

Scrutiny Board Work Programme – 2011-2012

REPORT 5

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
Scrutiny Co-ordinating Committee				
15th 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 28th 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. Scrucoco 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, 23rd March 2011
9th 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 19th August regarding the review of Day care in Sure Start children's centres	Call-in

31st 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: 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
	2010/11 Performance Report	Adrian West	To consider how any performance issues arising from the end of year performance report (considered at Council on 28th 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
5th October 2011	Review of the Council's handling of a petition	Adrian West	To consider the Council's handling of a petition about water fluoridation following a request for a review.	Request by Petition Organiser as provided for in the constitution
	Managing performance against the new Council Plan	Carol Dear	A new performance management framework will help manage progress towards priorities in the council plan and reflects changes to the national performance framework for local government. This will provide an opportunity to shape how performance information is presented and used across the council, with partners and local people and by Scrutiny.	Discussions at previous meetings of the Scrutiny Co-ordination Committee
16th November 2011	Welfare Reform Bill	Jenni Venn/ Lisa Commane	Proposals in the Welfare Reform Bill will introduce the biggest changes to the welfare system in 60 years. The changes will have wide ranging impacts for people in the city and the areas affected relate to the remit of more than one scrutiny board. This will provide the Committee with a briefing on the changes and identify the impacts which scrutiny will need to address in its work programme.	Meeting of Scrutiny Chairs, October 2011
20th December 2011	Report back on Customer Management Review Task and Finish Group	Corinne Steele/ Gennie Holmes	Report back from the Task and Finish Group, established by Scrucio in June, which is contributing to the Customer Management Review.	Scrutiny Co-ordination Committee 15th June

	Council Plan Half Year Performance Report	Carol Dear	Council approved a new three year Council Plan in June. This will provide the first opportunity to review performance against priorities and identify any issues for further scrutiny.	Regular item
	Outcome of Consultation re Proposal to change Corley Centre Proposal (call-in)			
4th January 2012	Transformation Programme – Progress Report	Mike Coult	Scrutiny Co-ordination Committee oversees scrutiny engagement with the Council's Transformation Programme. The Board will receive regular reports on progress of both the whole programme and individual reviews in order to identify and co-ordinate any areas for further scrutiny work.	
	Young People, Crime and Unemployment		The chairs of Scrutiny Boards 2, 3 and 4 looked at the issues for young people 16-25 NEET and the services that are on offer across the city to support them into training, employment or education and divert them from involvement in offending behaviour either as victims or perpetrators. The briefing note and additional information will identify current services on offer and request Scrutiny Co-ordination Committee to identify further actions if necessary	Chairs of Scrutiny Boards 2, 3 and 4
18th January 2012 (meeting now required)	Review of Day Care in Children's Centres (call-in)			
8th February 2012	Disposal of Council's Interest in Tile Hill Social Club, Jardine Crescent (call-in)			

7th March 2012	Items to be confirmed			
4th April 2012	Sub regional Resilience	Michael Enderby	In April 2011 new working arrangements were introduced to improve resilience across the sub-region, creating a joint Resilience Team with Warwickshire and Solihull. Scrutiny Co-ordination Committee will contribute to the post implementation review one year after the new arrangements were introduced.	Informal work planning meeting
Date to be determined	Transformation Programme – Progress Reports	Mike Coult	Scrutiny Co-ordination Committee oversees scrutiny engagement with the Council's Transformation Programme. The Board will receive regular 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
Next Municipal Year	Customer Management - Progress report on recommendations of Task and Finish Group	Shokat Lal/Kevin Malone	The Scrutiny Co-ordination Committee endorsed the recommendations of this Group, one of which was to ask for a further report in 6 months' time (June/July 2012).	Meeting of the Scrutiny Co-ordination Committee on 20th December, 2011
	Young people, Crime and Unemployment	Dawn Ford (tbc)	The Scrutiny Co-ordination Committee received a briefing note on 4th January containing information on the co-ordination of work with young people to address employment, training and risk of anti-social and criminal behaviour. The Board requested an update on progress in this area of work in six months time (June/July 2012)	Meeting of the Scrutiny Co-ordination Committee on 4th January 2012
Council Resources, Communities and Sports Scrutiny Board (1)				
8th June 2011	Informal work programme planning meeting			
6th 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.	
21st 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
7th 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
	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
12th October 2011 – For information only	Young People's Debating Competition (part of Local Democracy Week)		Young people from local schools will be involved in a debating competition in the Council Chamber. The competition will be webcast.	
13th October 2011 (during Democracy Week)	Public participation in democratic processes - Ward Forums	Helen Abraham/Liz Read Janice Nichols	To look at ways in which public participation in the democratic process have been encouraged including: Ward Forums – 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.	
	Income Generation FSR - 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 completed by September. SB1 to be updated before it moves into the design phase.	Brought forward

	Medium Term Financial Strategy	Paul Jennings	The report will give details of the strategy for 2011/2014.	
21st November 2011	Six-monthly reports on Housing Benefits Service	See above (6 July) for details	See above (6th July) for details	
	Six-monthly reports on Revenues Service	See above (6 July) for details	See above (6th July) for details	
	Task and Finish Group Report - Provision of Council Services to Schools	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
	Council Funded Events and Festivals	Fran Collingham	To review the current effectiveness of the Council's funding to festivals and events	
	i-Cov savings	Kevin Malone	A briefing note to update members on the savings made through the new i-Cov service	
3rd January 2012	Half-yearly report on Agency workers	Jane Crawley	see 6 July, 2011	
	Half-yearly report on Sickness absence	Jon Venn	See 6 July, 2011. This should also provide information on support and services offered to members of staff to promote good health.	
	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
	i-Cov staffing update	Bev Messinger/ Liz Heal	A briefing note to update members on the savings made through the new i-Cov service	

	Conference report CIPFA July 2011	For information	A conference report on the benefits of officers attending the CIPFA conference in July	
6th February 2012	Procurement Strategy progress report	Liz Welton	At its January meeting the Board asked for a further progress report in a year's time. Also to look at how local providers of services are being encouraged	SB1 7/9/11
	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	
	Equality Act 2010 compliance	Jenni Venn/ Surindar Nagra	The Council has to report on compliance with the Equality Act by 31st January 2012. This report will identify where the Council is achieving compliance and where there is progress to be made.	
	Electoral Registration	Liz Read/Helen Abraham	Electoral registration – progress since last report	
	Suspended Staff	Sue Iannuantoni/ Jon Venn	Following an FOI the Tax Payer Alliance have published information regarding payment to staff whilst suspended. The Board would like to look at the information in more detail and to look at approaches to address the length of time staff are suspended.	Cllr Ruane
	SOLACE conference report	Martin Reeves	A report on attendance at the SOLACE Summit 2011	
	Members IT Policy	Helen Abraham/ Kevin Malone	A new IT Policy will go to Cabinet Members on 22nd February. This is an opportunity for Scrutiny to have an input into the draft policy before it goes for a final decision	Helen Abraham
13th March 2012	Update on selling space in the Council Metropolitan Area Network	Michael Rennie	The Board received a report in March 2011. This report updates on progress	Cllr Ruane

	Ward Forum Review	Janice Nichols	As recommended from the meeting on 13th October the Board will receive the final report from the Ward Forum Review including recommendations, before the Cabinet Member meeting.	SB113/10/11
	Report back from CIPFA Conference	Chris West		
13th April 2012	Meeting not required			
Next Municipal Year	Sports Strategy and Vision	David Nuttall	To look at the findings of the Cabinet Member Advisory Panel before it goes to Cabinet Member	
	Art Assets	David Nuttall	To identify what assets of value the Council has and what is happening to them	
	Legal Procurement	Christine Forde	Progress on the procurement of solicitor and Counsel panels. This is likely to be next municipal year	SB1 7/9/11
	Business Services (formerly admin) review	Bev Messinger	To review the effectiveness of the new Business Service 6 months after implementation	
	Apprenticeship Strategy – Sept/Nov 2012	Shokat Lal	An update on progress on the action plan contained in the Apprenticeship Strategy	SB1 3/1/12
	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.	
	Plans for Local Democracy Week 2012 – July 2012	Helen Abraham	Following the evaluation of LDW 2011 it was suggested that the plans for 2012 came to SB1 in July2012	Helen Abraham

	i-Cov	Bev Messinger/ Kevin Malone	The abc 12 month post implementation review to identify successes and lessons learned, also to identify where there have been savings and efficiencies made. The Board will also be updated on recruitment to vacancies	Meeting 3/1/12
	Petitions Scheme including e-petitions	Hugh Peacocke	A review of the Council's petitions scheme in the light of the changes in the Localism Bill.	
Children, Young People, Learning and Culture Scrutiny Board (2)				
23rd 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.	
28th 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.	
15th September	Progress note on Ofsted recommendations for improvement by CLYP/NHS within 3 months.	Andy Walmsley	The Board were told the outcomes from the Ofsted inspection. Ofsted identified areas where improvements were to be made in either 3 or 6 months. The Board asked that they be informed of progress on these at the relevant time.	23rd June Board meeting

	Academies and University Technical Colleges - update	David Haley	To receive information on the current situation in Coventry, the educational impact on remaining schools and the financial implications. (note: SB1 will be considering the impact on services provided by other Directorates)	23rd June Board meeting
	Schools' funding consultation response	Rachael Sugars	To consider the Council's response to this Government consultation.	Required by constitution
13th October, 2011	Safeguarding: Annual report of the Coventry Safeguarding Board Annual Report - Family Group Conferencing	Andy Pepper/ Jivan Sembi	To consider these Annual Reports to get reassurance about the work being done and to see if there are any areas of concern. The Board asked that the independent Chair of the Board and a police representative be invited to attend.	23rd June Board meeting (also regular item)
	Day care in Children's Centres - Report on outcome of consultations	Chris Wainwright		28th July Board meeting
3rd November 2011 (informal meeting)	Children, Learning and Young People Fundamental Service Review	Colin Green/Jane Murphy	To be briefed at an early stage on the progress of the review, to see how the Board might contribute	28th 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.	7th 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.	7th July Board meeting

8th December 2011	Schools' Performance	Colin Green	To review annual performance results and identify any issues requiring future consideration by the Board. This is a regular item.	23rd June Board meeting
	IT services to schools – progress report	Kevin Malone	See 28th July.	
19th January 2012 (revised date)	Progress note on Ofsted recommendations for improvement within 6 months (also including information on the recent Ofsted inspection of Adoption and Fostering services)	James Lawrence / Celia East	See 15th September. 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	23rd June Board meeting Chair asked in January for the information on the Adoption and Fostering inspection
	Progress note on NHS Ofsted action plan	Fay Baillie		
	Annual report of the Independent Review Officers	Celia East	This links to the Ofsted 6-month recommendations and to the Fundamental Service Review	23rd June Board meeting (also regular item)
	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.	
9th February 2012 (revised date)	Presentation by Caludon Castle students – trip to Uganda	Sue Webb	The presentation will give information on students' trip to Caludon's partner school, the focus of which was sports coaching.	Cllr Dixon
	Children, Learning and Young People Fundamental Service Review – next stage	Colin Green	This report will give further details of the Review	

15th March 2012	Progress report – Overcoming Barriers to Learning Programme	David Haley	To brief the Board on progress so far, particularly relating to work on improving the performance of white British boys	Chair
	Libraries Strategy (including future use of library buildings)	Simon Brake/ Carmel Reed	To brief the Board on this strategy. The Board were given a presentation in November 2011 on various issues relating to the future use of library buildings. The Board asked for a further report when this was appropriate and this will be included in the strategy report	17 th November Board meeting
19th April 2012	Adult Education Strategy	Simon Brake	To brief the Board on this Strategy.	Officers
	Integrated Youth Support	Andy Pepper/ Angie Parks	To brief the Board on progress made and achievements since this service was established	Chair/Andy Pepper
	Note on outcome of visit to Jubilee Crescent Library	Simon Brake / Carmel Reed	The Board considered the Library Service facilities strategy and highlighted the poor condition of this library. It agreed to visit the library to see the current situation with a view to recommending the revision of its priority category from "high" to "essential"	15 th March Board meeting
Date to be determined	Special Educational needs – issues arising from the Green Paper	Roger Lickfold	To consider the possible impact of the Government's proposals.	23rd 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.	23rd June Board meeting
	Young People's Sexual Health (cross-cutting issue with SB5)	Jane Craig		23rd June Board meeting (also on-going item)
	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.	7th July Board meeting

	Further development of partnerships with other Council directorates to improve opportunities for adults with learning disabilities			7th July Board meeting
	Visit to Broad Park Centre		Broad Park Centre provides short breaks for children with learning and/or physical disabilities	
Next Municipal Year	Academies and University Technical Colleges - update (June/July 2012)	David Haley	See 15th September. The Board requested officers to bring a briefing note when more information is available, particularly on UTC applications.	15th September Board meeting
	Progress report on the following: work with academies impact of financial cuts on schools (June/July 2012)	David Haley	The Board identified these issues when considering a report on educational attainment in 2011	8th December Board meeting
	Annual report of the Independent Review Officers 2011/2012 (June 2012)	Celia East / Jivan Sembi	The Board considered the 2010/2011 report in January 2012. It was informed that the report had been delayed, but that the 2011/2012 report would be brought to the Board early in the Municipal Year. The report should include information requested by Members at the January meeting	19th January, 2012 Board meeting
	Ofsted inspection of Adoption and Fostering services – progress report on recommendations (June 2012)	Shanti Eaves	The Board considered the Ofsted report in January 2012. It asked for a progress report in 6 months' time.	
	Annual report of the Coventry Safeguarding Board -2011/2012 (October 2012)	Andy Pepper/ Jivan Sembi	To consider this Annual Report to get reassurance about the work being done and to see if there are any areas of concern.	13th October Board meeting

	School Meals issues (September 2012)	Carl Pearson Karen Huxtable	To consider the following: - progress of abc review outcomes; - free school meals; - secondary school meals	Chair / Cabinet Member
	FSR Progress reports	Colin Green	When the Board considered the FSR proposals, it asked for regular reports on the progress of the implementation of the early intervention work	9 th Feb 2012 Board meeting
	Outcome of serious case review	Colin Green	The Board were informed that a serious case review had been established and that a report on its outcome would be brought to the Board when appropriate	15 th March Board meeting
	Overcoming barriers to learning programme– progress report (April 2013)	David Haley /Ruth Brunton	When the Board considered information on this programme, they asked for a further update in a years' time.	15 th March Board meeting
Economy, Regeneration and Transport Scrutiny Board (3)				
13th 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)	15th June Board meeting (Chair/ Assistant Director)
	Supporting People	Pete Fahy	To consider the outcomes from the Member review	9th 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.	
21st 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.	15th June Board meeting (directorate suggestion)

	Olympic Infrastructure projects		The Board wants to ensure that these are progressing as expected and that they are within budget.	Board meeting
19th October, 2011	Cancelled			SCRUCO 9th August, 2011
28th November 2011 (revised date)	Bishops Gate and southern precinct	Richard Moon	To update the Board on progress.	
	Council's jobs strategy	Rebecca Young	To monitor progress	15th June Board meeting
	Empty City Centre properties	Nigel Clews/ Graham Stephens	To brief the Board on the current situation.	Chair's suggestion
11th January, 2012	Formal meeting – Update on LEP	Paula Deas	To monitor progress	15th June Board meeting
	Informal meeting – Transport Strategy	Mike Waters	To brief the Board on this issue	Chair's suggestion
22nd February 2012	Downsizing – 12-month progress report	Ayaz Maqsood	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
	Homefinder policy update	Ayaz Maqsood	To brief the Board on the current position.	Chair

21st March 2012	Local Enterprise Partnership further reports:- - Criteria and process for access to Growing Places Fund + Details of Coventry Gateway development LEP progress report	Martin Yardley/ Paula Deas	The Board considered a progress note on the Coventry and Warwickshire LEP at the 11th January, 2012, meeting. It identified these two issues as ones where it wanted more information. It asked that the note on the Gateway development include information on the proposed consultation process.	11th January Board meeting Chief Executive and Chair
	Update on city centre projects	David Cockroft	To brief the Board on the current position	Deputy Chair (agenda conference 20 th Feb 2012)
18th April 2012	Effects locally of Government policy on housing and welfare reforms – update	Ayaz Maqsood	To inform the Board of the current situation.	21st September Board meeting
	Empty homes	Craig Hickin	To inform the Board of the current situation.	15th June Board meeting
	Section 106 payments and Community Infrastructure Levy (CIL)		The Board would like information on Section 106 payments (how many, how much, how many are outstanding) and on the progress of the arrangements for the CIL in Coventry.	15th June Board meeting and 11th January, 2012 meeting
	Report back on MPIM conference	Deirdre Fitzhugh	Those attending conferences are required to provide a report back	Board meeting 22 nd Feb 2012

Date to be determined	Localism Act 2011 (briefing session)		The Board wanted to know how the Act is likely to affect areas of its remit e.g. planning, regeneration and housing NB Other Boards have asked for briefings on the effects of the Act	15th June Board meeting
	National planning guidance – effects locally			15th June Board meeting
	Nuneaton, Kenilworth, Coventry and Leamington railway line			15th June Board meeting
	High speed travel (general concept not HS2 route)			15th June Board meeting
	Council's connections with Europe		How are these maintained now that the Council doesn't have an officer based in Brussels?	15th June Board meeting
	Impact of reducing social housing elements of housing development			15th June Board meeting
	Housing Fundamental service review outcomes and resulting issues:		The Board asked to be involved where it can make the most impact. Choice based lettings policy; Re-commissioning of homelessness services; Work with private sector landlords, including accreditation	15th June Board meeting (directorate suggestion)

Next municipal year	Joint Scrutiny (with Warwickshire County Council) of Coventry and Warwickshire Local Enterprise Partnership			11th January, 2012, Board meeting
	Supporting People progress report (June 2012)	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.	13th July Board meeting
	Future housing provision for older people	Ayaz Maqsood	The Board wish to discuss how the housing needs of older people could be met in the future	22 nd Feb 2012 Board meeting
	Jobs Strategy Annual Report (June 2012)	Rebecca Young	The Board considered a progress report on the Strategy and asked officers to bring the Annual Report to the Board	28th November Board meeting
Environment and Community Safety Scrutiny Board (4)				
24th 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
20th 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	
21st September 2011 – visit to Whitley Depot	Winter Gritting	Colin Knight	To review preparations for 2011 and how lessons learned from previous years are being addressed.	Brought forward
	Christmas Waste Collection Plans for 2011	Mary Morrissey	To review preparations for 2011 and how lessons learned from previous years are being addressed	Meeting 24/6/11
2nd 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
	Briefing on the Police Reform and Social Responsibility Act	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
	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
	Consultation on changes to the Licensing Act 2003	Davina Blackburn	Consultation on changes to the Licensing Act 2003 that is going to Licensing and Regulations Committee on 1st November, SB4 on 2nd November, Cabinet on 29th November and Council on 6th December. The consultation document contains proposals which would have a significant effect on the City Council's licensing powers.	

7th December 2011	Update on the Aerial Thermal Survey and impact	Neil Eaton/David Shiner	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
	Climate Change Strategy	Michael Checkley/ Janice Nichols/John Norton	An update on the Climate Change Strategy and to look at the Carbon Reduction Commitment. There will also be an opportunity to show how the Sustainability and Low Carbon FSR is influencing the development of environmental sustainability work.	Meeting 24/6/11
	Street Traders licensing	Sara Roach/Julie Pinnick	To look at the potential of charging for street trading licences with the aim of reducing on-street car sales	Meeting 24/6/11
	Heatline	Andy Williams	An update on the project progress	
	Sexual Entertainment Venues	Davina Blackburn	To look at the outcome of the consultation on a Sexual Entertainment Venues policy	Cllr Lancaster
18th January 2012	City Wide CCTV - briefing	Paul Bolton/Paul Bowman	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. Currently part of an FSR	Meeting 24/6/11
	Green Deal	Neil Eaton	To look at the Government's Green Deal scheme for householders and the consultation taking place.	Meeting 24/6/11
	Results on the consultation on the Climate Change Strategy for Coventry	Michael Checkley	The Board also requested that the annual report on the outcomes of the strategy also be submitted to the Board	7/12/12
29th February 2012	Report back on winter gritting	Karen Seagar	To review the success of the planning for the winter period	
	New approach to Domestic Violence and Abuse/ Consultation on	Mandie Watson/ Penny Kaye/ Amanda Carr	An update on the progress on the new approaches to domestic violence and abuse, including a fully costed proposal for a wellness centre in the City. Also to discuss the response to the Government consultation on the definition of	Meeting 2/11/11

	definition of DV		domestic violence and abuse.	
	Heatline update	Andy Williams	The Board requested an update on progress following the meeting on the 7th December 2011.	7/12/11
	Climate Change Strategy – final version	Michael Checkley	A presentation of the final strategy document following the completion of the consultation	
	Fly Tipping	Craig Hicken	A briefing note explaining what action is being taken to address the underperformance reported in the 6 month performance report of the Council Plan.	
	Nuisance Car Sales	Craig Hicken/Joy Adams	A briefing note on how the Council is tackling nuisance off road car sales.	
28th March 2012	Scrap metal theft	Mandie Watson/ Martin McHugh	To identify to what extent metal theft is an issue in Coventry and what actions are being taken to address it.	
	Community Safety Partnership Strategic Assessment 2012/13	Mandie Watson	To review emerging findings from the strategic assessment which will help to identify the priority areas for the Partnership for 2012/13 and identify any issues of concern for inclusion in the Board's work programme and to present the DVA model	
	Community Safety in Parks	Mandie Watson/ Ces Edwards	To look at measures being put in place to ensure public safety in parks	Meeting 21/9/11
	Update on Canley Eco Houses	Jan Nichols/ Stephen Barker	To look at the new low carbon housing project as part of Canley Regeneration and to find out more about the project	
	Transition arrangements for Police and Crime Panels	Jenni Venn	To update the Board on the transition from the Police Authority to the elected Police and Crime Commissioner and Police and Crime Panels system	Meeting 2/11/11
16 th April 2012	Update on the work of the Flood Risk Management	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.	Carried forward

	Group		This will be an opportunity to go out with officers and see how potential causes of flooding are identified.	
26th April 2012	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
	CCTV FSR	Paul Bolton	A report on the progress of the CCTV FSR	Meeting 18/1/12
	Street-lighting PFI update on progress	Karen Seager	To review implementation and whether the original objectives are being met	Carried forward
	Dog Fouling	Craig Hicken	A request for further information on action against dog fouling in public spaces – Cllr Lakha	Meeting 18/1/12
Next Municipal Year	Progress report on the Climate Change Strategy	Michael Checkley	The annual report on progress against the actions and outcomes of the Climate Change Strategy brought to the Board in January 2012	Meeting 7/12/11
	Aerial Thermal Survey	David Shiner	Following the report to the Board in December 2011 the Board were supportive of the survey being repeated in 2012/13.	Meeting 7/12/11
	Update on the Green Deal (July/August)	David Shiner	Following a briefing note at the Board on 18th January, the Board requested a further update on progress and detail on the Green Deal	Meeting 18/1/12
	Report back on winter waste collection progress	Andrew Walster	To review the success of the planning for the winter period	
	Heatline update on progress	Andy Williams	The Board requested an update on progress on the implementation of the Heatline project	Meeting 29/2/12
	Fuel Poverty	Michael Checkley	Following on from the presentation of the Climate Change Strategy the Board requested further information on what the city was doing to address fuel poverty and the associated consequences. Cabinet Member (Sustainability and Local Infrastructure) will also be receiving a report on this item	Meeting 29/2/12
	New approach to DVA	Amanda Carr/ Mandie	The Board requested an update on progress on the implementation of the new approach to tackling DVA	Meeting 29/2/12

		Watson/ Penny Kaye		
	Progress on Canley Eco homes and site visit	Steve Barker		
	Update on Nuisance Car Sales	Craig Hicken	A report came to Scrutiny Board 4 on 29 th February 2012. A request was made that the progress report came back to the Board before Cabinet Member, next municipal year	Meeting 29/2/12
Health and Social Care Scrutiny Board (5)				
10th June 2011	Informal work programme planning meeting			
22nd 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 plans for ensuring a new service is up and running for the beginning of 2012.	
15th August 2011	Health and Adult Social Care's 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
10th October 2011	Report Back on Actions from Mr B SCR	Simon Brake	On 9th 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.	Request from the Director

	Report back on issues raised in consideration of 'Staying Focused' – DPH Annual Report	John Forde	At the July meeting a number of issues were raised requiring further information to be provided, and the Acting DPH was unable to attend the formal presentation of his report. John Forde will attend the meeting for a discussion regarding the issues raised on his report and how the report is being progressed.	Scrutiny Board instruction
	Coventry Local Involvement Network (LINK) Annual Report	Ruth Light (Coventry LINK)	The Board are required to consider the Annual Report of its Local Involvement Network (LINK) to ensure that it delivers value for money.	Statutory requirement
27th October 2011	UHCW – Tissue Viability Issues (further information re Quality Account) / Major Trauma Centre / A & E attendances	Andy Hardy (UHCW)	The Chair has requested that UHCW provide further information regarding the work of the Tissue Viability service and data provided previously regarding pressure sores.	Chairs request Council process
7th November 2011	Annual Report of the Safeguarding Adults Board	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.
	CQC Judgement Framework and Enforcement Policy	Simon Brake	The Care Quality Commission has submitted a formal consultation which the Council will formally respond to concerning proposals to change their Judgement Framework and Enforcement Policy.	Formal Consultation
	Home Meals consultation	Mark Godfrey	The Board requested to be informed of progress in developing the new arrangements for the delivery of Home Meals service	Scrutiny Board request

	Dentistry in Cheylesmore	Peter Barnett /Alison Walshe (NHS Coventry)	Consideration of issues raised in a City Council petition re dentistry services in Cheylesmore.	
14th 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.	
	Social Care Local Account	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.	Statutory requirement
	West Midlands Ambulance Services (WMAS) – Make Ready Clinical Care Pathways	Craig Cooke (Resilience and Support Services Director) WMAS	West Midlands The Ambulance Service (WMAS) has introduced some changes to clinical care pathways about which they would welcome a discussion with the Board. They are also planning a re-configuration of their services to facilitate a new way of working 'Make Ready' which will include some changes to the location of ambulance stations.	Request of WMAS Statutory requirement
25th January 2012	Fluoridation petition	John Forde/ Jonathan Iloya/ Peter Barnett	Repeat of June petition re: the fluoridation of Coventry's water supply	Referred from Council
	Public Health Transition	Simon Brake	Paper to discuss development of the Health and Well-being Board, appointment process for new Joint Director of Public Health and the abc Transforming Public Health Review	
7th March 2012	LINK to HealthWatch /	Ruth Light (Coventry LINK) Bob Marriot	In 2012 LINK will be replaced by the new HealthWatch organisation and officers will provide a short briefing on the transition plans. 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.	
	Joint Strategic Needs Assessment	John Forde/ Pete Fahy	Update on progress in delivering a Joint strategic needs Assessment (JSNA) for the City	

21 st March 2012	Developments in the local Health Economy	Stephen Jones/ Gilliam Entwistle	Meeting to consider the current financial position of the Arden Cluster and changes in the commissioning of local services. CCG development and the early results of the GP referral Support Service	
4th April 2012	Review of the 2011/2012 Health Scrutiny work	Peter Barnett		
	Foleshill Task and Finish report back	Peter Barnett/ Gemma Tate		
Date to be decided	Tbc - Coventry's Health and Social Care Economy – Chief Executives Q&A – Incorporated into the 21 st March meeting	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
	Healthy Child Programme – Report Back from April meeting	Josie Spencer (CWPT)	On 27th 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.	
	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.	

	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.	
	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 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
	Fluoridation	John Forde	The Scrutiny Board has received a second petition from West Midlands Against Fluoridation, calling for a review into the effects of fluoride in Coventry's drinking water supply.	Petition