

SLOUGH BOROUGH COUNCIL

REPORT TO: Overview and Scrutiny Committee

DATE: 10th September 2015

CONTACT OFFICER: Dave Gordon – Scrutiny Officer
(For all Enquiries) (01753) 875411

WARDS: All

PART I **FOR COMMENT & DECISION**

CASEWORK TASK AND FINISH GROUP – TERMS OF REFERENCE

1. **Purpose of Report**

For the Overview and Scrutiny Committee to review and approve the final version of the terms of reference for the Casework Task and Finish Group.

2. **Recommendations/Proposed Action**

That the Committee:

- 1) Review the proposed terms of reference for the Task and Finish Group; and
- 2) Agree the final version of the terms of reference under which the Task and Finish Group will operate.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

3.1 **Slough Joint Wellbeing Strategy priorities**

Casework can relate to any of the Slough Joint Wellbeing Strategy priorities set out below. It is important to ensure that there is an efficient system for progressing and monitoring casework within the resources available to Slough Borough Council.

The Slough Joint Wellbeing Strategy priorities and cross-cutting themes are as follows:

Priorities:

- Health
- Economy and Skills
- Regeneration and Environment
- Housing
- Safer Communities

Cross-Cutting themes:

- Civic responsibility
- Improving the image of the town

3.2 **Five Year Plan Outcomes**

Casework may also relate to these outcomes, depending on the case involved. The outcomes are:

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- There will more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- The centre of Slough will be vibrant, providing business, living, and cultural opportunities
- Slough will be one of the safest places in the Thames Valley
- More people will take responsibility and manage their own health, care and support needs
- Children and young people in Slough will be healthy, resilient and have positive life chances
- The Council's income and the value of its assets will be maximised
- The Council will be a leading digital transformation organisation

4. **Supporting Information**

- 4.1 The Task and Finish Group was first raised as a possibility by members at the meeting of the Overview and Scrutiny Committee on 17th June 2015. At this meeting, it was decided that the most appropriate solution would be the establishment of a Task and Finish Group.
- 4.2 The Task and Finish Group met on 7th July 2015 to formulate its draft terms of reference. This meeting examined the areas which would be of interest to the Group and the issues that members had encountered with existing procedures and processes. On the basis of these discussions, the proposed terms of reference were formulated.
- 4.3 The Task & Finish Group were particularly interested in ensuring that the progress of casework can be clearly logged and tracked for all stages from initial receipt to completion. One major area of research they will be looking to take on, should these terms of reference be approved, is that of the existing system's functionality and the potential to use this to its full capability. For this, the Group have held an initial meeting with SBC officers to be given a demonstration of the casework system and will use these findings in their deliberations to ensure that the final recommendations are as closely based on realistic outcomes as possible.
- 4.4 Once the terms of reference have been approved by the Overview and Scrutiny Committee, the Task and Finish Group will initiate its review. A series of meetings will be held, with the first to be with Slough Borough Council officers in September 2015. Once the review has completed its work, it will complete a report with a series of recommendations arising from its findings. This final report will be presented to the Overview and Scrutiny Committee for review and comment; the date of this will be determined as the review progresses.

5. **Resource Implications**

- 5.1 The Task and Finish Group will be supported by 1 FTE member of staff. This officer is also responsible for supporting the Overview and Scrutiny Committee and three Scrutiny Panels. Therefore, this is a finite resource and consideration must be given, in conjunction with the work programmes for the three Scrutiny Panels, as to how the resource is used during the year.

6. **Conclusion**

- 6.1 This report is intended to provide the Committee with information and guidance on the work to be undertaken by the Task and Finish Group. There will be flexibility for the Task and Finish Group to arrange meetings to suit its work; however, its focus on the work it has been commissioned to complete will remain resolute.

7. **Appendices Attached**

A - Draft terms of reference for the Casework Task & Finish Group

8. **Background Papers**

1 - Minutes of the Overview and Scrutiny Committee, 17th June 2015.