

## Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577

Email [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk)

Ladies and Gentlemen,

A meeting of the **STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE** will be held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on **Thursday, 21st March, 2024** commencing at **7.00 pm** when it is hoped you will be able to attend.

Yours faithfully

Mark Andrews  
**Chief Executive**

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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 Democratic Services at [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk). The meeting will also be available for listening live on Zoom using the following link: <https://us06web.zoom.us/j/82446468185>

### **A G E N D A**

**1) WELCOME AND APOLOGIES RECEIVED**

**2) RECORD OF MEETING**

To confirm the records of the meetings of the Strategic Overview and Scrutiny Committee held on the 25<sup>th</sup> January 2024 and the 8<sup>th</sup> February 2024.  
(Pages 5 - 16)

**3) ACTIONS ARISING**

There were no actions from the meetings held on the 25<sup>th</sup> January 2024 and the 8<sup>th</sup> February 2024.

**4) DECLARATIONS OF INTEREST**

In accordance with the Regulations, Members are invited to declare any

personal or prejudicial interests they may have 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) PETITIONS, DEPUTATIONS AND QUESTIONS**

To receive any petitions, deputations and questions received from Members of the Public in accordance with the provisions of [Procedure Rules 25 and 159](#).

The total time allowed for this item shall be 30 minutes. Petitions, declarations and questions shall be dealt with in the order in which they are received. Questions may also be submitted at short notice by giving a written copy to the Committee Administrator 15 minutes before the start of the meeting.

The total time allowed for questions at short notice is 15 minutes out of the total time of 30 minutes. Any petitions, deputations and questions that have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions that are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

**6) QUESTIONS WITH NOTICE FROM MEMBERS**

To consider any questions with notice from Members received in accordance with the provisions of [Procedure Rule No 161 and 162](#).

**7) NOTICES OF MOTION FROM MEMBERS**

To consider any Notices of Motion from Members submitted in accordance with the provisions of [Procedure Rule No 163](#).

**8) CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO THE CALL-IN OF A DECISION**

To consider any matter referred to the Committee for a decision in relation to call in of a decision in accordance with [Procedure Rule 149](#).

**9) SCRUTINY COMMITTEE RECOMMENDATIONS/OUTCOMES**

To receive an update on recommendations made by the Strategic Overview and Scrutiny Committee.  
(Pages 17 - 18)

**10) REVIEW OF THE WORK PLAN**

To consider the current Forward Plan and identify any relevant items for inclusion in the Strategic Overview and Scrutiny Committee Annual Work Plan or to request further information.

The Forward Plan is available on the website at:  
<https://rutlandcounty.moderngov.co.uk/mgListPlans.aspx?RPId=133&RD=0>

(Pages 19 - 24)

**11) SEND PROGRAMME UPDATE**

To receive Report No. 40/2024 from Councillor Tim Smith, Portfolio Holder for Children and Families, Dawn Godfrey, Strategic Director of Children and Families, Gill Curtis Head of SEND, Inclusion and Learning and Kulwinder Bola, SEND Improvement Programme Manager.

(Pages 25 - 32)

**12) SCRUTINY IMPROVEMENT PLAN**

To review and approve the Scrutiny Improvement Plan.

(Pages 33 - 38)

**13) GROUP AND PANEL UPDATES**

A. ASSET REVIEW TASK AND FINISH GROUP

To receive a verbal update from Councillor Rosemary Powell, Chair of the Asset Review Task and Finish Group.

B. FLOODING EVIDENCE PANEL

To receive a verbal update from Councillor Lucy Stephenson, Chair of the Flooding Evidence Panel.

**14) ANY URGENT BUSINESS**

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

**15) DATE OF NEXT MEETING**

Date/time to be confirmed

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**TO: ELECTED MEMBERS OF THE STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE**

Name	
1.	Councillor R Ross (Chair)
2.	Councillor L Stephenson (Vice Chair)
3.	Councillor T Carr
4.	Councillor M Chatfield

5.	Councillor K Corby
6.	Councillor H Edwards
7.	Councillor S Lambert
8.	Councillor K Payne
9.	Councillor R Powell

**Quorum:** 5 Councillors

**STATUTORY CO-OPTED MEMBERS – EDUCATION REPRESENTATIVE:**

Name	Title
10. Andreas Menzies	Roman Catholic Diocese
11. Peter French	Diocesan Deputy Director of Education, Dioceses of Peterborough

**PORTFOLIO HOLDER:**

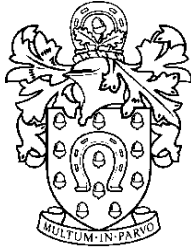
Name	Title
12. Councillor G Waller	Leader of the Council
13. Councillor A Johnson	Deputy Leader and Portfolio Holder for Governance and Resources
14. Councillor P Browne	Portfolio Holder for Planning, Property and Economic Development
15. Councillor D Ellison	Portfolio Holder for Adults and Health
16. Councillor T Smith	Portfolio Holder for Children and Families
17. Councillor C Wise	Portfolio Holder for Transport, Environment and Communities

**OFFICERS:**

Name	Title
18. Mark Andrews	Chief Executive
19. Angela Wakefield	Strategic Director of Law and Governance (Monitoring Officer)
20. Dawn Godfrey	Strategic Director of Children and Families
21. Kim Sorsky	Strategic Director of Adults and Health
22. Kirsty Nutton	Strategic Director of Resources (S151 Officer)
23. Penny Sharp	Strategic Director of Places
24. Jane Narey (Clerk)	Scrutiny Officer

**FOR INFORMATION:**

Name	Title
25. Angela Hillery	Chief Executive, Leicestershire Partnership NHS Trust
26. Peter Cantley	Diocesan Director of Education, Diocese of Peterborough



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Minutes of the **MEETING of the STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Thursday, 25th January, 2024 at 7.00 pm

- |                                  |  |   |
|----------------------------------|--|---|
| <b>PRESENT</b>                   | Councillor R Ross (Chair)<br>Councillor L Stephenson (Vice Chair)<br>Councillor M Chatfield<br>Councillor K Corby<br>Councillor H Edwards<br>Councillor S Lambert<br>Councillor K Payne<br>Councillor S Harvey |   |
| <b>APOLOGIES</b>                 | Councillor T Carr<br>Councillor R Powell<br>Andreas Menzies<br>Peter French<br>Councillor D Ellison  | Roman Catholic Diocese<br>Diocesan Deputy Director of Education,<br>Dioceses of Peterborough<br>Portfolio Holder for Adults and Health  |
| <b>PORTFOLIO HOLDERS PRESENT</b> | Councillor G Waller<br>Councillor A Johnson<br>Councillor P Browne<br>Councillor T Smith<br>Councillor C Wise  | Leader of the Council<br>Deputy Leader and Portfolio Holder for Governance and Resources<br>Portfolio Holder for Planning, Property and Economic Development<br>Portfolio Holder for Children and Families<br>Portfolio Holder for Transport, Environment and Communities   |
| <b>OFFICERS PRESENT</b>          | Mark Andrews<br>Angela Wakefield<br>Dawn Godfrey<br>Kim Sorsky<br>Kirsty Nutton<br>Penny Sharp<br>Andrew Merry<br>Laura Daughtry<br>Jane Narey (Clerk)   | Chief Executive<br>Strategic Director of Law and Governance (Monitoring Officer)<br>Strategic Director of Children and Families<br>Strategic Director of Adults and Health<br>Strategic Director of Resources (S151 Officer)<br>Strategic Director of Places<br>Finance Manager (Deputy S151 Officer)<br>Accountant<br>Scrutiny Officer |

## 1 WELCOME AND APOLOGIES RECEIVED

The Chair welcomed everyone to the meeting. Apologies were received from Councillor Carr and Councillor Powell but Councillor Harvey attended as Councillor Powell's representative. Apologies were also received from Peter French and Andreas Menzies, the Education Representatives and Councillor Ellison, Portfolio Holder for Adults and Health.

## 2 RECORD OF MEETING

The minutes of the meeting held on the 23rd November 2023 were approved as an accurate record.

The Chair noted for the record that Scrutiny Committee members had submitted written questions at the last meeting regarding Agenda Item 10 - Plan of Health Responsibilities and Key Decisions and that the questions and the responses to those questions had been published with the minutes of the meeting.

No response had been received regarding the question stated in the third point of Question 3 – *Where can Councillors find copies of (the Rutland Strategic Health Development Board's) reports since May 2022?* The Chair informed attendees that the Scrutiny Officer had contacted the relevant officers for a response and that the Q&A document would be updated accordingly and re-published.

## 3 ACTIONS ARISING

### Action 1

#### *2023/24 QUARTER 2 - REVENUE AND CAPITAL FORECAST REPORT*

*The Chief Executive confirmed that he would provide a progress update on the transformation initiatives in the next Members' Briefing.*

The Chief Executive confirmed that a progress update on the transformation initiatives had been included in the December Members' Briefing.

### Action 2

#### *Asset Review*

*Councillor Rosemary Powell, Chair of the Asset Review Task and Finish Group to arrange a meeting for the Chief Executive to update the Task and Finish Group on the current situation and possibly identify any actions for the group moving forward.*

Councillor Payne reported that a meeting had been held on the 4<sup>th</sup> January but that no actions could be identified at that time. It had been agreed to review the situation at the end of February regarding how the group could assist the Asset Review.

### Action 3

#### *Levelling Up Fund (LUF)*

*The Chief Executive confirmed that the process for the LUF was on track and that he would ask Councillor Gale Waller, Leader of the Council to send an update briefing to all Councillors.*

The Chief Executive confirmed that an update had been produced and would be distributed week commencing the 29<sup>th</sup> January 2024.

## 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

## **5 PETITIONS, DEPUTATIONS AND QUESTIONS**

No petitions, deputations or questions were received.

## **6 QUESTIONS WITH NOTICE FROM MEMBERS**

No questions with notice with notice were received from Members.

## **7 NOTICES OF MOTION FROM MEMBERS**

No notices of motion were received from Members.

## **8 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO THE CALL-IN OF A DECISION**

No call-ins were received.

## **9 INTEGRATED BUDGET PLAN (IBP) AND MEDIUM-TERM FINANCIAL STRATEGY (MTFS) - 2024/25 AND 2027/28**

Report No. 16/2024 was received from Councillor Andrew Johnson, Deputy Leader and Portfolio Holder for Governance and Resources. During the conversation, the following points were noted:

- Scrutiny Committee members had submitted a number of detailed questions regarding the budget plan and the MTFS. Details of the questions plus the received responses would be published with the minutes – copy attached.
- Councillor Waller, Leader of the Council stated that, following the announcement from central government regarding an [extra £600 million funding for councils](#), further investigation was required by officers to understand the full implications of the funding.
- Costs involving a Section 19 inspection (under the Flood and Water Management Act 2010) and the provision of flooding expertise would be covered by the £46k (Page 63, Places - PP011).
- The budget included statements regarding factors that might ‘influence’ the figures stated within the report e.g. ‘colder winters and more severe frosts’ (Page 88, Highways – 4<sup>th</sup> bullet point).
- Paragraph 5.1 (Page 180, Investment Policy – Management of Risk) detailed the assumptions regarding grants/monies to be received and explained why funding was noted as increasing from £7,067K in 2024/25 to £9,618K in 2025/26 (Page 61, Total Budgets - General Grants).
- The new Integrated Budget Plan had and would continue to involve all Directors and Heads of Service in the budget setting process to help achieve the savings identified (Page 30, Strategic Financial Approach).
- Each saving proposal had been RAG (Red, Amber, Green) rated to show the level of ‘influence’ on the savings identified over the next four years. (Pages 65-67).
- Work would continue to move towards a more digitally expert Council in the provision of online services as Rutland’s population changed and became more IT proficient.
- The Leader of the Council confirmed that the Council had a statutory responsibility regarding children/young people with a special educational need

and disability (SEND) but needed to ensure that it was providing a correct and cost-effective service that was beneficial to service users. Work at Uppingham Community College, Edith Weston Academy and Oakham Primary School would result in fewer children attending out-of-county education so reducing the costs involved in the provision of SEND transport.

- The Strategic Director of Children and Families confirmed that the savings identified (Page 66, Places – PS012) included other SEND factors. These related to the 3 interlinked and interdependent programmes which contributed to the overall costings for SEND provision and so the decrease in SEND transport costs:
  1. SEND Change Programme – dealt with the long-term future of SEND provision nationally and locally.
  2. Delivering Better Value (DBV) Programme – aimed to decrease the deficit of the High Needs Block funding.
  3. SEND Capital Programme – provided investment in alternative provision in Rutland that met individual needs whilst providing a uniform offer.
  
- The Chief Executive confirmed that the £1.2 million LUF funding was to be used to improve all services at the Rutland Memorial Hospital (RMH) site. The original business case for an enhanced procedure suite at the RMH site had been reviewed by the Leicester, Leicestershire and Rutland Integrated Care Board (LLR ICB) and an updated business case was expected at the end of February 2024. This followed further investigations by the LLR ICB into the provision of same day care and urgent care access at RMH.
- Members were informed that demand changes for residential care had been included in the budget and that the RAG ratings detailed on the Savings Proposals (Page 65) would be reviewed and amended accordingly if required.
- Members queried if any money had been identified within the budget relating to climate emergency and the Chief Executive confirmed that there was a one-off revenue investment included in the budget which would look at a local area energy plan. The local area energy plan would look at possible capital investment via grant schemes and external funding, to provide systems that would be right for Rutland.
- Members queried what would happen with the deficit in the High Needs Block once central government funding ceased in 2026. The Leader of the Council confirmed that this was a national issue but work was ongoing to build in provision to support the funding including the annual transfer of 0.5% funding from the Dedicated Schools Grant to the High Needs Block as approved by the Rutland Schools' Forum. The Strategic Director of Children and Families confirmed that Rutland currently had 302 children with an Education, Health and Care Plan (EHCP).
- The Leader of the Council confirmed that the Council's priorities had been identified but the budget had to focus on what could be spent from the reduced funding.
- Members stated that there was a need for to ensure that there were details behind the broad headlines including what these details would look like when they were put into practice and what effect they would have on services.
- Members queried what support was being provided following the removal of the Direct Carer's Grant. Kim Sorsky, Strategic Director of Adults and Health stated that the carer's offer was currently being reviewed so that more resources and extra funding could be identified to provide a better offer of support to carers.
- Members noted that the budget for 2024/25 did not recognise the risk of any possible additional costs associated with the Section 19 inspection (Flood and



Water Management Act 2010) or the scrutiny review. Members proposed that the Chair write a report for presentation to Cabinet highlighting the budget areas discussed by the Scrutiny Committee and the possible 'influence' any additional costs for the Section 19 inspection/ scrutiny review may have on the budget figures for 2025/26.

**RESOLVED**

That the Committee:

- a) **NOTED** the contents of the Integrated Budget Plan (IBP) and Medium-Term Financial Strategy (MTFS) – 2024/25 to 2027/28, as set out in Report No. 04/2024.
- b) **PROVIDED** comments and views for Cabinet to consider in the finalisation of the budget on the 13th February 2024.
- c) **AGREED** that the Chair would write/present a report to Cabinet on the 13<sup>th</sup> February 2024 recommending that Cabinet note the budget areas discussed by the Scrutiny Committee including the possible 'influence' any additional costs for the Section 19 inspection/scrutiny review may have on the budget figures for 2025/26.

**10 REVIEW OF THE WORK PLAN**

The work plan and the list of proposed items were reviewed. During the discussion, the following points were noted:

- At the Special Council meeting held on the 16th January, Council had agreed to request that the Strategic Overview and Scrutiny Committee help investigate the flooding issues recently experienced by the Rutland community. The Committee, guided by the Council's debate, would assist the investigation and make recommendations to Cabinet and Council regarding the role of Council as Local Lead Flood Authority. The Chair confirmed that the matter stood up to the PAPER test as it was a matter of public interest, affected a number of Rutland residents and that the Scrutiny Committee would have the ability to have an impact on the issue.

**RESOLVED**

That the Committee:

- a) **AGREED** to the Council's request for the Strategic Overview and Scrutiny Committee to assist in the investigation of the flooding issues.

**11 ANY URGENT BUSINESS**

There was no urgent business.

**12 DATE OF NEXT MEETING**

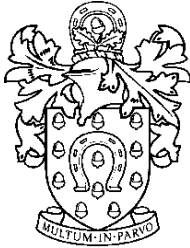
Thursday, 8<sup>th</sup> February 2024 at 7.00 p.m.

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**The Chair declared the meeting closed at 8.58 pm.**

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Minutes of the **MEETING of the STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Thursday, 8th February, 2024 at 7.00 pm

**PRESENT** Councillor R Ross (Chair)  
Councillor L Stephenson (Vice Chair)  
Councillor M Chatfield  
Councillor K Corby  
Councillor H Edwards  
Councillor S Lambert  
Councillor K Payne

**APOLOGIES** Councillor T Carr  
Councillor R Powell  
Councillor S Harvey  
Peter French Diocesan Deputy Director of Education,  
Dioceses of Peterborough

## **STATUTORY CO-OPTED MEMBERS – EDUCATION REPRESENTATIVES PRESENT**

Andreas Menzies Roman Catholic Diocese

**PORTFOLIO HOLDER  
PRESENT** Councillor D Ellison Portfolio Holder for Adults and Health

**OFFICERS  
PRESENT** Kim Sorsky Strategic Director of Adults and Health  
Kelly McAleese Adult Social Care Principal Social Worker and  
Quality Lead  
Alison Morgan Head of Prevention and Assurance  
Andrea Grinney Revenues and Benefits Manager  
Jane Narey (Clerk) Scrutiny Officer

## **1 WELCOME AND APOLOGIES RECEIVED**

The Chair welcomed everyone to the meeting.

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Councillor Lambert joined the meeting at 7.01 p.m.

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Apologies were received from Councillor Carr, Councillor Powell and Councillor Harvey, who was due to attend as Councillor Powell's representative. Apologies were also received from Peter French, the Education Representative.

## **2 DECLARATIONS OF INTEREST**

Councillor Stephenson declared a non-pecuniary interest in that a relative had recently received the support of Adult Social Services and the MiCare team. There were no other declarations of interest.

## **3 PETITIONS, DEPUTATIONS AND QUESTIONS**

No petitions, deputations or questions were received.

## **4 QUESTIONS WITH NOTICE FROM MEMBERS**

No questions with notice with notice were received from Members.

## **5 NOTICES OF MOTION FROM MEMBERS**

No notices of motion were received from Members.

## **6 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO THE CALL-IN OF A DECISION**

No call-ins were received.

## **7 CARE QUALITY COMMISSION (CQC) INSPECTION FRAMEWORK: PROGRESS UPDATE**

A presentation was received from Kelly McAleese, Adult Social Care Principal Social Worker and Quality Lead and Alison Morgan, Head of Prevention and Assurance to give an update on the work being done to ensure CQC inspection readiness. During the discussion, the following points were noted:

- Two meetings had been held of the CQC Inspection Participation Group, which consisted of 11 members and was aimed at supporting the growth of Rutland's adult social care services.
- The inspection process was a challenge due to the amount of work involved but it was a useful experience as it gave staff an opportunity to showcase the good work being done within the service.
- Rutland was actively seeking to learn from the inspections of other local authorities and any comparable issues would be included in its work plan.
- Prices within the care home market increased by 48% last year and people paying for their own care needs i.e. self-funders were paying more for services than those people whose care was being paid for by the local authority i.e. state-funders.
- The service was reviewing other options e.g. Shared Lives Scheme, respite care, day care etc. to provide alternative services than that of a residential care home and this included keeping people at home but only when this would be the best option for the person concerned.
- Members were informed that the CQC wanted local authorities to be open and honest regarding their service provision and to identify and explain any gaps.

## RESOLVED

That the Committee:

- a) **NOTED** the contents of the of the Quality Assurance: CQC Readiness presentation and the work being done.

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Andrea Grinney joined the meeting at 7.32 p.m.

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## 8 CHARGING FOR CARE AND SUPPORT POLICY

Report No. 21/2024 was received from Kim Sorsky, Strategic Director for Adults and Health. During the discussion, the following points were noted:

- A public consultation had been undertaken to inform the content of the final policy. The results of the public consultation were detailed in Appendix B of Report No. 20/2024.
- The 6 proposals identified would be presented to Council on the 25<sup>th</sup> March.
- The policy had been updated to make the process quicker and easier and would treat people as individuals rather than a 'one size fits all' process.
- Support would continue to be provided to people who were unable to complete the self-assessment process themselves.
- From April 2024, people would be invited to undertake an online financial assessment. This would be introduced slowly to enable officers to resolve any issues with the new IT system but a key performance indicator (KPI) would be set at 80% of financial assessments to be completed online. It is not envisaged that this target would be reached in 2024/25 but rather aimed for moving forward.
- Benchmarking had been undertaken for the proposed allowances including comparison with other local authorities. Some were set by the Department of Health or by the NAFAO (National Association of Financial Assessment Officer whilst others were calculated based on actual expenditure.
- Disability Related Expenditure (DRE) and allowances related to care and support provided in a home setting only. Some services would be free of charge e.g. reablement for up to 6 weeks but services would only be free if they were detailed as 'free of charge' in the Care Act.
- Top-ups were detailed in the Care Act which the Council must follow and applied to care home settings only. The Council was obliged to offer at least one placement that was affordable e.g. at our bed rates. If the person or their family wanted to choose a different care home and the charges were higher than our bed rate, then the family would need to meet the additional cost via a top-up. However, care homes accept the Council's bed rates for the majority of Council commission placements (approx. 85%).
- DRE rates, along with all other allowances/charges etc. were reviewed annually prior to the start of each new financial year. New rates would be considered in light of any changes to state benefits and the level of inflation and individuals would receive an annual review of their charges.
- The Committee Members stated that:
  - i. the take-up by applicants of the online forms process should be closely monitored as from April 2024
  - ii. the arrangements for people unable to use the online facility, as outlined in Proposal 1, should be more fully detailed in the narrative

- iii. the term 'exceptional circumstances', as outlined in Proposal 6, should be more fully detailed in the narrative.

## **RESOLVED**

That the Committee:

- a) **NOTED** the contents of the Review of the Charging for Care and Support Policy, as set out in Report No. 20/2024.
- b) **PROVIDED** comments and views for Council to consider in the finalisation of the policy on the 25th March 2024.

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Councillor Ellison, Kim Sorsky, Kelly McAleese, Alison Morgan and Andrea Grinney left the meeting at 8.06 p.m.

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## **9 GROUP AND PANEL UPDATES**

### **A. FLOODING**

- Councillor Ross informed attendees that he and the Vice Chair had completed the 'PICK' Assessment form and this had identified the use of an Evidence Panel as the best method of scrutiny.
- Councillor Stephenson informed attendees that she and the Chair had met with the Chief Executive, the Strategic Director of Places and the Portfolio Holder for Transport, Environment and Communities on the 6<sup>th</sup> February 2024 to identify Scrutiny Committee's role in the flooding review.
- The briefing paper, published as supplementary agenda item 9a, had resulted from this meeting and outlined the next steps for the Scrutiny Committee.
- The broad scope of the Evidence Panel was detailed in paragraph 3 of the briefing.
- The Evidence Panel's focus would be on Rutland's residents and the community so would need to work with efficiency and pace.

## **RESOLVED**

That the Committee:

- a) **APPROVED** the formation of a Flooding Evidence Panel with Councillor Lucy Stephenson as its Chair.
- b) **AGREED** the broad scope of the work as detailed in paragraph 3 of the briefing.
- c) **APPROVED** that the Chair of the panel would:
  - i. Email all non-executive members inviting volunteers to be part of the panel, clearly outlining the amount of work and the commitment that would be required by members.
  - ii. Arrange a meeting with the Portfolio Holder and relevant officers to produce a detailed scoping document for the panel.
  - iii. Arrange the first meeting of the panel to be held before the end of February 2024.

## **10 REVIEW OF THE WORK PLAN**

The work plan and the list of proposed items were reviewed. During the discussion, the following points were noted:

- Councillor Ross proposed that ‘Levelling Up Fund’ should be added to the pending list so that the committee received an update in April/May 2024 and that ‘Leisure’ and ‘Waste’ should both be removed from the pending list as the committee had previously commented on both items.
- Councillor Ross also proposed that ‘Safety on our Highways’ should be removed from the pending list as the Portfolio Holder had confirmed that no new work would be undertaken regarding the issue of speeding.
- It was proposed that the Chair and Vice Chair raise the issue of ‘Safety on our Highways’ at their next meeting with the Leader and Cabinet members on the 20<sup>th</sup> February 2024 and discuss possible future involvement by the Scrutiny Committee.

## **RESOLVED**

That the Committee:

- a) **AGREED** to add ‘Levelling Up Fund’ to the pending list for a detailed update to be provided in April/May 2024.
- b) **AGREED** that ‘Leisure’ and ‘Waste’ should both be removed from the pending list as the committee had previously commented on both items.
- c) **AGREED** that ‘Safety on our Highways’ should remain on the pending list as it covered more than just the issue of speeding.

## **11 ANY URGENT BUSINESS**

There was no urgent business.

## **12 DATE OF NEXT MEETING**

Thursday, 21st March 2024 at 7.00 p.m. in the Council Chamber.

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**The Chair declared the meeting closed at 8.40 p.m.**

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MEETING DATE	REPORT TITLE	RECOMMENDATIONS	OUTCOMES
		<p>identified in the 2024/25 budget but there was no recognition in the budget of the risks of any other additional costs associated with the Section 19 inspection and the scrutiny review and the 'influence' these costs may have on the budget figures for 2025/26.</p> <p><u>Recommendations:</u> That Cabinet:</p> <p>1) <b>NOTES</b> the above comments/views from the Strategic Overview and Scrutiny Committee.</p>	

**Strategic Overview and Scrutiny Committee  
Work Plan 2023-24 v9**

<b>Standing Agenda Items</b>	Welcome and Apologies
	Record of Meeting
	Actions Arising
	Declarations of Interest
	Petitions, Deputations and Questions
	Questions with Notice from Members
	Notices of Motion from Members
	Consideration of Any Matter Referred to the Committee in Relation to the Call-In of a Decision
	Scrutiny Recommendations/Outcomes ( <i>when required</i> )
	Review of the Work Plan
	Group/Panel Updates
	Any Urgent Business
	Date of Next Meeting

Meeting Date	Proposed Item	Reason/Format	Author
<b>15<sup>th</sup> June 2023</b>	Election of Vice-Chair	Statutory Decision	
	Confirmation of Co-opted Members	Statutory Decision	
	LLR Joint Health Scrutiny Committee: Confirmation of Representation	Delegated Decision	
	Scrutiny Annual Report 2022-23	Statutory Report	Chair / Vice Chair / Scrutiny Officer
	Annual Work Plan	Statutory Report	
	Scrutiny Improvement Plan	Discussion	Chair / Scrutiny Officer

Meeting Date	Proposed Item	Reason/Format	Author
<b>13<sup>th</sup> July 2023</b>	LLR Joint Health Scrutiny Committee: Confirmation of Substitute Member	Delegated Decision	
	Corporate Performance: Annual Progress Report 2022-2023	Statutory Report	Head of Corporate Services
	Financial Outturn Position 2022-2023	Statutory Report	Strategic Director of Resources
	Scrutiny Improvement Plan: Draft	Report	Chair / Scrutiny Officer
	<b>Group/Panel Updates</b> Economic Strategy Task and Finish Group: feedback from final meeting	Report	Chair of the Task and Finish Group
Asset Review Task and Finish Group	Terms of Reference	Strategic Director of Places & Head of Property Services	

Meeting Date	Proposed Item	Reason/Format	Author
21 <sup>st</sup> September 2023	SEND Programme Update (inc. SEND Inspection Outcome, SEND governance changes & Delivering Better Value Programme)	Report & Presentation	Strategic Director of Children and Families
	Transport Network Review Business Case	Report	Strategic Director of Places & Acting Senior Transport Manager
	<b>Group/Panel Updates</b> Economic Strategy Task and Finish Group: final report	Report	Chair of the Task and Finish Group

Meeting Date	Proposed Item	Reason/Format	Author
23 <sup>rd</sup> November 2023	Corporate Performance – Mid Year	Statutory Report	Head of Corporate Services (Kevin Quinn)
	2023/24 Quarter 2 - Revenue and Capital Forecast Report	Statutory Report	Strategic Director of Resources / Andrew Merry
	Plan of Health Responsibilities and Key Decisions	Presentation	Strategic Director of Adult Services and Health

Meeting Date	Proposed Item	Reason/Format	Author
25 <sup>th</sup> January 2024 [BUDGET]	<b>Scrutiny of the Budget</b> Integrated Budget Plan and Medium-Term Financial Strategy - 2024/25 to 2027/28	Statutory	Strategic Director of Resources

Meeting Date	Proposed Item	Reason/Format	Author
8 <sup>th</sup> February 2024	CQC Inspection Framework	Update Report	Strategic Director of Adult Services and Health and Adult Social Care Principal Social Worker and Quality Lead
	Charging for Care and Support Policy	Report	Strategic Director of Resources / Andrea Grinney

Meeting Date	Proposed Item	Reason/Format	Author
21 <sup>st</sup> March 2024	SEND Programme Update (inc. the Delivering Better Value Implementation Plan)	Presentation	Head of SEND, Inclusion and Learning and SEND Improvement Programme Manager
	Scrutiny Improvement Plan	Report / Decision	

Meeting Date	Proposed Item	Reason/Format	Author
DATE TBC	Election of Vice-Chair	Statutory	

		Decision	
	Confirmation of Co-opted Members	Statutory Decision	
	LLR Joint Health Scrutiny Committee: Confirmation of Representation	Delegated Decision (TBC)	
	Scrutiny Annual Report 2022-23	Statutory Report	Scrutiny Officer
	Annual Work Plan	Statutory Report	

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## **Pending Items for Scrutiny Work Plan 2023/2024 (Updated: 8 February 2024)**

The Scrutiny Work Plan outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny function and any Panels/Task and Finish Groups convened for review work.

Topics added to the work plan will have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Rutland residents. It is recognised that there is a need for flexibility in the work plan so as to allow relevant issues to be dealt with when they arise.

Scrutiny should always link back to the Council Corporate Strategy so that it is scrutinising whether the Council is meeting its strategic aims. Scrutiny should use effective processes to select topics that will contribute towards the best possible work plan for Scrutiny. This means looking at and using sources of information that may help them to choose the right topics.

Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

A common pitfall for Scrutiny can be the inclusion of topics on the work plan that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to 'add value' to the work of the Council or the wellbeing of the community.

The selection and prioritisation of topics is critical to the effectiveness of Scrutiny so processes are in place to ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community. It is not possible to include every topic suggested as Scrutiny has limited time and resources and therefore workplans need to be manageable.

### **Does it stand up to the PAPER test?**

- **P**ublic interest – is the matter of concern to residents?
- **A**bility to have an impact – can Scrutiny influence and change things?
- **P**erformance – is it an underperforming area or service?
- **E**xtent – does it affect a number of residents or a large geographic area?
- **R**eplication – is it a new matter? i.e. not discussed in the past 6 months or currently being dealt with

**PENDING ITEMS FOR SCRUTINY WORK PLAN: UPDATED 08.02.24**

<b>Timescale (approx.)</b>	<b>Suggested Topics</b>	<b>Directorate</b>	<b>Lead Officer(s)</b>	<b>Notes</b>	<b>Corporate Aim</b>	<b>Decision</b>
<b>Oct. 2023</b>	<b>Access to NHS Dental Services: Update</b>	Adults and Health	NHS England - Dental	<b>Public Interest</b> <ul style="list-style-type: none"> <li>NATIONAL ISSUE</li> <li>Item not to be discussed at Scrutiny Committee as scrutiny would have little influence or ability to change things.</li> <li>Update report to be presented to the LLR Joint Health Scrutiny Committee (27.03.24). Chair of SOSC to share outcome with Scrutiny Committee members for communication with residents.</li> </ul>	Healthy and Well	
<b>Dec. 2023</b>	<b>Customer</b>	Resources	Strategic Director of Resources and Head of IT and Customer Services (Andy Nix)	<b>Public Interest</b> <ul style="list-style-type: none"> <li>It was proposed that a possible impact assessment study could be done by the Scrutiny Committee but this would depend on the results of the upcoming performance reports.</li> <li>Customer Services Performance Reports were considered by CLT: 27.07.23, 30.11.23 &amp; 28.03.24</li> <li>Corporate Leadership Team (CLT) to advise if the Scrutiny Committee can be involved.</li> </ul>	A Modern and Effective Council	
<b>TBC</b>	<b>Safety on our Highways</b> (inc. speeding, road surface conditions, road signs, speed indicators, bicycle lanes etc.)	Places	Strategic Director of Places	<b>Public Interest</b>	A County for Everyone	
<b>April/May 2024</b>	<b>Levelling Up Fund (LUF)</b>	Places	Strategic Director of Places	<b>Public Interest</b> <ul style="list-style-type: none"> <li>Update to be received. Time tbc.</li> </ul>	A County for Everyone	



## STRATEGIC OVERVIEW AND SCRUTINY COMMITTEE

21 March 2024

### SEND PROGRAMME UPDATE

**Report of the Portfolio Holder for Children and Families**

Strategic Aim:	Support the most vulnerable	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr T Smith, Portfolio Holder for Children and Families	
Contact Officer(s):	Dawn Godfrey, Strategic Director of Children and Families	01572 758358 dgodfrey@rutland.gov.uk
	Gill Curtis, Head of SEND, Inclusion and Learning	01572 758460 gcurtis@rutland.gov.uk
	Kulwinder Bola, SEND Improvement Programme Manager	01572 758124 Kbola@rutland.gov.uk
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

That the Committee:

1. Notes the increase in numbers of children requiring Education Health and Care plans and the implications of this on the High Needs budget.
2. Notes the actions being taken with the aim to deliver better value and increase parental confidence in their local education provision.

## 1 PURPOSE OF THE REPORT

- 1.1 This report aims to provide Scrutiny Committee with an overview of how the Local Authority's Special Education Needs provision is being reviewed to ensure it is meeting the needs of children and young people in our area, and the actions being taken to ensure resources are being used effectively and best value delivered.
- 1.2 This report is accompanied by a separate presentation which will provide further detail on the main points covered in this report.

## 2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 A child or young person has special educational needs (SEN) if they have a learning

difficulty or disability which calls for special educational provision to be made. The definition of disability in the Children and Families Act 2014 is the Equality Act 2010 definition: a person is disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

- 2.2 Councils must keep education and care provision under review and consider if it is sufficient to meet the needs of children and young people in their area. Rutland County Council and Leicester, Leicestershire and Rutland Integrated Care Board (ICB) are jointly responsible for the planning and commissioning of services for children and are increasingly making use of local, regional and national data sets to ensure our services are effective in meeting the needs of Rutland families.
- 2.3 The recently formed SEND Area Strategic Programme Board provides challenge and offers an opportunity to work as a partnership across the area to continue to drive forward improvement. This Board is responsible for steering Rutland's SEND strategic development across the Rutland Area Partnership and for monitoring progress against recommendations made within the Ofsted/ Care Quality Commission Area SEND inspection report and the impact of actions taken to improve SEND systems for Rutland children and their families.
- 2.4 Working closely with our Parent Carer Forum, and making time to ask for, and listen to, the voice of the child/ young person, enables us to gather and act upon feedback from those whose needs are to be met by our service. It was noted in the Ofsted/ Care Quality Commission Area SEND inspection of Rutland Local Area Partnership (May 2023) that *Groups such as the Rutland disabled youth forum have contributed significantly to the review of the 'local offer'. The local authority's pledge to parents and carers to improve communication has led to more parents feeling that their voice is heard. The voice of the child and young person as well as their parents comes across strongly in most education, health and care (EHC) plans.*

### **3 RUTLAND CONTEXT**

- 3.1 Children with EHCPs currently attend a range of education settings, in and out of Rutland, with a good proportion attending mainstream education, which gives a strong basis for the aim to increase Parental confidence in their child's needs in their local community.
- 3.2 There continues to be an increase in requests for Education, Health and Care Plan assessments which reflects national trends. However, the LA will continue to undertake programmes of work to increase parental confidence in locally available mainstream education, through which children and young people's additional educational needs may be met through good quality ordinarily available provision, or through reasonable adjustment to that provision, funded through the High Needs Fund where this is required. Children and young people with more complex needs which cannot be met through existing and universal provision may need an Education, Health and Care (EHC) plan to ensure their needs are met and they make progress towards their identified outcomes.
- 3.3 Children with EHCPs currently attend a range of education settings, in and out of Rutland, with a good proportion attending mainstream education, which gives a strong basis for the aim to increase parental confidence in their child's needs being met in their local community.

## **4 DELIVERING BETTER VALUE PROGRAMME**

- 4.1 Support for children and young people with SEND across all settings should be focussed on helping them to achieve the best possible educational and other outcomes, preparing them for adulthood. To this aim, the Local Authority is engaged in a range of support, guidance and training across the education sector with the intended outcome that parents feel confident that their child's needs will be met within their local community, where this is in the child's best interest. Key within this is the Delivering Better Value (DBV) programme.
- 4.2 DBV is a transformation programme managed by the Department for Education (DfE) and the Chartered Institute of Public Finance and Accountancy (CIPFA) to support Local Authorities with High Needs Block Overspends.
- 4.3 By offering a more robust offer of specialist support within in our setting – where staff can identify, assess, and meet the needs of a child or young person with SEND early, we will build confidence in the SEND system. Parent carers will see their children and young people are well-supported and that there is a clear pathway to progress to more specialist support when / if this is needed. This in turn will embed the 'graduated response.' (This process is one all schools should follow once a child or young person school has been identified as having an additional learning need).
- 4.4 If Rutland schools applied the graduated response consistently, then over time our increased offer to mainstream school should reduce the need for an EHCP for anything other than to meet the most complex needs. This will overtime ensure that young people with SEND will be part of the communities they reside in and can grow into adulthood secure in the knowledge their needs are understood and that they belong.

## **5 CHANGE PROGRAMME**

- 5.1 The Change Programme, nationally, is made up of 32 local areas, organised into 9 regional Change Programme Partnerships (CPPs). Each CPP has a lead Local Authority (LA) and partner Integrated Care Board, and up to 3 partner Local Authorities. In the East Midlands, Leicestershire, Leicester and Rutland form the regional Change Programme Partnership, with Rutland the Lead Partner authority.
- 5.2 The government's vision, set out in the SEND and Alternative Provision (AP) Improvement Plan (March 2023) is to create a more inclusive society through a new national SEND and AP system that is built around the right support at the right time and high aspirations for all children and young people. The SEND and Alternative Provision Improvement Plan set out an ambitious roadmap towards a national system that consistently provides the right support, at the right time in the right place for disabled children and young people and children and young people with special educational needs, or those in alternative provision, wherever they live in the country. The vision for the Change Programme builds on this roadmap and sets the ambition for the future of the SEND and AP system.
- 5.3 Rutland's engagement with this programme supports our aim to build parents' trust: parents and carers experience a fairer, easily navigable system (across education, health, and care) that restores their confidence that their children will get the right support, in the right place, at the right time.

- 5.4 The SEND and AP system will be integrated across health, education and care, with these local SEND and AP partnerships working together to produce an inclusion plan that sets out how they will work together to commission and deliver identified need, so that children and young people and their parent carers will have access to inclusive support through a mainstream offer or in specialist settings including alternative provision.

## **6 CONSULTATION**

- 6.1 Formal consultation has not taken place. However, the Local Authority works closely with parents and carers through the Parent Carer Forum and other parent carer collaborations. Feedback from families, including the voice of the child, is key within the planning of future services and activities.

## **7 ALTERNATIVE OPTIONS**

- 7.1 If the Local Authority does not take action, the numbers of Education Health and Care Plans could continue to increase, and children and young people may continue to travel out of county for specialist provision where this may not be the best option or in their best interest.
- 7.2 Rutland mainstream schools will not be seen as an option for the education of many children and young people who have a special educational need and/ or disability whose needs could be met within their community.

## **8 FINANCIAL IMPLICATIONS**

- 8.1 Special Needs Education is funded by the Dedicated Schools Grant (DSG) High Needs Fund. Changes to the delivery model as presented to the Scrutiny Committee, is key within the Council's Recovery Plan, providing the opportunity to invest more in supporting children in mainstream settings and thereby contributing towards easing the deficit in the Dedicated Schools Grant. In recent years, the High Needs Block has operated in challenging environments with new demand being experienced and inflationary pressures resulting in an increase in price. As a result, the deficit has increased from £0.1m in 2018/19 to a forecast deficit of £2.4m by 2023/24. As part of the Delivering Better Value scheme, the Council was required to provide a model of a possible deficit position which showed that the deficit on the DSG could reach £16.9m by 2029/30 if no mitigations were undertaken.
- 8.2 The deficit is a key risk to the financial resilience of the Council. In April 2020, a new regulation was introduced that enabled any deficit on the schools' budget to be transferred to the Dedicated Schools Grant Adjustment Account for a specified period of time for the deficit to be made good. This had the effect of separating schools' budget deficits from the local authority General Fund for a period, initially set at three years but later extended to March 2026.
- 8.3 Given the information received to date, and to some degree knowledge of the approach being taken by DfE for 'Safety Valve' Councils (where the value of the DSG deficit is significant) the Council is required to assume for financial planning purposes that the expectation for the Council to fund this deficit position. The Medium-Term Financial Strategy has used the model per Delivering Better Value scheme which estimates the deficit could have risen to £5.3m by March 2026. Given that the Council's Risk Reserve is forecast to be £7.1m at this date, for the Council

to fund the DSG deficit at the £5.3m would jeopardise the financial resilience and sustainability of the Council. It is therefore essential to build on recent local service-based activities, which have led to improvements being made in the SEND service provision, whilst at the same time robustly reviewing and reducing key cost drivers to ensure the Council's financial sustainability.

- 8.4 Rutland County Council is seeing a steep rise in the volume of EHCP's which in turn is creating a steep rise in costs and overspend. Planned initiatives aim to slow down the growth in EHCPs and contribute to a reduction in trend of the increasing High Needs Fund deficit. The DBV program is not expected to make any savings in this current financial year, but forecasted savings are as below:

2024/25 £737k

2025/26 £1,418k

2026/27 £2,231k

2027/28 £3,126k

2028/29 £3,220k

2029/30 £3,317k

- 8.5 The Delivering Better Value grant of £1m over an 18-month period until the 31/3/25 will empower Rutland County Council to invest in sustainable initiatives which will in turn provide greater support to children and young people with SEND to enable them to attend their local mainstream education provider where it is in the child's best interest do so and, more importantly, without the need for an EHCP to be the only driver for well-planned intervention and support. By providing this support, needs will be met in mainstream provisions by the implementation of early intervention strategies which will help to reduce the child's needs, and the associated costs, from escalating.

## **9 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 9.1 Councils must keep education and care provision under review and consider if it is sufficient to meet the needs of children and young people in their area (The Children and Families Act 2014 is the Equality Act 2010)
- 9.2 The UN Convention on the Rights of the Child: Article 23 (children with a disability). A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

## **10 DATA PROTECTION IMPLICATIONS**

- 10.1 A Data Protection Impact Assessment (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of individuals.

## **11 EQUALITY IMPACT ASSESSMENT**

- 11.1 An Equality Impact Assessment (EqIA) screening has been completed. No adverse or other significant issues were identified. A copy of the EqIA can be obtained from

## **12 COMMUNITY SAFETY IMPLICATIONS**

- 12.1 The Council has a duty in accordance with S17 Crime and Disorder Act 1988, when exercising its functions, to have due regard to the likely effect of that exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social behaviour).
- 12.2 This duty has been considered and there are no community safety implications relating to the recommendations.

## **13 HEALTH AND WELLBEING IMPLICATIONS**

- 13.1 The definition of disability in the Children and Families Act 2014 is the Equality Act 2010 definition: a person is disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.
- 13.2 The government's vision, set out in the SEND and Alternative Provision (AP) Improvement Plan (March 2023), is to create a more inclusive society through a new national SEND and AP system that is built around the right support at the right time and high aspirations for all children and young people.
- 13.3 Rutland's aim is for parents and carers to experience a fairer, easily navigable system (across education, health, and care) that restores their confidence that their children will get the right support, in the right place, at the right time.

## **14 ORGANISATIONAL IMPLICATIONS**

- 14.1 There are no organisational implications associated with this report.

## **15 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 15.1 There has been an increase in the number of children and young people assessed as having a special educational need which can only be met through the issuing of an EHCP.
- 15.2 By offering a more robust offer of specialist support within in our education settings, where staff can identify, assess, and meet the needs of a child or young person with SEND early, we will build confidence in the SEND system. Parent carers will see their children and young people are well-supported and that there is a clear pathway to progress to more specialist support when / if this is needed.
- 15.3 This in turn will embed the 'graduated response' which all early education settings and schools should follow once a child or young person school has been identified as having an additional learning need. This starts with the quality first teach approaches, such as differentiating tasks to make them more accessible, then if still more support is needed it can move to more targeted support. If this is still not enough, then specialist support may be required in the form of an education health care plan (EHCP).
- 15.4 When Rutland early education settings and schools apply the graduated response

consistently, over time our increased offer within mainstream education should reduce the need for an EHCP for anything other than to meet the most complex needs. This will overtime ensure that young people with SEND will feel more integrated into the communities they reside in and can grow into adulthood secure in the knowledge their needs are understood and that they belong.

- 15.5 With increased confidence and capability of the education sector in meeting the needs of a wider range of pupils within their ordinarily available provision, and the associated confidence for parents and carers that their child's needs can be met locally, the aim to utilise High Needs Funding more effectively can be achieved.

## **16 BACKGROUND PAPERS**

- 16.1 [Integrated Budget Plan \(IBP\) and Medium Term-Term Financial Strategy \(MTFS\) - 2024/25 to 2027/28, Council 26 February 2024.](#)

## **17 APPENDICES**

- 17.1 No appendices

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

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RAG Status	Missed target requires action	On target but with minor issues	Completed action
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**A. Aims & Objectives: All Members, officers and residents in Rutland to understand the role of scrutiny and what it aims to achieve**

Objectives	Priority	Action	Owner(s)	Delivered	RAG	Comments
<b>1. Scrutiny has a clearly defined and valued role in the Council’s improvement and governance arrangements and includes prioritising to ensure that the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority.</b>	a) Engagement dialogue established between Scrutiny Chair/Vice-Chair with Cabinet Portfolio Holders and Corporate Leadership Team so Scrutiny can get involved earlier in policy development and pre- decision scrutiny.	<ul style="list-style-type: none"> <li>Informal quarterly meetings between the Chair/Vice-Chair and Cabinet members.</li> </ul>	Chair / Vice Chair	27/07/23 17/10/23 20/02/24 09/04/24		
		<ul style="list-style-type: none"> <li>Agenda setting meetings between the Chair/Vice-Chair and Corporate Leadership Team.</li> </ul>	Chair / Vice Chair	22/08/23 23/10/23 08/01/24 19/02/24		
		<ul style="list-style-type: none"> <li>Email to Portfolio Holders welcoming attendance at any/all scrutiny meetings.</li> </ul>	Scrutiny Officer	14/06/23		Scrutiny Officer has emailed relevant Portfolio Holders through the year, inviting them to attend meetings as and when required.
	b) Identification of Scrutiny proposal process and communication of process to Members and Officers.	<ul style="list-style-type: none"> <li>Scrutiny proposal form created and ‘PAPER’ process identified.</li> </ul>	Scrutiny Officer	09/06/23		
		<ul style="list-style-type: none"> <li>Scrutiny proposal form saved on S: drive for Officers to access.</li> </ul>	Scrutiny Officer	09/06/23		
		<ul style="list-style-type: none"> <li>Scrutiny proposal form circulated to Members via email.</li> </ul>	Scrutiny Officer	09/06/23		
	c) Identification of scrutiny assessment process and	<ul style="list-style-type: none"> <li>Scrutiny ‘PICK’ assessment form created and distributed</li> </ul>	Scrutiny Officer	09/06/23		

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<b>RAG Status</b>	Missed target requires action	On target but with minor issues	Completed action
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A. Aims & Objectives: All Members, officers and residents in Rutland to understand the role of scrutiny and what it aims to achieve						
Objectives	Priority	Action	Owner(s)	Delivered	RAG	Comments
	communication of process to Scrutiny Members	to Scrutiny Members to identify method of scrutiny.				
	d) Creation of scrutiny guidance for Scrutiny Members	<ul style="list-style-type: none"> <li>Scrutiny Pocket Guide created and distributed to Scrutiny Members</li> </ul>	Scrutiny Officer	09/06/23		
2. <b>Scrutiny Members have the training and development opportunities they need to undertake their roles effectively</b>	a) Scrutiny workshop to be established for all Members to aid them with developing key skills required to fulfil their roles.	<ul style="list-style-type: none"> <li>CfGS scrutiny workshop to ensure Members' development.</li> </ul>	Scrutiny Officer	23/05/23		3 Scrutiny Committee members did not attend workshop
		<ul style="list-style-type: none"> <li>Presentation and notes from CfGS scrutiny workshop emailed to all Members.</li> </ul>	Scrutiny Officer	01/06/23		
	b) New Scrutiny members to attend Corporate Performance training	<ul style="list-style-type: none"> <li>Training arranged as part of Member Induction process</li> </ul>	Democratic Services	10/07/23		3 new members did not attend training
	c) New Scrutiny members to attend Local Plan briefing session	<ul style="list-style-type: none"> <li>Training arranged as part of Member Induction process</li> </ul>	Democratic Services	08/06/23 19/06/23 06/07/23		All members attended Local Plan briefing session
	d) New Scrutiny members to attend Local Government finance training	<ul style="list-style-type: none"> <li>Training arranged as part of Member Induction process</li> </ul>	Democratic Services	25/05/23		2 new members did not attend training

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<b>RAG Status</b>	Missed target requires action	On target but with minor issues	Completed action
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**B. Meeting Administration: All scrutiny meetings to be run in a professional and highly efficient way to enable effective scrutiny to take place.**

Objectives	Priority	Action	Owner(s)	Delivered	RAG	Comments
3. Scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.	a) Chair and Vice Chair to attend Chairs Training	<ul style="list-style-type: none"> <li>Training arranged as part of Member Induction process</li> </ul>	Democratic Services	22/06/23		Vice Chair did not attend as training not required.
	b) Identification of reporting process for Scrutiny recommendations to and outcomes from Cabinet/Council.	<ul style="list-style-type: none"> <li>Reporting process and form created for use by the Chair for reporting Scrutiny recommendations to and outcomes from Cabinet/Council.</li> </ul>	Scrutiny Officer	June 2023		
		<ul style="list-style-type: none"> <li>Table created recording all scrutiny recommendations and subsequent outcomes.</li> </ul>	Scrutiny Officer	June 2023		

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<b>RAG Status</b>	Missed target requires action	On target but with minor issues	Completed action
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**C. Work Programme: Develop and deliver a coordinated work programme which supports the council to achieve its strategic objectives and reflects the concerns of residents**

Objectives	Priority	Action	Owner(s)	Delivery	RAG	Comments
4. Scrutiny Committee develops a work programme, focusing on priority areas.	a) Work programming session to be held to outline the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny function and any Panels/Task and Finish Groups convened for review work.	<ul style="list-style-type: none"> <li>Scrutiny Committee Work Programming Session held between Scrutiny Members and Corporate Leadership Team.</li> </ul>	Scrutiny Officer	07/06/23		3 Scrutiny Committee members did not attend work programming session.
	b) Ongoing review of scrutiny work plan and pending items list to be a priority for the Scrutiny Committee.	<ul style="list-style-type: none"> <li>Scrutiny work plan and pending items list to be the first discussion item on every scrutiny meeting agendas.</li> </ul>	Scrutiny Officer	15/06/23		Work plan reviewed at every meeting but not always as the first discussion item.

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RAG Status	Missed target requires action	On target but with minor issues	Completed action
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D. Represent residents and enable their concerns to inform Council decision making and policy development						
Objectives	Priority	Action	Owner(s)	Delivery	RAG	Comments
5. Promote opportunities for resident to engage with scrutiny meetings	a) Creation of scrutiny guidance for members of the public.	<ul style="list-style-type: none"> <li>'A guide to Strategic Overview and Scrutiny' created and published on O&amp;S webpage.</li> </ul>	Scrutiny Officer	05/09/22		<a href="#">Overview and Scrutiny</a>
	b) Publicity of scrutiny meetings via various communication channels	<ul style="list-style-type: none"> <li>Meeting dates/agendas/minutes published to RCC website via Modern.gov</li> </ul>	Democratic Services	May 2023 to April 2024		All agendas and minutes published within deadline.
		<ul style="list-style-type: none"> <li>Press releases issued by RCC Communications team.</li> </ul>	Comms/ Democratic Services	May 2023 to April 2024		Press release issued re. first meeting. Comms team currently working with Flooding Evidence Panel.
	c) Identification of Scrutiny proposal process and communication to members of the public.	<ul style="list-style-type: none"> <li>Scrutiny proposal process identified.</li> <li>Scrutiny proposal process published on O&amp;S webpage.</li> </ul>	Scrutiny Officer	27/02/24		<a href="#">Overview and Scrutiny</a>

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<b>RAG Status</b>	Missed target requires action	On target but with minor issues	Completed action
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F. Scrutiny improves outcomes and drives improvement in public services						
Objectives	Priority	Action	Owner(s)	Delivery	RAG	Comments
<b>6. Scrutiny self-reflection on its work for 2023/24</b>	a) To continue review using feedback surveys and capture the views of Members, Co-opted Members, partners and officer feedback	<ul style="list-style-type: none"> <li>Scrutiny Improvement Plan 2023/24 to be completed.</li> </ul>	Chair	January 2024		15.06.23 - No committee members volunteered to work with the Chair on producing a draft improvement plan. 13.07.23 – Chair confirmed that he would produce a final improvement plan for the committee to approve. 21.03.24 – Scrutiny Officer produced final improvement plan for approval.
		<ul style="list-style-type: none"> <li>Scrutiny Annual Report to be written and published.</li> </ul>	Scrutiny Officer	30/06/24		21.03.24 – Scrutiny Officer has started compiling the draft annual report for 2023/24

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