

Scrutiny Co-ordination Committee**Scrutiny Co-ordination Committee
Work Programme 2012/13**

For more details on items, please see pages 2 onwards

11th July 2012

Outside bodies reports back
Customer Management -Progress report on recommendations of Task and Finish Group
Coventry Community Safety Partnership Annual Strategic Assessment
Transformation Programme Partnership Progress Report

8th Aug 2012

i-Cov post implementation review
Household survey findings
2011 Census
Fuel Poverty

12th Sep 2012**10th Oct 2012**

Progress on recommendations from Task and Finish group on Services to Schools
Council Plan Annual Performance Report

7th Nov 2012**12th Dec 2012**

Council Plan Six Month Performance Report

23rd Jan 2013

Business Services (formerly admin) review

20th Feb 2013

Electoral Registration Audit 2012

20th March 2013**17th April 2013****Date to be identified**

Advice Services review/Welfare Benefits
LEP
Charities
Section 106
Review of Communications
Transformation Programme Partnership Progress Report

Information to be monitored

Procurement Strategy progress report
Half-yearly report on Agency workers
Half-yearly report on Sickness absence
Revenues and Benefits Performance
Delegated Write-Offs 2011/12
Council Tax Payment Date Change

If required meetings:

25th July 2012; 29th August 2012; 26th September 2012; 24th October 2012; 21st November 2012; 9th January 2013; 6th February 2013; 6th March 2013; 3rd April 2013.

Scrutiny Co-ordination Committee Work Programme 2011/12

| Meeting Date | Work programme item | Lead Officer | Brief Summary of the issue | Source |
|--------------------------------|---|--------------------------------|--|--|
| 11th July 2012 | Outside bodies reports back | Adrian West | Members appointed by the Council to outside bodies are responsible for reporting annually to the Committee on the work of the body. However, the Committee can decide each year which bodies it wishes to receive reports on and this report will offer options about this. | |
| | 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 SCRUCO on 20 th December, 2011 |
| | Coventry Community Safety Partnership Annual Strategic Assessment | Mandie Watson/ Sara Roach | The Chair of Scrutiny Board 4 requested that Scrutiny Co-ordination Committee considered the Community Safety Partnership Annual Strategic Assessment, due to the wide ranging implications across different scrutiny boards. | Meeting of Scrutiny Board 4 on 28 th March 2012 |
| | Transformation Programme Partnership 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. | Discussions at previous meetings of the SCRUCO |
| 8th Aug 2012 | i-Cov post implementation review | 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. Also to update the Board on recruitment to vacancies. | |
| | Household survey findings | Faye Nichols/ Jennie Venn | To review the key findings from the most recent household survey, and the census to identify any issues for the scrutiny work programme as appropriate. | Report to Cabinet Member |
| | 2011 Census | Faye Nichols/ Jennie Venn | To review the key findings from the most recent household survey, and the census to identify any issues for the scrutiny work programme as appropriate. | Briefing note |

Scrutiny Co-ordination Committee Work Programme 2011/12

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| | 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 |
| 12th Sep 2012 | | | | |
| 10th Oct 2012 | Progress on recommendations from Task and Finish group on Services to Schools | Gennie Holmes | As per recommendation 9 agreed by Cabinet on 29/11/11, the Board will receive an update on progress on the recommendations from the task and finish group on Services to Schools – to report in Sept/Nov 12 | Cabinet 29/11/11 |
| | Council Plan Annual Performance Report | Carol Dear | The performance report for 2011/12 which identified baseline performance information for a key set of headline indicators and looks at the progress that has been made during the first year of the plan | |
| 7th Nov 2012 | | | | |
| 12th Dec 2012 | Council Plan Six Month Performance Report | Carol Dear | The half year performance report for 2012/12 which identified baseline performance information for a key set of headline indicators and looks at the progress that has been made during the first 6 moths of this years plan | |
| 23rd Jan 2013 | Business Services (formerly admin) review | Bev Messinger | To review the effectiveness of the new Business Service 12 months after implementation | |
| 20th Feb 2013 | Electoral Registration Audit 2012 | Helen Abraham | To report on progress on increasing electoral registration and to assess the impact of the changes required to the registration process | Scruco first meeting 13/6/12 |
| 20th March 2013 | | | | |
| 17th April 2013 | | | | |
| Date to be identified | Advice Services review/Welfare Benefits | | To look at the impact of the changes to welfare benefits on the Council and other advice services in the city, and how these changes will be managed. SB5 will be focussing on the impact on individuals. | Scruco first meeting 13/6/12 |

Scrutiny Co-ordination Committee Work Programme 2011/12

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| | LEP | | To look at the progress of the Local Economic Partnership | Scruco first meeting 13/6/12 |
| | Charities | | What funds are available to people in the city, how they are accessed and how people find out information about them. Maybe linked to the Outside Bodies work | Scruco first meeting 13/6/12 |
| | Section 106 | | To look at the efficiency of the spend for S106 monies, including what has been spent, what hasn't yet been spent and whether the Council has had to return any. | Scruco first meeting 13/6/12 |
| | Review of Communications | | A review of how effective the Council Communication strategy is, particularly post-Olympics | |
| | Transformation Programme Partnership Progress Report | Adrian West/Carl Pearson | 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 SCRUCO |
| Information to be monitored | Procurement Strategy progress report | Liz Welton | At its meeting in February 2012 the Board made recommendations to the Cabinet Member that there should be targets identified for the procurement of SME firms. The Chair requested an update on progress on these targets. | SB1 6/2/12 |
| | Half-yearly report on Agency workers | Jane Crawley | A regular update on progress on reducing the reliance and therefore the spend on agency staff across the Council | Regular item |
| | Half-yearly report on Sickness absence | Jon Venn | A regular update on progress on reducing staff sickness across the Council | Regular item |
| | Revenues and Benefits Performance | Helen Harding | A regular update on progress on performance in revenues and benefits | Regular item |
| | Delegated Write-Offs 2011/12 | Helen Harding | To receive a 12 month update of the position | CM (Strategic Finance and Resources) |
| | Council Tax Payment Date Change | Helen Harding | To receive a 12 moth update of the position | CM (Strategic Finance and Resources) |
| Items allocated | Young people, Crime | Dawn Ford | The Scrutiny Co-ordination Committee received a briefing | Meeting of the |

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| to another Board | and Unemployment | | 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) | Scrutiny Co-ordination Committee on 4 th January 2012 |
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