favour and two abstentions, the motion was carried.

RESOLVED

- a) That the minutes of the meetings held on 11 April and 9 May 2022 be **APPROVED**.

7 PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions, deputations or questions from Members of the Public had been received.

8 QUESTIONS FROM MEMBERS OF THE COUNCIL

Councillor J Fox asked her question to Councillor R Powell as set out in the agenda supplement.

Councillor Powell was invited to respond and set out that having asked similar questions herself prior to joining Cabinet, Members could be assured this was a priority for her, especially in the context of wider public concerns on the use of Section 106 and Community Infrastructure Levy (CIL) for public services. It was noted that Section 106 funding was tied to specific developments and interim priorities for strategically aimed CIL expenditure had been set out in the Infrastructure Funding Statement approved by Cabinet in December 2021. Councillor Powell set out that work was underway on putting arrangements in place on future funding allocations and she would report back to Council in the future following consideration by Cabinet and Scrutiny.

Councillor Fox asked as a supplementary question how Members would be involved in drafting of a plan and deciding of funding priorities. In response Councillor Powell reiterated the opportunities for Scrutiny and Cabinet to be involved and that all Members would be kept informed throughout the process.

---o0o---

Councillor G Brown then asked his question to Councillor L Stephenson as set out in the agenda supplement.

Councillor Stephenson responded by confirming that Transport for East Midlands had at a recent meeting set their strategic investment priorities including various improvements to the A1, which was recognised as a significant freight artery and local economic role. It was noted the Council played an active role with both Transport for the East Midlands and Midlands Connect and was undertaking a lot of work regarding the A1 and rural transport in general.

In response to Councillor Brown's supplementary question regarding attendance at the meeting referred to by Cllr Stephenson and the decisions on strategic improvements such as upgrading to a three-lane motorway, Councillor Stephenson confirmed the Deputy Leader had attended as a substitute and set out details of the process to be followed to ensure various improvements to the A1.

9 REFERRAL OF COMMITTEE DECISIONS TO THE COUNCIL

There were no referrals of committee decisions to the Council.

10 CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 11 APRIL 2022 TO 4 JULY 2022 (INCLUSIVE)

There were no call-ins of decisions from Cabinet meetings.

11 REPORTS FROM THE CABINET

Three reports were received from the Cabinet.

A) CORPORATE STRATEGY 2022-27

Report No. 120/2022 from the Cabinet was introduced by Councillor L Stephenson, Leader of the Council, the report set out the new Corporate Strategy for 2022-2027 and recommended Council's approval for it as a key strategic document following the approval of the Future Rutland Vision.

Several Members felt that the Strategy focused too much on objectives for residents as opposed to the Council and the Strategy would be better considered after the 2023 elections to the Council. However other Members set out their view that the Strategy was well-produced following the high level of public engagement in the Future Rutland Conversation and opportunities for Members to shape the Strategy at various stages. It was also noted that although the current Corporate Strategy was still in place until 2024 this had been written before both the COVID-19 Pandemic and the Future Rutland Conversation. It was also confirmed following concerns that a detailed set of priorities and implementation plan would follow in due course.

Councillor L Stephenson moved approval of the Strategy and this was seconded. Upon being put to the vote, with sixteen votes in favour, one against and five abstentions, the motion was carried.

RESOLVED

- a) That the Corporate Strategy for 2022-27 be **APPROVED**.

B) CABINET RECOMMENDATIONS TO COUNCIL

Report No. 121/2022 from the Cabinet was received setting out a number of recommendations from Cabinet.

Councillor K Bool informed Members he would take the recommendations from Cabinet separately.

---o0o---

Councillors K Payne and L Stephenson introduced the recommendation of Report No. 106/2022 recommending approval of the Council's Annual Report. It was noted that this was against previous Corporate Strategy and despite a number of challenges the Council had still achieved a positive report and set out remedies to areas where improvement was required. The report was welcomed and officers were thanked for their hard work in challenging circumstances. It was agreed comments regarding style of the report and future targets would be taken into account for future reports.

The recommendation was moved by Councillor K Payne and seconded. Upon being put to the vote, with twenty-two votes in favour the motion was unanimously carried.

RESOLVED

- a) That the Annual Report for 2021/22 be **APPROVED**.

---o0o---

Councillor K Payne introduced the recommendations of Report No. 104/2022, requesting a number of changes to the budget for 2022/23, it was highlighted that any budget increases would be held centrally and only be released following analysis of need and comparison to grants and other funding available.

---o0o---

Councillor S Harvey left the meeting at 8.03pm and returned at 8.05pm.

---o0o---

It was confirmed following queries that the recommendation to delegate control of the £300k reserve was in order and the historic costs referred to in a recommendation were in relation to the SEND service as details were awaited from central government over when the sum would be due.

The recommendation was moved by Councillor K Payne and seconded. Upon being put to the vote, with twenty-two votes in favour the motion was unanimously carried.

RESOLVED

That Council:

- a) **APPROVED** use of new grants received in 22/23 of £2.082m
- b) **APPROVED** use of existing grants (those held at year end) £0.439m in the 22/23 budget.
- c) **APPROVED** an increase to the 22/23 budget to cover additional costs as set out in Section 7.1 of £3m to be funded by General Fund (£2.742m) and Earmarked Reserves (£0.318m)
- d) **APPROVED** to set aside £300k for further requests for funding that will emerge over the coming months as more information became available regarding planned Government reforms and the status of local projects (Section 8.7) and

that the Chief Executive and Strategic Director for Resources be given authority to allocate this funding.

- e) **APPROVED** to establish a High Needs earmarked reserve (no upper ceiling) to cover historic costs as per section 7.8.

---o0o---

Councillor R Powell introduced the recommendation of Report No. 110/2022 regarding the allocation of the Capital Highways Maintenance Block funding allocation from the Department for Transport. It was agreed a question regarding a scheme at Manor Lane in Barleythorpe would be answered after the meeting with detail appended to these minutes.

The recommendation was moved by Councillor R Powell and seconded. Upon being put to the vote, with twenty-two votes in favour the motion was unanimously carried.

RESOLVED

- a) That Council **APPROVES** for the Department for Transport (DfT) Capital Highways Maintenance Block funding allocation received to the value of £1.506m be used for highway carriageway, footway, bridges and drainage schemes as per Appendix A to Report No. 110/2022.

C) REPORT ON USE OF SPECIAL URGENCY PROVISIONS

Report No. 122/2022 was introduced by Councillor L Stephenson, Leader of the Council, who outlined the background to the decision taken under the Special Urgency provisions of Procedure Rule 107. It was moved by Councillor Stephenson and seconded that the report be noted.

RESOLVED

- a) That the report be received and **NOTED**.

12 REPORTS FROM COMMITTEES OF THE COUNCIL

Report No. 123/2022 was introduced by Councillor L Stephenson as Chair of the Constitution Commission, the report set out a number of recommendations from the Commission for Council Approval.

It was agreed that the Member Development Strategy would be amended to include training on Corporate Parenting following the recent audit of the subject.

The recommendations of the report were moved by Councillor L Stephenson and seconded. Upon being put to the vote, with twenty-two votes in favour the motion was unanimously carried.

RESOLVED

- a) To **ADOPT** the Rutland Flag Flying Policy at Appendix A

- b) To **ADOPT** the Member Development Strategy set out at Appendix B
- c) To **ADD** oversight and direction of Member Development to the Terms of Reference of the Constitution Commission.

---o0o---

A written report was then received from Councillor A Walters following the recent meeting of the Audit and Risk Committee.

RESOLVED

- a) That the report be received and **NOTED**.

13 REPORTS FROM SCRUTINY COMMISSION / SCRUTINY COMMITTEES

Councillor G Waller, Chair of the Strategic Overview and Scrutiny Committee, provided a verbal update on the work of the Committee at its first meeting and highlighted to Members the proposal for a Task and Finish Group reviewing the customer experience journey for residents and encouraged Members interested to come forward.

RESOLVED

- a) That the report be received and **NOTED**.

14 JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

Councillor K Bool reminded Members of his previously circulated report as the representative on the Combined Fire Authority and set out the intention to arrange a visit for Members to Oakham Fire and Rescue Station.

Councillor G Waller reported to Members on attendance at the Carlton Hayes Mental Health Charity which awarded grants to smaller organisations and asked Members who were aware of local mental health charities to encourage them to apply for funding. An update was also provided on the Leicester, Leicestershire and Rutland Joint Health Scrutiny Committee which had considered among other issues the issues of dentistry where check-up levels among Rutland residents was remarkably low.

A written report was received from Councillor G Brown and K Payne following a meeting of the Hanson Cement Liaison Committee.

Councillor P Ainsley provided an update on his work as Armed Forces Champion, including attendance at the Armed Forces Day Flag Raising, and the event 'Living in their shoes' where a number of poignant postcards from children of serving personnel had been read out.

Councillor E Baines then provided an update on the work of the Welland River Partnership with work including support to a University of Leicester student and set out the role they may be able to play in contributing to various Local Plan consultations.

Councillor S Harvey provided an update following the first meeting of the Integrated Care Board following the establishment of the Integrated Care Partnership and asked Members to contact her with any queries on the new arrangements.

Councillor K Payne reminded Members of a recently circulated report on a meeting of the Rural Services Network.

RESOLVED

- a) That the reports from Members be received and **NOTED**.

15 NOTICES OF MOTION

No notices of motion were received.

16 POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS

Report No. 124/2022 was presented by Councillor L Stephenson, Leader of the Council, the report set out new political balance arrangements for the Council following the uncontested by-election in Oakham South.

The recommendations of the report were moved by Councillor Stephenson and seconded. Upon being put to the vote, with twenty-two votes in favour the motion was unanimously carried.

RESOLVED

That Council:

- a) **ADOPTED** a revised political balance calculation for the Council at Table A.
- b) **APPROVED** the allocation of seats on Committees to Political Groups, as determined by the political balance, as set out in Appendix A.
- c) **NOTED** the political group's subsequent nominations for the Committees in Appendix A based on the seats allocated.
- d) **APPROVED** the appointment of non-aligned Members to Committees as set out in Appendix A.

17 ANY URGENT BUSINESS

There was no urgent business for consideration.

---oOo---

The Chair declared the meeting closed at 8.53pm.

---oOo---



Rutland County Council

Catmose Oakham Rutland LE15 6HP.

Telephone 01572 722577 Email governance@rutland.gov.uk

Minutes of the 241st (**SPECIAL**) **MEETING** of the **COUNCIL** held in Oakham Castle, Castle Grounds Market Place, Oakham, LE15 6DR on Monday, 27th June, 2022 at 2.00 pm

PRESENT:	Councillor J Dale (Chairman)	Councillor E Baines
	Councillor K Bool	Councillor A Brown
	Councillor G Brown	Councillor J Burrows
	Councillor W Cross	Councillor S Harvey
	Councillor O Hemsley	Councillor S Lambert
	Councillor M Oxley	Councillor K Payne
	Councillor R Payne	Councillor R Powell
	Councillor L Stephenson	Councillor L Toseland
	Councillor G Waller	Councillor D Wilby
OFFICERS PRESENT:	Mark Andrews	Chief Executive
	Angela Wakefield	Director of Legal and Governance
	Tom Delaney	Governance Manager
	Kate Haworth	Civic Officer
ABSENT:	Councillor P Ainsley	Councillor N Begy
	Councillor D Blanksby	Councillor P Browne
	Councillor J Fox	Councillor A MacCartney
	Councillor A Walters	Councillor S Webb
	Councillor R Wilson	

1 APOLOGIES

Apologies for absence were received from Councillors Ainsley, Begy, Blanksby, P Browne, Fox, MacCartney, Walters and Wilson.

2 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Members that he would make a full set of announcements at the next ordinary meeting of Council.

3 ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

There were no announcements from the Leader, Members of the Cabinet or the Head of Paid Service.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions, deputations or questions from members of the public had been received.

6 QUESTIONS FROM MEMBERS OF THE COUNCIL

No questions from Members of the Council had been received.

7 APPOINTMENT OF HONORARY FREEMAN

Report No. 114/2022 was received from the Chief Executive, recommending the appointment of Sir Laurence Howard as an Honorary Freeman of Rutland.

Councillor L Stephenson, Leader of the Council, introduced the report and moved the recommendations, in doing so highlighting the various acts of service Sir Laurence had undertaken for the county, including as a magistrate, founder of a fund to enable Rutland Students to attend Leicester University where he had worked as a medical lecturer, and fifteen years of service as Lord Lieutenant of Rutland. Councillor R Powell, Deputy Leader of the Council, seconded the motion and as Ward Member for Whissendine where Sir Laurence resided and emphasised the high esteem he was held in throughout the county.

Members spoke in support of the motion highlighting Sir Laurence's support to the Armed Forces Community during his tenure as Lord Lieutenant, including serving as an Honorary Air Commandant in the Royal Air Force, and his work on supporting links between Rutland and the University of Leicester.

Members considered that Sir Laurence truly embodied the values of Rutland and in particular the motto of *Multum in Parvo* (Much in little) through his multitude of achievements since moving into the county and was the perfect candidate to be recognised in the way the appointment of an Honorary Freeman was designed to.

Tributes were also paid to Lady Howard, for her dedication and unstinting support to Sir Laurence in all his work for the county, it was highlighted that the couple were still affectionally referred to 'Team Howard' in the RAF community.

Concluding the debate, the Chairman emphasised how Sir Laurence's dedication and attitude had made him a fantastic ambassador for the county and on behalf of the Council thanked Sir Laurence for his service to Rutland.

The motion to appoint Sir Laurence as an Honorary Freeman was put to the vote and with 18 votes in favour, the motion was unanimously carried.

RESOLVED

That Council:

- a) **APPOINTED** Sir Laurence Howard KCVO OBE as an Honorary Freeman of the County of Rutland.
- b) **CONFERED** the following privileges on Sir Laurence:

- i. To enjoy the ceremonial title of Honorary Freeman and be so addressed.
- ii. To be invited to attend the following Civic events in the County:
Remembrance Sunday
Annual Civic Events
Any other civic events on the invitation of the Chairman of the Council
- iii. To be invited to Annual meetings of the Council.

c) **INSTRUCTED** the Chief Executive to arrange for Sir Laurence's name to be placed on the Roll of Honorary Freeman held at Catmose.

The Chairman and Chief Executive formally presented Sir Laurence with his honorary scroll declaring his appointment. The Chairman then invited Sir Laurence to address Council.

Sir Laurence thanked the Chairman and Members for honouring him with his appointment and for their tributes to himself and Lady Howard. Sir Laurence also reflected on the ongoing struggles for freedom around the world and how valuable it was that those assembled to live in a country their forefathers had fought to keep free.

---oOo---

The Chairman declared the meeting closed at 2.30 pm.

---oOo---

This page is intentionally left blank

COUNCIL

5 September 2022

CABINET RECCOMENDATIONS TO COUNCIL

Report of the Cabinet

Strategic Aim:	A modern and effective Council	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
	Angela Wakefield, Director of Legal and Governance	01572 758220 awakefield@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council approves the following recommendations from the Cabinet on 12 July 2022:

Report No. 111/2022 - Procurement of new Insurance Contract

- 1) Delegates the award of the Insurance Services contract to the Strategic Director for Resources in consultation with the Portfolio Holder with responsibility for Finance.
- 2) Delegates the finalisation of the evaluation criteria to the Strategic Director of Resources in consultation with the Portfolio Holder with responsibility for Finance, based on the advice of the Insurance Broker to achieve best value, on the proviso that price is maintained at a minimum of 50%.

1 PURPOSE OF THE REPORT

- 1.1 To present the recommendations of Cabinet made on 12 July for consideration.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The full background is set out in Report No. 111/2022, appended to this report.

3 CONSULTATION

3.1 As set out in Report No. 111/2022, formal consultation is not required.

4 ALTERNATIVE OPTIONS

4.1 Council could request that the award and finalisation of award criteria not be delegated, however this is not recommended. Approval timescales would be very restrictive and could affect the ability to have insurance cover in place by April 2023.

5 FINANCIAL IMPLICATIONS

5.1 As set out in Report No. 111/2022.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 As set out in Report No. 111/2022.

7 DATA PROTECTION IMPLICATIONS

7.1 As set out in Report No. 111/2022.

8 EQUALITY IMPACT ASSESSMENT

8.1 As set out in Report No. 111/2022.

9 COMMUNITY SAFETY IMPLICATIONS

9.1 As set out in Report No. 111/2022.

10 HEALTH AND WELLBEING IMPLICATIONS

10.1 As set out in Report No. 111/2022.

11 ORGANISATIONAL IMPLICATIONS

11.1 As set out in Report No. 111/2022.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

12.1 Council is recommended to approve the recommendations of Cabinet for the reasons set out in Report No. 111/2022

13 BACKGROUND PAPERS

13.1 There are no additional background papers to the report.

14 APPENDICES

14.1 Report No. 111/2022 – Procurement of New Insurance Contract
Appendix A to Report No. 111/2022 – Roles and Responsibilities
Appendix B to Report No. 111/2022 – Detailed timeline

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

CABINET

12 July 2022

PROCUREMENT OF NEW INSURANCE CONTRACT

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/100622	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr K Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
	Andrew Merry, Head of Finance	01572 758152 amerry@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet:

1. Recommends to Council to delegate the award of the Insurance Services contract to the Strategic Director for Resources in consultation with the Portfolio Holder with responsibility for Finance.
2. Recommends to Council to delegate the finalisation of the evaluation criteria to the Strategic Director of Resources in consultation with the Portfolio Holder with responsibility for Finance, based on the advice of the Insurance Broker to achieve best value, on the proviso that price is maintained at a minimum of 50%.

1 PURPOSE OF THE REPORT

- 1.1 The Insurance Services Contract is expiring at the end of March 2023. This report updates members on the tender process for the contract and asks Cabinet to recommend to Council approval to delegate the award of the contract and to finalise the evaluation criteria to the Strategic Director for Resources in consultation with the Portfolio Holder.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Council currently has a contract with Zurich Municipal for all its insurance services (including property, motor, accident, Public Liability etc.) which was last tendered in 2014. The existing contract is due to expire on 31 March 2023.
- 2.2 The original term was for 7 years, but the Council extended the original term by two years during the pandemic as resources were diverted to pandemic work.
- 2.3 In undertaking the procurement the Council will be assisted by
- **Welland Procurement** - on the process to follow for the renewal of the Insurance Services Contract.
 - **An Insurance Broker** - due to the specialist nature of the Insurance Market and increase interest (some insurers will only consider tenders prepared by a broker) working with a broker is advisable. The Broker will ensure the risk profiles and associated information is prepared and packaged in line with custom and practice for this sector. Insurers are then confident they can make a valid assessment of the Councils risks and bid accordingly.
- 2.4 The roles and responsibilities of each party involved in the tender process are set out in Appendix A.

3 INSURANCE BROKER APPOINTMENT

- 3.1 The Council has discussed with two other Councils locally who have procured insurance tenders recently and all used a broker appointed via a direct award. Both councils used the same broker and positive feedback has been received.
- 3.2 As the cost of the broker's services will be below £10k the Council will be looking to award through a direct award process.

4 INSURANCE SERVICES TENDER

- 4.1 It is currently anticipated that an insurance framework will be used as it includes the main local government insurers.
- 4.2 It is intended that the majority of the insurance will be tendered as one 'lot' to obtain best value. This approach also removes difficulties that can arise from insurers of different classes of insurance disputing responsibility with each other. However, the Council will be guided by the Insurance Broker as to how best to procure the contract.
- 4.3 The high-level indicative timeline is as per the table below, a more detailed indicative timeline is shown in Appendix B

Stage	Date
Appoint Broker	June 2022
Publish Contract Notice	December 2022

Sign Off Evaluation Report and Agree Award	February 2023
Award Contract	March 2023
Contract Start Date	April 2023

4.4 The Tender term will be for a minimum of 5 years and a maximum of 10 years, with extensions from year 5.

4.5 The evaluation of the tender is currently expected to be based on the following breakdown, although this will be varied if deemed appropriate:

	Weightings (%)
Claims Handling	15
Technical and Legislative Support	12
Risk Management Support	5
Quality Management	5
Additional Services	3
Total Non-Price	40
Price	60
Total	100

4.6 The evaluation will seek to award to the most economically advantageous tender.

4.7 As the new contract needs to be in place by 1st April 2023 and post-tender all of the insurance policy documents will need to be provided and reviewed for compliance Cabinet is asked to recommend to Council to delegate authority to award the new contract(s) for the insurance cover to the Strategic Director of Resources in consultation with the Portfolio Holder.

5 CONSULTATION

5.1 Formal consultation is not required for any decisions being sought in this report.

5.2 As part of the procurement process the Head of Finance will undertake internal consultation to ensure that the insurance coverage of the Council is fit for purpose and meets the organisations needs.

6 ALTERNATIVE OPTIONS

6.1 The Council could request that the award and finalisation of award criteria not be delegated, however this is not recommended. Approval timescales would be very restrictive and could potentially affect the ability to have insurance cover in place by the 1st April 2023.

7 FINANCIAL IMPLICATIONS

- 7.1 As part of the budget setting process officers requested £10k to appoint a broker to support the procurement of the Insurance Services Contract. The costs of the broker are expected to be less than this budget.
- 7.2 The Council has an annual budget for Insurance Services of £330k of which £81k is recharged to commercial properties and schools. This budget is subject to annual inflation and the current Medium Term Financial Plan assumptions are deemed to be sufficient to meet the costs of the contract post procurement.
- 7.3 The Insurance Contract will be subject to annual renewals whereby changes to policies can be made for any change in circumstances e.g. assets sold/bought or for change in use.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 Welland Procurement Unit is being used to ensure that the contract will be in line with the requirements of the Public Contracts Regulations 2015 and the Council's Contract and Grant Procedure Rules.
- 8.2 Contracts with a value in excess of £1m need to be approved by Council in line with Contract and Grant Procedure Rules.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no data protection implications from the decision within the report.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 An Equality Impact Assessment (EqIA) has not been completed for the following as this report does not impact on Council policies and procedures.

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no Community Safety Implications.

12 HEALTH AND WELLBEING IMPLICATIONS

- 12.1 There are no Health and Wellbeing Implications.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 The report updates members on the procurement of the Insurance Services Contract and requests delegation to the Strategic Director for the award of the contract and finalisation of evaluation criteria.

14 BACKGROUND PAPERS

- 14.1 There are no additional background papers to the report.

15 APPENDICES

- 15.1 Appendix A – Roles and Responsibilities

15.2 Appendix B – Detailed timeline

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Appendix A. Roles and Responsibilities

1 BROKER

- 1.1 Prepares the risk profiles, claims history, asset valuations and otherwise packages the Council's risks to present to the market in line with normal practices for this sector and to reflect the Council's requirements and preferences e.g., for a packaged bid from a single provider or separate packages of risk by category (Lotting) such as motor, property etc. to attract more competitive bids.
- 1.2 Lotting (separate packages of insurable risk) may result in more than one insurer and contract.
- 1.3 Some Councils prefer all their risks to be packaged into a single contract to appoint a single provider. A single provider may absorb less administrative resource e.g., for claims handling and annual updates of valuations and risk profiles. A packaged bid may be more attractive (more valuable) to the market.
- 1.4 The Broker will determine the optimum packaging of risks taking account of the Council's requirements, preferences and expectations.
- 1.5 The Broker prepares the tender documents. These include the packages of risk, the evaluation criteria and weightings agreed with the Council (the balance of Price vs Quality in assessing the bids), places the tender on the Brokerage DPS, leads on the evaluation, recommends the provider (or providers) for award.
- 1.6 The Broker will also help prepare the resulting contracts / policy documents for the Council to sign

2 COUNCIL

- 2.1 Provides the necessary financial information, asset valuations, claims history and other information requested by the Broker, to prepare the tender.

3 WELLAND PROCUREMENT

- 3.1 Reviews the Broker's prepared tender for compliance with the Public Contract Regulations and underpinning principles (transparency, equal treatment, non-discrimination), prepares or reviews the award decision and feedback letters and confirmation of award letters, publishes the mandatory Award Notice (unless this is published by the Framework, Administrator or Broker).

Appendix B. Detailed Timeline

Element of Process	Who	When
Meet with Broker to discuss procurement process and finalise timeline/ actions	Broker / Rutland	w/c 04 July 2022
EML property surveys of Rutland County Council locations with a sum insured in excess of £10M (if required)	Broker	July / August 2022
Produce Programme Design/Optimisation report (including actuarial review)	Broker	by 31 August 2022
Meet prospective suppliers (Insurer Pre-Engagement)	Broker / Rutland	w/c 05 September 2022
Issue example Award Criteria for review by Rutland County Council	Broker	by 30 September 2022
Produce draft Contract Notice for Rutland County Council approval	Broker	by 30 September 2022
Draft the Tender Specification for Rutland County Council to review	Broker	by 30 September 2022
Obtain updated claims experiences from current insurers (cut-off at 30 th September 2022)	Rutland	by 31 October 2022
Iterate and update the Tender Specification and add in ancillary documents	Broker	07 November 2022
Award Criteria finalised including weightings	Broker / Rutland	14 November 2022
Meet with Rutland County Council to discuss final version of documents	Broker	w/c 21 November 2022
Complete Tender Specification and sign	Rutland	by 30 November 2022
Publish Contract Notice	Broker	01 December 2022

Last date for submission of clarification questions	Insurance Market	31 December 2022
Date upon which all clarification questions will be responded to	Broker / Rutland	07 January 2023
Closing date for return of tender submissions	Insurance Market	31 January 2023
Commence evaluation, seeking clarifications with insurers if/where necessary	Broker	w/c 6 th February 2023
Meet with Rutland County Council to present tender evaluation report with recommendations	Broker	w/c 20 February 2023
Rutland County Council sign off evaluation report and agree award	Rutland	by 28 th February 2023
Rutland County Council to confirm decisions and instructions to Broker and insurers to be informed	Broker / Rutland	01 March 2023

COUNCIL

5 September 2022

SCRUTINY ANNUAL REPORT 2021-2022

Report of the Scrutiny Commission

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Angela Wakefield, Director for Legal and Governance (Monitoring Officer)	awakefield@rutland.gov.uk
	Jane Narey, Scrutiny Officer	jnarey@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Notes the Scrutiny Annual Report 2021-2022 and approves it's publication.

1 PURPOSE OF THE REPORT

- 1.1 To report the work undertaken by Scrutiny for the 2021-2022 municipal year.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Annual Scrutiny Report provides a summary of the work undertaken by individual Scrutiny Committees and the Scrutiny Commission during 2021- 2022.
- 2.2 It is considered a useful reference for members to be able to see the topics which have recently been covered by Scrutiny and the outcomes. This information may inform future work plans and also provide a basis for recommendations which would enhance the scrutiny function.

3 CONSULTATION

- 3.1 The report was written in consultation with the Scrutiny Committee Chairs for the last municipal year: Councillor P Ainsley, Councillor J Fox and Councillor G Waller.

4 ALTERNATIVE OPTIONS

4.1 The only alternative is not to publish an annual report.

5 FINANCIAL IMPLICATIONS

5.1 There are no financial implications.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 Article 6, paragraph e) of the Constitution states that '*The Strategic Overview and Scrutiny Committee will report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.*'

7 DATA PROTECTION IMPLICATIONS

7.1 There are no data protection implications.

8 EQUALITY IMPACT ASSESSMENT

8.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

9 COMMUNITY SAFETY IMPLICATIONS

9.1 There are no community safety implications.

10 HEALTH AND WELLBEING IMPLICATIONS

10.1 There are no health and wellbeing implications.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

11.1 The Annual Report provides Council with an overview of the work of Scrutiny during the municipal year 2021 – 2022 and is recommended for publication to mark the achievements of Scrutiny.

12 BACKGROUND PAPERS

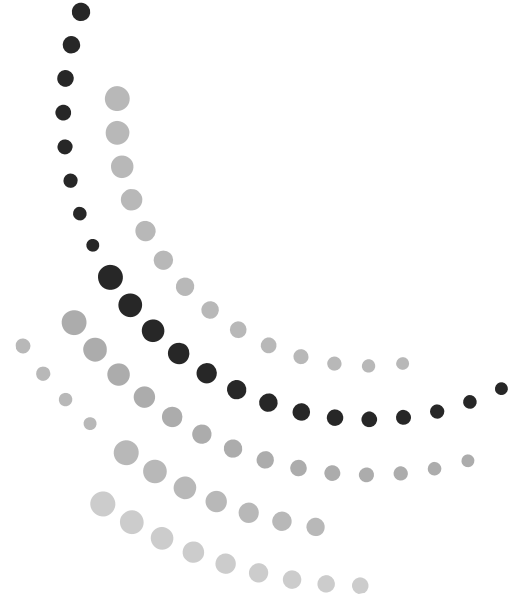
12.1 There are no background papers to the report.

13 APPENDICES

13.1 Appendix A - Scrutiny Annual Report 2021-2022.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank



Scrutiny Annual Report 2021-2022

Version	Version 1.0
Guardian	Jane Narey, Scrutiny Officer inarey@rutland.gov.uk 01572 758311
Date Produced	August 2022
Approved by Full Council	

Summary of Document

The Annual Scrutiny Report provides a summary of the work undertaken by individual Scrutiny Committees and the Scrutiny Commission during 2021-22.

Contents

		Page
1.0	FOREWARD	5
2.0	SCRUTINY COMMISSION	6
3.0	SCRUTINY IN RUTLAND – OVERVIEW	7
4.0	CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE	8
5.0	GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE	10
6.0	ADULTS AND HEALTH SCRUTINY COMMITTEE	14
7.0	JOINT HEALTH OVERVIEW SCRUTINY COMMITTEE	17
8.0	TASK AND FINISH GROUP: BIODIVERSITY	20
9.0	TASK AND FINISH GROUP: PRIMARY CARE	20
10.0	SCRUTINY REVIEW: MOVING FORWARD	21
11.0	FURTHER INFORMATION	23
APPENDIX A		
	Primary Care Task and Finish Group – Terms of Reference	24
APPENDIX B		
	Primary Care Task & Finish Group: Work Plan	27

1.0 FOREWARD

- 1.1 The municipal year 2021/22 saw the Council continue to work in the eye of the global pandemic and the increasing financial pressures caused, in part, by a significant reduction in funding. The Council continued to identify options to reduce net cost in an extraordinarily reactive environment and a growing demand for Council support and services.
- 1.2 The easing of the COVID-19 pandemic restrictions entailed officers returning to their substantive posts with many continuing to work virtually from home.
- 1.3 The Scrutiny Committees also continued to operate virtually through the municipal year but some meetings were held in person and these helped to maintain the positive working relationships.
- 1.4 The main challenge faced this year was the restructure of the Governance team. A number of officers left the Council and Governance was completely re-formed by early 2022 with the recruitment of a new Governance Manager, Governance Officer and Scrutiny Officer, to work alongside the existing Civic Officer.
- 1.5 An Interim Deputy Director Corporate Governance (Monitoring Officer) was also employed whilst the recruitment process for a permanent Director of Legal and Governance was undertaken.
- 1.6 This has been a busy year for the Scrutiny Commission and this report details the variety of topics that have been considered by individual scrutiny committees throughout the past municipal year.
- 1.7 Outside of the scheduled scrutiny meeting programme, the Scrutiny Commission met regularly in order to coordinate the work of Scrutiny, to share best practice and to develop the work programme in accordance with the Scrutiny Commission Terms of Reference.
- 1.8 This Annual Report meets with constitutional requirements but it also gives the opportunity to reflect on the year and recognise achievements whilst looking forward to a new way of scrutiny working following the Scrutiny Review.
- 1.9 We would like to thank everyone who contributed to the Scrutiny function this year including all Members of the Council, Officers, partners and the public.

2.0 SCRUTINY COMMISSION

- 2.1 The Scrutiny Commission is made up of the three Chairs of Scrutiny. There was a change in membership in December 2021 when Councillor G Waller became the Chair of Adults and Health Scrutiny Committee following the promotion of Councillor S Harvey to Portfolio Holder for Health, Wellbeing and Adult Care.
- 2.2 As Chairs, we have met regularly during the municipal year 2021-22 and discussions have included developing Annual Work Plans, holding planned agenda setting meetings and holding pre-meets to organise and explore questioning to make the most of available meeting time.
- 2.3 The Scrutiny Commission has also taken the opportunity to brief each other of the work and meetings of their individual Scrutiny Committees and used the meetings to learn from each other to develop best practice.
- 2.4 The Scrutiny Commission was supported until September 2021 by the Statutory Scrutiny Officer, Joanna Morley and has since been supported by the new Scrutiny Officer, Jane Narey.
- 2.5 The East Midlands Councils Scrutiny network has provided scrutiny members with the opportunity to share knowledge, work programmes and information, as well as providing an opportunity to explore national developments concerning scrutiny.



**Councillor
Paul Ainsley
Chair
Children and Young
People Scrutiny
Committee
Chair of the
Scrutiny
Commission**



**Councillor
June Fox
Chair
Growth,
Infrastructure
and Resources
Scrutiny
Committee**



**Councillor
Sam Harvey
Chair
Adults and Health
Scrutiny
Committee
May – Dec. 2021**



**Councillor
Gale Waller
Chair
Adults and Health
Scrutiny
Committee
Jan. – April 2022**

3.0 SCRUTINY IN RUTLAND – OVERVIEW

- 3.1 In summary the main purpose of Scrutiny, as set out in Part 5 of the RCC Constitution dated December 2020, was to:
- i. Develop policy
 - ii. Hold the Cabinet (Executive) to account
 - iii. Carry out investigations into specific issues
 - iv. Carry out and service Best Value reviews etc.
 - v. Provide a means for consulting the community, service users, service providers and other interested parties.
 - vi. Act as expert witnesses on services
 - vii. Scrutinise external bodies providing services to or affecting the community.
- 3.2 At Rutland, the Scrutiny function was split between 3 committees:
- i. Adults and Health
 - ii. Children and Young People
 - iii. Growth, Infrastructure and Resources
- 3.3 Each of the Scrutiny Committees scheduled 5 ordinary meetings throughout the 2021-22 Municipal Year, plus the meetings held in January to scrutinise the budget.
- 3.4 An additional meeting was held by the Adults and Health Scrutiny Committee in December 2021 and the Growth, Infrastructure and Resources Scrutiny Committee held a special meeting in October 2021 and an informal briefing in November 2021.
- 3.5 Further details of the topics considered by each Scrutiny Committee, along with the outcome of reviews can be found below.

4.0 CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

4.1 Summary of Items Considered

Date	Topic	Brief Details
24 June 2021	Rutland Children's Services Offer	Update on the progress of the review of RCC's children's services offer and an opportunity for scrutiny to consider whether the right priorities were being followed and whether anything more needed to be considered.
	Annual Work Plan	Discussion on substantive items for scrutiny and inclusion in the Children and Young People Scrutiny Committee work plan for the municipal year 2021-2022.
30 September 2021	Addressing the Impact of COVID on the Education of Rutland Children and Young People	Information on the response from the Rutland education sector to mitigate the impact of the disruption to the education of children and young people in early years settings and schools during the COVID-19 pandemic.
	Review of Children's Services Ofsted Improvement Plan	Update on the progress of actions taken in response to the areas for improvement identified by Ofsted.
	Children's Services Q1 Performance	Update on the key performance indicators (KPIs) for Children's Services for consideration and comment by the committee.
16 December 2021	Review of Commissioned Services and Youth Offending	Update on the key processes and developments in Children's Services commissioning.
	SEND Recovery Plan Projects: Update	Information regarding the inclusionary offer for children with SEND and the actions in place to develop confidence in inclusion of the SEND sector wide system and workforce and to address the growing demand for services and increased pressure on the Delegated Schools Grant, (DSG) High Needs Budget, (HNF)
	Children's Services Q2 Performance	Update on the key performance indicators (KPIs) for Children's Services for consideration and comment by the committee.

26 January 2022	Draft Revenue and Capital Budget 2022/23	This Special Joint Scrutiny Committee was asked to provide comments and views on the draft budget before the final budget report was recommended by Cabinet to Council in February 2022.
	Fees and Charges 2022/23	The Special Joint Scrutiny Committee was asked to provide comments and views before the report was sent to Cabinet in February 2022 for approval.
24 February 2022	Development of Family Hubs and the Early Help Offer	To update the Committee on the national and local Family Hub programme and to note the opportunities and actions to develop a Family Hub for Rutland.
	Domestic Abuse Strategy: Update	To raise awareness of the local authority responsibilities and duties following the introduction of the Domestic Abuse Act 2021 in April 2021 which came into force in October 2021 and to present the findings from the local strategic needs assessment and provide opportunity to review the subsequent Domestic Abuse Strategy.
	Children's Services Q3 Performance	Update on the key performance indicators (KPIs) for Children's Services for consideration and comment by the committee.
21 April 2022	Children's Services: Update	To inform the Committee on the progress being made in children's social care and actions taken in response to the areas for improvement identified by Ofsted and our own quality assurance processes.
	SEND Service Performance and Update	To update the Committee on the developments and performance of the SEND service and to note the drivers which require a whole system change.

4.2 Chair's Review – Councillor P Ainsley

This was a busy year and the annual work plan reflected a wide range of topic areas.

With a view to assisting with the development of policy, the first CYP scrutiny meeting of the municipal year provided an opportunity to input into the new Rutland Children and Young People’s Strategic Plan / Children’s Service Offer and for scrutiny to consider whether the right priorities were being followed and whether anything more needed to be considered.

Scrutiny was concerned about the impact of COVID on educational outcomes and what steps were being considered / taken to address academic catch up and the steps being considered / taken to provide mental-health support for our young people.

The final committee of the year followed up on concerns raised by three deputations from SEND parents. After a healthy and vigorous debate, the committee recommended that the Children’s Services actively engaged with the newly formed parent group, SEND Active Rutland, to assist in the improvement of communication with parents.

It is with regret that I note that the final CYP scrutiny committee was held on the 21st April 2022 and that Council has resolved to trial a new one committee approach, over the next 12 months.

5.0 GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE

5.1 Summary of Items Considered

Date	Topic	Brief Details
10 June 2021	Q4 Outturn Finance Management Report	To inform the committee of the: <ul style="list-style-type: none"> • Provisional revenue and capital outturn for 20/21 including the impact of COVID-19 on the Councils finances. • Latest position on the 21/22 budget. • Latest Medium Term Financial Plan position including the financial gap.
	Waste Strategy Consultation Document	Comment requested on the Public Consultation Document that went live on 7 June 2021
	Catmose Sports Contract Update	Committee to review the proposals to be put to Cabinet regarding funding for the Catmose Sports facility in advance of consideration by Cabinet at their meeting on 15 June 2021.

	Annual Work Plan	Discussion on substantive items for scrutiny and inclusion in the Growth, Infrastructure and Resources Scrutiny Committee work plan for the municipal year 2021-2022.
16 September 2021	Municipal Waste Management and Streetscene Strategy 2021-2035	To brief the Committee on the new updated strategy which will reflect current pressures, opportunities and legislative changes.
	Waste Options Appraisal	To brief the Committee on the Stage 1 Options Appraisal modelling results and the preferred option for progression to the Stage 2 modelling.
	Climate Action Network Group: Progress to Date	Verbal update from the Portfolio Holder for Communities, Environment and Climate Change on the progress made by the Climate Action Network Group (including the Biodiversity Task and Finish Group)
	Parking Strategy: Update	Verbal update from the Portfolio Holder for Communities, Environment and Climate Change on the development of the new parking strategy.
7 October 2021 SPECIAL MEETING	Leisure Contract: Business Case	To consider the development of the draft Rutland Leisure and Wellbeing Needs Analysis and provide comments such that recommendations for Cabinet can be developed to shape the future of leisure provision for the County.
9 November 2021 INFORMAL BRIEFING	Final Highways Strategy	To brief the Committee on the Highway Infrastructure Asset Management Plan (HIAMP) following public consultation.
	Waste Strategy	To brief the Committee on the procurement process and timeline for a new waste collection contract.
18 November 2021	Mid-Year Revenue Finance Update	To provide all Members with an update on the revenue budget position for 21/22 and the future outlook and in particular progress on closing the financial gap which stood at £2.7m for 22/23 (at the time the Council set its original budget in February 2021).
	Mid-Year Capital Programme Update	To provide all Members with an update on the delivery of the capital

		programme as at the end of September 2021.
	Developer Contributions	To notify Scrutiny on the background to and current management and administration of developer contributions, including the Community Infrastructure Levy and to enable the Scrutiny Committee to comment on the draft Infrastructure Funding Statement, prior to its consideration by Cabinet in December.
	Biodiversity Task and Finish Group: Final Report	To present the findings of the Biodiversity Task and Finish Group.
27 January 2022	Draft Revenue and Capital Budget 2022/23	This Committee was asked to provide comments and views on the draft budget before the final budget report was recommended by Cabinet to Council in February 2022.
	Fees and Charges 2022/23	The Committee was asked to provide comments and views before the report was sent to Cabinet in February 2022 for approval.
10 February 2022	Oakham Town Centre: Update	Request from a member of the public for an update regarding improvement works to Oakham Town Centre.
	4Oakham: Update	To brief the Committee on the current status of the project group.
	The Interim Trajectory of Development and CIL Income	To brief the Committee on the progress with the interim assessment of the trajectory of future development, potential CIL income and the impact on the infrastructure.
	Grounds Maintenance and Forestry Procurement: Update	To brief the Committee on the procurement process and timeline for a new grounds' maintenance contract and a forestry contract.
	Waste Contract: Update	To update the Committee on the progress made in the procurement process for a new waste collection contract following public consultation.
	Leisure Contract: Update	To update the Committee on the progress made in the procurement process for a new leisure contract.
	Minerals Authority Contract	Request for the matter of the contract award for the provision of minerals and waste planning advice to be referred to the

		Scrutiny Committee for its consideration particularly on the arrangements for the performance monitoring of the contract to ensure value for money.
	Carbon Management Controls: New Legislation	Motion from Councillor A Brown that the Council becomes more proactive in looking after Rutland's environment in light of proposed new legislation.
7 April 2022	Culture Review	For the Committee to consider the initiation of the Rutland Culture Review and provide comments to inform a future Cabinet decision on the project, which will shape the future of cultural provision for the County.
	Revised Parking Policy: Update	To update the Committee on the public consultation regarding the revised Parking Policy.
	Domestic Waste and Related Contracts - Options	To outline the available options for a new waste collection service and to make recommendations on the best option for waste collection in Rutland.
	Leisure Update	To update the Committee on the progress of the leisure review and to recommend to Cabinet the preferred option for the future of the Catmose Sports facility.

5.2 Chair's Review – Councillor J Fox

At the beginning of the municipal year the committee made the decision to be involved in the Waste Contract and Leisure Business Case from the initial consultation stage. This provided an opportunity to comment and give constructive feedback throughout the year.

We also visited the County's offering in our Leisure Facilities, so we were able to give an informed contribution.

Although it was an extremely busy year with a very heavy agenda, I know myself and the members of the committee really enjoyed the year and found our input to be extremely rewarding and worthwhile.

6.0 ADULTS AND HEALTH SCRUTINY COMMITTEE

6.1 Summary of Items Considered

Date	Topic	Brief Details
17 June 2021	Access to Primary Care Services	To brief the Committee on issues regarding access to primary care services as a result of the pandemic.
	Health Performance	To update the Committee on Rutland health performance, or where not accessible, East Leicestershire and Rutland Clinical Commissioning Group level performance based on available data in May 2021.
	Adult Services Performance Figures	Update on the key performance indicators (KPIs) for adult services for consideration and comment by the committee.
	Annual Work Plan 2021-2022	Discussion on substantive items for scrutiny and inclusion in the Adults and Health Scrutiny Committee work plan for the municipal year 2021-2022.
9 September 2021	Place Led Plan	To brief the Committee on the proposed changes to the NHS and of the work done to date.
	Performance Management: Update	Update on the key performance indicators (KPIs) for adult services for consideration and comment by the committee.
25 November 2021	Provision of Post COVID Support	To update the Committee on the post COVID support given by Adult Social Care, carers and care homes including an update on service pressures, capacity and the impact upon services from the new care homes within Rutland.
	Access to Primary Care for Rutland Residents	Joint presentation from the LLR Clinical Commissioning Groups, the Primary Care Network and Oakham Medical Practice on the issues regarding access to primary care services as a result of the pandemic.
	Public Health and CCG Quarterly Performance Data	Outlines the position on Leicester, Leicestershire and Rutland (LLR)

		Health System Governance, Structure and Design Group formation and an update on the 2021/22 NHS Oversight Framework. As the Clinical Commissioning Groups (CCGs) move from three CCGs to an Integrated Care System (ICS), the governance reflects the move to work towards a shared vision and ownership of health solutions.
9 December 2021 ADDITIONAL MEETING	Draft Rutland Health and Wellbeing Strategy (Place Led Plan)	To discuss the draft Rutland Health and Wellbeing Strategy (Place Led Plan) which was open for public consultation.
26 January 2022	Draft Revenue and Capital Budget 2022/23	This Special Joint Scrutiny Committee was asked to provide comments and views on the draft budget before the final budget report was recommended by Cabinet to Council in February 2022.
	Fees and Charges 2022/23	The Special Joint Scrutiny Committee was asked to provide comments and views before the report was sent to Cabinet in February 2022 for approval.
17 February 2022	Enhanced Public Health Offer	To update the Committee on the increased amount of commissioned Public Health support received by RCC from the Leicestershire Public Health team to enable a more comprehensive and strategic Public Health offer across Rutland through the work of the Council and the wider Integrated Care System.
	Election of a New Vice Chair	To elect a new Vice Chair following the departure of Councillor S Harvey and the appointment of Councillor Waller as the new Chair.
	Rutland Health and Wellbeing Strategy	To request feedback from the Committee on the Joint Rutland Health and Wellbeing Strategy Delivery Plan, which was part of the wider Rutland Joint Health and Wellbeing Strategy 2022-27.
	Primary Care Task & Finish Group: Preliminary Report	To update the Committee on the preliminary findings of the Primary Care Task and Finish Group regarding its

		investigation into the access of primary care services by Rutland residents.
31 March 2022	Access to Primary Care for Rutland Residents	Update from Lakeside Healthcare Stamford regarding how The Sheep Market Surgery and St. Mary's Surgery in Stamford were operating and the progress made regarding the improvement plans.
	Primary Care Task and Finish Group: Final Report	To update the Committee on the findings of the Primary Care Task and Finish Group regarding its investigation into the access of primary care services by Rutland residents and its recommendations for the long-term demand for primary care.
	Adult Services Performance Data and Risk Register	Update on the key performance indicators (KPIs) for adult services for consideration and comment by the committee and ensuring that it matches the current identified risks and identifies any possible priorities for review in 2022/23.

6.2 Chair's Review – Councillor G Waller

The COVID pandemic dominated the work of this committee, both directly and indirectly. Directly, we considered its impact on the population of Rutland, for example on residents' ability to access primary health care because of changes to services brought by the pandemic. Indirectly, it did on occasion make it difficult for us to meet with health colleagues because of their COVID related commitments. We were, however, impressed with the delivery of COVID vaccinations in Rutland and commended staff and volunteers for their work.

Access to health services formed a major part of the year's work as we heard from LLR's Clinical Commissioning Group on what actions they were taking to improve access and considered the draft Rutland Health and Wellbeing Strategy and how the strategy would be part of the development of the Integrated Care System and Rutland being managed as a "Place" under this new system.

Following complaints from residents, a Task and Finish Group was commissioned to review primary care (see below for more details). This focussed on Rutland but, aware that many Rutland residents on the East of the County access primary care in Stamford, we also scrutinised staff from

Lakeside Health Centre, Stamford, following their unsatisfactory CQC report. We wanted to reassure Rutland's residents that Lakeside were taking steps to improve.

RCC's representatives on the Leicester, Leicestershire and Rutland Joint Health Overview and Scrutiny Committee played a full part in the work of this committee (see below). We were particularly concerned about dental outcomes in Rutland and raised a number of questions. We recommended dentistry be considered by the Adult and Health Scrutiny Committee but our NHS colleagues were unable to attend our meetings. This issue will be revisited in 2022-23 municipal year. We also used the joint scrutiny committee to raise issues around access to services, including mental health services, for those of us living in Rutland as so many services are only delivered in Leicester.

I note the new scrutiny arrangements from 2022-23 but am confident that both health and social care issues will be considered, as appropriate, under the new arrangements.

7.0 JOINT HEALTH OVERVIEW SCRUTINY COMMITTEE

7.1 In addition to the items above, we were and still are part of the Joint Health Overview Scrutiny with our colleagues in Leicester City and Leicestershire. The purpose of the Joint HOSC is to scrutinise health issues and consultations that impact across the whole of the LLR area.

7.2 Summary of Items Considered

Date	Topic	Brief Details
6 July 2021	Analysis of UHL Acute and Maternity Reconfiguration Consultation Results	Presentation update on the UHL Acute and Maternity Reconfiguration Consultation results.
	COVID-19 Vaccination Programme Update	Presentation update on the COVID-19 Vaccination Programme with a focus on recent data including vaccination patterns across the City and County.
13 September 2021	Dental Services in Leicester, Leicestershire and Rutland and the NHS England and NHS Improvement Response	Report providing an overview of NHS dental services commissioned in Leicester, Leicestershire and Rutland and an update on the impact of the

	to Healthwatch SEND Report.	ongoing COVID19 pandemic on those services.
	Transition of Children's Services from Glenfield Hospital to the Kensington Building at Leicester Royal Infirmary Progress Report.	Presentation detailing progress on the transition of the Children's Services from the Glenfield Hospital to the Kensington Building at Leicester Royal Infirmary
	COVID-19 and the Autumn/Winter Vaccination Programme: Update	Verbal update on the COVID 19 and Autumn/ Winter vaccination programmes including recent data and vaccination patterns across Leicester, Leicestershire and Rutland.
	UHL Acute and Maternity Reconfiguration – Building Better Hospitals: Update	Verbal update on the UHL Acute and Maternity Reconfiguration
	Integrated Care Systems Update	Verbal update from the Independent Chair, David Sissling of the Leicester, Leicestershire and Rutland Integrated Care System, on his vision for the Integrated Care Systems.
16 November 2021	Updated Report on Dental Services in LLR; NHS England & NHS Improvement Response to Healthwatch SEND Report	Updated report on the provision of NHS dental services commissioned in Leicester, Leicestershire and Rutland together with an overview of the ongoing effects of the COVID 19 pandemic and the steps being taken to restore and recover service provisions
	COVID-19 and the Autumn/Winter Vaccination Programme: Update	Update on the COVID-19 and the Autumn/Winter vaccination programme.
	Black Maternal Healthcare and Mortality	Report on black maternal healthcare and mortality, including details of what the local maternity and neonatal system is doing to address health inequalities and poor outcomes for women of a black and minority ethnic background.

	Leicester, Leicestershire and Rutland Integrated Care System Update	Report providing an overview of the LLR Integrated Care System considering recent guidance issued by NHS England and the Health and Care Bill.
15 February 2022	Findings and Analysis of the Step Up to Great Mental Health Consultation – Leicester, Leicestershire and Rutland CCGs and LPT	Report and joint presentation from CCGs and LPT, explaining the proposals and associated background information in relation to the Step Up to Great Mental Health Consultation, as well as analysis of responses and highlighted themes
	Outcome of the LPT CQC Inspection	Report and presentation providing a summary of the CQC inspection process, along with details of areas of strength and improvement that have been identified
28 March 2022	Integrated Care System: Update	Report on the progress made towards the establishment of the Leicester, Leicestershire and Rutland Integrated Care Board.
	COVID 19 and Vaccination Programme: Update	Verbal update on the current position around COVID 19 and the ongoing vaccination programmes.
	Update on General Activities at University Hospitals Leicester	Verbal update on general activities regarding University Hospitals Leicester
	EMAS - New Clinical Operating Model and Specialist Practitioners	Update report on the East Midlands Ambulance Service (EMAS) Clinical Operating Model and the introduction of Specialist Practitioners.
	Re-Procurement of the Non-Emergency Patient Transport Service (NEPTS)	Presentation on the re-procurement of the Non-Emergency Patient Transport Service (NEPTS).
	Interim Update on LPT Response to CQC Inspection – Dormitory Eradication Programme	Report on eliminating mental health dormitory accommodation at LPT together with a brief update on

		the LPT response to CQC inspection.
	Transforming Care in Leicester, Leicestershire and Rutland – Learning Disabilities Update	Report on the improvement performance and outcomes for people who live in Leicester, Leicestershire and Rutland with a learning disability or autism.

8.0 TASK AND FINISH GROUP: BIODIVERSITY

- 8.1 At its meeting on the 14th October 2019, Full Council resolved to set up a Task and Finish Group to inform the review and development of a Biodiversity Strategy for Rutland.
- 8.2 The purpose of the Task and Finish Group was to gain an understanding of biodiversity issues and explore best practice at other Councils and in other areas to identify ways in which biodiversity in Rutland may be improved. These findings would form the basis of recommendations which would inform the review and development of a Biodiversity Strategy for RCC.
- 8.3 The Group intended to report back to Council on its findings in March 2020 but the meeting was cancelled due to the pandemic.
- 8.4 The final report was presented to the Growth and Infrastructure Scrutiny Committee on the 18th November 2021, where the Task and Finish Group was formerly closed. It was also agreed that Councillor Stephenson would report to Cabinet detailing the group’s recommendations and how they had played an important part in informing the Members’ Climate Action Group.

9.0 TASK AND FINISH GROUP: PRIMARY CARE

- 9.1 At the meeting on the 11th October 2021, Full Council agreed to the formation of a time limited, cross-party Scrutiny Task and Finish Group to review Primary Care in Rutland.
- 9.2 The formation of the group had been the result of a number of factors namely:
- As the pandemic had progressed, so had members correspondence from residents highlighting concerns on accessing Primary Care.
 - Healthwatch Rutland had been receiving reports from residents and raising concerns since December 2020.
 - Nationally, face-to-face access to General Practice was a concern.

- d) In September 2021, Rutland County Council had voted to withdraw the Draft Local Plan and begin the process again. This had left a gap in the medium to long-term infrastructure planning.
 - e) In April 2022, the new Integrated Care System (ICS) would be implemented and this would be a service led system.
- 9.3 The purpose of the group was to review current access to Primary Care and help co-produce a future vision that would address emerging issues in this area.
- 9.4 The Group's Terms of Reference were approved by Council on the 11th October 2021, with Councillor Paul Ainsley as Chair and Councillor Samantha Harvey as Vice-Chair. These were subsequently updated in January 2022 (see Appendix A) with Councillor P Browne as the Vice Chair, following Councillor Harvey's promotion to Cabinet.
- 9.5 The membership of the Primary Care Task and Finish Group was comprised as follows:
- 1. Councillor P Ainsley CHAIR
 - 2. Councillor P Browne VICE CHAIR
 - 3. Councillor E Baines
 - 4. Councillor D Blanksby
 - 5. Councillor G Brown
 - 6. Councillor M Jones
 - 7. Councillor L Toseland
- 9.6 The Group met regularly between November 2021 and March 2022 and a detailed Work Plan was produced (see Appendix B).
- 9.7 Following presentation of the final report to the Adults and Health Scrutiny Committee on the 31st March 2022 and the Rutland Health and Wellbeing Board on the 5th April 2022, it was agreed that an additional public survey would be completed by January 2023. The public survey would be driven by the Health and Wellbeing Board to gauge public satisfaction with improvement in the key areas identified by the Primary Care Task and Finish Group.

10.0 SCRUTINY REVIEW: MOVING FORWARD

- 10.1 The Constitution Review Working Group began a review of the Council's scrutiny functions in November 2021 following a request by Audit and Risk Committee and Council at their meetings on the 30th November 2021 and 13th December 2021 respectively.

- 10.2 The review was led by the Monitoring Officer and began in November 2021 with an all-member survey which was followed by a series of remote interviews with Members and Senior Officers.
- 10.3 The review identified that:
1. There was a lack of shared understanding about the purpose of scrutiny.
 2. There were a significant number of meetings given the Council's scale and these led to very few recommendations that had resulted in service improvement or had helped to achieve corporate or partnership priorities.
 3. Members did not believe the current arrangements were effective in providing Value for Money.
 4. The number of meetings was not helping to focus or prioritise work.
 5. There was limited evidence of public involvement.
 6. There had not been sufficient training or development for Members.
 7. The quality of the chairing of meetings was mixed.
 8. Agenda setting was not driven by Scrutiny objectives or a forward view and was very reactive or followed the Cabinet agenda.
- 10.4 The recommendation from the review was that there should be a radical change to the scrutiny function at Rutland County Council. It proposed a move away from the three service scrutiny committees to one strategic body, with commissioning powers to set up small Working Groups, Task and Finish Groups, Single Issue Panels and/or Inquiries to undertake the detailed challenge work within their respective remits.
- 10.5 The final report ([Report No. 74/2022](#)) was presented to Council at its meeting on the 11th April 2022. Council approved the following recommendations:
1. That the Scrutiny function should be relaunched, championed by the Scrutiny Commission, the Leader of the Council, and the Chief Executive, with a Rutland Scrutiny Improvement Plan setting out the ambition and expectations for the function based on a partnership of mutual respect, transparency, and constructive challenge.
 2. That the Council should move away from the existing 3-committee and commission system for overview and scrutiny to a single Strategic Overview and Scrutiny Committee.
 3. That a review would be undertaken on the effectiveness of the Strategic Overview and Scrutiny Committee in March of 2023 after a full municipal year's operation with a report back to Council.
- 10.6 The new Terms of Reference for the Strategic Overview and Scrutiny Committee and the subsequent revised Constitution were approved at Annual

Council on the 9th May 2022 as part of the Review of the Constitution (Report No. 89/2022).

- 10.7 As of the 10th May 2022, the three scrutiny committees – Adults and Health, Children and Young People and Growth, Infrastructure and Resources – were formally disbanded and the Strategic Overview and Scrutiny Committee was created.

11.0 FURTHER INFORMATION

If you would like further information about the Strategic Overview and Scrutiny Committee, please contact the Governance Team:

Governance Team
Rutland County Council
Catmose
OAKHAM
Rutland
LE15 6HP

Tel: 01572 722577

Email: governance@rutland.gov.uk

Website: <https://www.rutland.gov.uk/my-council/how-the-council-works/overview-and-scrutiny/>

APPENDIX A

Primary Care Task and Finish Group – Terms of Reference

Approved by Council: 11 October 2021

1. Purpose

The purpose of this document is to define the Terms of Reference for the scrutiny task and finish group on Primary Care in Rutland.

2. Background

- i. As the pandemic has progressed, so has members correspondence from Residents highlighting concerns on accessing Primary Care.
- ii. Healthwatch Rutland have been receiving reports from residents and raising concerns since December 2020
- iii. Nationally, face to face access to General Practice is a concern.
- iv. In September 2021, Rutland County Council voted to withdraw the Draft Local Plan and begin the process again, this means the strategic medium to long-term infrastructure plan now has to be reviewed.
- v. Housing growth and access (alongside transport) are some of the key concerns/issues that have been raised recently and form part of the emerging Rutland Place led Plan (otherwise known as the joint health and well-being strategy)
- vi. In April 2022, the new Integrated Care System (ICS) will be implemented, this is a service led system.
- vii. There is therefore an urgency in reviewing this matter and the wider contribution the Council can play in resolving these issues

3. Aims and Objectives

- To understand what Primary Care is available to the residents and how this can be accessed and understand the resident's perspective of this, highlighting the gaps.
- To understand the current and projected demand for primary care services
- To understand the projections and potential locations of new housing developments within the County
- To develop an understanding on the medium-term pressures on the infrastructure estate of Primary Care
- To develop an understanding of the NHS Capital Investment programme and the local funding priorities

- To make recommendations on “quick wins” to help close the gap between what is available and the resident’s perspective of this.
- To explore how different delivery models, including the use of technology, could reduce pressures on the operational estate
- To make recommendation based on the findings for the long-term infrastructure planning for Primary Care in Rutland.

4. Proposed Scrutiny Task and Finish Group Members

At a meeting on the 22nd September 2021, the Scrutiny Commission proposed to bring forward a combined scrutiny Task & Finish Group to evaluate and gain evidence on the matter.

It is proposed that the Adults and Health Scrutiny Committee oversee the work of the Task and Finish Group.

Membership of the group will be politically balanced in accordance with Procedure Rule 15 and nominations should be sent to Governance by 29 October.

- There is an expectation that members will be co-ordinating and delivering face to face and telephone interviews as part of the initial evidence gathering sessions, as such, members will need to have some flexibility of time, especially in the first two months.
- It is proposed that the Group will comprise 7 Councillors to enable the Group to be comprised of those Councillors who have the time available to enable them to actively participate.

5. Chairman

Councillor Paul Ainsley will Chair. Councillor P Browne will be Vice-Chair.

6. Length of Review

The review is expected to take no more than six months and the Group will be aiming to deliver their final report to Adults and Health Scrutiny Committee for referral to April’s Council meeting.

7. Timetable

The timetable, and the frequency and timing of meetings will be determined by the Task and Finish Group at their first meeting. However, there will be a meeting in November 2021, December 2021 and March 2022.

8. Methodology/Approach

The following information will be considered by the Group:

- Gain evidence from patients, carers, residents and Healthwatch on their experience of accessing care.
- Gain evidence from practices on the delivery of care
- Gain an understanding of how different models and technology can help improve access
- Understand and report on how infrastructure is modelled by the CCG and the operational estate is currently maintained
- Gain an understanding of how the NHS capital investment programme is developed and funded and the implications for the local area
- Understand how, as a Local Authority, we can work with, and influence, stakeholders to improve medium- and long-term infrastructure planning.

9. Reporting

- An interim report will be delivered with provisional findings and recommendations in January 2022, this also allows time to support and supplement the Rutland Place-led plan.
- The Group will submit a final report to Adults and Health Scrutiny Committee for endorsement and approval of its recommendations to Cabinet and Council

10. Officer Support

The Group will be assisted by the Governance Team for secretariat

The group will also be assisted by John Morley, Strategic Director of Adult Services and Health, and Penny Sharp, Strategic Director Place.

11. Finance

It is not anticipated to require additional budget in this financial year.

APPENDIX B

Primary Care Task & Finish Group: Work Plan

DATE / TIME		TASK		COMPLETED
18-Nov-2021	11:00	Agenda Setting	T & F Agenda Setting and Time scales	COMPLETED
22-Nov-2021	-	Deadline for submission of T&F docs for initial meeting		COMPLETED
29-Nov-2021	18:30	T & F GROUP INITIAL MEETING	Approval of documents	COMPLETED
08-Dec-21	18:00	T&F GROUP MEETING Proposed Consultation Launch Assumes H&W board meeting for discussion of Place Led Plan will be held on 22nd Feb	Comms to assist with launch activities. HWB 22nd Feb	COMPLETED
05-Jan-2022	18:00	T&F GROUP MEETING		COMPLETED
07-Jan- 2021	-	Patient Consultation Complete	Redirect to Have your say Healthwatch Rutland	COMPLETED
11-Jan-2022	-	GP Questionnaire sent out		COMPLETED
17-Jan-2022	11:00	T&F GROUP MEETING Write initial report		COMPLETED
25-Jan-2022	18:00	T&F GROUP MEETING GP Questionnaire complete		COMPLETED
02-Feb-2022	12:00	DEADLINE for initial report to be with Governance for Adults	Publish Date: 09/02/22	COMPLETED

		and Health Scrutiny meeting on 17/02		
07-Feb-2022	18:00	T&F GROUP MEETING Start compiling final report		COMPLETED
07-Feb-2022	12:00	DEADLINE for report to be with Governance for Special Health and Wellbeing Board meeting on 22/02	Publish Date: 14/02/22	COMPLETED
17-Feb-2022	19:00	Adults and Health Scrutiny	Present Initial Report	COMPLETED
21-Feb-2022	19:00	T&F GROUP MEETING Feedback from Primary Care Network and LLR CCGs		COMPLETED
22-Feb-2022	14:00	Special Health & Wellbeing Board	Present Initial Report	COMPLETED
07-Mar-2022	18:00	T&F GROUP MEETING Review of final report		COMPLETED
10-Mar-2022	10:30	T&F GROUP MEETING Final meeting		COMPLETED
16-Mar-2022	12:00	DEADLINE for report to be with Governance for Adults and Health Scrutiny meeting on 31/03	Publish Date: 23/03/22	COMPLETED
21-Mar-2022	12:00	DEADLINE for report to be with Governance for Health & Wellbeing Board meeting on 05/04	Publish Date: 28/03/22	COMPLETED
28-Mar-2022	12:00	DEADLINE for report to be with Governance for Full Council meeting on 11/04	Publish Date: 01/04/22	COMPLETED

31-Mar-2022	19:00	Adults and Health Scrutiny	Present Final Report	COMPLETED
05-Apr-2022	14:00	Health & Wellbeing Board (Final Plan)	Present Final Report	COMPLETED
06-Apr-2022	-	Leader and Cabinet Members	Send Final Report	COMPLETED
11-Apr-2022	19:00	Full Council	Present Final Report	COMPLETED

Events Attended

05-Dec-2022	Christmas Fayre at Cutts Close
15-Dec-2022	Oakham Late Night Shopping
17-Dec-2022	Uppingham Late Night Shopping

A large print version of this document is available on request



Rutland
County Council

Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk

COUNCIL

5 September 2022

A GUIDE TO STRATEGIC OVERVIEW AND SCRUTINY

Report of the Strategic Overview and Scrutiny Committee

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Angela Wakefield, Director of Legal and Governance	01572 758220 awakefield@rutland.gov.uk
	Tom Delaney, Governance Manager	01572 720993 tdelaney@rutland.gov.uk
	Jane Narey, Scrutiny Officer	01572 722577 jnarey@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Notes the Guide to Strategic Overview and Scrutiny and approves its publication.

1 PURPOSE OF THE REPORT

- 1.1 To present the recently prepared Guide to Strategic Overview and Scrutiny to Council to approve for publication.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 At the meeting of Council on 11 April 2022 it was agreed to move away from the previous model of three Committees to a single Strategic Committee with a greater emphasis on small Task and Finish Groups and Evidence Panels.
- 2.2 In order to assist in embedding the new function it was considered appropriate to produce a new guide to Scrutiny for sharing with the public where required.
- 2.3 The guide explains how overview and scrutiny works at Rutland County Council. It aims to help members of the public better understand the process and explain how they can be involved with it.

3 CONSULTATION

- 3.1 The guide was prepared in consultation with the Chair of the Strategic Overview and Scrutiny Committee.
- 3.2 The Guide was then presented to the Strategic Overview and Scrutiny Committee at its inaugural meeting on 9 June 2022 and the version presented to Council reflects the changes requested by the Committee.
- 3.3 The Guide was also presented to an informal session of the Constitution Commission on 7 July 2022 and the Commission had no additional changes to those of the Strategic Overview and Scrutiny Committee.

4 ALTERNATIVE OPTIONS

- 4.1 Council may wish to request further changes prior to publication, however a number of Members have already reviewed the Guide through the Strategic Overview and Scrutiny Committee and Constitution Commission.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications arising from the report.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 Statutory guidance on Overview and Scrutiny in Local and Combined Authorities issued in 2019 sets out the Council's responsibility to communicate scrutiny's role to the public and the publication of this guide will assist in this.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has not been completed because no personal information has been processed in the preparation of the report.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no community safety implications arising from the report.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and wellbeing implications arising from the report.

11 ORGANISATIONAL IMPLICATIONS

- 11.1 There are no organisational implications.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 The Guide explains how overview and scrutiny works at Rutland County Council

and aims to help members of the public better understand the process and explain how they can be involved with it. The Guide is therefore recommended for approval and publication.

13 BACKGROUND PAPERS

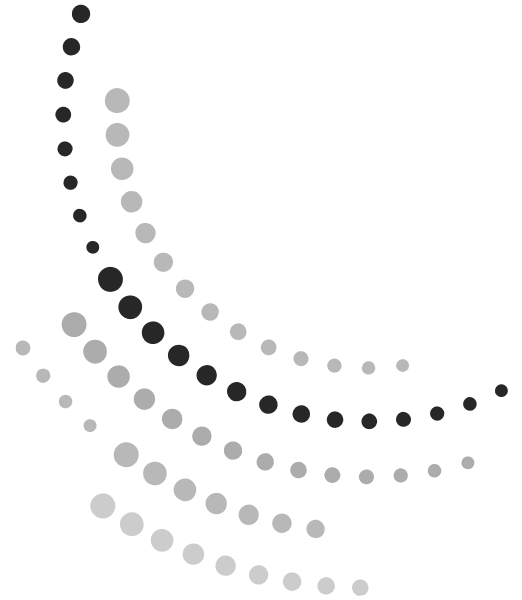
- 13.1 Agendas and minutes of the Strategic Overview and Scrutiny Committee on 6 June and the informal session of the Constitution Commission on 7 July 2022.

14 APPENDICES

- 14.1 Appendix A – A Guide to Strategic Overview and Scrutiny

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank



A Guide to Strategic Overview and Scrutiny

Version & Policy Number	Version 0.9
Guardian	Governance
Date Produced	21 June 2022
Next Review Date	

Approved by Scrutiny	9 June 2022
Approved by Cabinet	
Approved by Full Council	

Summary

This guide explains how overview and scrutiny works at Rutland County Council. It aims to help members of the public better understand the process and explain how they can be involved with it.

Contents

		<i>Page</i>
1.0	Welcome	4
2.0	How does Scrutiny Work in Rutland?	4
3.0	What does Scrutiny do?	4
4.0	The Scrutiny Committee Work Plan	5
5.0	Can members of the public suggest a topic to be scrutinised?	5
6.0	Can members of the public attend a Strategic Overview and Scrutiny Committee Meeting?	5
7.0	Scrutiny of Performance	6
8.0	Scrutiny of Finance	6
9.0	Regional and Joint Scrutiny	6

WELCOME

- 1.1 This guide outlines the work of our Strategic Overview and Scrutiny Committee.
- 1.2 The role of scrutiny is to look at issues that matter to Rutland residents, challenge decision takers and drive improvement.
- 1.3 The scrutiny committee does not deal with individual queries, concerns or complaints.

2.0 HOW DOES SCRUTINY WORK IN RUTLAND?

- 2.1 Rutland County Council has one Strategic Overview and Scrutiny Committee that has responsibility for scrutinising all areas of council and partnership working.
- 2.2 The Committee meets once a month but, very occasionally, the committee will hold an additional meeting, for example to deal with items 'Called-In'¹ by members.
- 2.3 The Strategic Overview and Scrutiny Committee is made up of nine elected members. Membership details, meetings dates, agendas and previous minutes can be found on the council's website at <https://rutlandcounty.moderngov.co.uk/mgCommitteeDetails.aspx?ID=429>

3.0 WHAT DOES SCRUTINY DO?

- 3.1 The scrutiny committee helps shape policy, checks resources are used responsibly and ensures that those in power hear the voices of Rutland residents.
- 3.2 Full details about the scrutiny process including the committee's procedure rules can be found in the constitution on the council's website: Council Constitution.

¹ Members can call-in an official decision if they think it has been made incorrectly. If their request is upheld, the Overview and Scrutiny Committee will meet to examine the decision and whether it should be referred back for reconsideration by Cabinet or Full Council.

4.0 THE SCRUTINY COMMITTEE WORK PLAN

- 4.1 The Strategic Overview and Scrutiny Committee sets an annual work plan that identifies the key topics for consideration in the coming year.
- 4.2 Scrutiny members collectively agree the work they want the committee to undertake, they prioritise these topics and then agree how they will be scrutinised.

5.0 CAN MEMBERS OF THE PUBLIC SUGGEST A TOPIC TO BE SCRUTINISED?

- 5.1 Yes, members of the public can suggest a topic for the Strategic Overview and Scrutiny Committee to scrutinise by emailing governance@rutland.gov.uk detailing what they would like scrutinising and why.
- 5.2 Suggestions can be made throughout the year as the committee keeps its work plan under constant review.
- 5.3 The 'Process for Assessing a Proposal from a Member of the Public' can be found on the council's [Overview and Scrutiny](#) webpage.

6.0 CAN MEMBERS OF THE PUBLIC ATTEND A STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE MEETING?

- 6.1 Yes, members of the public can attend a Strategic Overview and Scrutiny Committee meeting. The only time members of the public will not be allowed to observe or listen to a meeting is when the committee is considering exempt/confidential information at which point members of the public will be asked to leave the meeting and the live webcast halted.
- 6.2 The committee meetings are held 'in public' but are not a 'public meeting' so members of the public are only allowed to observe and listen to meetings of the Strategic Overview and Scrutiny Committee. A 'public meeting' is an informal meeting where the public can take part as there are no rules regarding who speaks. A meeting 'in public' is a formal meeting, governed by procedure rules regarding who may/may not speak.

- 6.3 As such, members of the public have no right to speak in a scrutiny committee meeting unless they have previously requested to submit a petition, deputation or question. Details on how to submit a petition, deputation or question can be found on the council's Overview and Scrutiny webpage.

7.0 SCRUTINY OF PERFORMANCE

- 7.1 The Strategic Overview and Scrutiny Committee scrutinises performance to drive improvements and this includes partnership arrangements such as:

- The Safer Rutland Partnership
- The Children and Young People's Partnership
- The Leicester, Leicestershire and Rutland Integrated Health & Wellbeing Partnership
- The Leicester, Leicestershire and Rutland Police and Crime Panel
- The Rural Community Council (Leicestershire and Rutland)

8.0 SCRUTINY OF FINANCE

- 8.1 Scrutiny also plays a key role in ensuring the council has a strong financial management framework in place.
- 8.2 The Strategic Overview and Scrutiny Committee works alongside the Audit and Risk Committee, which oversees the financial reporting process and provides independent scrutiny of the authority's financial and non-financial performance.

9.0 REGIONAL AND JOINT SCRUTINY

- 9.1 Leicester City Council, Leicestershire County Council and Rutland County Council have jointly created the LLR (Leicester, Leicestershire and Rutland) Joint Health Scrutiny Committee. This committee scrutinises the delivery of services and examines issues which cut across the geographical boundaries.
- 9.2 The East Midlands Scrutiny Network meets four times a year and provides a forum for councillors and officers to share information, good practice and experiences of overview and scrutiny.

**A large print version of this document is available
on request**



Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk

This page is intentionally left blank