



Scrutiny Co-ordination Committee

Time and Date

10.00 am on Wednesday, 12th September 2012

Place

Committee Rooms 2 and 3 - Council House

Public Business**1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes**

(a) To agree the minutes of the meeting held on 8th August 2012 (Pages 1 - 8)

(b) Matters Arising

4. Overview and Scrutiny Management (Pages 9 - 16)

The following matter is reported to Scrutiny Co-ordination Committee, in accordance with paragraph 2.6.4 of the City Council's Constitution, it being responsible for the overall co-ordination of the Overview and Scrutiny function and related responsibilities:

Cabinet Item of Urgent Public Business**Expansion of Frederick Bird Primary School**

The Cabinet considered the above report at their meeting on 14th August 2012. The Chair of the Scrutiny Co-ordination Committee attended the Cabinet meeting and agreed that the decision was urgent and that Call-in should not apply. In accordance with paragraph 4.5.3.1 of the Council's Constitution, the report is presented to the Scrutiny Co-ordination Committee to inform them of the reason for urgency, that being that the increase in reception intake at Fredrick Bird Primary School from 3 to 4 Forms of Entry (FE) needs to be approved ready for the start of the new school term on Monday 3rd September, 2012. The consultation on the City Council's school size policy to increase the maximum size of a primary school from 3 to 4 FE needs to start at the beginning of September in order to inform the formal consultation on the expanding primary school programme for September 2014 for recommendation to Cabinet in October 2012.

Report of the Director of Children, Learning and Young People (attached to assist Members in understanding the reason for urgency)

5. Tackling Fuel Poverty in Coventry (Pages 17 - 30)

Report of the Director of City Services and Development

6. **Outside Bodies Task and Finish Group** (Pages 31 - 38)

Briefing Note of the Task and Finish Group

(Note: Councillor Taylor, a Member of the Task and Finish Group, has been invited to attend the meeting for consideration of this matter)

7. **Scrutiny Co-ordination Committee Work Programme 2012/2013** (Pages 39 - 44)

Report of the Scrutiny Co-ordinator

8. **Outstanding Issues**

Outstanding issues are included in the Work Programme.

9. **Meeting Evaluation**

To evaluate the effectiveness of the meeting.

10. **Any Other Items of Public Business**

Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Bev Messinger, Director of Customer and Workforce Services, Council House Coventry

Tuesday, 4 September 2012

- Notes: 1) The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services, Council House, Coventry - E-mail: michelle.salmon@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Michelle Salmon as soon as possible and no later than 9.00 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
- 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors F Abbott, L Bigham (Chair), J Blundell, C Fletcher, K Foster, D Howells, R Lakha, M Mutton, T Skipper (Deputy Chair) and D Welsh

By Invitation: Councillor Taylor

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Michelle Salmon, Governance Services Officer

Tel: 024 7683 3065

E-mail: michelle.salmon@coventry.gov.uk

Minicom: (024) 7683 3029

Fax: (024) 7683 3266

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SCRUTINY CO-ORDINATION COMMITTEE

8th August 2012

Scrutiny Co-ordination

Committee Members Present: Councillor Mrs Abbott
Councillor Mrs Bigham (Chair)
Councillor Blundell
Councillor Crookes (substitute for Councillor Foster)
Councillor Lakha
Councillor M. Mutton
Councillor Skipper (Deputy Chair)
Councillor Thomas (substitute for Councillor Mrs Fletcher)
Councillor Welsh

Other Members Present: Councillor Sawdon (Lord Mayor of the City of Coventry)
(for matters in minutes 16 and 17 below)

Employees Present: M. Greenwood (Chief Executive's Directorate)
G. Holmes (Chief Executive's Directorate)
K. Malone (Customer & Workforce Services Directorate)
F. Nicholls (Chief Executive's Directorate)
J. Parry (Assistant Chief Executive)
H. Peacocke (Customer & Workforce Services Directorate)
M. Salmon (Customer & Workforce Services Directorate)
A. West (Chief Executive's Directorate)

Apologies: Councillor Mrs Fletcher
Councillor Foster
Councillor Howells

Public Business

13. Declarations of Interest

There were no declarations of interest made.

14. Minutes

(a) The Minutes of the meeting held on 11th July 2012 were signed as a true record.

Further to Minute 2/12, the Committee noted that a meeting of the Streets and Neighbourhoods Scrutiny Board (4) had been arranged for 10th August 2012 at the War Memorial Park Visitors Centre, to which the Transport & Infrastructure Development Scrutiny Board (6), for consideration of the Shared Spaces Concept Monitoring Reports.

Further to Minute 7/12, the Committee noted that a meeting of the Task and Finish Group – Outside Bodies had been held and a further meeting was planned to finalise their work.

(b) There were no matters arising.

15. Overview and Scrutiny Management

The Committee received details of the determination of validity of a Call-in that had been received relating to the Proposed Closure of Six Children's Centres – Public Consultation, approved by Cabinet on 10th July 2012.

The following Call-in relating to this decision was received from Councillors Foster, Noonan and Taylor:-

1. *To understand why consolidating Earlsdon, Finham and Cheylesmore Children's Centres was not considered.*
2. *To better understand how after 31st August, 2012, those families that need a service previously provided will be able to access a suitable service.*

The Committee Chair, Councillor Mrs Bigham, had considered the Call-in in accordance with the Council's Constitution, and, having received advice from the Assistant Director (Democratic Services), in conjunction with the Council Solicitor/Assistant Director (Legal Services), determined the Call-in inappropriate. The reason for her decision was that it fell within paragraph 4.5.26 of the Scrutiny Rules (part 4 of the Constitution): *It related to a matter where the associated report had already been considered by the Scrutiny Co-ordination Committee or a Scrutiny Board who had endorsed the recommendations or made recommendations that had been accepted by the Cabinet/Cabinet Member.*

The Members who submitted the Call-in were informed of the Chair's decision and the reasons for it.

Members of the Committee requested clarity of the decision and were informed that as the report had been considered by the Children and Young People Scrutiny Board (2) (their minute 3/12 referred) who had endorsed the recommendations that had subsequently been approved by Cabinet (their minute 14/12 referred), Call-in did not apply.

Councillors Blundell and Crookes challenged the decision invalidating the Call-in and were informed that paragraph 4.5.25.4 of the Constitution, did not provide for an appeal against the decision taken by the Chair. They registered their objection to the decision to invalidate the Call-in and the length of time it had taken to determine this and asked that this be recorded.

The Committee requested that a briefing session be arranged for all Members of the Council to provide clarity of the Call-in process, particularly for new Members of the Authority.

RESOLVED that a briefing session be arranged for all Members of the Council on the Call-in process.

16. Civic Visit to Kiel – 15th to 18th June 2012

The Committee considered a report of the Lord Mayor, Councillor Sawdon, who attended the meeting to present the report, that provided details of the Civic Visit to Kiel and the associated Kieler Woche (Kiel Week) celebrations that he had attended on 15th – 18th June 2012, and the outcomes of the visit.

An annual invitation to Coventry's twin town, the purpose of the visit was to take part in a programme of events hosted by Kiel City Council to mark the formal opening of Kieler

Woche, the biggest summer festival in northern Europe and the largest sailing sports event in the world. With a ten-day programme, there were over 1,000 events for more than 3.5 million visitors from all over the world. The city centre played host to numerous events including Kiel Week Opening Ceremony and the International market. Now in its 130th year, the sailing regatta continued to grow with over 6,000 competitors, from over 50 countries, participating in the sailing classes.

The Coventry delegation also attended the International City Forum entitled “Civic Participation–The Key to Greater Democracy in the Community?”, enabling an exchange of information and best practice in local government, with practitioners from 14 of Kiel’s twin and friendship cities. The Lord Mayor’s attendance raised the profile of the City Council and Coventry at a European and International level.

The visit reinforced Coventry and Kiel twinning links and provided an opportunity to maintain relations with Kiel and to continue to promote peace and reconciliation in a modern world.

The Lord Mayor asked the Committee to consider:

1. Examining the responses from the 12 local authorities who had replied to the Election questionnaire to see if there were lessons that the Local Authority might learn in improving ‘civic’ participation in local decision making.
2. The feasibility of a ‘Coventry Week’, that might link the Godiva Festival with the Coventry Inspiration Book Awards, the Positive Images Festival, Armed Forces Day and an international food festival.
3. Putting ‘impetus’ behind the efforts of Karen Thomsen, the official interpreter for the delegation who was a regular visitor to Coventry and was responsible for arranging student exchanges, to promote more cultural exchanges with Kiel.

RESOLVED that the Scrutiny Co-ordination Committee:

- (1) Endorsed the report of the Lord Mayor’s Civic Visit to Kiel and the positive outcomes of the event.**
- (2) Requested that the 12 local authority Election questionnaire responses be included in the Electoral Arrangements Audit 2012, on the Scrutiny Co-ordination Committee Work Programme for the 20th February 2012 meeting.**
- (3) Supported the principle of a ‘Coventry Week’ linking the Godiva Festival with the Coventry Inspiration Book Awards, the Positive Images Festival, Armed Forces Day and an international food festival.**
- (4) The ‘slippage’ in the current student exchange process be investigated and the findings be forwarded to Cabinet Member (Education).**

17. Civic Visit to Cork – 3rd and 4th June 2012

The Committee considered a report of the Lord Mayor, Councillor Sawdon, that provided details of the Civic Visit to Cork, Ireland that he had attended on 3rd and 4th June 2012. The visit maintained and reinforced the links with one of Coventry’s twin cities, that go back to 1960; enabled discussions on the Irish economic situation and the impact of the cuts on the respective local authorities; the support a Coventry athlete, Kyza Derby, who took part in the Cork Marathon; and meeting with the former Council Leader and Lord Mayor of Coventry, Nick Nolan. In conclusion, whilst only a short visit, with a large Irish

community in Coventry, it was valuable to keep a good link with one of Coventry's more accessible twin cities. The report provided details of the itinerary, costs, and outcomes of the visit.

RESOLVED that the Scrutiny Co-ordination Committee endorsed the report of the Lord Mayor's Civic Visit to Cork and the positive outcomes of the event.

18. Civic Visit to India – 22nd February – 4th March 2012

The Committee considered a report of the former Lord Mayor, Councillor Mulhall, that provided details of the Civic Visit to India that he had attended on 22nd February to 4th March 2012 to witness the Free Eye Camps taking place in Jalandhar, Punjab for which Coventry organisations, Sikh Union Coventry and Godiva Lions Club, undertake significant fundraising for in the City and the extended area to raise funds for the free camps in India for the needy and poor people who cannot afford essential medical or optical treatment for their eyes. The report provided details of the itinerary, costs, and outcomes of the visit.

RESOLVED that the Scrutiny Co-ordination Committee endorsed the report of the former Lord Mayor's Civic Visit to India and the positive outcomes of the event.

19. i-Cov Post Implementation Review

The Committee received a report of the Director of Customer and Workforce Services that provided an update on the progress made and issues identified during the first full year of operation of the newly in-sourced ICT service.

As part of its abc Transformation Programme, the City Council had identified ICT service provision as a priority for service transformation. The i-Cov project demonstrated a strong fit with the Council's ambition to better align its interaction with its citizens, to improve service delivery and maximise value for money. The drivers for change in the service included service performance, cost and service delivery.

The Council's major ICT services were outsourced to external suppliers which cost the Council around £15m on an annual basis, but there was also a significant amount of internal ICT delivery which added considerably to the overall cost of ICT across the authority. Concerns were raised over the contract management, governance, performance and value for money of ICT provision in general, but specifically around the contract with Serco Solutions.

The i-Cov FSR formally began in November 2009 and the review phase completed in March 2010. It then moved from review stage to implementation with the new in-house service becoming operational on 1st April 2011. The i-Cov review's purpose was established as: Improve the reliability and predictability of ICT services provided to the Council; Develop strategic management of the ICT architecture and change portfolio; Rationalise the ICT organisation – reduce costs, increase productivity and efficiency and improve service quality; Develop greater depth and breadth of business, technical, process and people skills; and Improve customer satisfaction.

The Evaluation report, attached as an appendix to the Briefing Note, provided details of achievement against the original criteria, realisation of benefits and outstanding issues. The report concluded that the City Council had made the right decision in bringing its previously outsourced ICT service back in-house so that it could achieve significant savings and take back strategic control of the function. It had used external help to assist with the

review because at that time the Council did not have the requisite skills in-house to carry out the work itself. Whilst the review had already proven to be a financial success, it was never going to be an overnight task to bring the infrastructure and service up to the levels that the Council had a right to expect. Resolving many of the legacy issues that the new service had inherited and permanently embedding a new culture and customer focussed ethos within the ICT team would take at least another 2-3 years. However, during that time the Council would benefit from many ICT related improvements which would also support the wider organisational transformation programme.

The Committee outlined their support for the new In-house service and the employment of IT apprentices and highlighted specific instances of the service they had experienced that had provided them with helpful and efficient responses.

RESOLVED that the Scrutiny Co-ordination Committee:-

- (1) Noted the progress made during the first full year of operation of the newly in-sourced ICT service.**
- (2) Endorsed the actions that are planned to address outstanding issues and further strengthen and improve the ICT service.**

20. Household Survey Findings

The Committee considered a Briefing Note and received a presentation (attached as an appendix) by the Corporate Research Manager, Chief Executive's Directorate, on the key findings from the most recent Coventry Partnership Household Survey 2012.

In 2012 Coventry Partnership commissioned its eighth household survey to monitor Coventry residents' views and perceptions of quality of life in the City. The survey, undertaken in collaboration with the Coventry Partnership, the University of Warwick and MEL Research, covered: equalities and communities; housing and environment; community safety; health and well-being; work and training; and transport and accessibility. It aimed to complement the well-being agenda with the addition of a set of questions that were to track levels of mental wellbeing using the Warwick-Edinburgh Mental Well-being Scale. This was the third year that the survey had incorporated mental well-being questions and a full Coventry Well Being Report would be produced in September 2012 by the University of Warwick.

The findings from the research were used to inform policy development, strategic initiatives and changes and improvements to local services to better meet the needs of the people of Coventry.

The Committee questioned officers on aspects of the presentation and discussed the findings of the Survey. They requested that they be provided with the information from the Survey: on a Ward by Ward basis; the 'The Quality of your Home' information be broken down into categories of: Owner/Occupier; Private Rented; and Social Landlord (main City landlord kept separate); and details of any links between the responses to the questions on 'Qualifications' and 'Money Matters/Income'. The Committee noted that full details of the Survey were available on the Coventry Partnership Website.

RESOLVED that:-

- (1) The Household Survey findings contained in the presentation be noted.**

- (2) The Members of Scrutiny Co-ordination Committee be provided with further information on the Survey findings: on a Ward by Ward basis; the 'Quality of your Home' information be broken down into categories of Owner/Occupier, Private Rented, and Social Landlord (main City landlord separate); and details of links between the responses to the questions on 'Qualifications' and 'Money Matters/Income'.**
- (3) The link to the Coventry Partnership Website, containing detailed information of the Survey, be sent to all Members of the Council.**
- (4) The survey findings, along with more detailed analysis where required, be considered by Scrutiny Boards as appropriate.**

21. Population Change and Service Demand

The Committee received a Briefing Note and presentation by the Corporate Research Manager, Chief Executive's Directorate, on the recent changes to Coventry's population and population projections.

The Census, which took place every ten years, provided the most accurate information about an area's population. The 2011 Census put Coventry's population at 318,600 and the number of households at 128,600 indicating that the population grew by 5.2% in the ten years from 2001 to 2011 with much of the growth towards the latter half of the decade. The overall population growth in the City had been at a slower rate than the population growth in England and Wales (7.1%).

More detailed findings from the 2011 Census would be released by the Office for National Statistics through a staged approach between November 2012 and October 2013, as set out in the timetable appended to the Briefing Note. The information would include demographics and population characteristics such as ethnicity, employment status and healthiness as well as data at a neighbourhood level. In addition to Census information the City Council received annual population estimates and bi-annual population projections from the Office for National Statistics. Current 'unofficial' population projections indicated that the City's population may grow by an extra 66,000 people by 2033, taking the population to 430,900. Updated projections were due in September 2012 and the City Council was expecting a lower projection based on the latest Census information. Whilst there were some questions about the extent of projected population growth in Coventry, the population of the City was expected to increase and this was likely to have a significant impact on service demand in the future especially at a time of decreasing resources.

The Committee questioned officers on aspects of the presentation and discussed the findings of the census and requested that a Seminar be arranged for all Members of the Council on the findings of the 2011 Census, once detailed information had been received from the Office for National Statistics.

RESOLVED that the Scrutiny Co-ordination Committee:-

- (1) Noted the changes to the City's population and potential impact on service demand and the different levels of information available from the 2011 Census and population projections.**
- (2) A Seminar on the Census be arranged for all Members of the Council, once detailed information has been received from Office for National Statistics.**

22. Scrutiny Co-ordination Committee Work Programme 2012/2013

The Committee noted the Work Programme for the Municipal Year 2012/13.

23. Outstanding Issues

There were no outstanding issues.

24. Meeting Evaluation

The Board evaluated the meeting. Comments given by members would be used to ensure the efficiency and effectiveness of future meetings, this included that it had been a good meeting although the agenda had been a little 'heavy' for Members to discuss each item fully.

25. Any Other Public Business

There were no other items of public business.

Private Business

Nil

(Meeting closed at: 12.45 p.m.)

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Cabinet

14 August 2012

Name of Cabinet Member:

Cabinet Member (Education) – Councillor Kershaw

Director Approving Submission of the report:

Director of Children, Learning and Young People

Ward(s) affected:

All.

Title: Increasing Primary School Places

Is this a key decision?

Yes

The proposed expansion of primary schools is a key decision because it will have a marked effect on communities living in two or more electoral wards.

Executive Summary:

The city is experiencing a significant rise in birth rate and inward migration. Although for September 2012 admissions, sufficient places are available for the citywide reception cohort, there are insufficient reception places to meet parental demand in some parts of the city. This report seeks to increase the number of admission places in a City primary school to address this shortfall and outlines proposals to address this issue in future years.

Recommendations:

Cabinet is requested to approve the following recommendations:

1. To increase the reception intake of Fredrick Bird School for September 2012, for one year only at this point, from 90 to 120 children; 3 to 4 Forms of Entry (FE);
2. To approve consultation on the City Council's school size policy to increase the maximum size of a primary school from 3 to 4 FE;
3. To note the urgent measures already implemented in relation to additional reception places for September 2012 admissions; and
4. To note that a report will be presented to Cabinet in October 2012 which will recommend formal consultation on the expanding primary school programme for September 2014.

List of Appendices included:

None.

Other useful background papers:

Children and Young People Scrutiny Board (2) Report 21st June 2012 'Primary School Places'

Has it been or will it be considered by Scrutiny?

The Chair of Scrutiny Co-ordinating Committee will be in attendance at the meeting.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Increasing Primary School Places

1. Context (or background)

- 1.1 The City is experiencing a significant rise in birth rate and inward migration. When the initial allocation for September 2012 admissions to Primary Schools was made in April 2012, there were sufficient places available across the City for the reception cohort, but insufficient reception places to meet parental demand in some parts of the city. In some Wards children are unable to be allocated a reception place in their catchment school or where their sibling attends school.
- 1.2 The latest set of data produced for the Department for Education's (DfE) 2012 School Capacity Collection (SCAP) indicates that considerable pressure on reception places will continue over the next few years. Compared with September 2012, the pressure should ease for 2013 with a predicted surplus of 161 (3.6%) places (excluding additional September 2012 places referred to in paragraphs 2.2 and 2.3 below), but there is an estimated shortfall of 132 (3%) places for September 2014 - a minimum of 210 permanent additional places will therefore be needed to cover this shortfall and leave a 1% level of surplus places across the city (we normally aim to achieve between 4 and 5% above forecast to enable a reasonable degree of parental preference to be exercised).

2. Options considered and recommended proposal

- 2.1 To meet this rising pressure on school places a total of 615 additional reception places across 28 schools have already been created since 2008. These include an additional 120 planned expansion places which will be available at 5 schools from September 2012. A total of 4,380 reception places were therefore planned to be available for September 2012 admissions against a forecast of 4,331 pupils (based on January 2011 data).
- 2.2 Under Section 14 of the 1996 Education Act, the City Council has a statutory responsibility to provide sufficient places for pupils in the city. The position for September 2012 admissions is extremely tight. Officers have therefore been in discussion with a number of primary schools to create some additional 'emergency' reception places for September 2012 because the demand for places was likely to exceed supply in certain parts of the city:
- Broad Heath Primary from 2FE to 3FE (+30 Places)
Clifford Bridge Primary from 1FE to 2FE (+30 places)
Ernesford Grange Primary from 2FE to 3FE (+30 Places)
Moat House Primary from 1.5FE to 2FE (+15 places)
- 2.3 The Cabinet Member (Education) has also approved an increase in the admission number in Reception for Frederick Bird Primary School in September 2012 from 90 to 120 pupils. The justification for this decision is the large number of children who have not been allocated a place and are on the waiting list, either those from the catchment area or having siblings already attending the school.
- 2.4 Legally with such short notice we can only make a temporary change that is for September 2012 only. This has been confirmed by the Office of the Schools Adjudicator. In due course we will be seeking to increase the size of the intake on a permanent basis to four forms of entry from September 2014. This will be subject to a formal consultation process and Cabinet approval. In the meantime the City Council will need to apply to the Office of the Schools Adjudicator to formally vary the admission arrangements for each of the five schools for September 2013. This is because the Published Admission Numbers (PAN's)

for September 2013 have already been determined by the City Council's Cabinet at it's meeting on 13th March 2012.

- 2.5 The net effect of these admission changes for September 2012 is that a total of 4,515 reception places are now available; there remain 118 (2.6%) unallocated places (as at 23rd July 2012) at 19 schools. It is likely that a large proportion of these will be allocated through the late applications process.
- 2.6 In 2008, the Council set out its "Strategy for Change" which included a Strategy for Growth to accommodate the increase in demand for primary school places. The Strategy for Growth was widely consulted on including, a full public consultation, primary heads, special school heads, children and young people and parents. The strategy sets out the systematic increase of primary schools systematically through analysing schools sites and providing additional permanent accommodation on sites capable of expanding and where demand was strong. At this point, **the City Council's agreed position was that the maximum size of any primary school would not exceed three forms of entry (630 Year R to Year 6 places excluding nursery class).** The demand for primary school places in some parts of the City is such that the most effective way of increasing places would be to increase the size of a small number of schools from 3 to 4 Forms of Entry.
- 2.7 In order to permanently increase the size of Frederick Bird and the other schools identified in paragraph 2.2 it will be necessary to undertake formal consultation prior to the City Council considering whether to publish formal Statutory Notices.
- 2.8 In order to establish schools larger than the current policy of a maximum size of 3 forms of entry it will be necessary to consult with all key stakeholders, including schools, Headteachers, Governing Bodies, Trades Unions and professional associations.

3. Results of consultation undertaken

- 3.1 Consultation has taken place with each of the school's Headteachers and Governing Bodies prior to the Local Authority confirming the allocation of additional places for September 2012 admissions. The City Council has a statutory duty to ensure that there are sufficient school places.

4. Timetable for implementing this decision

- 4.1 Consultations on the proposed increase of the maximum primary school size from 3 to 4FE and on proposals for the permanent expansion of primary schools for September 2014 are planned for the 2012 Autumn Term. Reports will be brought to Cabinet on the outcome of the consultation on the maximum primary school size and on formal proposals to consult on the permanent expansion of primary schools for September 2014.

5. Comments from Director of Finance and Legal Services

- 5.1 Financial implications

The costs associated with consultation will be met from within existing Children, Learning and Young People's Directorate (CLYP) budgets. The additional places created for September 2012 will be delivered through a combination of internal remodelling and temporary classrooms. Officers are working closely with all five schools to ensure that the necessary works are delivered as quickly as possible and where this is after the start of the Autumn Term that appropriate interim arrangements are put in place. The costs of these works are estimated at £485k and will be met from the 2012/13 CLYP Capital Programme.

5.2 Legal implications

The City Council has a statutory duty under Section 14 of the 1996 Education Act to provide sufficient school places. The City Council will need to apply to the Office of the Schools Adjudicator to formally vary the admission arrangements for each of the five schools for September 2013. The permanent extension of these and any other schools identified for permanent expansion from September 2014, will require the publication of statutory notices under Section 19(1) of the Education and Inspection Act 2006.

The consultation and determination arrangements will meet the requirements of The Education and Inspection Act 2006 and The School Organisation (Prescribed Alterations to maintained Schools) (England) Regulations 2007 (as amended). Failure to comply with these statutory requirements would leave us unable to expand school places as required and subject to action by DfE.

The public sector equality duty under section 149 of the Equalities Act 2010 imposes on decision makers when carrying out any of its functions to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations across all of the protected characteristics (which as relates to education are disabilities, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation). "Due regard" requires more than just an awareness of the equality duty. It requires demonstration of a rigorous analysis by the public authority decision maker.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Local Authorities have a statutory duty to ensure sufficient school places are available to meet local needs. The permanent expansion of primary schools would increase the places available for reception pupils and enable the City Council to fulfil its legal obligations.

6.2 How is risk being managed?

Provision of sufficient school places is included on the Corporate Risk Register. Officers regularly (weekly) review the position in relation to September 2012 admissions to ensure that there are sufficient places to meet demand.

6.3 What is the impact on the organisation?

Schools and officers will form part of the partnering teams together with the design teams and contractors to develop the designs and construction of the schools to be extended for September 2014.

6.4 Equalities / EIA

The proposed changes to extend schools and increase admission numbers aims to ensure that all Coventry children have access to education in accordance with their needs. Any revised accommodation changes and admission arrangements take into account the provisions of the Equality Act 2010 in the context of their possible impact on equal opportunities.

6.5 Implications for (or impact on) the environment

The DfE currently require all major new building and refurbishment projects valued at over £500,000 to achieve at least a 'very good' BREEAM rating (Building Research Establishment Environmental Assessment Method). Areas of measurement are management, energy use, health and wellbeing, pollution, transport, land use, ecology, materials and water. The future of BREEAM is however currently being considered as part of the James Review.

6.6 Implications for partner organisations?

None.

Report author(s):

Name and job title: Ashley Simpson, Capital & Strategic Planning Manager

Directorate: Children, Learning and Young People

Tel and email contact: 024 76831520 ashley.simpson@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
David Haley	Assistant Director Education and Learning	CLYP	26/7/12	26/7/12
Judith Applegarth	Assistant Programme Manager	CLYP	26/7/12	26/7/12
Isabel Merrifield	Assistant Director Strategy, Commissioning and Policy	CLYP	26/7/12	26/7/12
Lisa Commane	Assistant Director Special Projects Finance	Finance & Legal	26/7/12	26/7/12
Elaine Atkins	Solicitor	Finance & Legal	26/7/12	26/7/12
Sue Heawood	Admissions Manager	CLYP	26/7/12	26/7/12
Teng Zang	Lead Accountant	CLYP	26/7/12	27/7/12
Lara Knight	Governance Services Officer	Customer and Workforce Services	26/7/12	26/7/12

Neelesh Sutaria	HR Manager	CLYP	26/7/12	26/7/12
Other members				
Names of approvers for submission: (officers and members)				
Finance: Chris West	Director	Finance & legal	26/7/12	31/7/12
Legal: Christine Forde	Council Solicitor & Monitoring Officer	Finance & legal	26/7/12	31/7/12
Director: Colin Green	Director	CLYP	26/7/12	26/7/12
Members: Cllr David Kershaw	Cabinet Member (Education)		26/7/12	1/8/12

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Joint Meeting of Cabinet Member (Sustainability and Local Infrastructure) and
Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) 6 September 2012
Scrutiny Co-ordination Committee 12 September 2012

Name of Cabinet Member:

Cabinet Member (Sustainability and Local Infrastructure) – Councillor A. Khan
Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) – Councillor Ruane

Director Approving Submission of the report:

Director of City Services & Development

Ward(s) affected:

All

Title:

Tackling Fuel Poverty in Coventry

Is this a key decision?

No. Although the matter within the report can affect all wards in the City, it is not anticipated that the impact will be significant and it is therefore not deemed to be a key decision.

Executive Summary:

This report reviews the nature and extent of fuel poverty in Coventry, and describes some of the key initiatives that are being implemented to tackle the problem. It also looks at the changing national policy framework and the future opportunities that this presents. The report will be followed by ones later in the financial year to make detailed recommendations for the Green Deal and Energy Company Obligation (ECO) and to propose a report to be submitted in response to the requirements of the Home Energy Conservation Act 1995.

Recommendations:

The Cabinet Member (Sustainability and Local Infrastructure) and Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture) are recommended to:

1. Acknowledge the progress made so far in addressing fuel poverty in the city.
2. Agree to officers undertaking further work to appraise potential options for the effective delivery of Green Deal and ECO.
3. Agree to receive two subsequent reports; one to present more detailed recommendations in relation to the Green Deal & ECO and the second a Home Energy Conservation Act report for approval for submission to the Secretary of State.

The Scrutiny Co-ordination Committee is recommended to support the recommendations to the Cabinet Members and to identify any further scrutiny work.

List of Appendices included:

Appendix A – Map of fuel poverty distribution across Coventry.

Appendix B – Overview of findings from 'The Health Impacts of Cold Homes and Fuel Poverty', published by the Marmot Review Team.

Appendix C – Proposed Coventry and Warwickshire LEP Strategic Aspirations for the Green Deal and ECO

Other useful background papers:

Local Authorities and the Green Deal – Department of Energy and Climate Change November 2011

<http://www.decc.gov.uk/assets/decc/11/tackling-climate-change/green-deal/3491-local-authorities-and-the-green-deal-information-.pdf>

Guidance to English Energy Conservation Authorities Issued Pursuant To The Home Energy Conservation Act 1995 – Department Of Energy And Climate Change July 2012

<http://www.decc.gov.uk/assets/decc/11/tackling-climate-change/saving-energy-co2/5992-guidance-to-english-energy-conservation-authoritie.pdf>

Has it been or will it be considered by Scrutiny?

Yes. Scrutiny Co-ordination Committee (12 September 2012)

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report Title: Tackling Fuel Poverty in Coventry

1. Context (or background)

Background

- 1.1 In 2012, the City Council approved a Climate Change Strategy for Coventry. During the approval process the connections between carbon reduction, energy efficiency, fuel poverty and the adverse effects of cold homes were highlighted. The Strategy sets out a vision for Coventry which includes improving home energy efficiency and reducing fuel poverty.
- 1.2 Members asked for a report on fuel poverty and it was agreed that this would be done in two stages. This first report provides an update on the problem of fuel poverty and what is being done to tackle it. It also provides an overview of the changing national policy framework and the opportunities that this presents. Subsequent reports will follow with detailed recommendations for the Green Deal and Energy Company Obligation (ECO) and a draft Home Energy Conservation Act report.

The nature and extent of fuel poverty and its impacts

- 1.3 A household is defined as being in fuel poverty when more than 10% of income has to be spent to achieve an adequate level of warmth. The causes of fuel poverty are inadequate thermal insulation, inefficient and uneconomic heating systems, low household income and high fuel prices.
- 1.4 Levels of fuel poverty in Coventry are a cause for concern. The latest figures available from the Department of Energy and Climate Change show that in 2010, 21.1% of households in Coventry were in fuel poverty, compared with 19% in England. The situation is much worse in some of the City's more deprived neighbourhoods. Neighbourhood-level Government statistics are often presented by geographical areas known as Lower Super Output Areas (LSOAs), with each LSOA typically comprising of 5-600 homes. Of the 197 LSOAs for Coventry, 68 have fuel poverty levels of 25% or more, and 8 have levels of 30% or more. The worst level of fuel poverty for an LSOA in Coventry is 36.8% (see Appendix A).
- 1.5 The correlation between fuel poverty and deprived neighbourhoods can be clearly seen. The problems are particularly acute where low-income households are living in older poorly-insulated houses. The effects can be far reaching, impacting on health and wellbeing, limiting educational attainment and exacerbating child poverty.
- 1.6 In 2011 the Marmot report was published, examining the health impacts of cold homes and fuel poverty. The report concluded that cold homes and fuel poverty impacted directly and indirectly, with various physical and mental health consequences for children, adolescents, adults and older people. Appendix B provides an overview of the reports findings. Analysis undertaken by the Building Research Establishment estimated that the annual cost to the NHS of poor health arising from cold homes was £145m.
- 1.7 Owner occupied and privately rented homes make up 81% of the city's housing stock. This year a private sector stock condition survey was commissioned to include research into home energy efficiency and fuel poverty. The results are not yet available, but key findings will be reported verbally to the Cabinet Members at their meeting.

Initiatives to tackle fuel poverty in Coventry

- 1.8 The Council is playing a leading role in the development and implementation of projects to improve home insulation and heating efficiency, providing financial help to reduce fuel costs and supporting householders with fuel debt arrears. Current and recent projects are summarised below:
- 1.9 **Community Energy Saving Programme (CESP) Schemes.** Under CESP the major energy companies have legal obligations to fund energy efficiency improvements to achieve targets set by the Government. Schemes can only be carried out in deprived neighbourhood-level LSOAs designated by the Government, of which there are 31 in Coventry. Decisions about which LSOAs, and which houses within the LSOAs, are to benefit from energy efficiency improvements are made by the energy companies based on a cost/benefit assessment considering carbon savings and cost of measures.
- 1.10 There are currently CESP schemes on-site or starting imminently in 16 of the 31 LSOAs. They have been selected on the basis of contracts between the energy companies and housing associations (HAs) to improve social rented properties. 2700 HA properties in these areas are scheduled to have energy efficiency improvements by the end of 2012, at which point CESP will be superseded by the Green Deal and ECO.
- 1.11 Officers have sought, where possible, to influence the energy companies to extend the work in CESP areas to cover owner-occupied and privately rented properties and schemes have been extended in 10 of the 16 LSOAs. The cost to owners varies across the areas.
- 1.12 There are CESP schemes in Foleshill and Hillfields where officers have been successful in getting private owners included. E.ON agreed to make an offer to private owners in these LSOAs that includes free loft and cavity wall insulation and free external wall insulation. Old and inefficient gas boilers are also being replaced for free if external wall insulation is being installed at the same time and are being replaced at a substantially reduced cost if not.
- 1.13 **City-wide Free Home Insulation Scheme.** This scheme was launched in October 2011 in conjunction with Rockwarm, a company based in Nuneaton, to provide free loft and cavity wall insulation. The funding comes from EDF Energy, under an obligation under the Carbon Emission Reduction Target (CERT). To date, over 800 installations had been carried out. The scheme is likely to continue until the end of 2012, when CERT will also be superseded by the Green Deal and ECO.
- 1.14 **Data Matching to Promote Take-up of Warm Home Discount, Free Home Insulation and Free Home Energy Assessments.** Developed and implemented in partnership with E.ON, this project aims to assist vulnerable low income households who are in receipt of benefits. It enables eligible households to receive a discount of £130 off their next winter fuel bill under the Warm Home Discount (WHD), free loft and cavity wall insulation together with a £100 payment after installation and a free home energy assessment.
- 1.15 The project was influenced by the success of an earlier initiative in 2010 when officers matched data from the City Council's aerial thermal imaging survey with benefits data. This resulted in the Council sending letters to the occupiers of homes that were losing excessive amounts of heat who were also in receipt of benefits and therefore likely to be in fuel poverty. The initiative led to over 600 homes getting help with heating and insulation improvements.

- 1.16 Under the latest data matching project, E.ON agreed to make their Coventry customer database available to the Council so that it could be matched with selected data from the Housing Benefits Team. This was done within the parameters of a formal Information Sharing Agreement and led to over 4000 E.ON customers being identified who were in receipt of the required benefits that would give them eligibility for the WHD and free insulation offer.
- 1.17 Letters, funded by E.ON, were sent by the Council. The fuel bill discount is being paid for by E.ON under their WHD obligation and the free insulation offer under their CERT obligation. At no time was City Council information shared with E.ON.
- 1.18 By the end of July, 225 households (5.5%) had responded to the letter. A comparable data matching project undertaken nationally by the Government and targeting the same type of benefits recipients achieved a 3% response. A follow-up campaign to raise awareness of the offer has also been run by Neighbourhood Action in the Council's priority Neighbourhoods. By 23 August, 406 households (10%) had responded.
- 1.19 **Keeping Coventry Warm Project.** In December 2011 the Council successfully bid to the Department of Health for £104,000 to help alleviate fuel poverty for low income vulnerable households. A broad range of partner organisations contributed to the Keeping Coventry Warm Project, including Act on Energy, Age UK Coventry, Coventry Law Centre, Coventry Citizens Advice Bureau, Groundwork West Midlands and Rockwarm.
- 1.20 The project raised awareness within the health community of the benefits to health of work to alleviate fuel poverty. Further engagement is planned over the coming year with health practitioners sharing information and developing referral pathways, particularly for patients with long term conditions. The project also contributed to DoH research which is expected to include guidance around health and fuel poverty in future versions of their Cold Weather Plan.
- 1.21 Project outputs between January and March 2012 included:
- Over 200 home energy assessments carried out.
 - 30 G.P. practices actively using Keeping Coventry Warm prescription pads for patients to obtain fuel debt advice, free home insulation and emergency support as required.
 - Over 75 front-line staff from the public, private and voluntary sectors have been trained to recognise fuel poverty issues and to refer residents for assistance.
 - Additional support from Age UK to assist older people with food, heating and clothing.
 - 70 fuel debt advice appointments made via a dedicated Fuel Debt Advice Line.
 - 25,000 thermocards distributed across Coventry to enable vulnerable groups to monitor the temperature of their homes and to use the details provided on it to contact support agencies.
- 1.22 **The Warm Front Scheme.** This is a Government scheme managed nationally by Carillion Energy Services that provides grant assistance for insulation and heating improvements. Assistance is available to owner-occupiers and private rented sector tenants who are in receipt of specific income-related benefits and living in homes that are poorly insulated or don't have a working central heating system. The Council and other agencies make referrals to the scheme.

- 1.23 In 2011/12, 574 referrals were made for Coventry households, resulting in 295 households receiving assistance. A lot of the assistance provided was for loft and cavity wall insulation, but it also included 88 gas boiler replacements, 44 new central heating systems and 38 heating system repairs. 2012/13 is the last year in which Warm Front assistance will be available with the Green Deal and ECO providing an alternative to it.

Tackling Fuel Poverty Through the Green Deal and ECO

- 1.24 The Green Deal is a major new energy efficiency initiative being introduced by the Government towards the end of 2012. It will be complemented by the Energy Company Obligation for low income households and for houses that are said to be hard to treat because they have solid brick walls or walls with narrow cavities. Green Deal and ECO present a new opportunity to tackle fuel poverty in Coventry.
- 1.25 Based on a 'pay as you save' model, Green Deal will enable energy efficiency measures to be installed without any up-front cost. Finance will be made available to householders who choose to take out a Green Deal Plan and repayments will be made by instalments attached to the householder's electricity bills. Key to its success will be a 'Golden Rule' requirement that the costs of the energy efficiency measures installed should not exceed the value of the fuel savings that can be achieved.
- 1.26 The ECO will work in a similar way to the CERT and CESP. Energy companies will be set targets that they are legally obliged to meet, requiring them to invest in measures such as insulation and heating improvements. The value of ECO funding is expected to be approximately £1.3bn pa nationally.
- 1.27 ECO funding will be available as a supplement to Green Deal where the 'Golden Rule' is not met and where the Green Deal is inappropriate. There will be three types of ECO assistance:
- Affordable Warmth Obligation – for low income, fuel poor, private households, independent of the Green Deal. It will be used for the installation of any measure that allows households to heat their homes more affordably, such as loft and cavity wall insulation and boiler repairs.
 - Carbon Saving Obligation – to enable the installation of insulation for solid walls and walls with hard to treat cavities at private and social rented houses.
 - Carbon Saving Communities Obligation (CSCO) – applicable to deprived LSOAs, to undertake street-by-street energy efficiency schemes in a similar way to CESP, such as solid wall, loft and cavity wall insulation at private and social rented houses. 51 LSOAs in Coventry have been designated for CSCO.
- 1.28 The Government expects that Green Deal and ECO together will result in substantial numbers of energy efficiency measures over the long term. Their national projections for installations by March 2015 include:
- Loft insulation 364,000
 - Cavity wall insulation 830,000
 - Solid wall insulation 147,000
- 1.29 Green Deal and ECO have been designed to be market-led with energy companies and Green Deal Providers competing to undertake works. It is therefore in the interest of the Council to show leadership and influence delivery in its area. By doing so, it can help to ensure that:

- The assistance in Coventry is appropriate to the council's Climate Change Strategy goals of reducing fuel poverty and cutting carbon emissions.
- The assistance helps low income vulnerable households in particular.
- The right types of houses and tenures benefit from the measures available.
- An area-based, street-by-street approach is adopted where possible, to enable economies of scale and to maximise the impact of external wall insulation schemes.
- Local businesses benefit and employment opportunities are created.

Preparing for the Green Deal and ECO

- 1.30 A sub-regional approach to the Green Deal and ECO is currently being developed under the direction of the Coventry and Warwickshire LEP and officers from the City Council and Warwickshire County Council have been collaborating on the development of proposals.
- 1.31 A set of ten strategic aspirations are proposed for Coventry and Warwickshire (set out in Appendix C). Additionally, four delivery options have been identified for appraisal, each conferring a different level of local authority leadership and influence:

Option 1 - Allow the market to deliver without reference to the strategic aspirations. This represents the 'do nothing option', where a variety of Green Deal Providers and energy companies pursue their own objectives.

Option 2 - Give open access to data and intelligence for all Green Deal Providers and energy companies, to influence their operations in the sub-region, but without endorsing any single organisation.

Option 3 - Procure and endorse one or more Green Deal Providers that can work in partnership with the local authorities to deliver the sub-region's ambitions.

Option 4 - Establish a local authority-led Green Deal Provider organisation solely for the purpose of delivering the ambitions.

- 1.32 The local authorities in the sub-region will have an important role to play if any of options 2, 3 or 4 are selected. Data on housing stock characteristics, fuel poverty, households in receipt of benefits and Energy Performance Certificate ratings will enable the effective planning and co-ordination of energy efficiency programmes. Intelligence on customer groups will also provide 'routes to market', and a clear and consistent planning policy framework will give certainty over external wall insulation opportunities. Community engagement will also be important in enabling low income vulnerable households in priority neighbourhoods to benefit from energy efficiency work. For options 3 or 4, the use of Local Authority brands will be critical in creating consumer confidence.

The Home Energy Conservation Act 1995

- 1.33 Local authorities have a duty under the Home Energy Conservation Act 1995 (HECA) to prepare reports on energy conservation measures for submission to the Secretary of State. The Government has recently issued revised guidance on the reporting arrangements under the new policy context of the Green Deal and ECO; a report on the new requirements will be brought to appropriate Cabinet Members later in the financial year.
- 1.34 The guidance refers to the significance of the local authority role in addressing fuel poverty and delivering carbon reduction plans - and highlights that they are uniquely placed to act as catalysts for change, using their position to improve the energy efficiency of all tenures of residential accommodation.

- 1.35 Under the new guidance, the Council will be required to produce and submit a first report by 31 March 2013 that sets out what it considers is 'practicable and cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation'. Significant improvements should, where appropriate, be achieved through 'the Green Deal/ECO, Renewable Heat Incentive and other initiatives' and through 'measures which an authority has developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area based/street by street roll out involving local communities and partnerships'.
- 1.36 Measures are defined as including 'information, advice, education, promotion, any available financial assistance, making grants and loans and carrying out works'.
- 1.37 The Government will require local authorities to submit progress reports every two years. The report must be published on the Council's website so as to be accessible to residents and a link sent to the Secretary of State.

The guidance suggests that reports could cover:

1. Local energy efficiency ambitions and priorities.
2. Measures to take advantage of the Green Deal/ECO, Renewable Heat Incentive and other initiatives.
3. Area based/street by street measures.
4. The delivery timeframe and partnership arrangements.

2. Options considered and recommended proposal

- 2.1 Initial consideration of the 4 options described above has led to the conclusion that options 1 and 2 would not give the required level of Local Authority leadership and influence over energy efficiency programmes in the city.
- 2.2 Cabinet Members are asked therefore to indicate their views on the required level of leadership and influence and to sanction further work by officers to complete the option appraisal.
- 2.3 An Action Plan is currently being developed that will enable the option appraisal to be completed, leading to a recommendation to select and implement one of the two remaining options. It will also include a detailed prospectus that brings together data and intelligence from the Council and other sources, identifies the opportunities that are available for energy efficiency programmes and projects, and the priorities that need to be addressed, and describes the support and facilitation role that the Council and its partners will undertake.
- 2.4 It is recommended that Cabinet Members agree to receive subsequent reports that will:
 - Provide more detailed recommendations in relation to the Green Deal and ECO.
 - Present a draft HECA report for approval in advance of the submission deadline.

3. Results of consultation undertaken

- 3.1 Because the Green Deal and ECO has not yet commenced, there is a lack of clarity at this stage about how energy companies and Green Deal Providers are likely to conduct their operations. Preliminary discussions are going to be held to gain insights into this and to understand what would make Coventry and Warwickshire an attractive place for them to focus their resources upon. There are no outcomes of this consultation to report on at the time of preparing this report.
- 3.2 The Green Deal and ECO Action Plan will in due course set out proposals for consumer testing and partner consultation.

4. Timetable for implementing this decision

- 4.1 Subject to the approval of further work by the Cabinet Members, the option appraisal will be undertaken as a matter of priority and officers will report back by the end of 2012.

5. Comments from Director of Finance and Legal Services

5.1 Financial implications

There are no direct financial implications of the recommendations within this report. Further work is proposed in the recommendations to prepare for the Green Deal and ECO for which advice will be sought from colleagues in procurement at the appropriate time to inform a future report to Members. Similarly, if grant funding is to be accessed for future fuel poverty work in the city the advice of colleagues in Finance will be obtained in order to properly discharge the Council's duties as accountable body - however no such funding is currently available.

5.2 Legal implications

Any data sharing which takes place between the Council and other organisations will be done in compliance with the Data Protection Act 1998 and any other relevant information governance requirements.

6. Other implications

None

6.1 How will this contribute to the achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Maximising the benefits of the Green Deal and ECO will help in the achievement of the Council's objectives for jobs and growth, and protecting vulnerable residents. It will also assist in the implementation of the joint City Council and Coventry Partnership Climate Change Strategy which was approved earlier in 2012.

6.2 How is risk being managed?

Any relevant risks to the Council will be taken into account during the proposed option appraisal. The Green Deal and ECO Action Plan will incorporate measures to identify and mitigate risks.

6.3 What is the impact on the organisation?

The Green Deal and ECO present a new opportunity to tackle fuel poverty in Coventry. The report recommends that the options selected for appraisal should be those that provide the best opportunities for the Council to optimise the benefits of the Green Deal and ECO for local residents.

Appropriate existing staff resources will need to be allocated to ensure that:

- The option appraisal process is completed quickly.
- The Green Deal and ECO Action Plan, prospectus and HECA report are actioned within the required timeframes.
- Detailed work is undertaken with officers from the Warwickshire local authorities to ensure that preparatory work for the Green Deal and ECO is aligned.

6.4 Equalities / EIA

Fuel poverty disproportionately affects householders who are on low incomes. The adoption of proposals that give the City Council leadership and influence over the delivery of the Green Deal and ECO will improve the potential for fuel poor households to be assisted.

6.5 Implications for (or impact on) the environment

The Climate Change Strategy for Coventry indicates that approximately 36% of the City's carbon dioxide emissions are from the housing stock. Domestic energy efficiency measures provided under the Green Deal and ECO will have a positive impact in reducing emissions.

6.6 Implications for partner organisations?

No implications have been identified at this stage. As the Green Deal and ECO Action Plan is implemented and partners are consulted, any implications will be identified then.

Report author(s):**Name and job title:**

David Shiner, Principal Officer, Sustainability and Climate Change Team.

Directorate:

City Services & Development

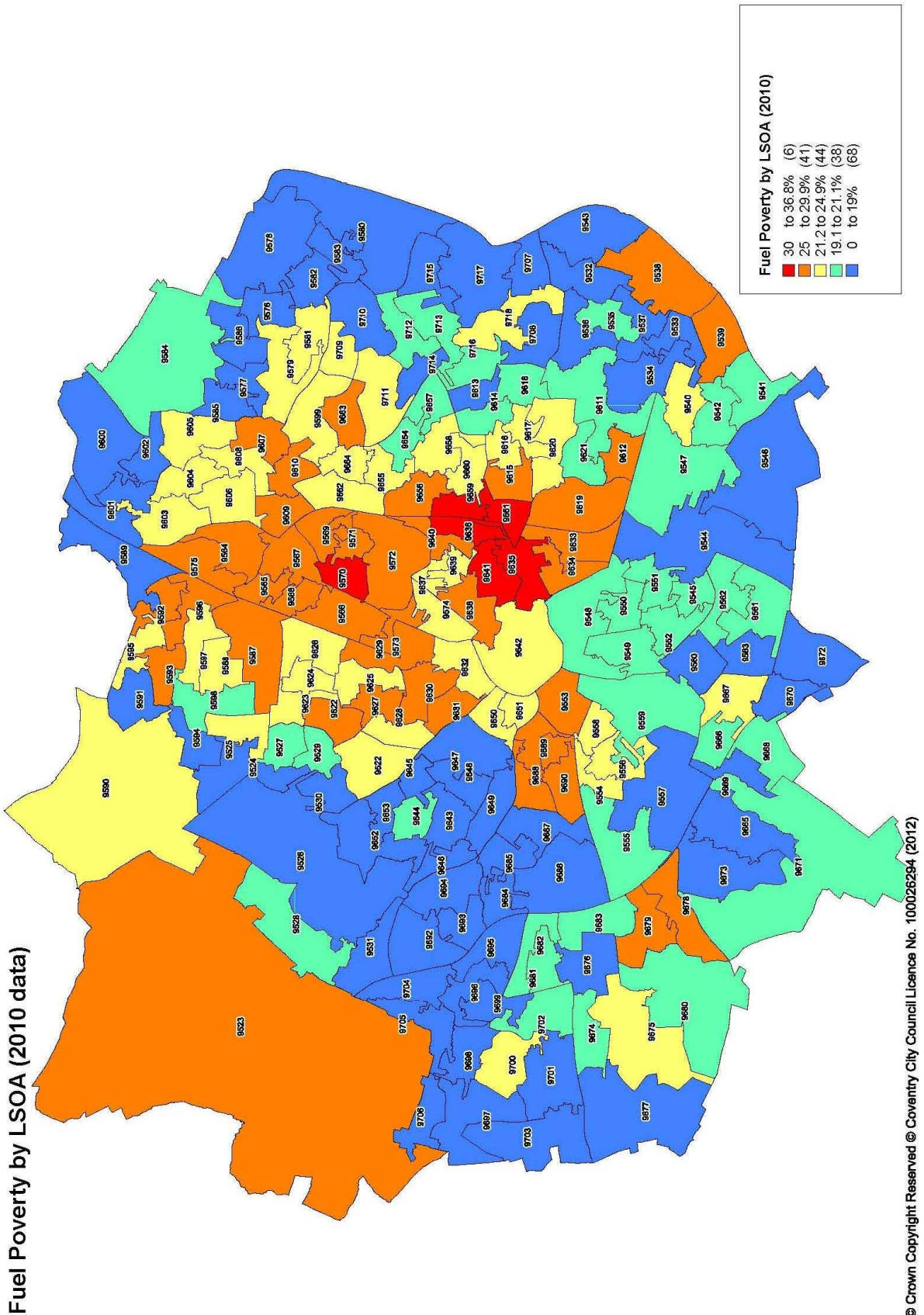
Tel and email contact:024 7683 1356 david.shiner@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Mary Morrissey	Assistant Director	City Services and Development	14.08.12	15.08.12
Janice Nichols	Head of Building Sustainable Communities	City Services and Development	07.08.12	08.08.12
Michael Checkley	Sustainability and Climate Change Team Manager	City Services and Development	06.08.12	08.08.12
Ayaz Maqsood	Head of Housing	Community Services	09.08.12	17.08.12
Peter Barnett	Health Development Service Manager	Community Services	09.08.12	14.08.12
Matthew Rossi	Governance Services Officer	Customer and Workforce Services	09.08.12	13.08.12
Names of approvers for submission: (officers and members)				
John Scarborough (Legal)	Corporate Governance and Litigation Manager	Finance & Legal Services	13.08.12	16.08.12
Phil Helm (Finance)	Finance Manager	Finance & Legal Services	13.08.12	14.08.12
Jas Bilen (HR)	HR Manager	Customer & Workforce services	13.08.12	14.08.12
Martin Yardley	Director	City Services and Development	21.08.12	22.08.12
Councillor A. Khan	Cabinet Member (Sustainability and Local Infrastructure)		15.08.12	21.08.12
Councillor Ruane	Cabinet Member (Neighbourhood Action, Housing, Leisure and Culture)		14.08.12	16.08.12

Appendices

APPENDIX A – MAP OF FUEL POVERTY DISTRIBUTION ACROSS COVENTRY



APPENDIX B – OVERVIEW OF FINDINGS FROM 'THE HEALTH IMPACTS OF COLD HOMES AND FUEL POVERTY'.

Introduction

The report followed the earlier publication by the Marmot Review Team of 'Fair Society, Healthy Lives'. One of the recommendations of the earlier report was to improve the energy efficiency of housing across the social gradient in order to achieve affordable warmth and a reduction in energy usage and fuel poverty.

It reviewed the existing evidence of the direct and indirect health impacts suffered by those living in fuel poverty and cold housing. The studies reviewed showed that not only do cold houses and fuel poverty have an impact on physical and mental health, but also that policies aimed at improving the thermal efficiency of homes and reducing fuel poverty can reduce mortality and morbidity. The report concluded that improving the energy efficiency of housing has to occur in all communities and not just where it might be 'easy', because those households in most urgent need are those who are least likely to access support, such as private rented sector tenants.

Direct Health Impacts

- In 2009/10 there were an estimated 25,400 Excess Winter Deaths (EWD's) nationally. There is a relationship between EWD's, low thermal efficiency of housing and low indoor temperature. EWD's are almost 3 times higher in the coldest quarter of housing than in the warmest quarter. Around 40% of EWD's are attributable to cardio-vascular diseases, and around 33% are attributable to respiratory diseases.
- Children living in cold homes are more than twice as likely to suffer from a variety of respiratory problems than children living in warm homes.
- Mental health is negatively affected by fuel poverty for any age group. More than 1 in 4 adolescents living in cold housing are at risk of multiple mental health problems compared with 1 in 20 adolescents who have always lived in warm housing.
- Cold housing increases the level of minor illnesses such as colds and flu and exacerbates existing conditions such as arthritis and rheumatism.

Indirect Health Impacts

- Cold housing negatively affects children's educational attainment, emotional well-being and resilience.
- Fuel poverty negatively affects dietary opportunities and choices.
- Cold housing negatively affects dexterity and increases the risk of accidents and injuries in the home.

Population Groups Affected by Fuel Poverty and Cold Housing

Children – significant effects in terms of infant's weight gain, hospital admission rates, developmental status, and the severity and frequency of asthmatic symptoms.

Adolescents – clear negative effects on mental health.

Adults – measurable effects on physical health and well-being, particularly for vulnerable persons and those with existing health conditions.

Older people – higher mortality risk, adverse effects on physical and mental health.

APPENDIX C – PROPOSED COVENTRY AND WARWICKSHIRE LEP LOW CARBON FOCUS GROUP STRATEGIC ASPIRATIONS FOR THE GREEN DEAL AND ENERGY COMPANY OBLIGATION

1. Maximise the amount of Energy Company Obligation (ECO) funding coming into Coventry and Warwickshire to enable fuel poverty to be tackled effectively.
2. Ensure the economic benefit of Green Deal/ECO is optimised to enable the creation of jobs, especially for young people.
3. Establish effective tools and approaches to accelerate the uptake of Green Deal to the able-to-pay sector.
4. Act as honest broker to ensure that residents of Coventry and Warwickshire have confidence that Green Deal offers represent good value for money with high standards of service and quality.
5. Improve the standard of the street scene across Coventry and Warwickshire through coherent and high quality retrofit measures.
6. Achieve the city and county carbon dioxide reduction targets for the domestic sector (at least 29% reduction by 2020 based on 2008 figures).
7. Improve the quality of life and well-being of residents through addressing fuel poverty and reducing energy costs.
8. Help to build sustainable communities through involving residents, public, private and third sector communities in retrofit activities - helping to drive job creation and up-skilling.
9. Maximise the uptake of Green Deal within the non-domestic sector in Coventry and Warwickshire.
10. Ensure that Coventry and Warwickshire is a beacon for how domestic and non-domestic sectors can become energy efficient and low carbon.



To: Scrutiny Co-ordination Committee

Date: 12th September 2012

Subject: Outside Bodies Task and Finish Group

1 Purpose of the Note

- 1.1 To inform the Scrutiny Co-ordination Committee of the outcome of the task and finish group created at their meeting on the 11th July 2012
- 1.2 To request support for the recommendations to the Cabinet Member (Policy, Leadership and Governance)

2 Recommendations

- 2.1 The Scrutiny Co-ordination Committee is recommended to:
 - 1) Agree the amended list of outside bodies that report to Scrutiny Boards (Appendix 1)
 - 2) Request officers to timetable the required outside bodies reports on the appropriate work programmes.
 - 3) Ensure that the list of outside bodies that report to Scrutiny is reviewed on an annual basis using the criteria in 3.2
 - 4) Agree the following recommendations to Cabinet Member (Policy, Leadership and Governance).

The Cabinet Member (Policy, Leadership and Governance) is recommended to:

 - i) Ensure all outside bodies that the Council appoints to are up to date, still in existence and operational. This should be subject to a bi-annual review.
 - ii) Identify whether there are organisations that the Council has a financial interest in but have no Elected Members representation and to identify how these organisations can best report to Elected Members

3 Information/Background

- 3.1 At the meeting on 11th July 2012, the Scrutiny Co-ordination Committee (Scruco) agreed that a group of Members would look at the current list of outside bodies which are required to report to Scruco and identify how the process could be made more meaningful. The group was tasked to look at the criteria for appointments to outside organisations, where reports back should be considered and whether other organisations should be included.

Members on the group were:

- Cllr Bigham (chair)
- Cllr Abbott
- Cllr Lakha
- Cllr Skipper
- Cllr Taylor

- 3.2 The group met twice. The notes from the meetings can be found at Appendix 2. It was agreed that the following criteria be applied to those outside bodies that report to Scruco:
 - i) The Council funds the organisation through a grant of some sort.
 - ii) The Council has a financial interest in the organisation

iii) The organisation has a strategic role beneficial to the Council

If the outside body was of relevance to the work of the Council, but sat very clearly under the remit of a specific Scrutiny Board, the outside body was referred to the relevant Scrutiny Board.

Therefore the list was sorted into the following headings:

- Report to Scruco
- Report to a specific Scrutiny Board
- No report required

3.3 As part of the discussions it was also identified that there are several outside bodies that are no longer functioning or have been merged with other organisations. It was also discussed that there are organisations that the Council has a financial interest in but has no Elected Member representation on, or reporting routes to Elected Members. There are also no clear consistent criteria for identifying which organisations the Council appoints Members to.

Gennie Holmes
Scrutiny Co-ordinator
Chief Executive's Directorate
Room 16 Council House
gennie.holmes@coventry.gov.uk
024 7683 1172

Appendix 1
Proposed reporting routes for outside bodies

SCRUCO

ORGANISATION	Reason	FUNDED FROM COUNCIL GRANT (2011/12 figures given where yes)
Albany Theatre Trust	Funded	(estimate) 38,000
Belgrade Theatre Trust (Coventry) Limited	Funded	1,056,971
Birmingham International Airport Holdings Limited – Board of Directors	Financial interest	No
Coventry and Solihull Waste Disposal Company Limited - Shareholders' Panel	Financial interest	No
Coventry and Warwickshire Local Enterprise Partnership Board	Strategic interest	No
Coventry Association for International Friendship	Strategic interest	No
Coventry Citizens' Advice Bureau Management Board	Funded	296,194
Coventry Heritage and Arts Trust	Funded	1,696,684
Coventry Law Centre Limited	Funded	513,729
Coventry Refugee and Migrant Centre	Strategic interest	No
Coventry Venture Capital Fund	Financial interest	No
Coventry, Solihull and Warwickshire Leaders Board	Strategic interest	No
Local Government Association – General Assembly	Strategic interest	No
Local Government Association - Urban Commission	Strategic interest	No
Moat House Community Trust	Funded	30,000
The Coventry Partnership (including Coventry Learning Disabilities Partnership and Older People's Partnership)	Strategic interest	No
Transport Museum	Funded	1,229,022
University of Warwick Science Park Business Innovation Centre Limited	Financial interest	No
University of Warwick Science Park Foundation Limited	Financial interest	No
Voluntary Action Coventry (formerly Coventry Voluntary Service Council)	Funded	190,250
West Midlands Councils – including sub-groups	Strategic interest	No
West Midlands Fire and Rescue Authority	Strategic interest	No
West Midlands Joint Committee	Strategic interest	No
West Midlands Superannuation Committee	Financial interest	No

Specific Scrutiny Board

SB	ORGANISATION	FUNDED FROM COUNCIL GRANT (2011/12 figures given where yes)
SB6	Birmingham Airport Focus Group	No
SB2	Coventry Schools Admissions Forum	No
SB2	Foxford School Trust	No
SB2	Governing Body of Blue Coat Academy	No
SB2	Governing Body of Finham Park Academy	No
SB2	Governing Body of Sidney Stringer Academy	No
SB2	Governing Body of Tile Hill Academy	No
SB2	Governing Body of Woodlands Academy	No
SB2	Grace Academy	No
SB4	Police and Crime Panel	
SB4	Regional Flood Defence Committee	No
SB6	West Midlands Integrated Transport Authority	No
SB6	West Midlands Joint Committee – Planning and Transportation Sub-Committee	No
SB6	Whitefriars Housing Group	No

Proposed - Not required to report

ORGANISATION	Reason	FUNDED FROM COUNCIL GRANT (2011/12 figures given where yes)
Bus Lane Adjudication Service Joint Committee (BLASJC)	Rarely meets	No
Connexions Strategic Partnership Board	No longer meets	No
Coventry Fairtrade City Steering Group	No longer meets	No
Coventry Learning Disabilities Partnership Board	Reports as part of Coventry Partnership	No
Coventry Mental Health Partnership Board	No longer meets	No
Coventry, Solihull and Warwickshire Partnership Limited	No longer meets	No
Daimler Green Recreational Trust	Not strategic	No
Governing Body of City College	Not strategic	No
Older People's Partnership Board	Reports as part of Coventry Partnership	No
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Rarely meets	No
SIGOMA (Special Interest Groups of Municipal Authorities)	Rarely meets	No
University of Warwick - Advisory Board of the Institute of Education	Not strategic	No
West Midlands Leaders Board - Member Development Steering Group	Reports as part of West Midlands Councils	No

**Outside Bodies previously agreed no report necessary
(taken from the list agreed at Scrucro 11th November 2009)**

Adoption Panel	
Annie Bettmann Foundation	
Barr's Hill School Trust	SB2 to consider whether to include this in its work programme
Birmingham International Airport Consultative Committee	
Blue Coat School Foundation	
Bond's Hospital Estate Charity Trustees	
Children and Young People's Commissioning Board	SB2 to consider whether to include this in its work programme
Coventry Airport Consultative Committee	
Coventry and Solihull Valuation Tribunal	
Coventry and Solihull Waste Disposal Company Advisory Forum	
Coventry Church (Municipal) Charities Trustees	
Coventry General Charity Trustees	
Coventry Community Safety Partnership	This organisation reports to SB4
CV One/Coventry City Council Joint Working Group	
Fostering Panel	
John Friends Memorial Fund Management Committee	
Leicester University Court	
Lyng Hall Trust Limited	SB2 to consider whether to include this in its work programme
Martha Flint and Emma Osmond Educational Foundation	
Sir Charles Barratt Memorial Foundation	
Soothern and Craner Educational Foundation	
Stoke Park School Trust	SB2 to consider whether to include this in its work programme
Swillington's Charity Trustees	
Tansley Charity Trustees	
The West wood Trust	SB2 to consider whether to include this in its work programme
Tom Mann Centre Trust Management Committee	No routine report required but Committee requested a report on the winding up of the Charity when this occurs
Whitley Abbey Foundation	SB2 to consider whether to include this in its work programme
William Proffitt's Charity	

Appendix 2 – notes from task and finish group meetings

Task and Finish Group – Outside Bodies

Notes of the meeting held 30th July 2012

Present:

Councillors

Abbott, Bigham (Chair), Lakha, Skipper, Taylor

Officers

Gennie Holmes (Chief Executive's Directorate)

Paul Jennings (Finance and Legal Service Directorate)

AGENDA ITEMS

1. Introduction and welcome

The chair welcomed everyone to the first meeting

2. Declarations of Interest

Members declared representation on the following outside bodies:

Cllr Abbott: West Midlands Leaders Board – Members Development Steering Group
Soothern and Craner Educational Foundation
Tansley Charity Trustees
William Proffitt's Charity

Cllr Bigham: Coventry Law Centre
Foxford School Trust Limited

Cllr Lakha: West Midlands Joint Committee – Planning and Transport Sub-committee
Coventry Airport Consultative Committee (substitute)
Coventry Association for International Friendship
Tom Mann Centre Trust Management Committee

Cllr Skipper: University of Warwick Science Park Foundation Limited

Cllr Taylor: Coventry Partnership
Local Government Association – Urban Commission
Regional Flood Defence Committee

3. Potential Criteria for Outside Bodies to Report

The content of the scoping document was discussed. Further information was requested on the outside bodies which are required to report to Scrucoco. This information was then used to identify criteria for receiving reports from outside bodies. These were agreed as the following:

- The Council funds the organisation through a grant of some sort.
- The Council has a financial interest in the organisation
- The organisation has a strategic role

If the outside body was of relevance to the work of the Council, but sat very clearly under the remit of a specific Scrutiny Board, the outside body was referred to the relevant Scrutiny Board.

Action: Officers to apply the criteria to the current list of outside bodies required to report to Scrucoco, under the headings:

- Report to Scrucoco
- Report to a specific Scrutiny Board
- No report required

4. Further meetings

It was agreed that the group would meet once more to approve the lists and to agree next steps.

Action: Gennie to arrange another meeting date before 17th August

Task and Finish Group – Outside Bodies

Notes of the meeting held 13th August 2012

Present:

Councillors	Abbott, Bigham (Chair), Lakha, Taylor
Officers	Gennie Holmes (Chief Executive's Directorate)
Apologies	Cllr Skipper

AGENDA ITEMS

5. Declarations of Interest

Members declared representation on the following outside bodies:

Cllr Abbott:	West Midlands Leaders Board – Members Development Steering Group Soothern and Craner Educational Foundation Tansley Charity Trustees William Proffitt's Charity
Cllr Bigham:	Coventry Law Centre Foxford School Trust Limited West Midlands Joint Committee – Planning and Transport Sub-committee John Friends Memorial Trust
Cllr Lakha:	Coventry Airport Consultative Committee (substitute) Coventry Association for International Friendship Tom Mann Centre Trust Management Committee
Cllr Taylor:	Coventry Partnership Local Government Association Regional Flood Defence Committee

6. Agree notes from previous meeting

The notes were agreed with the amendment that Cllr Taylor is not on the Urban Commission of the LGA. Cllr Bigham is also on the John Friends Memorial Trust.

7. Review amended reporting routes for outside bodies

The amended list was reviewed. Several changes were made.

1. Any organisation that received funding reports to Scruco
2. The outside bodies which were subject to the Cultural Trusts review should report to Scruco until the review had been completed. Once the outcomes of the review are known this position should be revisited.

Members also requested further clarification on the funding position of some of the outside bodies

Action: Gennie to follow up queries regarding funding with Paul Jennings

8. Identify recommendations to Cabinet Member (Policy, Leadership and Governance)

Recommendations for the Cabinet Member were identified as:

The Cabinet Member (Policy, Leadership and Governance) is recommended to:

1. Ensure all outside bodies that the Council appoints to are up to date, still in existence and operation. This should be subject to a bi-annual review.
2. Investigate whether there are organisations that the Council has a financial interest in but has no Elected Members representation and to identify how these organisations can best report to Elected Members.

Action: Gennie to draft a briefing note for Scruco on 12th September containing the above recommendations.

9. Further meetings?

There were no further meetings identified and no other business

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Scrutiny Co-ordination Committee

12th September 2012

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
- Population and Demography 2011 Census

12th Sep 2012

- Fuel Poverty
- Outside bodies progress
- Increasing Primary School Places

10th Oct 2012

- Progress on recommendations from Task and Finish group on Services to Schools

7th Nov 2012

12th Dec 2012

- Council Plan Six Month Performance Report
- Half-yearly report on Agency workers (to be monitored)
- Half-yearly report on Sickness absence (to be monitored)
- Benefits half-yearly progress 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:

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 2012/13

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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
8 th 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/ Jenni 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
	Population and Demography 2011 Census	Faye Nichols/ Jenni 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 2012/13

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
12 th Sep 2012	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
	Outside bodies progress	Gennie Holmes	To report back from the working group established at the meeting at the 11 th July meeting, to rationalise the criteria for receiving reports from Outside Bodies to Scrucro	Meeting 11/7/12
	Increasing Primary School Places	Ashley Simpson	This item was considered by Cabinet on 14 th August 2012. The Chair attended the meeting and agreed that the decision was urgent and that Call-in should not apply. In accordance with paragraph 4.5.3.1 of the Council's Constitution, the report is presented to the Scrutiny Co-ordination Committee, it being responsible for the overall co-ordination of the overview and management of the Scrutiny function, to inform them of the reasons for urgency. This does not delay the implementation of the decision.	Cabinet 14/8/12
10 th 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
7 th Nov 2012				
12 th 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	
	Half-yearly report on Agency workers (to be monitored)	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 (to be monitored)	Jon Venn	A regular update on progress on reducing staff sickness across the Council	Regular item

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
	Benefits half-yearly progress report	Helen Harding	A regular update on progress on performance in the benefits service	
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. Also an update regarding the issues raised by the Lord Mayors visit to Kiel – an analysis of the questionnaire to see if there are lessons to be learned in improving civic participation in local decision making	Scruco first meeting 13/6/12 and on 8/812
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
	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

Scrutiny Co-ordination Committee Work Programme 2012/13

Meeting Date	Work programme item	Lead Officer	Brief Summary of the issue	Source
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 to another Board	Young people, Crime and Unemployment	Dawn Ford	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 4 th January 2012

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