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**To**

Scrutiny Co-ordination Committee

9<sup>th</sup> July, 2008

**Subject**

Scrutiny Board Work Programmes

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**1 Purpose of the Note**

- 1.1 To inform the Committee of the content of the Scrutiny Boards' initial work programmes for the current year.

**2 Recommendations**

- 2.1 The Committee is recommended:

- a) to consider the Scrutiny Boards' initial work programmes and decide whether any amendments are necessary in order to ensure that their time is used efficiently and that the potential for duplication of effort is minimised.
- b) to consider how the work programmes might best be communicated, both internally and externally.

**3 Information/Background**

- 3.1 The Council's Constitution places the responsibility on each Scrutiny Board to set its own work programme. However, the Constitution also requires your Committee to consider the work programmes of the Boards to ensure that their time is used efficiently and that the potential for duplication of effort is minimised. As part of the Scrutiny Development programme for 2008/2009, your Committee has agreed to strengthen this co-ordination role to help to improve Scrutiny outcomes.
- 3.2 Each Board has now decided its initial work programme and the details of all of these are shown in the Appendix to this note.
- 3.3 The Committee needs to satisfy itself that there is no duplication in the work programme topics identified by each Board and that overall the work programmes represent an efficient use of the Scrutiny Boards' time.
- 3.4 The next stage in the process will be to scope the topics (and particularly the reviews), identifying exactly what they will address, how they will be carried out and what outcomes should be achieved. This will also need to identify potential costs, which will inform the allocation of the budget across the programme.

3.5 The Committee is also asked to think about how best to make the work programmes more widely known, both inside the Council and outside, in order to raise the profile of Scrutiny activity and support opportunities for wider involvement. Possibilities include:

- posting on the intranet
- article in the "Insight" employee magazine
- item in the Members' Bulletin
- item on Directorate Management Team agendas
- item on Ward Forum agendas
- article in "City Vision"

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# Coventry City Council: Scrutiny Work Programme 2008/09

## Part 1: Reviews and Policy Development

		2008						2009				To be decided		
		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		April	
<b>Scrucro</b>														
<b>SB1</b>	Procurement Strategy												x	
	ICT Strategy												x	
	Customer Access Strategy												x	
	Sickness Absence												x	
<b>SB2</b>	Aiming High for Disabled Children' - introduction / transition...													
	School Transport (Review Group)													
	Care Matters, Time to Deliver'													
	Safeguarding Children (dedicated meeting including partners)													
	National Challenge													
	Sex and Relationship Education (linked to teenage pregnancy work)													
	Childcare Costs (possible review group)													
	Looked After Children (no's and educational achievement)													
	Implementation of the Early Years Foundation Stage													x
	Meeting with Youth Council													x
Presentation by Young Carers Project													x	
<b>SB3</b>	Verge Parking Review Group													
	Citywide BID (Business Improvement District)													
	Planning Service Seminar													
	Waste Strategy (Outline Business Case)													
	Parking Service													
	Implementation of the Traffic Management Act 2004													
	Delivery of Affordable Homes (NI155)													
	Enforcement Activity (consistency of approach to)													
	Route Forward and Route Direct													x
<b>SB4</b>	Safeguarding adults													
	Darzi practices commissioning													
	Neighbourhood wardens (T&F)													
	Library Opening Times													
	Older People in Hospital													
	People with Physical and Sensory Impairments													
	Ward Forums (T&F)													
	Childhood Obesity (T&F)													
	Teenage Pregnancy (T&F)													
	Performance of external culture, leisure and libraries providers (T&F)													
	Lunt Fort (T&F)													



**Coventry City Council: Scrutiny Work Programme 2008/09**  
**Part 2: Monitoring and Reports Back**

		2008						2009				To be decided	
		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	
<b>Scrucro</b>	Outcome of reviews - WEETEC and WATCH												
	Value for Money Partnership												
	Overview of Local Strategic Partnership												x
	Corporate Plan												x
	Comprehensive Area Assessment												x
	Overview of the National Indicator Set												x
	Household Survey Results												x
	Scrutiny Management issues												
	Conference and Outside Bodies reports (dates as required)												
<b>SB1</b>	Statement of accounts etc												
	Housing Benefits Service												
	Council Tax Recovery												
	Bailiffs' Guidelines for Vulnerable Groups												
	Legal Services Partnering Arra												
	Sickness absence quarterly reports												
	Workforce profile												x
	Coventry Direct progress report												x
	Tribal contract												
	Commensura contract												x
	Progress against NI 179 (Value for Money)												x

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**Part 2: Monitoring and Reports Back**

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<b>Audit</b>	2005/2006 & 2006/2007 Annual Governance Report												
<b>Sub</b>	2006/2007 Annual Audit and Inspection Letter												
	2007/2008 Statement of Accounts												
	Annual Governance Statement												
	Revenue and Capital Monitoring Reports												
	Annual Audit Committee Report												
	Internal Audit Annual report 2007/2008												
	2006/2007 New Deal for Communities Review												
	2007/2008 Business Continuity Review												
	Data Quality Review												
	External Audit Annual Plan 2008/2009												
	Housing Benefit Fraud Annual Report												
	Housing Benefit Fraud Update												x
	Corporate Risk Register Update												
	Review of Internal Audit Effectiveness												
	Internal Audit quarterly reports												
	2007/2008 Coventry Direct Review												
	Recommendation Tracking Report												
	Fraud updates												
	2007/2008 Annual Governance Report												
	2007/2008 Use of Resources Review												
	2008/2009 Opinion Audit Plan (External Audit)												
	2008/2009 External Audit Review of Internal Audit												
	Internal Audit Annual Plan 2009/2010												
	Corporate Fraud Plan 2009/2010												
	2007/2008 Annual Audit and Inspection Letter												

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<b>SB2</b>	Able, Gifted and Talented													
	Misuse of alcohol by young people													
	Teenage Pregnancy Strategy													
	Visits to Children's Homes / Area Intake Teams													
	Performance meeting (emphasis on education outcomes)													
	Performance meeting / LAA monitoring (emphasis on social care)													
	APA Outcomes and Action Plan													
	Alcohol misuse													x
	Children affected by domestic violence													x
	Planning for pupil numbers growth													x
PE Sports Curriculum													x	
Healthy Schools/School meals following intro of new nutritional standards													x	
<b>SB3</b>	Commercial Property Review													
	Empty Property Strategy													
	School Travel Plans / Safety Audit Outside Schools													
	Car Parking Strategy													
	City Centre Master-planning													
	Coventry Homefinder Project													
	Highways Maintenance Programme													
	Ironmongers Square													
	Air Quality Action Plans													
	Climate Change Strategy													
LAA / Performance Meeting - tbc													x	
<b>SB4</b>	Audit Commission - Cultural Services													
	LINK Commissioning													
	Commission for Social Care Inspection Letter													
	Community Centres													
	Its Your Call													
	NHS Question and Answer session													
Annual Health Check Submission														