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**To: Scrutiny Co-ordination Committee**

**Date: 10<sup>th</sup> July 2012**

**Subject: Scrutiny Work Programme 2013/14**

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**1 Purpose of the Note**

- 1.1 To provide the Committee with the issues identified for the 2013/14 work programme by all the Scrutiny Boards and the Committee itself, so that the content of the initial programme can be finalised.

**2 Recommendations**

- 2.1 The Committee is requested to consider the information shown in the appendix and to agree the content of the initial work programme, asking the Scrutiny Boards to give priority to significant issues.

**3 Information/Background**

- 3.1 At their first meeting in this municipal year, the Committee and all Scrutiny Boards identified the issues they wished to include in their work programmes.
- 3.2 These were subsequently considered and further issues identified at an informal meeting of Scrutiny Members on 26<sup>th</sup> June 2013.
- 3.3 The appendix sets out all of these issues. As always, prioritisation of issues remains important to the success of scrutiny and boards have given consideration to those areas where they wish to carry out more in depth pieces of review work and those which may be managed more lightly. The Committee may wish to highlight specific issues which it feels should be given high priority in individual board work programmes.
- 3.4 The Committee needs to bear in mind that this is only the initial work programme and that further issues might arise during the year which will need to be included, while others may be de-prioritised.
- 3.5 As some of the issues affect more than one Board, the Committee will need to review the programme as it develops to ensure it is co-ordinated effectively.

**Adrian West**  
**Assistant Director, Scrutiny and Transformation**  
**Chief Executive's Directorate**  
**Room 13 Council House**  
[adrian.west@coventry.gov.uk](mailto:adrian.west@coventry.gov.uk)  
**024 7683 2286**

## Scrutiny Co-ordination Committee

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Brief Summary of the issue</b>
<b>10<sup>th</sup> July 13</b>	Alcohol Strategy	Alcohol has wide ranging impacts on people and communities particularly in relation to health and community safety. Prior to consideration by the Community Safety Partnership and Cabinet Member (Health and Adult Services), the Committee will review the draft Alcohol Strategy which sets out the position in Coventry and proposals for action.
	Olympic Legacy Scrutiny Panel	To consider progress on the work of the task and finish group established following the Cabinet Member (Policy, Leadership and Governance) meeting on 30 <sup>th</sup> November 2012. A progress report was presented to Scrucro at their meeting on 17 <sup>th</sup> April 2013.
	Outside Bodies reports back	To identify which outside bodies appointed to by the Council at their annual general meeting report to Scrutiny Co-ordination Committee and other Scrutiny Boards.
	Review of Coventry Community Safety Partnership (CSP)	To present to the Board the proposed changes to the CSP requested by the Police and Crime Commissioner
<b>7<sup>th</sup> Aug 13</b>	Equalities	To review the Council's annual equalities report and identify any priorities or concerns for future action or review.
<b>11<sup>th</sup> Sept 13</b>	Houses in Multiple Occupation Task and Finish group	To feedback and report on progress on the work of the task and finish group established following the Scrucro meeting on 20 <sup>th</sup> March 2013
<b>Date to be identified</b>	Review of Coventry Partnership	To review the current priorities and working model of the Coventry Partnership in the context of new national and local initiatives including the LEP
	Update on DVA multi-agency model	An update on progress following the meeting on 21 <sup>st</sup> November 2012, to include an update on progress on actions from the SCR
	Community Safety Partnership Annual Report	The Annual Report of the Community Safety Partnership as well as the strategic assessment informing priorities for working
	Advice Services Review	Following on from their meeting on 20 <sup>th</sup> March the board requested that the Scrutiny Co-ordination Committee receive the report to be considered by the Cabinet Member (Community Safety and Equalities) on this issue in due course and that further information is received on the outcome of the consultation.
	Neighbourhood Working	Proposals for changes to neighbourhood working models.
	Transition between Children's and Adult's Social Care	
	Immigrant communities – access to healthcare and	Prompted by Referral and Assessment Service visit by Scrutiny Board 2 during 2012/13

## Scrutiny Co-ordination Committee

Meeting Date	Work programme item	Brief Summary of the issue
	support services, promoting values	
	Welfare Reform	To review the recommendations arising from the 2012/13 Scrutiny sub group and ensure the Council is managing the organisational requirements of the new arrangements effectively and understands their impacts on the city. Also to ensure issues relating to the impact of welfare reform and how they relate to other policies and decisions are understood. Issues include links with partner agencies to minimise duplication, maintenance of Council tax Support, use of the discretionary housing payment fund, impact of the benefit cap, impact on social care of changes, communication of the changes and partnership working and readiness to implement universal credit. <i>[Links with the remit of Finance and Corporate Resources Scrutiny Board (1)]</i>
	Domestic Violence	To ensure any issues relating to domestic violence arising from serious case reviews are understood and acted on
	Public Safety Services	To contribute to a review of risk levels and thresholds for intervention as part of review of how the service operates and engages with local people.
	Built Environment Enforcement	To review the effectiveness of initiatives to ensure that enforcement activity (across housing, planning, environment and community safety) is effectively joined up to deliver the best outcomes for local people and the environment, including the work of the Strategic Built Environment Group. This could include information on how the issue of empty properties is being addressed.
	Scrap Metal Licensing	To contribute to the development of local policy in response to the new licensing provisions being introduced under the Scrap Metal Dealers Act 2013.
	Legal Services Costs and Income	To review opportunities to reduce external legal spend and increase income generation opportunities from the service. <i>[Could sit with Scruco or with Finance and Corporate Services SB]</i>
	Council Wide Marmot Plan	To review the Council's work as one of the Marmot Cities to improve life chances and reduce health inequalities
	Asset Based Working	To contribute to the development of asset based working to create more resilient communities.
	Statutory Advisor on Health	To review the role and impact of the Director of Public Health's responsibilities as the Council's Statutory Advisor on Health
	Organisational Change	To scrutinise the impact of the significant organisational change being planned with the creation of the People and Resources Directorates.

## Finance and Corporate Services Scrutiny Board (1)

Meeting	Work programme item	Brief Summary of the issue
29 July 2013	abc Transformation Programme Progress Report	To scrutinise progress on the abc Transformation Programme during 2012/13.
	Procurement Strategy and Social Value Act 2012	To scrutinise the development of the procurement strategy and in particular, the implementation of the Social Value Act 2012. This Act enables the procurement process to take into account what else a contract can offer the City (local employment, number of apprenticeships) as well as bottom line figures. Need to watch a possible overlap with Procurement and Audit Committee.
	Customer Connect	To scrutinise the Customer Connect programme. To include looking at the feasibility of planned locations for service delivery.
	Strategic Property Review and Council move to Friargate	The Strategic Property review and Council relocation to the Friargate development have significant implications for the Council's transformation journey and use of resources.
	Money Matters	To scrutinise the Money Matters review including the implementation of the new financial system.
	Pension Fund	To scrutinise, at an appropriate time, changes to the pension fund.

## Finance and Corporate Services Scrutiny Board (1)

<b>Update reports – to be circulated with agendas for information only</b>		
Dates to be confirmed	Electoral Registration	The Electoral Registration process is being changed from household registration to individual electoral registration. To look at the impact on the number of registered voters.
	Business Services Review – progress report	SCRUCO looked at the evaluation report on 20th February 2013. This set out a series of recommendations which aimed to build the foundations of the future shape the service and assist in securing additional savings. It's recommended that scrutiny review progress is 6 months (August 2013).
	Half yearly reports on agency workers/sickness absence	A regular update on progress on reducing staff sickness and use of agency staff across the Council
	Review of Bailiffs Guidelines	A review of the policy which provides guidelines to how Council appointed bailiffs deal with vulnerable people, and how the Council monitor how the guidelines are adhered.
	Half yearly report on Benefit	A regular update on progress on performance in the benefits service. This report goes to Cabinet Member so will be .
	Half yearly report on Revenue	A regular update on progress on performance in the revenues service.
	Progress update on Services to Schools	An update on progress on how services are becoming more commercial in marketing themselves to schools and also progress on full-cost recovering where this hasn't already happened. Report expected June/July 2013

## Education and Children's Services Scrutiny Board (2)

<b>Meeting</b>	<b>Work programme item</b>	<b>Brief Summary of the issue</b>
<b>8 July 2013</b>	Proposed changes to the Youth Service	To bring to the Scrutiny Board for comment the proposed changes to the Youth Service which are due to go out to consultation.
<b>8 July 2013</b>	Outcome from the Peer Review including Performance Management Systems in CLYP	To provide the Board with information on the outcome of the Peer Review, which took place in April 2013. This will be an opportunity for the Board to scrutinise the steps put in place following the feedback from the review.
<b>29 August 2013</b>	Update on the CLYP FSR including an update on the implementation of the Fostering and Adoption FSR	To provide the Board with an update on progress to date on the CLYP FSR and associated savings. One element for particular scrutiny is the outcome of the FSR of the Fostering and Adoption Service. To include review of additional investment into early intervention and prevention and post adoption support services.
<b>29 August 2013</b>	Early intervention including Troubled Families	To update on progress to date on early intervention work and the Troubled Families programme.
<b>10 October 2013</b>	Social Care Performance	To allow the Board an opportunity to scrutinise Social Care performance, including LAC numbers. To include information on supporting those leaving care and issues around vulnerabilities.
<b>10 October 2013</b>	Safeguarding Performance - Annual Report	The Board annually scrutinise the Safeguarding Board Annual Report. The Chair of the Board and relevant partners to be invited.
<b>10 October 2013</b>	Independent Reviewing Officers Annual Report	The Board annually scrutinise the report of the Independent Reviewing Officers.
<b>10 October 2013</b>	Family Group Conferencing Annual Report	The Board annually scrutinise the Family Group Conferencing report.
<b>7 November 2013</b>	Educational Attainment Strategy	To scrutinise progress on the Educational Improvement Strategy, including an update on OFSTED results across the City. Invite Head Teachers to the meeting to share their views.
<b>7 November 2013</b>	Headline Educational Performance Data	To bring headline data on performance across the City following the summers assessments. This will include an update by LACES on Looked after Children. This will be looked at in more detail in January when national comparison data is published.
<b>16 January 2014</b>	Educational Performance including the National Picture	To scrutinise educational performance in the City in comparison to national results which will be published in January 2014. To include an update on the school attendance strategy.
<b>16 January 2014</b>	Relationship with Schools including Academies and Free Schools	To scrutinise the changing relationship of the Local Authority with schools including academies and free schools. To include information on participation in the Respect Yourself and Prevent agendas.

## Education and Children's Services Scrutiny Board (2)

<b>Meeting</b>	<b>Work programme item</b>	<b>Brief Summary of the issue</b>
<b>27 March 2014</b>	Adult Education	To look at the impact on enrolment figures of the revised charging policy - this was introduced in June 2013.
<b>Dates to be confirmed</b>	SEN FSR and the changing National Context	The SEN service is undergoing a fundamental service review as well as being subject to a changing national context. This item will be brought to the Board as appropriate throughout the year for comment.
	Serious Case Review Reports	Additional meetings will be scheduled at appropriate times to examine any Serious Case Review reports which are published. Cabinet Members to be invited.
	Services for Looked after Children leaving care	Services for those leaving care have recently been brought back into the Council. Members would like to scrutinise how well this service is now operating.
	Post Adoption Support Services	To look at the support which is offered to families following the adoption process.
	Looked after Children relationships with Social Workers	At the June Voices of Care meeting, the group shared with Members the outcome of a survey undertaken with under 12's. This showed that almost half did not understand why they were in care and almost as many felt they did not have a say on where they lived. This work would look to ensure that Social Workers are engaging with young people in the most effective way possible.
	Library improvement programme	To look at the improvements to the Library Estate across the City, following the refurbishment of Central Library.
	Adult Education and employment	To look at the number of Adult Education courses which focus on helping people back into work. To include success rates and outcomes.
	Planning for increased Secondary Schools Places	To scrutinise the planning for additional secondary places, as it goes out for consultation during 2013/14.
	Libraries as an access point to Services	To look at customer access to Council services through libraries. <i>[Could be managed here or considered by Scrucoc]</i>

### Business, Economy and Enterprise Scrutiny Board (3)

Meeting Date	Work programme item	Brief Summary of the issue
<b>5<sup>th</sup> June 13</b>	Job Strategy Update	An update on progress on the action plan and the new action plan
<b>10<sup>th</sup> July 13</b>	Coventry City Centre	This is an opportunity to look at a variety of different policy areas that affect the city centre, such as empty shops, commercial property, tourism, residential developments etc. The Board will also hear from businesses in the city centre and other interested parties.
<b>11<sup>th</sup> Sept 13</b>	Tourism Strategy	The Board will consider how the Council business and leisure tourism in the city. Particularly looking at the staffing and location of facilities such as the Priory Visitors Centre and the Tourist Information Centre. The Board will look at the links with the cultural offer and the cultural strategy as well as the role of events in promoting the city. The Board will need to consider links with the Cabinet Member Advisory Panel (Sports Vision and Strategy, Tourism and City Wide Events).
<b>13<sup>th</sup> Nov 13</b>	Promoting small and medium enterprises (SME'S) - business start-ups, growth potential businesses and social enterprises	The Board are interesting at looking at the links between the Council and small businesses, in particular the links with the Chamber and the Federation of Small Businesses. The Board will also consider the fact that the Council has a political commitment to support social enterprise but no explicit strategy on how to do this.
<b>8<sup>th</sup> Jan 14</b>	Financial accountability of CWLEP	The Council is the accountable body for the funding that is managed and distributed by the LEP. The Board will look at how the funding is contributing to and supporting the CWLEP strategic plan and progress.
	CWLEP Strategic plan consultation	The CWLEP will need to publish a strategic plan that will need a wide consultation process. The Board will feed into the consultation process on the strategic plan.
<b>12<sup>th</sup> Feb 14</b>	The Rail Story	The Board will look at the progress and developments or various rail projects in the region, including NUCKLE and HS2.
<b>19<sup>th</sup> March 14</b>	Jobs Strategy Update	To look at the progress of the action plan in the Jobs Strategy, in particular the specific work being undertaken by the Deputy Cabinet Member (Education) on NEETS and the research that was commissioned by the LEP on skills.
<b>Date to be decided</b>	Core Strategy/ Coventry Development Plan	As part of the new core strategy, the links with Social Housing need to be considered, including links with other policies.



## Public Services, Energy and the Environment (4)

<b>Meeting</b>	<b>Work programme item</b>	<b>Brief Summary of the issue</b>
<b>31<sup>st</sup> July 13</b>	Provision of parks and open spaces for improved health	The Board were interesting in finding out more about how the city's parks and open spaces can contribute to addressing health inequalities within the context of Coventry being a Marmot City.
	Performance of street cleansing and grounds maintenance	The Board will look at performance of street cleansing across the city and identify areas of improvement, particularly in terms of shared land.
<b>Date to be decided</b>	Waste Strategy Update	Following the recommendations to Cabinet Member from a Task and Finish Group last Municipal Year, the Board will monitor progress on identified actions. Also to include the consideration of options for food waste management.
	Culture change of staff	Ensuring that as services provided by the Council change and adapt, that the workforce is also adaptable to ensure that the changes are implemented and achieve improved performance
	Traffic Management during major road works	Considering the large programme of road improvement planned for the city, the Board will consider how traffic is managed to ensure a minimal disruption and how this is communicate to road users.
	Flood Risk Management Strategy	To look at the Flood Risk Management Strategy in more details including the emergency procedure for heavy rainfall (issue of sandbags)
	Public Toilets Review	To review the provision of public toilets across the city.
	Future of trading services	To consider whether in a climate of reduced resources should the Council focus on a core of key services to residents or make use of commercial income opportunities, such as catering and repair and maintenance.
	Taxi Licensing Policy - consultation	To look at the development of taxi licensing policy to enable sufficient wheelchair access
	CCTV FSR	A report on the progress of the CCTV FSR
	Review of winter waste collection	A review of winter waste collection following winter 12/13, in the context of the visit to Kiel – to consider snow chains, winter tyres and smaller pavement gritters.
	Heatline – Phase 2	Progress report on the developments of Heatline and the next stages of work
	Progress report on Cycle Coventry Project	Following the meeting on 9 <sup>th</sup> April the Board requested further updates on the Cycle Coventry project including more details on the measurable actions and also data on cyclist injury/fatality.
	Climate Change Strategy	The annual report on progress against the actions and outcomes of the Climate Change Strategy brought to the Board in January 2012. Members are particularly interested in finding out how the city is adapting to climate change as well as reducing our carbon footprint. To include an update on progress on collective purchasing of energy and the aerial thermal survey

## Health and Social Care Scrutiny Board (5)

Meeting Date	Work programme item	Brief Summary of the issue
<b>19 June 2013</b>	Induction and work planning	Short briefings on the remit of the Board and introduction to NHS organisations. First thoughts on the work programme.
	UHCW Quality Account	NHS provider Trusts are required to produce annual statements of quality priorities and outcomes. The Board has a role in providing a short commentary on progress.
	CWPT Quality Account	As above
	Communicable Disease Control and Outbreak Management	CCC Public Health / Public Health England / LAT – discussion on MMR / Measles – prevention of communicable disease, local resilience.
<b>24 July 2013</b>	Attendances at A and E – University Hospital site	Recently hospital chief executives across the region have expressed concerns about the continued growth in A&E Attendances. The Board has been advised of significant failures in meeting the 95% target for people being seen within 4 hours. Issues to discuss: A&E Safety and Performance overall What are the numbers? 24 hour admission rate, staffing levels Breaches? What happens? What are we doing about it Trolley waits? A&E links to other problems at the hospital / quality.
	Adult Social Care Bill	The Government has published an Adult Social Care draft Bill to which it is intended that the Council will make a formal response.
<b>25 September 2013</b>	Francis Report	<ul style="list-style-type: none"> <li>- What Francis means to local Trusts</li> <li>- How propose to implement duty of candour</li> <li>- Impact on patients in Trust premises and / or at home</li> <li>- What are implications for the CCG</li> <li>- What are the implications for the City Council</li> </ul>
	Care Quality Commission (CQC )	Follow up to April meeting and developing role of CQC in particular re care homes/ social care settings. Linked to above
<b>6 November 2013</b>	ABCS – A Bolder Community Services	Major programme of service re-design and change intended to reflect budget challenges for Adult Social Care services, part of wider Citywide consultation.
	NHS 111	Request current position and revised plans Impact of this on UHCW A&E pressures
	Public and Patient Engagement	By local Trusts / CCG role / Healthwatch's role and how the public interact with and influence Health Services.
<b>4 December 2013</b>	Dementia diagnosis pathways	

## Health and Social Care Scrutiny Board (5)

	Commissioning of third sector organisations – particularly around support for LTC	
<b>15 January 2013</b>	Commissioning landscape of the City (Jan / Feb) What impact has the CCG had? Has it added value? Is it cost effective? What is the impact on GPs and their services?	
	Health and Wellbeing Board Work Programme – Chair to attend a Board meeting	Chair to be invited, examine Health and Wellbeing Strategy and progress
<b>5 February 2014</b>	Sexual health services	
<b>5 March 2014</b>	Physical healthcare of LD & MH patients	
<b>Date to be determined</b>	Patient discharge from UHCW	
	Financial position at the hospital	
	Complaints at UHCW / wider health economy and how they are used to improve quality?	
	NHS England Local Area Team	What is their role? Role in A&E planning / primary care conversation / NHS front-door
	Nutritional standards in inpatient care	Policies / procedures for inpatient providers - Councillors visit / trial?
	DPH Annual Report	
	Private companies running GP practices	Progress report and examination of outcomes