

**SCRUTINY CO-ORDINATION COMMITTEE  
WORK PROGRAMME 2009 / 2010  
(as at 5<sup>th</sup> February, 2010)**

**a) Outline of programme**

<u>May 2009</u>	<u>June 2009</u>	<u>July 2009</u>	<u>September 2009</u>	<u>October 2009</u>
<p><b>27th</b> - Informal meeting: - work programme planning</p>	<p><b>10<sup>th</sup></b> Outside bodies reports back</p> <p>Informal meeting: – work programme planning – identify scrutiny issues from Forward Plan</p> <p><b>24th</b> Core Strategy (urgent Cabinet item)</p>	<p><b>8th</b> -</p> <p><b>22<sup>nd</sup></b> formal meeting: - LAA progress report (incl. Management Objectives) - Approve Scrutiny Board work programmes - Scrutiny Action Plan - Transformation Partnership Progress Report</p> <p>Informal meeting: - Scope consideration of Coventry Partnership - identify scrutiny issues from Forward Plan</p>	<p><b>2nd</b> Scrutiny Annual report</p> <p><b>16<sup>th</sup></b> Council's Charging Policy</p> <p><b>30th</b></p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>	<p><b>14th</b> Cabinet Member Plans – review of 2008/9 and revisions for 2009/10</p> <p>Pre-Budget report</p> <p>Medium Term Financial Strategy</p> <p>Scrutiny Chairs' progress reports</p> <p><b>28th</b></p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>

<u>November 2009</u>	<u>December 2009</u>	<u>January 2010</u>	<u>February 2010</u>	<u>March 2010</u>
<p><b>11th</b> Culture, Leisure and Libraries – fees and charges update and use of ICT (requested 3<sup>rd</sup> Dec. 2008)</p> <p>Scrutiny Boards – change of name</p> <p><b>25<sup>th</sup></b></p> <p>Formal meeting: - Transformation Partnership Progress report</p> <p>Informal meeting: - Consider briefing note on Coventry Partnership Theme Group discussions - Consider questions for discussion with Partnership representatives on 20<sup>th</sup> January</p> <p>Identify scrutiny issues from Forward Plan</p>	<p><b>9<sup>th</sup></b> Performance report – half year</p> <p>CCFA pilot – report progress</p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>	<p><b>6th</b> CAA outcome</p> <p>Scrutiny Chairs' progress reports</p> <p>Presentation on e-procurement</p> <p><b>20<sup>th</sup></b> Discussion with Coventry Partnership representatives</p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>	<p><b>3rd</b></p> <p><b>17th</b> Scrutiny of Coventry Partnership - final report</p> <p>Transformation Partnership Progress report</p> <p>Informal meeting: – identify scrutiny issues from Forward Plan – planning for meeting with Whitefriars</p>	<p><b>3rd</b></p> <p><b>17th</b></p> <p><b>31st</b></p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>

<u>April 2010</u>	<u>Other issues – dates to be allocated</u>			
<p><b>14<sup>th</sup></b> Inform, Consult and Involve Strategy – evaluation (requested 1.4.09.)</p> <p><b>28<sup>th</sup></b> Scrutiny Chairs' progress reports</p> <p>Informal meeting: – identify scrutiny issues from Forward Plan</p>	<p>Wyken Community Centre – how the Council can help to ensure that the Centre is not disadvantaged by the Youth Centre's move (requested 13.5.09.)</p> <p>Wardens' Pilot Scheme (Impact officers) – implementation plan and progress report (likely to be June/July 2010)</p> <p>Charging Policy – progress report (added 16.9.09.)</p> <p>Coventry Partnership Annual Report (likely to be June 2010 (added 9.12.09.)</p> <p>Healthy living - possible scrutiny issue</p> <p>Discussion with Whitefriars Housing (added 6.1.10.)</p>			

**b) Detailed Work Programme - from 25th November 2009 onwards**

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead officer</b>	<b>Brief Summary of the issue</b>	<b>Key questions/ Intended outcomes</b>	<b>Key Decision?</b>
25. 11. 09.	<p>Formal meeting:-</p> <p>Transformation Progress report</p> <p>Informal meeting:</p> <ul style="list-style-type: none"> <li>- Consider briefing notes on Coventry Partnership Theme Group discussions</li> <li>- Consider questions for discussion with Partnership representatives on 20<sup>th</sup> January, 2010</li> </ul>	<p>Jos Parry/Mike Coult</p> <p>Jos Parry</p>	<p>This continues the monitoring work done by the Committee on the Value for Money Partnership, which has been subsumed into the Council's Transformation Programme</p> <p>In July the Committee agreed the scope of how it wished to scrutinise the Coventry Partnership, which included asking Scrutiny Boards to have discussions with some of the Partnership Theme Groups.</p> <p>The Committee will consider the outcome of these discussions.</p>	<p>What has been achieved? What has yet to be done? Is the Partnership achieving its objectives?</p> <p>To assess how well the Partnership is working.</p> <p>To decide the questions to ask the Partnership representatives on 20<sup>th</sup> January.</p>	<p>No</p> <p>No</p>
9. 12. 09.	Performance report – half-year progress	Jos Parry / Adrian West	<p>This is part of the regular monitoring carried out by the Committee.</p> <p>The report will give an overview of the Council's performance at the half-year stage.</p>	<p>What are the areas which need improvement? How will these be addressed?</p> <p>To ensure that services are performing well/improving and that issues of concern are being addressed. To refer issues to Scrutiny Boards if necessary.</p>	No
	CCfA pilot – progress report	Adrian West	A Councillor Call for Action pilot was set up in April 2009. The Committee asked for a report on progress.	<p>How many CCfA have been made? What were the outcomes? e.g. was an acceptable solution reached?</p> <p>To examine the effectiveness of the Council's procedures.</p>	No
6. 1. 10.	Chairs' progress reports	N/A	Part of the Committee's remit is to manage the work of the Scrutiny Boards. These	To ensure that the Boards are using their time efficiently and not duplicating effort.	No

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Key questions/ Intended outcomes	Key Decision?
			<p>reports (which the Committee considers on a regular basis) help the Committee to do this.</p> <p>The reports will give details of the work of the Scrutiny Boards between October and December 2009.</p>		
	CAA outcome	Jos Parry	To inform the Committee of the outcome of the Comprehensive Area Assessment.	<p>Which aspects of the Council's/Partners' work have been successful? Which aspects need to be improved?</p> <p>To understand how the Council/Partners are performing and how any improvements which are needed will be addressed.</p>	No
	Presentation on e – procurement	Mick Burn	<p>At the Committee's meeting on 25<sup>th</sup> November, 2009, Members expressed some concerns about the e-procurement process.</p> <p>This presentation will explain more about how the process works.</p>	To give the Committee more understanding of the process.	
20. 1. 10.	Discussion with Coventry Partnership representatives	N/A	This is a continuation of the work shown at 25. 11. 09. above.	<p>What is the role of the Partnership? What are its recent achievements? What are its future challenges?</p> <p>The Committee needs to satisfy itself that the Partnership is contributing effectively to the overall objectives of the Sustainable Communities Strategy and the Local Area Agreement, thereby improving the quality of life for people in Coventry</p>	No
17.2.10.	Scrutiny of Coventry Partnership - final report	Jos Parry	This report will incorporate the findings from the Scrutiny Boards' discussions with the Partnership Theme Groups and the Committee's discussion with Partnership representatives.	See the outcomes identified for 20.1.10.	

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead officer</b>	<b>Brief Summary of the issue</b>	<b>Key questions/ Intended outcomes</b>	<b>Key Decision?</b>
	Transformation Progress report	Jos Parry/Mike Coult	See details shown for 25.11.09 above	See questions shown for 25.11.10. above	No
14.4.10.	Inform, Consult and Involve Strategy – evaluation	Faye Nichols / Helen Shankster	The Committee considered this Strategy in April 2009.  It asked for an evaluation report after a year's operation.	What has gone well? What has been less successful? What improvements could be made? Is it achieving its objectives?  To assess how well the Strategy is working.	No
28. 4 10.	Chairs' progress reports	N/A	See 6.1.10.  These reports will cover the period between January and March 2010.	See 6. 1.10.	No
<b>Dates still to be allocated</b>	Wyken Community Centre – how the Council can help to ensure that the Centre is not disadvantaged by the Youth Centre's move.	Jan Nichols / June Morley	The Committee asked for this information following their consideration of a call-in (in May 2009) relating to the Youth Centre's move from the Community Centre to Caludon Castle School.	What work has been done on this issue? What more needs to be done?  To find out what has happened since May.	No
	Wardens' Pilot Scheme (impact officers) – results	Jan Nichols	The Committee asked for a report on this following their consideration of a call-in (in January 2009).  On 25.11.09. They also asked for the report to include details of the implementation plan for the pilot.	What has gone well? What has been less successful? What improvements could be made? Did the pilot achieve its objectives?  To assess how well the pilot has worked.	No
	Council's Charging Policy	Barry Hastie	In September 2009 the Committee considered a report giving details of a new charging policy framework which would apply across the whole Council. At that stage, further detailed work was to be carried out by officers. The Committee asked to be kept informed of progress.	To find out the progress made on this issue.	No
	Coventry Partnership	Jos Parry	The Coventry Partnership will produce an	What has been achieved? What are the	No

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead officer</b>	<b>Brief Summary of the issue</b>	<b>Key questions/ Intended outcomes</b>	<b>Key Decision?</b>
	Annual Report		annual report on its work during 2009/10, which will be submitted to the Committee.	challenges for the future?  To inform the Committee of the progress made by the Partnership.	
	Healthy living	Adrian West	To consider how work being done by the Council and its partners could be monitored	To ensure that initiatives are progressing satisfactorily and that work is not being duplicated.	No
	Discussion with Whitefriars Housing	N/A	On 6 <sup>th</sup> January, 2010, the Committee decided to ask the Chief Executive of Whitefriars to talk to it about recent changes to the company's governance arrangements and how these might impact on its relationship with the Council.	To give the Committee more understanding of this issue.	No