



NOTICE OF MEETING

SCRUTINY MANAGEMENT PANEL

MONDAY, 16 JANUARY 2023 AT 11.00 AM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to James Harris on 023 9260 6065

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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Membership

Councillor Matthew Atkins (Chair)
Councillor Graham Heaney (Vice-Chair)
Councillor Dave Ashmore
Councillor Cal Corkery
Councillor Mark Jeffery

Councillor Abdul Kadir
Councillor Leo Madden
Councillor Scott Payter-Harris
Councillor Gemma New

Standing Deputies

Councillor Simon Boshier
Councillor Stuart Brown
Councillor George Fielding

Councillor Ian Holder
Councillor Linda Symes
Councillor Daniel Wemyss

Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19

- Following the government announcement 'Living with Covid-19' made on 21 February and the end of universal free testing from 1 April, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive Covid-19 test result is still being advised to follow this guidance for five days, which is the period when you are most infectious.

- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that protects us from coughs, colds and winter viruses, including Covid-19.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

A G E N D A

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the meeting held on 4 February 2022 and the special meeting held on 27 September 2022 (Pages 5 - 16)

RECOMMENDED that the minutes of the meeting held on 4 February 2022 and the special meeting held on 27 September 2022 be confirmed and signed by the Chair as correct records.

4 Themed Scrutiny Panel Updates & Scrutiny Work Programme (Pages 17 - 32)

Purpose

The purpose of the report is to:

- (i) update the Scrutiny Management Panel on the work of the themed scrutiny panels, receive suggestions for topics to include within the council's scrutiny work programme and agree the resulting updated scrutiny work programme; and
- (ii) present the Scrutiny Management Panel with suggested revised templates for the themed scrutiny panel work programme (Appendix 1) and scoping document (Appendix 2), along with a flow chart for filtering potential topics for inclusion within the scrutiny work programme (Appendix 3).

Recommendations

It is recommended that:

- (i) any updates received from the themed scrutiny panel chairs be NOTED;
- (ii) the updated work programme template, scoping document template and topic filtering flow chart be adopted; and
- (iii) the council's scrutiny work programme for the themed scrutiny panels be populated and updated as appropriate with any topics agreed at the meeting by the Scrutiny Management Panel.

5 Updates on scrutiny recommendations upheld by Cabinet in 2022

The panel will receive updates on progress made in the respect of implementing the recommendations of the below reviews:

- Housing & Social Care Scrutiny Panel review into Procedures and Performance of Portsmouth City Council and Housing Associations in Relation to Response Repairs and Maintenance (recommendations agreed by [Cabinet on 21 June 2022](#));
- Traffic, Environment & Community Safety Scrutiny Panel review into the accessibility of the transport network (recommendations agreed by [Cabinet on 21 June 2022](#)); and
- Traffic, Environment & Community Safety Scrutiny Panel review review into biodiversity enhancement in urban Portsmouth (recommendations agreed by [Cabinet on 26 July 2022](#))

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

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Agenda Item 3

SCRUTINY MANAGEMENT PANEL

Minutes of the meeting of the Scrutiny Management Panel held on Friday, 4 February 2022 at 2.30 pm at the Civic Offices, Portsmouth

Present

Councillor Simon Boshier (in the Chair)

Councillors Stuart Brown
 Cal Corkery (Standing Deputy for George Fielding)
 Graham Heaney
 Leo Madden
 Scott Payter-Harris
 Linda Symes
 Benedict Swann
 Rob Wood

Officers

Mr Chris Ward, Director of Finance and S.151 Officer

1. **Apologies for Absence (AI 1)**

Apologies for absence were received from Cllr George Fielding. Cllr Cal Corkery was in attendance as Standing Deputy.

2. **Declarations of Members' Interests (AI 2)**

There were no declarations of interest from the members present.

3. **Minutes of the meeting held on 29 January 2021 and the special meeting held on 15 September 2021 (AI 3)**

RESOLVED that the minutes of the meeting held on 29 January 2021 be signed by the Chair as a correct record, subject to the location being amended to a Virtual Meeting rather than the Council Chamber.

RESOLVED that the minutes of the 15 September 2021 meeting be confirmed and signed by the Chair as a correct record.

4. **Presentation on Portsmouth City Council Budget and Council Tax 2022/23 and Medium Term Budget Forecast 2023/24 to 2025/26 (AI 4)**

(TAKE IN A PRESENTATION ON THE BUDGET)

The S.151 Officer introduced the item and explained that the meeting was an opportunity for members of the panel to ask questions on the proposals in the budget prior to it being considered by Cabinet and recommended to Council for approval.

The panel was first advised of the headlines, which were:

- Savings of £1.825m against the £1m minimum requirement agreed by Council;
- New spending of £1m;
- A 2.99% increase in Council Tax, 1% of which being a Social Care Precept; and
- £67.8m of new Capital Investment.

Whilst the budget forecast might vary, the forecast was balanced over the coming three years with no savings required for 2023/24.

As background context the panel was reminded that since 2011/2012 the Council had made £104m in savings, which represented 48% of controllable spend.

Portsmouth City Council was a low tax authority at 10% less than the average statistic of near neighbours and had a low tax base due to Band B properties being the average as opposed to the national average of Band D.

Whilst the Covid pandemic continued to have a significant influence on the budget, budget pressures in Adult & Children's Social Care remained the primary drivers of cost. Of the £9.6m key spending pressures, £3.9m was in respect of Children's Social Care and £3.3m was in respect of Adult Social Care. Inflation accounted for £1.7m

In terms of the Financial Strategy, the overall aim was for in year expenditure to match in year income over the medium term whilst continuing the drive towards regeneration of the city. For the period 2022/23 to 2024/25 the aim was to reduce net expenditure by £3m.

Before considering the 2022/23 Budget the panel received an update on the 2021/22 Budget which realised a 9% spending increase, although this had been more than offset by increased funding. The net overall position was broadly balanced with a net reduction in the use of general reserves of £79k versus budget.

In preparing the 2022/23 Budget the biggest challenges had been around accommodating pressures associated with the Covid 19 pandemic and around social care. Following public consultation, 78% of respondents had supported an increase in Council Tax, with the most popular increase being 2%.

The following service priorities were outlined:

- Collecting bins and keeping the city clean;

- Ensuring older people and vulnerable adults are looked after and supported to live independently; and
- Supporting education, early years and children with special educational needs.

The following capital investment priorities were detailed:

- Building new homes in the city, including flats offering special care for elderly residents;
- Investing in greening projects across the city; and
- Creating better facilities for sustainable transport such as cycling and walking.

The S.151 Officer detailed the 2022/23 Local Government Finance Settlement which in real terms would realise a net increase of £5.7m (7.3%). This was made up of:

- An increase in the social care grant of £2.5m;
- A new "2022/23 Services Grant" which had been described as a one-off and could not be relied upon for future years; and
- A reduction in New Homes Bonus of £0.1m.

All other elements of the settlement would be inflation linked at 3.2%, however it was highlighted that the Consumer Price Index was currently tracking at 5.4%.

The future of local government funding would be impacted by the 'Levelling Up agenda' and the Fair Funding Review, had been delayed until 2023/24. The Business Rates Retention and Reset had also been delayed until 2023/24 and the impact of these changes on the council's finances was uncertain.

In respect of the council tax proposal, as detailed previously, the average council tax band in the city was Band B at £1,180.01 per annum, although only 57% of households paid council tax in full.

The proposal for 2022/23 was a general increase of 1.99%, with an increase for social care of 1%. The Hampshire Police & Crime Commissioner element was to increase by 4.42% and the Hampshire & Isle of Wight Fire & rescue Authority by 7.1%. The overall total increase to residents would be 3.33%.

Expenditure in 2022/23 would see an overall increase of 7.5% over 2021/22 as follows:

- £7.2m Adult and Children's Social Care;
- £2.4m Other;
- £2m Revenue contribution to capital; and
- £18.6m Contingency (including COVID related expenditure)

Funding in 2022/23 would realise an increase in Government funding of £5.7m, additional council tax of £2.6m and a "one-off" collection fund surplus of £1.8m. There would be no draw on general reserves.

Key risks to budget sustainability were:

- The "2022/23" Services Grant" of £3.3m which had been embedded into core spending;
- The redistribution of £60.6m as part of the Fair Funding Review;
- The impact of the Business Rate Reset which would see the redistribution of the £7.3m of growth;
- The continuing pressures for Adults and Children's Social Care; and
- The legacy of the Covid 19 Pandemic.

For the future forecasts 2023/24 to 2025/26 it was anticipated that inflation and pensions would create a pressure of £9.4m, social care £9.2m and Fair Funding & Business Rate Reset £3m.

To ensure a balanced budget it was anticipated that business rates would increase by £4.2m, council tax continue to increase annually by 2.99%, contributions to reserves decrease by £10.8m and other net savings of 0.3m.

The Capital Programme to 2026/27 would have £50.8m of capital resources to deliver the Capital Strategy. This comprised of £13.3m of corporate capital resources, £36.5m of borrowing available for invest to save schemes and £1m of reserves & contributions.

Capital investment proposals would total £67.8m and be used to provide significant investment into repairs and maintenance/health and safety generally to council owned properties.

Specific investments would include:

- Commercial Port (Masterplan);
- Waste collection fleet and depot expansion;
- Re-provision of leisure and community facilities (Bransbury Park);
- Digital infrastructure;
- Delivery of the local transport plan and other transport infrastructures; and
- Football facilities.

In response to questions raised by the panel the S.151 Officer:

- Confirmed that the £150 council tax refund would be funded by central government and would have a neutral impact on the council. The same applied to business rate relief.
- Explained that there was uncertainty in respect of government funding going forward, as the Local Government Settlement would be distributed differently and there could be a loss of business rate growth.

The latter possibly caused the most uncertainty, although some comfort could be taken that the Government had mentioned a transition period which could allow the council to accommodate any changes over a period of time through the management of reserves.

- Explained that not all Covid related expenditure had been covered by central government, however the council had set aside a fighting fund which met the shortfall.
- Confirmed that energy prices and staff pay had been factored into the inflation estimate of 4%. Whilst it was appreciated that the Council's external auditors had predicted inflation nationally to rise to 7.5% it was not believed that the council would be affected to this level. If over 4% this could be met through contingency in-year and if inflation continued to rise for an extended period, this could be factored into future budgets.
- Explained that in respect of making £1m of savings with inflation at the current level it was not anticipated that there would be an eventuality where this figure would need to be revisited. The council had reserves if the contingency was not sufficient, however it would take something exceptional to revisit this commitment.
- Confirmed that all assumptions would be revised annually, however the S.151 Officer was confident that savings would not need to be made in 2023/24. Savings would only been needed if something drastic occurred which affected the cost base.

In respect of a question about the panel names used in the Budget & Framework Procedure Rules regarding the process by which the budget and policy framework was develop; it was agreed that Cllr Madden, as Chairman of the Governance, Audit & Standards Committee would investigate the matter and ask that a report be brought forward to the committee if any updates to the wording were required.

The Chairman of the Panel thanked the S.151 Officer for his summary of the budget. Having sought the views of the Panel, the Chair advised that the Panel did not wish to forward any comment to Cabinet.

The meeting concluded at 3.52 pm.

Councillor Simon Boshier
Chair

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SCRUTINY MANAGEMENT PANEL

Minutes of the meeting of the Scrutiny Management Panel held on Tuesday, 27 September 2022 at 2.30 pm at the Civic Offices, Portsmouth

Present

Councillor Matthew Atkins (in the Chair)

Councillors Graham Heaney
 Stuart Brown
 Mark Jeffery
 Leo Madden
 Scott Payter-Harris
 Gemma New

5. Apologies for Absence (AI 1)

Apologies had been received from Cllr Dave Ashmore and Cllr Cal Corkery. Cllr Judith Smyth was present as Standing Deputy for Cllr Corkery.

6. Declarations of Members' Interests (AI 2)

Whilst not an interest, for transparency, Cllr Judith Smyth stated that she was an opposition spokesperson for the Cabinet Member for Planning Policy & City Development and the Chair of the Planning Committee.

7. Decision taken by the Cabinet Member for Planning Policy & City Development on 26 July 2022 in respect of item 4 on that agenda "Options for increasing Planning Committee Capacity."- Call-in (AI 3)

The Chair explained that five members of the Council, Ryan Brent, Benedict Swann, Lee Mason, Lewis Gosling and Daniel Wemyss had asked for the decision taken by Cabinet Member for Planning Policy & City Development on 26 July 2022 in respect of item 4 on that agenda 'Options for increasing Planning Committee Capacity' be called in for scrutiny.

The call-in request had been made on two grounds:

- They believed that the decision may have been based on inaccurate or incorrect information; and
- They believed that the decision may have been taken without adequate information.

A call-in on the grounds of 'believe the decision may have been taken without adequate information' had been ruled valid by the City Solicitor.

The Chair advised that if the panel was satisfied that the decision had not been taken without adequate information being supplied to enable the Cabinet Member to reach his decision, then no further action was required.

If the panel was not satisfied on these grounds, it could refer the matter back to the Cabinet Member setting out in writing the nature of its concerns that are to be addressed in conjunction with the original matter.

The Chair advised that no written deputations had been received.

Councillor Brent, the lead call-in member, outlined the reasons for the call-in (set out in full on the Call-in form at Appendices 1 and 2.)

The call-in councillors believed that the decision made by Cabinet Member for Planning Policy & City Development to delete Paragraph 53 and amend Paragraph 57 of the scheme of delegation for planning decision making were both material changes to the constitution and therefore outside of the remit of the Cabinet Member to change. Whilst the rationale for the decision was understood, it was believed that inadequate legal advice within the report resulted in the cabinet member making a decision outside of his power.

In response to questions, Cllr Brent did not believe that the legal advice had been incorrect. It was the view of the call-in members that it had been inadequate, due to the context of the previous decision having been referred to the Governance & Audit & Standards Committee first not being referenced. The decision making process had not followed recent precedent, in that the decisions to materially change the constitution had been taken without first seeking the views of the Governance & Audit & Standards Committee.

In reply to a question about the adequacy of the legal comments the City Solicitor explained that whilst the legal comments could have been more fulsome, the context of the previous process had been contained within the body of the report.

The Chair of the panel highlighted that there was some debate about who had the authority to amend the scheme of delegation for planning decision making and the process was not clearly defined. It appeared that the Cabinet Member had however agreed changes without either following or being aware of the process adopted previously.

Cllr Lee Hunt, Cabinet Member for Planning Policy & City Development, gave his response.

Cllr Hunt explained that he had been fully aware that the previous decision had been made following a referral to the Governance & Audit & Standards Committee and drew the panel's attention to para 3.2 of the report he had considered which detailed that this had happened.

Cllr Hunt gave the context of the decision, which was his priority to reduce the backlog in the determination of planning applications and the associated delays to applicants. This had been impacted by many factors, including the Covid 19 pandemic, nutrient neutrality and the national issue of staffing for planning authorities.

When he was Chairman of the Planning Committee he had increased the frequency of Planning Committee meetings from every four weeks to every three. The report which he had considered on 26 July 2022 had included an option to increase the frequency further, however there was a significant cost associated with this for which there was no funding available.

The other option he had considered and agreed was to increase the threshold for the number of objectors required for an application to require Planning Committee determination. He had also received a representation from another member to consider increasing the threshold for members' ability to refer a planning application for Planning Committee determination from one member to three members. He did not wish to fetter members' ability to do this and therefore did not amend this part of the scheme of delegation.

In making his decision he had been very mindful of the route that the previous decision had taken but noted that it had been referred by choice to the Governance & Audit & Standards Committee by the cabinet member who had subsequently made the decision.

Given the priority of reducing the backlog of planning applications he had been mindful of the precedent that it had been the cabinet member who had made the previous decision to amend the scheme of delegation. To avoid delay he had decided to take the decision on 26 July without referring to the Governance & Audit & Standards Committee first.

In response to questions from the panel Cllr Hunt confirmed that he had been adequately briefed in advance of taking the decision and knew that previously the cabinet member had made a similar decision. He had not followed the previous process of referring the matter to the Governance & Audit & Standards Committee first as the decision was for the cabinet member to make and he did not want to delay the matter. It had been the previous cabinet member's choice to refer the matter to Governance & Audit & Standards Committee prior to making the decision. Cllr Hunt confirmed that had not consulted with the current Chair of the Planning Committee directly as she was an opposition spokesperson to his portfolio.

In response to a point made that the Planning Committee had been informally consulted prior to the previous decision being made, Cllr Hunt replied that he had not been aware of this. He had however been aware of all of the issues, the process for decision making used previously and he felt that he had sufficient information with which to make a proportionate and reasonable decision. He also advised that opposition spokespersons had been briefed in advance and that no issues with the process had been raised at that point, or during the meeting at which the decision had been made.

In response to a question the City Solicitor advised that constitutional changes were within the remit of either the Governance & Audit & Standards Committee or the City Solicitor's limited delegations. He reminded members that the Governance & Audit & Standards Committee had agreed some quite substantial changes to the constitution and whilst the process in this instance

was not clearly defined, he believed that consideration of the matter by the Governance & Audit & Standards Committee would be a pragmatic solution.

The Chair asked where in the constitution it stated that the cabinet member had the authority to change the scheme of delegation in respect of planning decision making. Cllr Hunt replied that he had followed the same process as the previous decision in that the decision had ultimately been made by the cabinet member. Prior to the meeting there had been a number of conversations and briefings and the view was that he was entitled to make the decision.

There being no further questions, Cllr Brent summed up the case on behalf of the call-in councillors. In doing so he expressed some concerns that the cabinet member felt that he was entitled to make the decision and stressed the importance of the correct procedure being followed. Whilst a side issue, he was worried about the comments made by the cabinet member that the decision made would reduce the planning backlog by half, as this was not a guarantee. He acknowledged that the report stated the previous process in that the previous cabinet member had referred the matter to the Governance & Audit & Standards Committee but what was missing was the explicit legal implication that occurred in the previous decision.

He was also concerned that the cabinet member wasn't aware of what the Governance & Audit & Scrutiny Committee had said in respect of the previous report or that the Planning Committee had been consulted previously.

He also reminded the panel that there was a second option to increase the number of Planning Committee meetings, should the decision be reconsidered.

Cllr Hunt, the Cabinet member summed up his response to the call-in.

Cllr Hunt explained that he wanted to arrive at a decision which halved the backlog of planning applications and he believed that the officers had produced a good report which contained all of the necessary information.

He hoped that the Scrutiny Management Panel didn't refer the matter elsewhere and add additional delay to reducing the backlog of planning applications and reiterated that he had full knowledge of the route that the previous decision had taken in respect of being considered by the Governance & Audit & Standards Committee.

During debate the panel had mixed opinions about whether to uphold the call-in. Whilst members of the panel were broadly supportive of the decision and acknowledged the need to reduce the backlog of planning applications awaiting determination, concerns were raised about the procedural correctness in the way that the decision had been taken.

Members of the panel made the following comments:

- Requested that further consideration be made to increasing the threshold of the number of members required for a planning application to be considered by the Planning Committee.
- Believed it would be beneficial to find out what the public thought about the proposals contained within the report.
- Requested that the Constitution Working Group look at the matter, as there appeared to be a lack of clarity currently in respect of the correct decision making process and the remit of cabinet members. It was believed that Full Council having to agree such changes would be restricting.
- Believed that the decision had been based on inadequate information and that the Cabinet Member had failed to properly take into account the constitutional implications of the decision.
- Believed that the matter should also be referred to the Governance & Audit & Standards Committee for consideration, with its findings reported back to the cabinet member prior to the decision being made.

In terms of what the panel could resolve, the City Solicitor advised that the panel could either:

- Not uphold the reasons for the call. No further action would be taken and the decision would be effective immediately; or
- Uphold the reasons for the call-in and refer back to the cabinet member for reconsideration, setting out in writing the nature of its concerns that are to be addressed in conjunction with the original matter.

it was

proposed by Councillor Judith Symes

and seconded by Councillor Graham Heaney

That no further action be taken.

Following a vote, four members of the Scrutiny Management Panel voted in favour of this proposal and four voted against. The Chair used his casting vote to vote against the proposal and the proposal was therefore declared LOST.

it was

proposed by Councillor Matthew Atkins

and seconded by Councillor Scott Payter-Harris

that the reasons for the Call-in are upheld by the Scrutiny Management Panel and it therefore refers the matter back to the Cabinet Member for reconsideration as it believed that the decision may have been taken without adequate information and that the Cabinet Member may have failed to properly take into account the constitutional implications of the decision.

Following a vote, four members of the Scrutiny Management Panel voted in favour of this proposal and four voted against. The Chair used his casting

vote to vote for the proposal and the proposal was therefore declared CARRIED.

RESOLVED that the Panel having considered the evidence decided that the reason for the Call-in 'believe the decision may have been taken without adequate information and that the Cabinet Member may have failed to properly take into account the constitutional implications of the decision' is upheld by the Scrutiny Management Panel and it therefore refers the matter back to the Cabinet Member for Planning Policy & City Development for reconsideration.

The meeting concluded at 4.47 pm.

Councillor Matthew Atkins
Chair

Agenda Item 4



Title of meeting:	Scrutiny Management Panel
Date of meeting:	16 January 2023
Subject:	Themed Scrutiny Panel Updates & Scrutiny Work Programme
Report by:	Senior Local Democracy Officer
Wards affected:	N/A
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To update the Scrutiny Management Panel on the work of the themed scrutiny panels, receive suggestions for topics to include within the council's scrutiny work programme and agree the resulting updated scrutiny work programme.
- 1.2 To present the Scrutiny Management Panel with suggested revised templates for the themed scrutiny panel work programme (Appendix 1) and scoping document (Appendix 2), along with a flow chart for filtering potential topics for inclusion within the scrutiny work programme (Appendix 3).

2. Recommendations

- (i) That any updates received from the themed scrutiny panel chairs at the meeting be NOTED;
- (ii) the updated work programme template, scoping document template and topic filtering flow chart be adopted; and
- (iii) the council's scrutiny work programme for the themed scrutiny panels be populated and updated as appropriate with any topics agreed at the meeting by the Scrutiny Management Panel.

3. Background

- 3.1 The Scrutiny Management Panel has a role to oversee the development of the scrutiny function and have overall responsibility for setting and monitoring standards for scrutiny.
- 3.2 Further, in respect of the scrutiny work programme, the Scrutiny Management Panel has overall management responsibility for the work programmes of the themed scrutiny panels including:

- Identification of topics that could be the subject of scrutiny enquiries in consultation with themed panels, partners and the public in order to prioritise and manage workloads and ensure that review topics are chosen that reflect the city's priorities and are focused on improvement.
- outputs from themed scrutiny panels
- monitoring of implementation of recommendations arising from completed scrutiny review

3.3 In order to aid the selection of topics which add the most value, a simple flow chart of criteria has been drafted for the panels consideration. The selection criteria have been drafted in accordance with the Local Government Association's publication 'A councillors' workbook on scrutiny' and also accords with guidance from the Centre for Governance & Scrutiny.

3.4 The proposed updated scoping document is based upon the existing document but incorporating some additions from the 'model' scoping document drafted by the Centre for Governance & Scrutiny (at the time operating under its previous name of Centre for Public Scrutiny).

3.5 Updates from the themed scrutiny panels:

Economic Development, Culture & Leisure Scrutiny Panel

3.6 The outstanding topic of 'Engagement with Culture and Leisure - widening social participation in Portsmouth' commenced on 20 January 2020. At this meeting the scoping document was agreed (Appendix 4) and witnesses present were Stephen Baily, Director of Culture, Leisure & Regulatory Services, Claire Looney, Partnership and Commissioning Manager and James Daly D-Day Collections Researcher and Projects Officer. Adrienne Pye, Senior Consultant from the Audience Agency was also present.

A second meeting was held on 25 February 2020 in Southsea Library where the panel received a presentation from Lindy Elliott, Library and Archive Services Manager.

The panel met informally on 29 December 2022 to discuss how best to proceed with the topic and agreed that three meetings be arranged by mid-February 2023 to speak with witnesses.

Education, Children and Young People Scrutiny Panel

3.7 The outstanding topic of 'Review into support for children with disabilities' commenced on 17 June 2019. At this meeting the scoping document was agreed (Appendix 5) and subsequent meetings were held on 16 September

2019 and 30 January 2020. In addition, members of the panel attended a Portsmouth Parent Voice coffee morning to gather evidence.

Housing and Social Care Scrutiny Panel

- 3.8 The panel has a topic of 'Review into the provision of breaks/respite for informal carers, particularly those who care for someone with dementia.' A draft scoping document is attached (Appendix 6). The panel met on 23 September 2022 to agree the topic as a matter that it wished to scrutinise and the associated scoping document.
- 3.9 The Chair attended the Carers Count event on 24 November 2022 to talk to informal carers about their experiences. One of the sessions was on breaks for carers so the feedback from carers was relevant to the review, particularly regarding overnight respite where there are gaps in provision. The next steps are for the panel to attend a regular meeting of local groups for people who care for people with dementia to further inform possible conclusions and recommendations.

Traffic, Environment & Community Safety Scrutiny Panel

- 3.10 The panel has a suggestion for a topic of 'Phasing out of Pesticides and Weedkillers in Portsmouth'. This arose out of a notice of motion agreed by Council in July 2022 which asked Cabinet, utilising the Transport, Environment and Community Safety Scrutiny Panel as appropriate, to commission trials of a wide range of non-chemical and mechanical alternatives for weed treatment and management and to request council officers report back the findings within six months.
- 3.11 The panel will meet informally with officers on 10 January 2023 to discuss the topic and the Chair will be able to update verbally on this at the meeting.

4. Reasons for recommendations

- 4.1 The recommendations within this report have been drafted with the aim of supporting the Scrutiny Management Panel and the themed scrutiny panels in undertaking their respective roles.

5. Integrated impact assessment

- 5.1 This report does not require an Integrated Impact Assessment as there are no proposed changes to PCC's services, policies, or procedures included within the recommendations.

6. Legal implications

- 6.1 There are no legal comments, the scope of the proposals is well with the remit of scrutiny and reflective of evidencing focussed and relevant overview.

7. Director of Finance's comments

- 7.1 There are no finance implications arising from the recommendations of this report. Any subsequent reports to cabinet following scrutiny reviews will be reviewed and comment provided separately.

Appendices:

Appendix 1 - Themed scrutiny panel work programme template

Appendix 2 - Draft scoping document template

Appendix 3 - Topic filtering flow chart

Appendix 4 - EDCL scoping document 'Engagement with Culture and Leisure - widening social participation in Portsmouth'

Appendix 5 - ECYP scoping document 'Review into support for children with disabilities'

Appendix 6 - HSC scoping document 'Review into the provision of breaks/respite for informal carers, particularly those who care for someone with dementia.'

Portsmouth City Council Scrutiny Themed Panel Work Programme 2022/23

Economic Development, Culture & Leisure Scrutiny Panel

Topic	Objective	Cabinet Member	Scrutiny Method	Date Added	Target Completion Date

Education, Children & Young People Scrutiny Panel

Topic	Objective	Cabinet Member	Scrutiny Method	Date Added	Target Completion Date

Housing & Social Care Scrutiny Panel

Topic	Objective	Cabinet Member	Scrutiny Method	Date Added	Target Completion Date

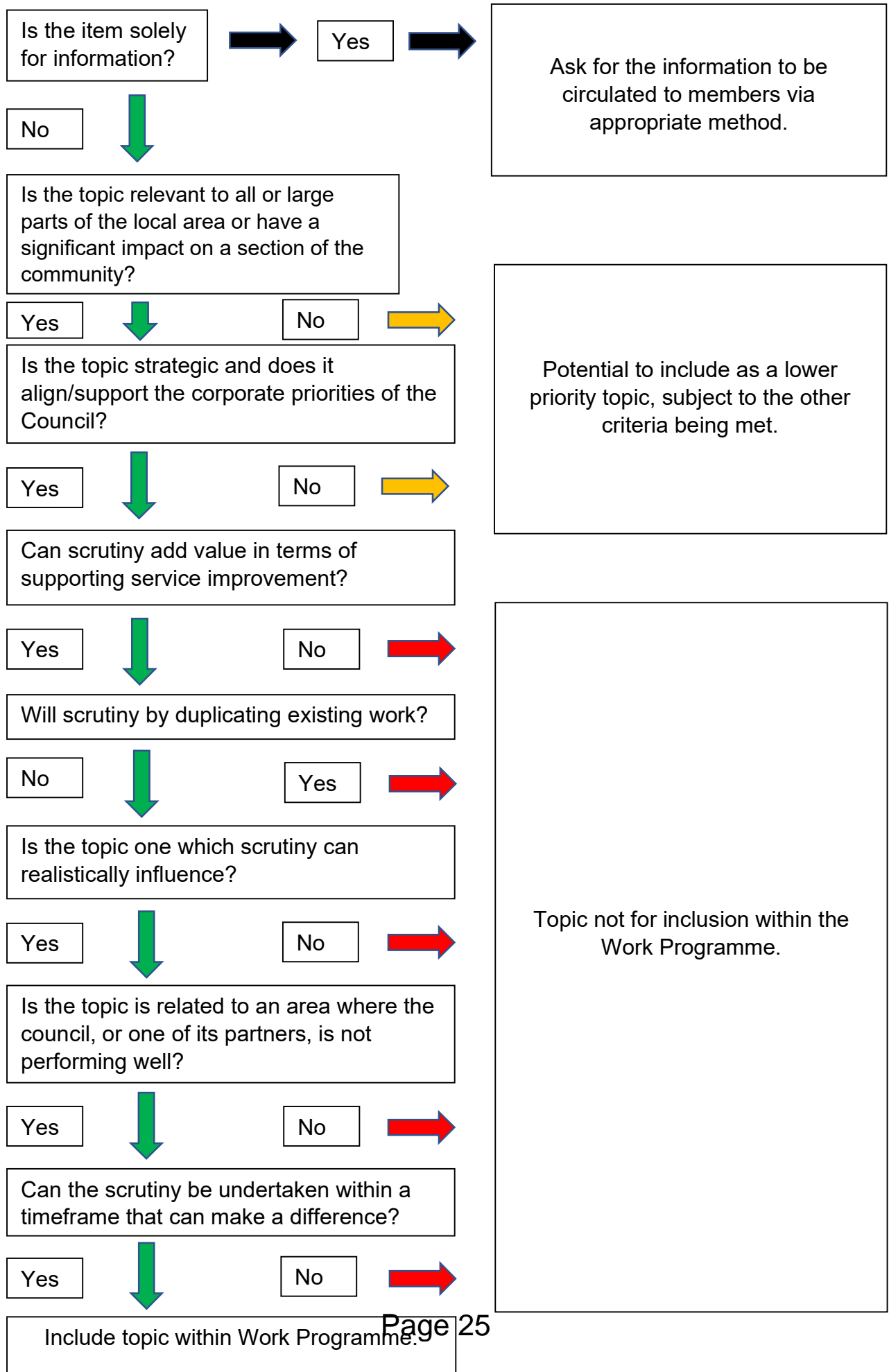
Traffic, Environment & Community Safety Scrutiny Panel

Topic	Objective	Cabinet Member	Scrutiny Method	Date Added	Target Completion Date

Portsmouth City Council Scrutiny Scoping Document

Scrutiny Panel	
Topic	
Purpose of enquiry inc. potential outcomes. (The remit to be clear and concise as this statement forms the backbone of the enquiry)	
Reason for enquiry	
Enquiry format	
Corporate Priority linked to	
Relevant Cabinet Member(s)	
Relevant officers	
Consultees & stakeholders	
Start Date	
Target Completion Date	

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Working title: Engagement with Culture and Leisure - widening social participation in Portsmouth

Background

The Scrutiny Management Panel prioritised this topic for review at its meeting held on 18 September 2019, recognising the social value of increasing cultural audiences. National research has also suggested that access to culture and leisure can have significant social and economic impacts and offer life opportunities to those who are not always accessing these services.

Scope of review:

The review will look at ways to increase social participation via the following objectives:

1. Consider the wider social value and health benefits of involvement in culture and leisure.
2. Review the existing provision, take-up and support given to lower income families (such as the Portsmouth Leisure Card)
3. Investigate the barriers to engagement (such as pricing, transport to and siting of venues and activities)
4. Hear how external providers seek to increase participation
5. Examine 1-3 possible pilot initiatives linked to funding opportunities to address barriers and encourage increased participation

Possible witnesses:

The Audience Agency

BH Live

Portsmouth Sports Council

PCC Museums Service

PCC Libraries

PCC Recreation

PCC Adult Social Care

The Guildhall Trust

Independent cultural organisations such as the Bournemouth Symphony Orchestra and the Mary Rose

Portsmouth Creates (Portsmouth Creates will be launching imminently so any input would be forward looking as opposed to evaluating current practice)

Residents - via Paulsgrove Housing Consortium/Resident's Association

Local theatres - New Theatre Royal and the Kings Theatre

Aspex Gallery

Victorious

Portsmouth Outdoor Centre

Bournemouth Symphony Orchestra (BSO)

The University of Portsmouth

Meeting timings/venues:

Suitable timings to be discussed by the panel

One meeting at Southsea Library

One meeting in Paulsgrove

The Somerstown Hub

The Mountbatten Centre

**EDUCATION, CHILDREN AND YOUNG PEOPLE SCRUTINY PANEL
DRAFT SCOPING DOCUMENT**

A review of support for children with disabilities

1. Background

The topic was agreed by the Scrutiny Management Panel at its meeting on 28 January 2019.

2. Objectives of the review

The review will consider:

- (i) How well the council supports children with disabilities and their families with the provision of community based packages of support to promote their care and wellbeing, how families are made aware of the support that is available and how they receive money to purchase packages
- (ii) The appropriateness and effectiveness of arrangements for placing children with disabilities in "out of city" residential provision, including residential care homes with and without education
- (iii) The provision of residential short breaks for disabled children and their families and how families are made aware of support available and receive money to purchase placements

3. Witnesses

Evidence for the review will be sought from:

- (i) Children, young people and families in receipt of support from the council
- (ii) Social Work Practitioners and Managers who support children and young people with disabilities aged up to 25 (to include Adult Services)
- (iii) Schools attended by children with disabilities in receipt of support from the council - this will include special schools such as Mary Rose, Cliffdale and Redwood Park Academies.
- (iv) Managers of residential schools/care homes (names of schools/care homes to be advised) attended by children with disabilities from Portsmouth
- (v) Cabinet Members for Children & Families and Education

4. Timeline

Monday 15 July: Initial meeting to agree the scoping document and agree evidence gathering programme.

September to December: Meetings to gather evidence

Monday 16 September - to consider first evidence from Children's Services and organisations such as Parent Voice

October: Site visit to organisations (schools, care homes, groups); perhaps meet parents

November: Meeting to consider evidence gathered at site visits and any meetings with parents and provision for young people aged 19 to 25.

December to January: Officers write report with recommendations and conclusions.

January to February: Meeting to agree and sign off report (February/early March).
There may be informal meetings between the formal meetings.

5. Background documents

Ofsted inspection referred to in meeting on 7 December 2018.

HOUSING & SOCIAL CARE SCRUTINY PANEL Draft Scoping Document

Working title

Review into the provision of breaks/respite for informal carers, particularly those who care for someone with dementia.

Objectives

The review will consider the provision of respite for informal carers, especially respite for dementia care.

Witnesses

Possible witnesses are:

- Andy Biddle - Director of Adult Care
- Clare Rachwal - Deputy Head of Service for Market Development and Community Engagement
- Informal carers
- External organisations such as voluntary and community sector and / or care agencies

The scoping document can be revised throughout the review.

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