

Scrutiny Co-ordination Committee 31st August 2011

Scrutiny Work Programmes 2011/12

This document sets out the work programmes that have been developed by Scrutiny Boards to date. Each item includes a brief summary of the issue. Some items have yet to be allocated to specific dates. The programmes are subject to regular review to enable any issues that may emerge during the year to be addressed and issues to be reprioritised if required.

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Issues covered by meetings that have already taken place are shown in grey.

Scrutiny Co-ordination Committee Work Programme 2011/12

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
15 th June 2011	Scrutiny Boards' 2010/11 Annual Report to Council	Adrian West	A report on scrutiny activity during 2010/11 will be presented to the 28 th June meeting of Council and this provides an opportunity for the Committee to review the final draft.	The Constitution requires Scrutiny to make an annual report to Council
	Council Plan 2011 - 2014	Jenni Venn	The Council's Corporate Plan has reached the end of its 3 year span and a new plan is being considered at Cabinet and Council in June. Council agreed a new vision and values in March and the new plan will set the objectives and measures which will be used to track progress over the next 3 years. Scrutiny will have an important role to play in monitoring how effectively the council is performing against its priorities.	Cabinet
	Customer Management abc Review – Scrutiny Task and Finish Group	Adrian West	The Customer Management Review is looking at improving and making more consistent the way the council manages contacts with its customers. Scruco will confirm appointment of a small task and finish group of interested Members to be involved in aspects of the review.	Informal Member briefing on the Customer Management Review, 23 rd March 2011
9 th August 2011	Local Enterprise Partnership	Martin Reeves	To understand the governance arrangements and future plans for the development of the Coventry and Warwickshire Local Enterprise Partnership. Councillor Mutton (LEP Board) and Martin Reeves (LEP Delivery Board) to attend. The Committee will need to agree how to co-ordinate the future engagement of scrutiny with the LEP as this affects the remit of this Committee and the Economy, Regeneration and Transport Scrutiny Board.	Discussions at meetings of Scrutiny Co-ordination Committee and Scrutiny Board 3
	abc review of Day care in Sure Start children's centres (call-in)		To consider a call-in of the Cabinet decision of 19 th August regarding the review of Day care in Sure Start children's centres	Call-in
31 st August 2011	Transformation Programme: Year 3 programme of reviews and quarterly progress report	Mike Coult	To review progress on the abc Transformation Programme and identify any areas for further scrutiny work arising from consideration of: <ul style="list-style-type: none"> the year 3 programme of fundamental service reviews (agreed at Cabinet on 21st June) and, the quarterly progress report on the overall Programme. 	Discussions at previous meetings of the Scrutiny Co-ordination Committee

Scrutiny Co-ordination Committee Work Programme 2011/12

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	2010/11 Performance Report	Adrian West	To consider how any performance issues arising from the end of year performance report (considered at Council on 28 th June) should be addressed by scrutiny.	Discussions with Scrutiny Chairs
	Council Forward Plan	Adrian West	To review the Council Forward Plan and identify any issues for inclusion in the scrutiny work programme.	Regular item
	Scrutiny Work programme	Adrian West	To review and approve the scrutiny work programme following initial meetings of the Boards and all scrutiny members.	Regular item
5 th October 2011	Appeal about the Council's handling of a petition	Adrian West	To review the Council's handling of a petition about water fluoridation following an appeal.	Appeal by petitioner as set out in constitution
2 nd November 2011	Items to be confirmed			
30 th November 2011	Items to be confirmed			
4 th January 2012	Items to be confirmed			
8 th February 2012	Items to be confirmed			
7 th March 2012	Items to be confirmed			
4 th April 2012	Items to be confirmed			
Date to be determined	Transformation Programme – Quarterly Progress Reports	Mike Coult	Scrutiny Co-ordination Committee oversees scrutiny engagement with the Council's Transformation Programme. The Board will receive quarterly reports on progress of both the whole programme and individual reviews in order to identify and co-ordinate any areas for further scrutiny work.	Discussions at previous meetings of the Scrutiny Co-ordination Committee.

Other Scrutiny Co-ordination Committee dates if required:

14th September, 19th October, 16th November, 14th December, 18th January 2012, 22nd February, 21st March, 18th April

Council Resources, Communities and Sport Scrutiny Board (1) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
8 th June 2011	Informal work programme planning meeting			
6 th July 2011	Housing Benefits Service – annual report	Helen Harding	This is a service which the Board has been monitoring for some years. The report will give performance statistics and other information about the service.	
	Revenues Service – annual report	Helen Harding / Janice Evans	The report will give performance statistics and other information about the service.	
	Customer Services annual performance report	Shokat Lal	During 2009/2010, the Board contributed to the development of the Customer Services Strategy and asked for information on progress after a year's operation.	
	i-cov progress report	Bev Messinger	At its January meeting, the Board asked for a progress report on this project in 6 months' time. This would give the Board the opportunity to find out whether the project was completed on time and some indication of how well the new arrangements are working.	
	Agency workers statistics. Performance management report quarter 4 2010/11	Jane Crawley	The report will give statistical information on the use of agency workers across the Council.	
21 st July 2011	Impact on Council Services of Academy schools		Investigate the possible impact of schools withdrawing from Council provided services and how this will affect those services and the Council as a whole. To discuss the scope of the task and finish group and identify key issues. Invite business managers from two secondary schools to provide information	SB1 8/6/11
7 th September 2011	12 month cumulative sickness absence report for 2010/2011- including support for employees on long term sick	Jon Venn	The report will give statistical information on the levels of sickness absence across the Council and details of how the situation is being addressed.	
	Update on Sport Trust/Foundation and Sports Vision and Strategy	David Nuttall	Progress on the potential merging of the Sports Trust and Sports Foundations – implications on provision, including private providers. Also update on the Advisory Panel to assist in developing a sports vision and strategy for the city.	Cllr Ruane
	Reducing external legal expenditure	Christine Forde	A report covering what steps are being taken to reduce the amount spent on external legal expenditure	Cllr Ruane

Council Resources, Communities and Sport Scrutiny Board (1) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	Update from Provision of Council Services to Schools task and finish group	Cllr Ruane	An update on the progress to date of this task and finish group	Task and Finish group
12 th October 2011 (during Democracy Week)	Public participation in democratic processes	Chris Boyce/Helen Abraham/ Janice Nichols	To look at ways in which public participation in the democratic process have been encouraged including: Electoral registration – progress since last report Webcasting of Council meetings - evaluation E-petitions Ward Forums – scope of review	
	Council's Charging Policy	Barry Hastie	In September 2009 the Scrutiny Co-ordination 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. This has become part of the Income Generation review. The baseline report is due to be completed by September. SB1 to be updated before it moves into the design phase.	Brought forward
	Provision of Council Services to Schools Task and Finish Group Report	Cllr Ruane	The recommendations from the task and finish group looking at the provision of Council services to schools will be presented at this meeting for approval of the full Board	Task and Finish group
16 th November 2011	Six-monthly reports on Housing Benefits Service and Revenues Service	See above (6 July) for details	See above (6 th July) for details	
	Medium Term Financial Strategy	Paul Jennings	The report will give details of the strategy for 2011/2014.	
	i-Cov	Marc Harder	The abc 6 month post implementation review to identify successes and lessons learned	
	Review of Neighbourhood Action Service	Janice Nichols	To review the effectiveness of the new service 6 months after implementation	
4 th January 2012	Half-yearly report on Agency workers	Jane Crawley	see 6 July, 2011	
	Procurement Strategy progress report	Liz Welton	At its January meeting the Board asked for a further progress report in a year's time	

Council Resources, Communities and Sport Scrutiny Board (1) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	Half-yearly report on Sickness absence	Jon Venn	See 6 July, 2011	
8 th February 2012	Business Services (formerly admin) review	Bev Messinger	To review the effectiveness of the new Business Service 6 months after implementation	
14 th March 2012	Items to be confirmed			
11 th April 2012	Items to be confirmed			
Date to be decided	Advice services review	Janice Nichols	A review of the current provision of advice services across the city is underway and the Board will be involved as it progresses. The PID has been signed off by the Transformation Board – 23/6/11	
	Ward Forums	Janice Nichols	To assess the effectiveness of the Ward Forums for engaging with members of the community. A member of staff is currently being recruited to support the Ward Forum work. Once the officer is in post a scoping document can be brought to SB1	Cllr Ruane
	Catering review update	Carl Pearson	To update on the new model that is being implemented following the review.	Cllr Ruane
	Corporate Debt Policy	Helen Harding/ Janice Evans	Officers are currently implementing the second phase of the restructure that will enable them to work towards our corporate debt aim. There are still ongoing discussions around what service areas will fit within this new way of working, so this needs to be concluded before a policy can be written. The Board will have the opportunity to comment on it before it is finalised.	
	Apprenticeship Strategy	Shokat Lal/ Veronica Nesbitt	To look in more detail at the Council's strategy to encourage apprentices with it's workforce	Cllr Ruane
	Consideration of the impact of the Localism Bill	Jenni Venn/ Janice Nichols	To look at the impact of the changes arising from the Localism Bill, specifically in terms of the voluntary and community sector	SB 1 8/6/11
	Equality and decision making post Equality Act 2010	Jenni Venn	To scrutinise decision making (key decisions) and how equality issues have been taken into account	SB 1 8/6/11

Council Resources, Communities and Sport Scrutiny Board (1) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	Research/analysis of demographics and cohesion issues in Coventry	Jenni Venn	A report on the changing demographics of Coventry and how this affects cohesion. This could be tied in with the visit to the Refugee Centre (above)	SB 1 8/6/11
	Welfare Reform Act	Helen Harding	A briefing note identifying the changes due to the Welfare Reforms (once legislation has passed)	

Children, Young People, Learning and Leisure Scrutiny Board (2) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
23 rd June	Ofsted inspection report	Andy Walmsley	To consider this report and its recommendations, which will help to identify issues which the Board might wish to examine further/monitor.	CLYP directorate
	Amalgamation of Christ the King Catholic Infant and Junior Schools	Andy Walmsley/ Margaret Hitchen	To give the Board the opportunity to comment on the proposal.	
28 th July	IT service to schools	Kevin Malone	Headteachers have expressed concern that IT support has deteriorated since the Council took over the control of the service from SERCO. The Board needs to investigate the situation.	
	abc Review of Daycare/Children's centres	Chris Wainwright	The Board will consider the review's proposals as part of the consultation process.	
	Ofsted report – NHS action plan	Faye Baillie	The Board will consider the action plan to see what it includes and whether/how often it needs to monitor progress.	
15 th September	Progress note on Ofsted recommendations for improvement by CLYP/Children's Trust within 3 months.	Andy Walmsley Neelesh Sutaria / Jane Crawley Amanda Lamb Amanda Lamb	<p>The Board were told the outcomes from the Ofsted inspection. These included the areas for improvement shown in the second column of this document. The Board asked that they be informed of progress on these issues at the appropriate time.</p> <p>The update on the Protocol system was requested by last year's Board after they had heard concerns from staff.</p> <ul style="list-style-type: none"> • Single central record of CRB checks and professional registration status • Plans to improve facilities for interviews/medical examinations of children and young people who are subject to child abuse investigations • Sufficient capacity for Independent Reviewing Officers to meet all requirements of the Care Planning, Placement and Care Review (England) Regulations 2010. Also update on how the Protocol system is working • Reduce the number of Looked after Children who are persistently absent from school 	<p>23rd June Board meeting</p> <p>20th January, 2011 meeting</p>

Children, Young People, Learning and Leisure Scrutiny Board (2) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
15th September	Academies and University Technical Colleges	David Haley	To receive information on the current situation in Coventry and find out what the impact might be on remaining schools and services provided by CLYP. (note: SB1 will be considering the impact on services provided by other Directorates)	23 rd June Board meeting
13th October	Looked After Children leaving care – reports on progress, following Task and Finish Group's work	Andy Pepper	Following a piece of task and finish group work on services for Looked after Children Leaving Care (the recommendations of which were referred to the Cabinet Member in March), the Board asked for regular updates on progress.	31 st March, 2011 Board Meeting
	Safeguarding	Andy Pepper/ Jivan Sembi	To consider the Annual Report of the Safeguarding Board to get reassurance about its work and to see if there are any areas of concern. The Board asked that the new independent Chair of the Board and a police representative be invited to attend.	23 rd June Board meeting (also regular item)
	Day care in Children's Centres - Report on outcome of consultations	Jane Goodyer / Chris Wainwright		28 th July Board meeting
3 rd November 2011	Children, Learning and Young People Fundamental Service Review	Colin Green/Jane Murphy	To consider progress with the review	28 th July Board meeting
17th November	Briefing note on buildings strand of Library Strategy	Simon Brake / Carmel Reed	The Board was informed that a Library Strategy was to be developed and were particularly interested in this aspect. It therefore asked for more information.	7 th July Board meeting
	Briefing note on progress made in defining Arts, Heritage and Museums priorities (to include information on Lunt Fort)	David Nuttall	The Board was concerned that these priorities had not yet been determined and therefore asked for this progress note.	7 th July Board meeting
8 th December 2011	Schools' Performance	Colin Green	To review annual performance results and identify any issues requiring future consideration by the Board.	23 rd June Board meeting (also regular item)
	Special Educational needs – issues arising from the Green Paper	Roger Lickfold	To consider the possible impact of the Government's proposals.	23 rd June Board meeting

Children, Young People, Learning and Leisure Scrutiny Board (2) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
12 th January 2012	Items to be confirmed			
2 nd February 2012	Items to be confirmed			
16 th March 2012	Items to be confirmed			
19 th April 2012 (if necessary)	Items to be confirmed			
Date to be determined	Progress note on Ofsted recommendations for improvement within 6 months.	Faye Baillie Amanda Lamb Amanda Lamb	See 15 th September. <ul style="list-style-type: none"> Health provision economic wellbeing outcomes (e.g. education, training, accommodation) Workloads for Independent Reviewing Officers and capacity for them to meet statutory guidance on care planning Sufficient accommodation and appropriate placements near Coventry 	23 rd June Board meeting
	CLYP budget pressures	Colin Green	The CLYP budget faces significant challenges. The Board asked to be kept informed of progress.	23 rd June Board meeting
	Schools' capital funding position	Ashley Simpson	To find out how the Government's changes have/will affect this funding and the schools' capital programme.	23 rd June Board meeting
	Involvement as appropriate in Children, Learning and Young People Fundamental Service Review	Colin Green	This is a very wide-ranging review. The Board asked to be involved where it can make the most impact.	23 rd June Board meeting
	Young People's Sexual Health (cross-cutting issue with Scrutiny Board 5)	Jane Craig	This was not scrutinised last year to give the service time to introduce its new strategies. There is an all-Member seminar in September, after which the Board(s) can decide how to progress this issue.	23 rd June Board meeting (also on-going item)
	Schools' funding consultation response	Rachael Sugars	To consider the Council's response to this Government consultation.	Required by constitution
	Implications of the national review of informal adult learning	Simon Brake / Heather Blevins	The Board has asked for a briefing note and will then decide whether there are any issues which it wants to discuss further.	7 th July Board meeting

Economy, Regeneration and Transport Scrutiny Board (3) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
13 th July 2011	Enterprising Coventry achievements	Carl Pearson	The national Local Enterprise Growth Initiative (LEGI) pilot programme has now ended. This report gives details of the main achievements of the local LEGI pilot (known as the Enterprising Coventry programme)	15 th June Board meeting (Chair/ Assistant Director)
	Supporting People	Pete Fahy	To consider the outcomes from the Member review	9 th March Board meeting
	Housing Services Fundamental Services Review (Cabinet Member Report)	Sara Roach/Ayaz Maqsood	To inform the Board of the proposed changes to Housing service delivery, to help it to identify whether there are any issues it might want to consider further.	
21 st September 2011	The Coventry Plan 2013-2030	Jim Newton	To consider the documents comprising the Plan, as part of the consultation process	It is usual to involve the Board in this process
	Effects locally of Government policy on housing and welfare reforms		There is a presentation to political groups on this during July. This will be brought to the Board, so that it can consider how it might get involved in any necessary action.	15 th June Board meeting (directorate suggestion)
19 th October 2011	Items to be confirmed			
30 th November 2011	City centre projects – Bishopgate, southern precinct		The Board wants to ensure that these are progressing as expected and that they are within budget.	Board meeting
11 th January 2012	Items to be confirmed			
22 nd February 2012	Items to be confirmed			
21 st March 2012	Items to be confirmed			
18 th April 2012	Items to be confirmed			
Date to be determined	Downsizing – 12-month progress report (February or March)		The Board recommended that the relevant Cabinet Member investigate a pilot with our partners to encourage people under - occupying social housing to downsize. This item will be an update on progress to date.	Follow up to 2010/11 item
	City Centre Project - Broadgate		The Board wants to ensure that this is progressing as expected and that it is within budget.	15 th June Board meeting

Economy, Regeneration and Transport Scrutiny Board (3) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	City centre access strategy (including how the Ring Road will affect this)		The Board wants to find out what is being done to ensure access is maintained/improved and how the Ring Road fits into this.	15 th June Board meeting
	Government's Work Programme initiative		This initiative will rely on contracted providers to deliver practical local support to jobseekers. The Council will need to develop a relationship with these providers. The Board would be involved in developing ways to do this.	15 th June Board meeting (directorate suggestion)
	Provision of jobs for people with learning disabilities		The Board would like information on this issue, to satisfy itself that the provision is meeting needs.	15 th June Board meeting
	Section 106 payments		The Board would like information on these payments (how many, how much, how many are outstanding)	15 th June Board meeting
	Localism Bill – with particular emphasis on how it might affect planning staff		The Board were concerned that the Bill might result in additional pressures on planning staff e.g. need to input into neighbourhood plans. NB Other Boards have asked for briefings on the effects of the Bill	15 th June Board meeting
	National planning guidance – effects locally			15 th June Board meeting
	Nuneaton, Kenilworth, Coventry and Leamington railway line			15 th June Board meeting
	High speed travel (concept not HS2 route)			15 th June Board meeting
	Council's connections with Europe		How are these maintained now that the Council doesn't have an officer based in Brussels?	15 th June Board meeting

Economy, Regeneration and Transport Scrutiny Board (3) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	Fundamental service review outcomes and resulting issues: Choice based lettings policy Re-commissioning of homelessness services Work with private sector landlords, including accreditation		The Board asked to be involved where it can make the most impact	15 th June Board meeting (directorate suggestion)
	Empty homes			15 th June Board meeting (directorate suggestion)
	Impact of reducing social housing elements of housing development			15 th June Board meeting
	Supporting People progress report	Pete Fahy	The Board considered a report on the progress of the review of this issue. It asked for a progress report to be submitted 6 months' after the outcomes of the review had been implemented.	13 th July Board meeting
	LEP practical aspects e.g. regeneration, job creation	Paula Deas	To consider how the Board can get involved in these issues	Scrutiny Co-ordination Committee 9 th August, 2011
	Monitor progress on Council's Jobs Strategy	Andy Williams/ Rebecca Young / Paula Deas	The Cabinet report referred to Scrutiny taking this monitoring role	Cabinet report 16 th August, 2011

Environment and Community Safety Scrutiny Board (4) Work Programme 2011/12

Meeting	Work programme item	Lead officer	Brief Summary of the issue	Item Source
24 th June 2011	Coventry Community Safety Partnership – Annual Report	Sara Roach	An opportunity for the Board to review the Coventry Community Safety Partnership annual report and identify any issues of concern for inclusion in the Board's work programme	Board meeting March 2011
	Emerging Findings for Coventry Community Safety Partnership Strategic Assessment 2011/12	Sara Roach	To review emerging findings from the strategic assessment which will help to identify the priority areas for the Partnership for 2011/12 and identify any issues of concern for inclusion in the Board's work programme.	Board meeting March 2011
20 th July 2011	24/7 noise reduction service pilot	Sara Roach	To look at the evaluation of the pilot of a 24/7 noise reporting service	Meeting 24/6/11
	Neighbourhood Impact Officer Evaluation	Sara Roach	To look at the evaluation of the pilot on Neighbourhood Impact Officers	Meeting 24/6/11
	Community Safety Annual report sign off	Sara Roach	To agree the final version of the annual report	Meeting 24/6/11
	Zero Tolerance on Domestic Violence conference report	Cllr Lucas	A report back from the conference on Domestic Violence	
21 st September 2011 – visit to Whitley Depot	Winter Gritting Christmas Waste Collection Plans for 2011	Mary Morrissey	To review preparations for 2011 and how lessons learned from previous years are being addressed.	Brought forward
	Waste Strategy Update	Mary Morrissey	An update on the Waste Strategy combined with a visit to Whitley Depot	Meeting 24/6/11
2 nd November 2011	6 month report from Community Safety Partnership – focus violent crime/DVA	Sara Roach/ Mandie Watson	A 6 monthly progress report against the strategic needs assessment – focussing on violent crime, specifically domestic violence and abuse. Invite a representative from the police to attend.	Meeting 24/6/11
	Impact of youth unemployment on crime rates – joint SB2?	Sara Roach/ Angie Parks/ Rebecca Young?	To look at the effect that youth unemployment has on young people's involvement in crime as both perpetrators and victims, to identify what work is being done to reduce the impact on young people Economic Development	Meeting 24/6/11
	Briefing on the Police Reform and Social Responsibility Bill	West Midlands Police Authority	An update on the changes and implications of the PRSR Bill including the role of an elected Police and Crime Commissioner and the scrutiny role - provided by the West Midlands Police Authority	Meeting 20/7/11

Environment and Community Safety Scrutiny Board (4) Work Programme 2011/12

Meeting	Work programme item	Lead officer	Brief Summary of the issue	Item Source
	24/7 noise reduction service pilot	Sara Roach	To look at the evaluation of the extended pilot of a 24/7 noise reporting service	Meeting 20/7/11
7 th December 2011	Update on the Aerial Thermal Survey and impact	Nigel Clewes	To look at the work which has been undertaken, using the data collected through the Aerial thermal survey, to take households out of fuel poverty. To identify how useful the survey was in identifying households and how these households have been targeted to improve insulation.	Board Meeting December 2010
	Implications of the Carbon Tax	Carl Pearson	To look at the Carbon Tax and the implications for the Council	Meeting 24/6/11
	Green Deal	Janice Nichols	To look at the Governments Green Deal scheme for householders	Meeting 24/6/11
	Climate Change Strategy	John Kyffin-Hughes	An update on the Climate Change Strategy	Meeting 24/6/11
	Street Traders licensing	Sara Roach	To look at the potential of charging for street trading licences with the aim of reducing on-street car sales	Meeting 24/6/11
18 th January 2012	Street-lighting PFI update on progress	Karen Seager	To review implementation and whether the original objectives are being met	Carried forward
	City Wide CCTV	Sara Roach	With CVOne responsibilities transferring to the Council the Board would like to understand the implications and impact of integrating areas of work including CCTV control centres and the potential of raising income.	Meeting 24/6/11
29 th February 2012	Report back on winter gritting/waste collection progress	Mary Morrissey	To review the success of the planning for the winter period	
	Grounds Maintenance and Street Cleansing restructure review	Mary Morrissey	To review implementation of the new service model and whether the original objectives have been met	Meeting 24/6/11
28 th March 2012	Items to be confirmed			
26 th April 2012	Update on the work of the Flood Risk Management Group	Colin Knight	Follow up recommendations from previous meetings. Board visit to see CCTV used to investigate culverts and drainage The Board looked at flood risk management in April 2011. This will be an opportunity to go out with officers and see how potential causes of flooding are identified.	Carried forward

Health and Social Care Scrutiny Board (5) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
10 th June 2011	Informal work programme planning meeting - scope and remit of the Board - overview of last year - role of Scrutiny			
22 nd June 2011	Fluoridation Petition	John Forde / Jonathan Iloya (NHS Coventry)	To consider a petition regarding the fluoridation of Coventry's water supply. The petition calls on the Board to undertake an investigation into this practice in advance of the City Council taking on more responsibility for Public Health policy in 2013.	Petition scheme
	University Hospitals Coventry and Warwickshire Quality Account	Anita Kane / Paul Martin (both UHCW)	To consider the Trust's Quality Account for 2010/11. This document identifies the hospitals key objectives for improving clinical quality over the coming year.	
	Coventry and Warwickshire Partnership Trust Quality Account	Paul Masters (CWPT)	To consider the Trust's Quality Account for 2010/11. This document sets out the plans for improvements in the clinical quality of mental health, learning disability and substance misuse services.	
	Coventry Community Health Services Quality Account	Christine Horne (CWPT)	Coventry Community Health Services was transferred from NHS Coventry to the Coventry and Warwickshire Partnership Trust earlier this year. Accordingly it was appropriate for a standalone one year Quality Account for this service which reports on progress made last year and sets out plans for improving community services during the current year.	
	Foleshill Primary Care	Peter Barnett	There have been a number of issues over recent months regarding the primary care services available to residents in Foleshill. The Board has resolved to establish a short task and finish group to investigate the provision of primary care in this ward (which suffers the worst health outcomes of all Coventry wards). The review will examine primary care outcomes, the location and quality of premises and PCT plans for improvements.	Chair
27 July 2011	'Stay Focused' - Director of Public Health's Annual Report	John Forde	This document sets out the key issues facing the health of the Coventry population. The recommendations are intended to reduce health inequalities and improve health and wellbeing in the City.	
	Home Meals Provision	Mark Godfrey	The Council is looking into the various options available to commission an external home meals service. The report will set out the possible options for achieving this and outline a plans for ensuring a new service is up and running for the beginning of 2012.	

Health and Social Care Scrutiny Board (5) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
15 th August 2011	Health and Adult Social Cares Role in Assuring Quality in Regulated Care Services	Amanda Carr / Pete Fahy	Following concerns expressed by the Board about the potential impact of failing residential care providers, the Board asked officers to report on the role of the Care Quality Commission and of both health and adult social care commissioners in assuring quality in local services.	Requested at the June meeting
	Care Quality Commission role	Fiona Goodall (CQC)	The CQC are the agency responsible for registering and inspecting health and social care providers, the local compliance manager attended the Board to discuss their approach to managing quality and protecting the interests of patients and service users.	Requested at the June meeting
6 th October 2011	Social Care Annual Performance Assessment	Brian Walsh	There is no external assessment of adult social care services in the city, therefore this year will be a self-assessment by the City Council of the performance and outcomes of its services.	Request from the Director
	Report Back on Actions from Mr B SCR	Simon Brake	On 9 th February 2011 the Scrutiny Board considered the Serious Case Review into the death of Mr B. The Action Plan included a number of steps to improve inter agency working and co-operation. The Scrutiny Board will be keen to ensure that the actions are being progressed and that everything is being done to ensure that systems work more effectively.	Scrutiny Board instruction
	Healthy Child Programme – Report Back from April meeting	Josie Spencer (CWPT)	On 27 th April 2011 the Scrutiny Board considered the delivery of the Healthy Child Programme in the City. This is a programme intended to ensure that health and other services in the City are configured to target resources at those young people most in need of support. There is a process of improvement underway at present and the Board will no doubt wish to see evidence of progress in delivering this programme more comprehensively.	Scrutiny Board instruction
	Coventry Local Involvement Network (LINK) Annual Report	Ruth Light (Coventry LINK)	The Board are required to receive the local LINK annual report as part of the City Council's responsibility in ensuring that local arrangements provide value for money.	Statutory requirement

Health and Social Care Scrutiny Board (5) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
9 th November 2011	Coventry's Health and Social Care Economy – Chief Executives Q&A	Peter Barnett	The Board has traditionally taken an annual opportunity to hold a meeting with the Chief Executives of the main health bodies operating in the City to discuss topical and strategic issues. The NHS is currently going through the most significant period of change in its history and the Board will be looking to ensure that the current set of reforms are being introduced with the interests of Coventry patients in mind. Additionally the City Council will be playing a more significant role in the strategic direction of health services and the Board will wish to monitor the transfer of public health from the PCT to the City Council.	Annual work programme item
	Annual Report of the Safeguarding Adults Board - tbc	Brian Walsh	The City Council is committed to the effective safeguarding of vulnerable adults in the City according to the 'No Secrets' guidelines. The Safeguarding Adults Board is the strategic partnership body which oversees safeguarding work in the City and its Annual Report gives details of progress in the various domains of activity. The date for this may need to be amended possibly by the additional of an extra meeting.	Annual work programme item.
14 th December 2012	Coventry and Warwickshire Foundation Trust Application	Rachel Newson (CWPT)	The Government is committed to all NHS provider Trusts achieving foundation Trust status by 2012. The Coventry and Warwickshire Partnership Trust is currently developing its Foundation Trust application, and as part of the statutory process is required to consult with the Scrutiny Board about its proposals.	Statutory requirement
25 th January 2012	Items to be confirmed			
7 th March 2012	Items to be confirmed			
4 th April 2012	(Meeting will only be held if an urgent piece of business arises)			
Date to be decided	Smoking	John Forde	Smoking has long been identified as the single biggest driver of ill health in the City. In 2010 a number of west midlands PCTs introduced a tariff scheme based on an 'any willing provider model' of smoking cessation activity. The Board may wish to scrutinise progress in delivering the objectives of this approach – 'the industrialisation' of smoking cessation activity.	

Health and Social Care Scrutiny Board (5) Work Programme 2011/12

Meeting Date	Work programme item	Lead officer	Brief Summary of the issue	Source
	End of Life care pathways	NHS Coventry	Comparisons of Coventry with other populations have demonstrated that more people die in hospital than might be expected, in part as a result of poor 'end of life' provision in the City. An 'end of life' care pathway has been developed and the Board has expressed an interest in both learning more about this and understanding any barriers to further progress.	
	Visit to UHCW / Building on Experience report back		The Board has been invited to make a visit to the University Hospitals site in Coventry.	
	LINK to HealthWatch	Peter Barnett / Bob Marriot	One of the elements of the Governments health reforms is the development of HealthWatch. This body will be responsible for making sure the voices of patients and service users is heard in strategic decision-making.	
	Pharmaceutical needs Assessment	tbc	A further element of the Governments NHS reforms is the transfer of various responsibilities from PCTs to local authorities, one of these being the requirement to undertake a Pharmaceutical Needs Assessment.	10 June meeting
	Personalisation – service user experience	Michelle Chilvers	Personalisation is the agenda in the development of adult social care services which puts services users at the centre of the care they receive. The Board is aware of these plans and established last year that it would like to understand more about the service user experience of these reforms.	Scrutiny Board request 10/11
	Health and Well-being Board development	Cat Parker / Peter Barnett	In June of this year the City Council's shadow Health and Wellbeing Board met for the first time. The establishment of this Board to oversee the local health and social care economy will be a significant development for the City which the Scrutiny Board will be required to maintain an overview of. Additionally, its establishment will require an evaluation of the role of the Scrutiny Board to ensure that duplication is avoided.	10 June meeting
	Joint Strategic Needs Assessment	Cat Parker	The City Council (in collaboration with the PCT) is required to annually assess the strategic needs of the Coventry population.	Annual work programme item
	Health and Social Care Commissioning	Amanda Carr	A significant amount of work is already done by the City Council and NHS Coventry in joint commissioning of key services. A Government reform agenda will require further improvements of the alignment of health and social care pathways and one topic the Board may wish to scrutinise is this area of partnership working.	Work programme discussion