

Overview and Scrutiny Committee



Title	Agenda																		
Date	Thursday 12 November 2020																		
Time	5.00 pm																		
Venue	<p>Facilitated by Microsoft TeamsLive virtual meetings platform only.</p> <p>The meeting will be accessible by the press and public via a live stream, the link to which will be published on the Council's website alongside the agenda papers.</p>																		
Full Members	<p style="text-align: center;">Chair Ian Shipp</p> <p style="text-align: center;">Vice Chair Simon Cole</p> <p>Conservative Group (9)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Stephen Frost</td> </tr> <tr> <td>Mike Chester</td> <td>Margaret Marks</td> </tr> <tr> <td>Patrick Chung</td> <td>Joe Mason</td> </tr> <tr> <td>Terry Clements</td> <td>Marion Rushbrook</td> </tr> <tr> <td>Simon Cole</td> <td></td> </tr> </table> <p>The Independent Group (6)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Michael Anderson</td> <td style="width: 33%;">Lisa Ingwall King</td> </tr> <tr> <td>Tony Brown</td> <td>Jim Meikle</td> </tr> <tr> <td>Paul Hopfensperger</td> <td>Ian Shipp</td> </tr> </table> <p>Labour Group (1) Diane Hind</p>			Simon Brown	Stephen Frost	Mike Chester	Margaret Marks	Patrick Chung	Joe Mason	Terry Clements	Marion Rushbrook	Simon Cole		Michael Anderson	Lisa Ingwall King	Tony Brown	Jim Meikle	Paul Hopfensperger	Ian Shipp
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Substitutes	<p>Conservative Group (5)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">John Augustine</td> <td style="width: 33%;">Clive Springett</td> </tr> <tr> <td>Mary Evans</td> <td>Jim Thorndyke</td> </tr> <tr> <td>Clive Springett</td> <td>Vacancy</td> </tr> </table> <p>The Independent Group (2)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Trevor Beckwith</td> <td style="width: 33%;">Dawn Dicker</td> </tr> </table> <p>Labour Group (1) Cliff Waterman</p>			John Augustine	Clive Springett	Mary Evans	Jim Thorndyke	Clive Springett	Vacancy	Trevor Beckwith	Dawn Dicker								
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Interests – declaration and restriction on participation	<p>Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.</p>																		
Quorum	Six Members																		
Committee administrator	<p>Christine Brain Democratic Services Officer (Scrutiny) Telephone 01638 719729 Email christine.brain@westsuffolk.gov.uk</p>																		

Public information

Venue	Virtual meeting only to be facilitated by Microsoft Teamslive.
Contact information	Telephone: 01638 719729 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p> <p>On this occasion, a link to the meeting livestream broadcast, and guidance on how members of the public can access the meeting broadcast will be made available on the Council's website when the agenda is published.</p>
Attendance at meetings	<p>The Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.</p> <p>The meeting will be held virtually. You can view the livestream of the meeting via the link provided on the webpage where the agenda and papers are published. Please note that a virtual meeting is not invalid by virtue of members of the public being unable to attend or participate in meetings that are held virtually.</p>
Public participation	<p>Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only.</p> <p>If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. As the meeting is taking place virtually, a person who wishes to speak must register by 9am the last working day before the day of the meeting. This can be done by sending the request to democratic.services@westsuffolk.gov.uk or telephoning 07776 254986, 07595 428481 or 01638 719237. See Agenda Item 6 for further details on how to participate.</p> <p>If a member of the public cannot attend the meeting remotely, they may submit a written question or statement to Democratic Services by midday at the very latest on the day of the meeting and this will be read out on their behalf during the meeting. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion</p>
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.

Recording of meetings	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
Personal information	<p>Any personal information processed by West Suffolk Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

Agenda

Procedural matters

1. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

2. Apologies for absence

3. Minutes

1 - 8

To confirm the minutes of the meeting held on 3 September 2020 (copy attached).

4. Declarations of interest

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

5. Announcements from the Chair regarding responses from the Cabinet to reports of the Overview and Scrutiny Committee

Part 1 – public

6. Public participation

Members of the public who live or work in the district are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

As this meeting is being held virtually and to allow persons sufficient time to be briefed on procedures accordingly, **a person who wishes to speak must register by 9am on the last working day before the meeting (11 November 2020).**

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

7. Major Council Capital Projects and the Impact of Covid-19 (Presentation)

The Coronavirus pandemic has had an impact on all aspects of the Council's work in 2020. Arising from the update provided by the Leader and Chief Executive at 9 July 2020 meeting, the Committee has asked for a briefing at this meeting on the impact of Covid-19 on the Council's major capital projects; in terms of how the pandemic has affected their timescales, budgets and strategic and operational outcomes.

To ensure the latest information is provided, the briefing will be in the form of a presentation by a Director and the Service Manager (Corporate Policy). The session is not intended as scrutiny of the projects themselves, only of the specific impact of the pandemic on them. Therefore, only a brief overview of the Covid-19 impacts will be given for most of the projects.

However, at the request of the Chair, the presentation will focus in more detail on the impact of Covid-19 on the Mildenhall Hub and Western Way Development projects to reflect previous questions from the Committee.

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|---|----------------|
| 8. Suffolk County Council: Health Scrutiny Committee - 14 October 2020 | 9 - 14 |
| Report number: OAS/WS/20/016 | |
| 9. Work programme update 2021 and suggestions for scrutiny | 15 - 28 |
| Report number: OAS/WS/20/017 | |

Part 2 – exempt

None

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Overview and Scrutiny Committee



Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 3 September 2020** at **5.00 pm** facilitated by MS TeamsLive virtual meetings platform.

Present **Councillors**

Chair Ian Shipp

Michael Anderson
 Mike Chester
 Patrick Chung
 Terry Clements
 Stephen Frost
 Diane Hind

Paul Hopfensperger
 Lisa Ingwall King
 Margaret Marks
 Joe Mason
 Andy Neal
 Jim Thorndyke

In attendance

Robert Everitt, Cabinet Member for Families and Communities
 Joanna Spicer, Chair of the Western Suffolk Community Safety Partnership

67. Substitutes

The following substitutions were declared:

Councillor Andy Neal substituting for Councillor Tony Brown.
 Councillor Jim Thorndyke substituting for Councillor Marion Rushbrook.

68. Apologies for Absence

Apologies for absence were received from Councillors Simon Brown, Tony Brown, Simon Cole and Marion Rushbrook.

Councillor Jim Meikle was also unable to attend the meeting.

69. Minutes

The minutes of the meeting held on 9 July 2020 were confirmed as a correct record.

70. Declarations of Interest

No declarations of interest were declared.

71. **Announcements from the Chair Regarding Responses from the Cabinet to Reports of the Overview and Scrutiny Committee**

The Chair informed member he attended Cabinet on 21 July 2020 and presented the Committee's report from its meeting held on 9 July 2020. As per the minutes above, the Chair updated Cabinet on the presentation given by the Leader and Chief Executive on the Council's Response to Covid-19 and the development of the Committee's work programme, which was noted by Cabinet.

72. **Public Participation**

There were no members of the public in attendance on this occasion.

73. **Western Suffolk Community Safety Partnership Monitoring Report (April 2019 to March 2020)**

It was the duty of the Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.

The Committee received Report No: OAS/WS/20/012, presented by the Chair of the Western Suffolk Community Safety Partnership, Councillor Joanna Spicer, and the Council's Cabinet Member for Families and Communities, Councillor Robert Everitt.

The report set out the background to the partnership and the statutory bodies involved which Councillor Joanna Spicer expanded on, as well as updating Members on the community safety activity in West Suffolk, including the Western Suffolk Community Safety Partnership (WSCSP) for 2019-2020.

Over the past year the WSCSP had continued to meet and discharge its statutory duties by carrying out an annual assessment of crime and disorder in the area, continuing to deliver the three year plan and action plan to reflect the priorities of the partnership, and carrying out Domestic Homicide Reviews.

Attached at Appendix A to the report, was the WSCSP Plan 2019-2022, which was required to reflect the Suffolk Police and Crime Plan published by the Police and Crime Commissioner.

In June 2019, the WSCSP considered its priorities for 2019-2020. It was agreed a review of the current action plan and a more in-depth strategic assessment would be conducted over the year, with a draft to be presented to the WSCSP Responsible Authorities Group in March 2020. However, this meeting was cancelled due to Covid-19 and it was now anticipated the review of the action plan would be completed by the end of September 2020.

Based on the outcomes of partnership discussions and a strategic assessment of crime, the following priorities were identified as the focus of the WSCSP:

- County Lines;
- Violence against women and girls (including men and boys);

- Domestic homicide reviews;
- Hate crime; and
- Prevent

Councillor Robert Everitt, the Council's Cabinet Member for Families and Communities explained that the WSCSP covered a large geographical area, which included a number of important organisations, which were set out on page 21 of the report. He and Councillor Spicer also wanted to thank Helen Lindfield, who was the previous support officer at St Edmundsbury Borough Council and West Suffolk Council for all the work she had put in over many years at the WSCSP.

The Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided by Councillor Spicer and officers.

Detailed discussions were held on modern day slavery where Councillor Diane Hind informed the Committee that the former St Edmundsbury Borough Council had adopted in 2017 a modern slavery statement. She felt at the time this was a tick box exercise rather than an effort to do anything regarding modern day slavery. In view of today's report, she felt that modern day slavery was currently only covered by safeguarding training, an e-learning module and a national referral form. She questioned whether the Committee needed to put forward something more robust. The Modern Day Slavery Act did not specifically require local authorities to comply with Section 54 of the Act, but many councils were voluntarily preparing a slavery and human trafficking statement and she felt West Suffolk Council should be among them and should declare that it deplored all forms of slavery that existed and it would do all it could to help stamp it out. She suggested that the Committee should put a motion to council stating it will train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply and that it requires its contractors to also fully comply with the Modern Slavery Act.

In response, officers explained that the WSCSP had identified the cross-over with modern day slavery and county lines. As part of the work being carried out by the WSCSP, modern day slavery would be adopted at its next meeting and would be looking to incorporate it into its plan. As a council it was very much active on this issue and modern-day slavery was included in its procurement policy.

Councillor Spicer stated it was a matter for the Committee to decide on what it wanted to take forward as a council for action, which would have the support of the Community Safety Partnership.

The Chair informed the committee that this could be discussed further under item 11 on the agenda (Work Programme 2020-2021).

In response to a question raised regarding county lines the committee was informed that the number of county line drug supply operations frequently changed, with a number active in West Suffolk, despite activity being severely reduced during the Covid-19 lockdown. Councillor Spicer explained that at the beginning of lockdown things did go quiet but her understanding after

having spoken with the police, was suppliers had found other ways to use other routes trying to infiltrate existing drug supplies in the county.

In response to a question raised a breakdown of county lines by ward in West Suffolk, officers agreed to looking into after the meeting how numbers could be provided confidentially to members. Noting that this information was subject to frequent change.

In response to a question raised regarding what else was being done to tackle hate crime, members were informed that in October 2020 there would be a Hate Crime Awareness Week which would also include modern day slavery. With regards to training, the council had concentrated on training staff, so they were aware of how to identify hate crime and modern day slavery as well as identifying the different avenues for reporting. Hate crime had also been adopted as a priority by the WSCP and was looking at providing more preventative work.

In response to a question raised on what more could be done to support victims of domestic abuse, members were informed that victim support was one of the WSCSP priorities. Over the last few months, the partnership had been concentrating on support. During the Covid lockdown specialist services in Suffolk had adapted extremely quickly. Between March and July 2020 there had been a 27% increase in domestic abuse compared to the same period last year. Additional measures had been put in place when lockdown began, such as ensuring services had online and telephone avenues to get help. Call handlers on the Home but Not Alone scheme set up by the council during lockdown were alert to potential domestic abuse and were able to provide contact numbers. Funding had also been secured for general practitioners to text their vulnerable patients. The council had also established a page on its intranet so that staff and councillors could seek sources of advice, support and reporting concerns, and the Police and Crime Commissioner had received funding from the government to help support victims of domestic abuse.

Discussions were also held on working with perpetrators of domestic abuse, as well as the postponement of crucial crew and its future delivery.

There being no decision required, the Committee **noted** the contents of the report, subject to comments made during the meeting to the Chair of the Western Suffolk Community Safety Partnership and officers.

74. **Reflections on the Community Response to COVID**

The Committee received a presentation on West Suffolk Council's community response role to Covid-19.

The presentation provided information on West Suffolk Council's community response role; an overview of the voluntary and community sector (VCS) Covid response; reflections from our communities and VCS; the impact on our VCS and funding allocated to VCS groups.

The presentation also included recommendations/actions identified by officers as follows:

- Our investment over many years in the Families and Communities approach meant there was a solid foundation on which to build and respond very quickly. Continue to support and develop relationships with our communities through our Families and Communities Approach, working in partnership with West Suffolk Alliance and Community Action Suffolk.
- Co-produce the Volunteering Strategy with partners and volunteers to build on volunteering we have seen throughout the pandemic, so to capture this new wave of socially minded good neighbours. Out of this developing a Volunteer Passport/Pool scheme for West Suffolk.
- Work with Parish and Town Councils, Emergency Planning groups and other interested volunteers/groups in the community to rework Community Engagement Plans in light of the recent pandemic. This work to be led by the Emergency Planning team and supported by the Families and Communities team with local intelligence and connections.
- If we need to restart Home but Not Alone, we should facilitate “connecting group sessions” to support one another and to share ideas. WE could also look at how we bring some of the larger support functions across the area into the conversation at an earlier point, so there is more local ownership.

The Committee was asked to add their thoughts in addition to the above recommendations/actions.

The Chair opened the discussions by stating that the investment made in families and communities had really paid dividends during the lockdown period, and also applauded the excellent work carried out in our communities across West Suffolk.

[At 6.16pm the Chair of the meeting experienced technical issues. It was therefore agreed by members of the Committee to adjourn the meeting at 6.18pm.

The meeting recommenced again at 6.19pm when the Chair re-joined the meeting].

In response to a question raised regarding social distancing not being observed and how could the council influence and educate children on the importance of wearing a mask so they could then tell their parents. Officers explained the council was working with colleagues across Suffolk on the “Stick with it Suffolk” message but would raise this with the Communications Team to see what else could be done.

In response to a question raised regarding community emergency planning and reviving groups, officers confirmed this had been picked up as a particular learning point and would be progressed with colleagues in the Suffolk Emergency Planning Team.

In response to a question raised regarding continuing to support those vulnerable and how this would be funded, officers explained it was currently doing a piece of work on “newly vulnerable” groups of people who might be financially vulnerable for the first time due to the furlough scheme ending and unemployment etc. The council was working with colleagues across the system to look at what support could be put in place for those people who might have particular financial worries or when the moratorium eviction ends. Some of this work might be to sign post people to existing organisations, but the council would need to ensure those organisations were robust enough to help. It is not going to be easy going forward, but the council still needs to continue to support the voluntary sector and how it can support those who might be able to volunteer for the first time. There was also the Winter Planning in the health system and this year there was a section within the Plan which talked about the voluntary sector and some of the work that District Councils could do otherwise hospitals might find it difficult to cope. With regards to funding the council was working on the basis of trying to use resources across our communities and across the public sector in the best way possible.

Discussions were also held on the Home but Not Alone Scheme and food parcels; accessing data and data sharing of vulnerable persons and digital isolation to which comprehensive responses were provided.

At the conclusion of the discussions, the Chair thanked officers for the report and presentation which was very comprehensive. As a Council it was in a good position to respond to future emergencies.

On behalf of the Committee, the Chair wished to record its thanks and appreciation to the Families and Communities team for its outstanding work.

The Committee **noted** the presentation and supported the four recommendations identified by officers as part of the reflection process, in particular to rework Community Emergency Plans in light of the recent pandemic.

75. **Suffolk County Council: Health Scrutiny Committee - 8 July 2020**

Councillor Margaret Marks, the Council’s appointed representative on the Suffolk County Council Health Scrutiny Committee presented Report No: OAS/WS/20/013, which was also emailed to members of the committee on 17 July 2020.

The report, prepared by Councillor Margaret Marks, set out what was considered at its meeting held on 8 July 2020. The focus of the meeting largely related to the effects of Covid-19 on services.

The Committee considered the report and did not raise any issues.

There being no decisions required, the Committee **noted** the report on the Suffolk County Council Health Scrutiny Committee meeting held on 8 July 2020, from Councillor Margaret Marks.

76. Cabinet Decisions Plan: 1 September 2020 to 31 May 2021

The Committee received Report No: OAS/WS/20/014, which informed Members on forthcoming decisions to be considered by the Cabinet for the period 1 September 2020 to 31 May 2021.

The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

There being no decision required, the Committee **noted** the contents of the 1 September 2020 to 31 May 2021 Decisions Plan.

77. Work Programme 2020-2021

[Councillor Joe Mason left the meeting at 7.01pm during the consideration of this item, and prior to the vote taking place.

Councillor Diane Hind left the meeting at 7.06pm during the consideration of this item, and prior to the vote taking place].

The Committee received Report Number OAS/WS/20/015, which set out the current position of its work programme and items currently agreed but had yet to be programmed for the 2020-2021 as attached at Appendix 1.

The report also referred to the Chair's meeting with officers, following the Committee's meeting on 9 July 2020 and based on the principles discussed, the following items have been scheduled as follows for 2020-2021:

12 November 2020: Major council programmes and how Covid-19 had impacted upon some projects.

14 January 2020: Inviting the Anglia Revenues Partnership to discuss with members in more detail about their debt recovery programmes.

In addition to the above, the Chair informed members he had been made aware that a number of members were interested in the current and future operations of the West Suffolk markets. The Committee briefly discussed markets and agreed in principle for this to be progressed as a scrutiny topic.

Councillor Diane Hind referred to Minute Number 73 above and discussions held on modern day slavery. She was encouraged by Councillor Spicers comments and committee members being supportive of developing a motion/proposal on modern slavery.

The Committee briefly discussed modern slavery and agreed in principle for this to be progressed as a scrutiny topic.

At its conclusion, the Committee noted the current status of topics currently scheduled in its rolling work programme for 2020-2021 (Appendix 1).

Councillor Andy Neal then moved the recommendation in relation to West Suffolk Markets, this was duly seconded by Councillor Patrick Chung, and with the vote being unanimous, the Committee:

RESOLVED:

That the Committee supports in principle, looking at the "Operation of West Suffolk Markets", subject to the Chair of the Committee holding discussions with the Cabinet Member for Operations, the Assistant Director (Operations) and the Chief Executive on the scope of the review, and presents the proposal back to the Committee in November 2020 for further consideration.

Councillor Ian Shipp then move the recommendation in relation to Modern Slavery, this was duly seconded by Councillor Mike Chester, and with the vote being unanimous, the Committee:

RESOLVED:

That the Committee supports in principle, looking at a motion for "Modern Slavery", subject to Cllr Hind holding discussions with the responsible Cabinet Member and the Assistant Director (Families and Communities) and the Chief Executive on the scope of the review, and presents the proposal back to the Committee in November 2020 for further consideration.

The meeting concluded at 7.14pm

Signed by:

Chair



Suffolk County Council: Health Scrutiny Committee (14 October 2020)

Report number:	OAS/WS/20/016	
Report to and date(s):	Overview and Scrutiny Committee	12 November 2020
West Suffolk Council Member on the Health Scrutiny Committee:	Councillor Margaret Marks Telephone: 01440 713443 Email: margaret.marks@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that the Overview and Scrutiny Committee:

- 1. Notes the report attached as Appendix 1 to this report.**

1. Context to this report

1.1 Suffolk County Council: Health Scrutiny

- 1.1.1 Councillor Margaret Marks, the Council's appointed representative on the Suffolk County Council Health Scrutiny Committee has prepared a report from the meeting held on 14 October 2020.

2. Proposals within this report

- 2.1 The Committee is asked to note the report prepared by Councillor Margaret Marks.

3. Alternative options that have been considered

- 3.1 None.

4. Consultation and engagement undertaken

- 4.1 None.

5. Risks associated with the proposals

- 5.1 None.

6. Appendices referenced in this report

- 7.1 Appendix 1 – Report from Councillor Margaret Marks from the meeting of the Suffolk County Council Health Scrutiny Committee held on 14 October 2020.

7. Background documents associated with this report

- 8.1 None

**REPORT TO WEST SUFFOLK OVERVIEW AND SCRUTINY
HEALTH SCRUTINY 14 OCTOBER 2020**

Focus of Meeting:

- Winter Planning 2020-2021.
- West Suffolk Foundation Trust – Future System Programme.

You have already received the pre-meeting data pack which provides information on the issues being discussed.

Winter Planning 2020-2021

In line with all winters, Hospitals plan for an upsurge in patients and greater staff sickness. Covid has added a new dimension to this. This has meant greater resilience planning and the items, which have been implemented, were discussed

Primary, Social Care and Care Home Planning was discussed, and the outcomes are noted below.

The highlights included:

- Staff upskilling is continuing which will not only benefit the individual through extended skills but will support staff flexibly across the system.
- Increase in staffing resource – recruitment and retention. There has been a 4% increase in applications for vacancies and a 7% increase in staff recruitment this year. There has also been an increase in the number of students signing up for Nurse Training which will support the Business Continuity plans.
- Limited the use of Agency staff amid concerns that they may be multi-agency working and pose greater risks to patients. They are also very expensive compared to recruited and Bank Staff.
- Increase in the Bank staff – these are directly attached to the hospital and do not have fixed contracts but are drawn upon as the need arises. It gives the hospital greater control over their movements to reduce the risk of infection spread.
- All Staff are required to have Track and Trace in place.
- Staff movement is monitored and managed.
- Personal Protective Equipment – the hospital has a contingency amount of 4-months rolling stock.
- Infection control measures continuously reviewed.

- Capacity is maintained by reducing the elective work which is recognised to be unhelpful to patients waiting for interventions.
- The National Agreement with Private Hospitals remains in place until end December and it is hoped that this will be extended to the end of March.
- Private hospitals have been used for elective and planned care, including cancer screening and endoscopy. The BMI Nuffield has been performing cancer treatment, endoscopy, and orthopaedic operations for the NHS under the Agreement.
- Supporting the workforce specifically covering areas of resilience and mental wellbeing, exhaustion, sickness and anxiety.
- Step down services moving patients through recovery to other services freeing up beds for acute use.
- Admission prevention service REACT.
- Primary Care – Flu campaign. Co-operative arrangement with Pharmacies to deliver initial to 65+ and patients at high risk. Once that cohort has been delivered the focus will be on 50-64 year olds – dependent on sufficient vaccine being available. Patients 50-64 being asked not to contact for an appointment for flu until later in the season. The current campaign is 2-3 weeks ahead of the normal schedule and many more residents are opting to take up the vaccine this year.
- Pharmacies are facing increased workload and fatigue. Many patients who used to collect their own medication requested a home delivery – for which no funding is provided. This has been expensive and labour intensive for the Pharmacies. Patients now returning to work is causing a problem with safe delivery of the medications and they are being asked to return to collecting their own – they are reluctant to do this which is causing problems. Pharmacies tend to have low staffing levels and work capacity is easily destabilised.
- During lock-down volunteers were supporting pharmacies with the delivery of medications and this may need to continue during the winter.
- During the current Covid outbreak, no pharmacies in Suffolk had to close due to infection.
- Medication for End of Life (EOL) care is being supported via pharmacies to facilitate EOL at home.
- Out of Hours and GP Streaming is back up and running (in a Covid Safe way) – triaging and remote assessing where possible.
- Cervical screening has now caught up to pre-Covid levels.
- Brexit concerns – there is a 4-month contingency of medications.

- Concern was expressed by the use of Do Not Resuscitate Orders at a time when patients were most vulnerable. There was confusion over what this actually meant and a better method of communication (to patients/families/carers) will be considered.
- Continued use of Hot and Cold sites for Covid patients to reduce cross-contamination and risk.
- Adult and Social Care Recruitment continues to be a problem and it was noted that it is very difficult to recruit into this sector. The fear of Covid has exacerbated this.
- Recruitment and retention of carers – also a major source of concern. Lack of a defined Career Pathway, low pay and work methodology all play a part in creating this problem.
- Visitors to patients continues to cause stress to all parties but the risk of cross infection means it is unlikely that this will be relaxed in the present climate.
- Care homes are now at major risk of funding shortfall as many self-funders are choosing to remain at home or with relatives. Some patients have even been removed from care homes for fear of Covid.
- Patients being taken back home is placing a great burden on Community Nursing Staff.
- The use of volunteers for patient care was discussed but the Care Quality Commission Guidance requires care helpers to have training. Thus, this tends to limit Volunteers to shopping and doing welfare checks.
- Home but not Alone is not currently active but is at “stand-by” if needed. Many volunteers were not allocated a role in the recent outbreak and as above cannot be used for medical care.

West Suffolk Hospital – Future System Programme

West Suffolk Hospital and the James Paget are two of the hospitals which are scheduled for replacement under the Governments new build programme.

By December 2020 the outline Business Case for WSH is to be put before the Department of Health and a determination of the site for this new hospital will be proposed shortly. There is currently a short list of 5 sites of which 3 are realistic possibilities. It was also said that the new Hospital could be built on the existing site, but the challenges of that would be onerous and the idea is questionable.

The programme for this new build will be a co-production with all parties with a vested interest having the opportunity to input into the planning phase. Some of the detailed planning has commenced with the Endoscopy Services being scrutinised.

The Committee was informed that the average reading age across the UK is 9 in adults and also that many do not have English as a first language. This will be an important consideration for communications.

The Hospital is engaging 3 Lay Leaders to support children, mid-age adults and older adults – the mid and old age will not be determined solely by the age of the patient.

The discussion touched on outreach services, transportable outreach services; rurality and the need to ensure that the Mental Health Services, currently located on the site, are integrated into the plans.

The Committee expressed the need to ensure the new hospital was future proof (no years were applied at this point). The Project Manager informed that the build programme will be consistent across all 40 hospitals using a modular format – yet to be determined.

Health Scrutiny recommended that they have a Task and Finish Group, and this was welcomed by the Project Manager. I have asked to be part of this Group.

Other matters raised:

- EZEK, Patient Transport Services is reported to be working well but it was noted that they are currently working at below normal capacity, as patient numbers are down, and concern was expressed over how they might perform under pressure. Clinical Commissioning Group (CCG) sought to reassure the Committee that this has been identified and that there are plans in place to increase capacity in line with needs. Health Scrutiny has asked for an updated report for the next meeting.
- Concern was expressed that patients who are still very sick are being transferred back into Care Homes.
- The use of the Voluntary Sector was discussed, and it was felt that there was a great deal of unused capacity. CCG informed that this was under review subject to guidance.
- Concern was expressed that patients' medical information delays from secondary services to Primary Care continued to be fragmented and delayed which meant their records were not up to date.
- Reassurance was sought that all "at risk" patients were up to date with pneumonia vaccinations.
- The Committee requested a review of the work of Allied Physiotherapy throughout Suffolk.
- The Committee was reassured that Cancer Services had been maintained during Covid.
- The Business Case for Think 111 First is due to be published late October 2020 and Health Scrutiny has requested sight of this.

Councillor Margaret Marks
19 October 2020



Scrutiny Work Programme 2021 and Suggestions for Scrutiny

Report number:	OAS/WS/20/017	
Report to and date(s):	Overview and Scrutiny Committee	12 November 2020
Chair of the Committee:	Councillor Ian Shipp Telephone: 07368 134769 Email: ian.shipp@westsuffolk.gov.uk	
Lead officers:	Leah Mickleborough Service Manager (Democratic Services and Monitoring Officer) Telephone: 07595 428481 Email: leah.mickleborough@westsuffolk.gov.uk Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that Overview and Scrutiny Committee:

- 1. Reviews and notes the current status of topics currently scheduled in its rolling work programme for 2021, attached at Appendix 1.**

- 2. Resolves to include in its forward work programme for 2021 a review on the operation of West Suffolk markets.**
- 3. Resolves to include in its forward work programme for 2021 a review of the West Suffolk Council statement and approach to modern day slavery and identifies members who would be willing to be part of a small working party to support the review**

1. Context to this report

1.1 Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme whereby suggestions for scrutiny reviews are brought to each meeting, following the completion of the work programme suggestion form, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action.
- 1.1.3 The current position of the work programme, including any Task and Finish Group(s) or Review Groups, and items currently agreed, but yet to be programmed for 2021 is attached at **Appendix 1**.

2. Proposals within this report

2.1 Suggestion for Scrutiny: Operation of West Suffolk Markets

- 2.1.1 At its meeting held on 3 September 2020, the Committee supported in principle, looking at the "Operation of West Suffolk Markets", subject to the Chair of the Committee holding discussions with the Cabinet Member for Operations, the Assistant Director (Operations) and the Chief Executive on the scope of the review, and presents the proposal back to the Committee in November 2020 for further consideration.
- 2.1.2 The Chair met with the Cabinet Members for Operations and Growth and the Assistant Director (Operations) and Assistant Director (Growth) on 9 October 2020 to consider the proposal, as well as drafting the scope and focus of the review. Attached at **Appendix 2** is the completed work programme suggestion form, for the committee's consideration.
- 2.1.3 In discussion, the timing of the review was raised as an area of concern. At present, the covid-19 pandemic is having a significant impact on the retail sector and to undertake a review at this stage, when the short-term outlook is uncertain, could undermine the long-term effectiveness of the review and its ability to look strategically at the future of the markets. In addition, committing resources to the review at present may mean having to pull key officer time away from efforts to support the pandemic response.

2.1.4 With this in mind, it is proposed to come back to the Overview and Scrutiny Committee at its meeting in March with formal terms of reference for the review. The terms of reference will establish:

- The method of conducting the review including timescales
- The outcomes sought, in line with the work programme suggestion
- The composition of the review group
- Potential sources of evidence / research
- Methods of engagement with key stakeholders

If, in the meantime, members have specific thoughts on the terms of the review or matters they consider it would be useful to address they are welcome to raise these with the Chair

2.2 Suggestion for Scrutiny: Modern Day Slavery

2.2.1 At its meeting in September, the Overview and Scrutiny received a report from the West Suffolk Community Safety Partnership. Arising from this, it was recognised that it would be beneficial to review both our existing statement and approach to modern day slavery to ensure it is robust.

2.2.2 Following the meeting, Councillor Diane Hind has prepared a suggestion for scrutiny form, attached at **Appendix 3**, to undertake a review. If supported, it is proposed that a small group of members would meet alongside officers to discuss the statement and approach, with a view to making any recommendations back to the Overview and Scrutiny Committee in January or March.

2.2.3 If members would like to be part of the review they are requested to highlight this at the meeting so that work can progress.

3. Appendices referenced in this report

7.1 Appendix 1 – Scrutiny Work Programme 2021
Appendix 2 – Completed suggestion for scrutiny, operation of West Suffolk Markets
Appendix 3 – Completed suggestion for scrutiny, West Suffolk policy and approach to modern day slavery

4. Background documents associated with this report

8.1 None

Overview and Scrutiny Committee: Rolling Work Programme (2020-2021)

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Member - Officer	Details
14 January 2021 (Time: 5.00pm) Venue: MS TeamsLive (Thursday)		
Anglia Revenues Partnership (ARP)	Cabinet Member for Resources and Performance	ARP to be invited to talk to the Committee about debt recovery for Council Tax and Business Rates collections and the processes used and how they have been impacted by Covid-19 in terms of recovery.
Cabinet Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
18 March 2021 (Time: 5.00pm) Venue: (Thursday)		
Suffolk County Council: Health Scrutiny Committee – 13 January 2021	Councillor Margaret Marks	To receive an update from the Council’s appointed representative on discussions held by the Suffolk County Health Scrutiny Committee on 13 January 2021.
Cabinet Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.

Description	Lead Member - Officer	Details
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
Items Carried Forward from the 2019-2020 Work Programme – Yet to be scheduled in the 2020-2021 Work Programme		
1) Anti-Idling Campaign Update: Councillor Lisa Ingwall-King agreed to complete a work programme suggestion form to help inform officers on the scope of the update – Agreed at meeting held on 9 January 2020.		
2) Invite back Havebury Housing Partnership once they have progressed their three strategies – Agreed at meeting held on 12 March 2020.		
3) Invite Flagship Housing (same as Havebury Housing) – Agreed at meeting held on 12 March 2020.		
4) A report on Homes for Life setting out what is being built for older people – Agreed at meeting held on 12 March 2020.		
5) Brexit: To look at the impact that Brexit might have on the Council, once we know what form that Brexit deal looks like.		

Suggestion for Scrutiny Work Programme Form
(To be considered by the Overview and Scrutiny Committee)

Suggestion from:
Councillor Ian Shipp

What would you like to suggest for investigation / review?
<p>To review the operation of West Suffolk markets, to include the day to day management, strategic management and objectives of West Suffolk’s markets:</p> <p>How are they managed. Where does the responsibility for the operation and strategic direction lay and is this successful. Who takes day to day decisions re the operations. What are the current policies under which we operate our markets. Need to carry out a SWOT analysis. Investigate best practice in market strategy. Seek future opportunities re delivery and management of markets. What are traders priorities. What are shoppers priorities. How do we measure success?</p>

What are the main issues / concerns to be considered?
<p>The future viability of our markets The future operations and strategic ambitions of markets Future development of markets Determine service responsibility for operations and strategic delivery of markets</p>

Who is responsible for providing this service, or tackling the issue in question?
<p>West Suffolk Council is responsible for management and delivery of markets within the West Suffolk. Responsibility is divided between two portfolio areas of responsibility:</p> <ul style="list-style-type: none"> • Strategic oversight is provided by the Growth portfolio, led by Councillor Susan Glossop and the Assistant Director (Growth) • Operational responsibility is provided by the Operations portfolio, led by Councillor Peter Stevens and the Assistant Director (Operations)

Have you spoken to them, and if so, what was the response?

A meeting was held with the Portfolio Holders and Assistant Directors on 9 October. The proposed review was generally supported. The following key points were raised:

- It is important to focus the review on the strategic future of the markets in West Suffolk
- The timing of the review is a key concern at present. The pandemic means it is more challenging to take a strategic perspective given the uncertain future of the retail economy and the need to support covid-19 response work across the Council.
- It would be helpful to research recognised best practice and successful markets in other areas of the country.
- Proposals raised through the review would need to be sustainable and lasting, striking a balance between the different local economic conditions at each market and the benefits of shared branding / ethos / marketing
- The review needs to engage with work ongoing by other groups (such as Haverhill Masterplan working group) along with relevant Town and Parish Councils
- The Portfolio Holders identified they would be receptive to receiving interim reports or emerging recommendations from the working group to discuss

What is the Portfolio Holders view on this issue?

See above

What would be the likely benefits and outcomes of carrying out this investigation / review?

Help provide a clear future for our markets delivery.
Offer differing service delivery options.
Offer strategic delivery options.
Help secure a long term and prosperous delivery of markets in West Suffolk.
Offer local delivery options.

Estimated Committee and officer resource implications (eg research group, one-off report, dedicated meeting etc)

Given the concerns raised above regarding the timing of the review, it is proposed to present formal terms of reference for the review to the Overview and Scrutiny Committee in March 2021 which will provide further information regarding level of resource commitment. It is anticipated that as a minimum:

- A review group will be formed of members, which will require support from the democratic services, growth and operations teams.
- Research in best practice and engagement with key stakeholders will be undertaken, which may require support from the policy team in addition to the teams above.

Suggested witnesses, documentation and consultation	
This will be further developed in the terms of reference, but engagement is likely to include:	
<ul style="list-style-type: none"> • Clients • Providers/traders • Staff/services • Other market operators • Other relevant organisations / groups (such as Town Councils, BIDs etc) • All members 	
Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)	
Growth in West Suffolk's economy for the benefit of all our residents and UK plc	Yes
Resilient families and communities that are healthy and active.	Yes
Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas.	No

Will this investigation / review contribute to the achievement of one or more of the commitments within the Council's West Suffolk Strategic Framework 2020-2024 Priorities? If so, which (please tick)	
Growth in West Suffolk's economy for the benefit of all our residents and UK plc.	
1. Encourage economic growth in West Suffolk that benefits our local economy, our workforce, our families and communities and our global and local environments in particular by tackling climate change.	Yes
2. Secure improve infrastructure and facilities to support new and existing communities.	Yes
3. Invest in our towns, villages and countryside areas by building their unique strengths	Yes
Resilient families and communities that are healthy and active:	
1. Support communities to fulfil their ambitions so as to improve the lives of residents and the local environment.	Yes
2. Work with partners to build resilience in families and communities, so that problems can be prevented at the earliest opportunity.	No
3. Use our community, leisure public open space, countryside and heritage assets so that they give maximum benefit to West Suffolk communities.	Yes
Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas:	
1. Ensure a variety of new housing is provided in appropriate locations, that meets the needs of current and future generations.	No
2. Improve the quality of housing and the local environment for our residents.	
3. Support people to access suitable housing, including by working in partnership to addresses their wider needs.	

Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)	
Public Interest: The concerns of local people should influence the issues chosen by overview and scrutiny.	Yes
Impact (Value): Priority should be given to issues that make the biggest difference to the social, economic and environmental wellbeing of the area, and which have the potential to make recommendations which could lead to real improvements. The outcome must also be proportionate to the cost of carrying out the review in terms of staff and councillor time.	Yes
Relevance: Overview and scrutiny must be satisfied that an issue identified for review is relevant and does not duplicate existing work being undertaken elsewhere by various Working Groups, Cabinet, partners etc.	Yes
Partnership working or external scrutiny: The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	Yes

Would you like to be involved in the investigation / review?	
Yes	
(original) Date of request: 20/08/2020	Signed I Shipp

Please return this form to the:

Democratic Services Officer (Scrutiny), West Suffolk Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Email: Christine.brain@westsuffolk.gov.uk

Update: February 2018 (Revised West Suffolk Strategic Framework 2018-2020)

Update: 1 April 2019 (New Logo – West Suffolk Council)

Update: February 2020 (Revised West Suffolk Strategic Framework 2020-2024)

**Suggestion for Scrutiny Work Programme Form
 (To be considered by the Overview and Scrutiny Committee)**

Suggestion from:
Councillor Diane Hind
What would you like to suggest for investigation / review?
<p>West Suffolk Council Modern Day Slavery Statement and approach.</p> <p>Activities that modern day slaves could work in are farming, nail bars, hand car wash, restaurants, and factories although children can be associated with modern day slavery as a result of county lines activity</p> <p>Slavery is often hidden and can be difficult to identify, but someone in slavery might:</p> <ul style="list-style-type: none"> • Appear to be in control of someone else and reluctant to interact with others. • Not have personal identification on them. • Have few personal belongings, wear the same clothes every day or wear unsuitable clothes for work. • Not be able to move around freely. • Be reluctant to talk to strangers or the authorities. • Appear frightened, withdrawn, or show signs of physical or psychological abuse. • Be dropped off and collected for work always in the same way, especially at unusual times, for example, very early or late at night. <p>This Council and our partners can help to identify, refer, and support victims in our area, fulfilling our responsibilities for adult safeguarding, child protection and community safety and also has safeguards in place to ensure the procurement process complies with the Modern Day Slavery Act.</p>
What are the main issues / concerns to be considered?
<p>Our current statement is out of date and is currently being updated (an update will be provided in Members News to reflect activity undertaken in the past few months). Government announced in September that it requires councils to report on their activities in relation to modern day slavery. More guidance is awaited from government and the council will need to agree its response to this to ensure that its activities reflect our current practices and methods.</p>
Who is responsible for providing this service, or tackling the issue in question?
<p>Families and Communities Team (Community Safety) although it does also relate to procurement and contract management.</p>

Have you spoken to them, and if so, what was the response?	
I had a lengthy conversation with Davina Howes, Assistant Director (Families and Communities) and have also viewed the toolkits that are used to inform and educate staff.	
What are the Portfolio Holders view on this issue?	
Davina promised to inform Cllr Robert Everitt, Cabinet Member for Families and Communities who was on compassionate leave at the time; Davina has confirmed this has taken place.	
What would be the likely benefits and outcomes of carrying out this investigation / review?	
<p>We could be sure that the council's approach is fit for purpose, accurately represents our current practices and as importantly ensures that as far as possible we eliminate the potential for poor practices to occur within our own organisation and those of contractors and partners.</p> <p>Members will recall that this was included as a topic in the Community safety monitoring report presented to the Overview and Scrutiny Committee in September 2020. The Chair of the Western Suffolk Community Safety Partnership, Councillor Joanna Spicer though it an excellent idea that we had a motion to ensure our policy was robust and not just a tick box exercise. I agreed to submit a work programme form.</p>	
Estimated Committee and officer resource implications (e.g. research group, one-off report, dedicated meeting etc)	
Probably a one-off meeting to review the latest initiatives and objectives from the UK Government which we expect to receive shortly. If we select a small group to look at this now, we will be ready to convene a meeting once the new recommendations are in place and we can update the Statement. The working group might want to consider points such as whether to put a motion to Council about this topic.	
Suggested witnesses, documentation, and consultation	
Davina Howes will be best placed to provide the relevant update on new requirements and suggestions from government as well as clarifying exactly how WSC already deal with identifying, raising awareness, and effectively combatting in our own organisation and those of partners.	
Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)	
Growth in West Suffolk's economy for the benefit of all our residents and UK plc	
Resilient families and communities that are healthy and active.	x
Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas.	

Will this investigation / review contribute to the achievement of one or more of the commitments within the Council's West Suffolk Strategic Framework 2020-2024 Priorities? If so, which (please tick)	
Growth in West Suffolk's economy for the benefit of all our residents and UK plc.	
1. Encourage economic growth in West Suffolk that benefits our local economy, our workforce, our families and communities and our global and local environments by tackling climate change.	
2. Secure improve infrastructure and facilities to support new and existing communities.	
3. Invest in our towns, villages, and countryside areas by building their unique strengths	
Resilient families and communities that are healthy and active:	
1. Support communities to fulfil their ambitions to improve the lives of residents and the local environment.	
2. Work with partners to build resilience in families and communities, so that problems can be prevented at the earliest opportunity.	
3. Use our community, leisure public open space, countryside, and heritage assets so that they give maximum benefit to West Suffolk communities.	
Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas:	
1. Ensure a variety of new housing is provided in appropriate locations, that meets the needs of current and future generations.	
2. Improve the quality of housing and the local environment for our residents.	
3. Support people to access suitable housing, including by working in partnership to addresses their wider needs.	

Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)	
Public Interest: The concerns of local people should influence the issues chosen by overview and scrutiny.	x
Impact (Value): Priority should be given to issues that make the biggest difference to the social, economic, and environmental wellbeing of the area, and which have the potential to make recommendations which could lead to real improvements. The outcome must also be proportionate to the cost of carrying out the review in terms of staff and councillor time.	x
Relevance: Overview and scrutiny must be satisfied that an issue identified for review is relevant and does not duplicate existing work being undertaken elsewhere by various Working Groups, Cabinet, partners etc.	
Partnership working or external scrutiny: The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	

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Would you like to be involved in the investigation / review?	
Yes	
Date of request: 27 October 2020	Signed Councillor Diane Hind

Please return this form to the:

Democratic Services Officer (Scrutiny), West Suffolk Council, College Heath Road,
Mildenhall, Suffolk, IP28 7EY

Email: Christine.brain@westsuffolk.gov.uk

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