



To: Scrutiny Co-ordination Committee

Date: 16th July 2014

Subject: Scrutiny Work Programme 2014/15

1 Purpose of the Note

- 1.1 To provide the Committee with the issues identified for the 2014/15 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 recommended 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 informal meetings of 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 reviewed and amended at an informal meeting of Scrutiny Members on 2nd July 2014.
- 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.

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Scrutiny Co-ordination Committee

Meeting Date	Work programme item	Brief Summary of the issue
16 July 2014	Dog Control Orders	During the last twelve months the Council has received complaints concerning dogs in public places which are not adequately supervised by their owners. The City Council can adopt Dog Control Orders to assist in dealing with this issue and most neighbouring local authorities have taken this route. The Cabinet Member has asked scrutiny to contribute to the review and proposed consultation prior to a Cabinet Member report.
	Council Plan – Performance Report 2013/14	This performance report summarises progress in 2013/14 in relation to the plans priorities and a set of key headline indicators. The Council's equality objectives have also been revised in light of the new Council Plan; the headline equality indicators have been included in this report. Reviewing the plan provides an opportunity to identify any issues of concern for inclusion in the Scrutiny work programme for the coming year.
	Scrutiny Work Programme	Review of the draft scrutiny work programme for the coming year.
3 September 2014	Female Genital Mutilation	Following discussion at full Council, the 24th February meeting of The Health and Well-being Board commissioned some work with partners to develop an action plan specific for Coventry which includes gathering knowledge and intelligence on the extent of the problem in Coventry, how it is been addressed by various partners and the barriers in dealing with FGM locally. After reviewing the most recent evidence, the group will make recommendations for consideration by Scrutiny prior to being presented to the Health and Wellbeing board.
	Equalities	To review the Council's annual equalities report and identify any priorities or concerns for future action or review.
	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. To include arrangements for bodies in which the Council has a significant interest but does not appoint Members through the Annual Meeting.
Dates to be determined	Welfare Reform	To review approach the Council and partners are taking to co-ordinate services and support for those people affected by Welfare Reform. Issues identified at previous meetings which the Committee wanted to scrutinise included: progress with implementation of Universal Credit; the development of the Local Support Service Framework; concerns relating to the impact of single payments to households; impacts on disabled people; impacts of welfare reforms and the economic downturn on health and well-being; the outcomes of work being undertaken by Coventry Law Centre and local partners on appeals against sanctions. The partnership group Working Together on Welfare Reform would like to bring their plan for the year.

Scrutiny Co-ordination Committee

Meeting Date	Work programme item	Brief Summary of the issue
	Review of Coventry Police and Crime Board	To review the impact of changes to the Community Partnership requested by the Police and Crime Commissioner and implemented in September 2013
	Commissioning of Domestic Violence and Abuse services	To review progress on the implementation and delivery of better outcomes by the re-shaped services, following discussion at the Committee on 6 November 2013.
	Community Safety Partnership	To receive a progress report on crime and community safety issues relating to the Community Safety Partnership/ Police and Crime Board including progress against Police, Crime and Community Safety Plan priorities; the strategic assessment; and annual performance on crime and nuisance.
	Public Safety Services	At its January meeting, Scrucoco considered a pilot approach to reviewing risk levels and thresholds for intervention and how this could affect the way the service operates and engages with local people. It was agreed that the outcomes of the pilot and proposals for rolling this approach out be considered at a future meeting early in the 2014/15 municipal year.

Finance and Corporate Services Scrutiny Board (1)

Meeting Date	Work programme item	Brief Summary of the issue
4 August 2014	Customer Journey	To review 6 monthly progress on the Kickstart Customer Journey programme following discussion at the Board on 13 th January 2014. To include the equalities and consultation assessment.
15 September 2014	Early Retirement/ Voluntary Redundancy Scheme	To review future proposals
	Pension Fund	To scrutinise changes to the pension fund and impacts on the authority.
Date to be determined	Coventry Investment Fund	The Board discussed the need for robust management of risk thresholds for the Coventry Investment Fund, including how potential impacts on revenue spend are addressed, at their meeting on 14 April 2014. As the Fund gets established they asked for further information to come back to a future meeting. To include governance and reporting arrangements for companies and other bodies in which the Council has a financial interest.
	Capital Programme	Following discussion at the 14 April 2014 meeting, the Board recommended that the Capital Programme be reviewed annually, including seeking assurance that the programme is delivering council priorities and that implications and risks are understood.
	Transformation Programme	To review progress on targets against the Transformation Programme reported through budget monitoring reports, including performance against targets as set out in the Council Plan 2013/14 Performance Report
	Medium Term Financial Strategy	For the Scrutiny Board to comment on, and make recommendations about, the MTFS before it goes to Cabinet. (October)
	Procurement Strategy	To review the annual report on progress against the priorities in the procurement strategy.
	Social Value Policy	To review the impact of the Social Value Policy approved by the Cabinet Member Strategic Finance and Resources in January 2014.
	Strategic Property Review and Council move to Friargate	To review progress on the Strategic Property Review and Council relocation to the Friargate development following discussion at the 7 October Board and 3 March Board meetings. To include paperless working for Councillors
	Equalities in Employment	This item will look at the diversity of the Council's workforce and how the Council is encouraging a more diverse workforce. Scruco made recommendations on improvements to reporting when it discussed the item at its 7 August 2013 meeting. (Alternatively could be considered by Scuco alongside the annual Equality Strategy Report)
	ACL	Item to be scheduled at an appropriate time, following the judicial review.
	Electoral Registration	To review levels of registration and progress with the move to individual electoral registration. Also to consider the sale of details from the electoral register.

Finance and Corporate Services Scrutiny Board (1)

Meeting Date	Work programme item	Brief Summary of the issue
	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.
	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 recovery where this hasn't already happened.
Performance Reports – only bring to board if issues of concern identified by Chair or Board Members	Half yearly reports on agency workers	A regular update on progress on reducing use of agency staff across the Council
	Half yearly reports on sickness absence	A regular update on progress on reducing sickness absence across the Council
	Half yearly report on Benefits Service Performance	A regular update on progress on performance in the benefits service.
	Half yearly report on Revenues Service performance	A regular update on progress on performance in the revenues service. NB Need to review progress following reduction in % of council tax collected and performance against target highlighted in the Council Plan 2013/14 Performance Report

Education and Children's Services Scrutiny Board (2)

Meeting Date	Work programme item	Brief Summary of the issue
21st July 2014	Improvement Plan	To consider the Ofsted report published on 21 March 2014, and the single service action plan for improvement
	Annual Safeguarding Board Report (Draft)	The Board requested the annual report comes to the Board in June or July and also requested that the report includes information about audits and thresholds as well as the results from the audit of schools' safeguarding policies.
18th September 2014 Joint Meeting with SB3	Young People not in Education, Employment or Training (NEETs)	Approaches being taken to tackle NEETs with emphasis on the older cohort of NEETs. To include review of issues underpinning a reduction in performance outlined in the Council Plan 2013/14 Performance Report. Joint meeting with Business, Economy and Enterprise Scrutiny Board (3). Invite Cabinet Member for Education and Cabinet Member for Business, Enterprise and Employment.
	Improvement Plan Update	Update on progress against the action plan
22nd October 2014	Fostering Placements	Fostering placements, drawing upon the research by Insight/Transformation. To review issues relating to costs and quality of private providers and our own. Launch of task and finish group on what happens and timeline from expression of interest to child arriving in home. Also to look at support for existing foster carers.
	Improvement Plan Update	Update on progress against the action plan
27th November 2014	Update on headline educational performance data	Following the report on headline educational performance the Scrutiny Board requested a report on progress in six months' time – the Board request a focus on pupil premium (Kevin Coughlan) and attendance figures (Sarah Newton)
	Progress on Implementing Special Educational Need and Disabilities Reforms	The Board wanted to get feedback on how schools are managing the change and also that there is adequate provision in place for 18-25 year olds as the reforms will include this age range
	Free early year education or childcare funding for 2 year olds	From September 2014 more 2-year-olds in England will be eligible for free early education.
	Improvement Plan Update	Update on progress against the action plan
8th January 2015	Troubled Families	An evidence based programme working with troubled families to try and enable sustainable change through an empowerment model rather than a dependency model
	Acting Early	An integrated model of care for children aged 0-5 in Coventry
	Update on implementing/ take up of free school meals for infants	
	Improvement Plan Update	Update on progress against the action plan

Education and Children's Services Scrutiny Board (2)

Meeting Date	Work programme item	Brief Summary of the issue
12th February 2015	Evaluation of the MASH (multi-agency safeguarding hub)	Feedback on the findings of the evaluation of the implementation of the Multi- Agency Safeguarding Hub – ensure links with Scrutiny Co-ordination Committee
	Adoption Scorecard	Update on progress with the scorecard
	Improvement Plan Update	Update on progress against the action plan
26th March 2015	Adult Education and Employment	To look at the impact on enrolment figures of the revised charging policy (introduced in June 2013) also to look at the number of Adult Education courses which focus on helping people back into work – to include success rates and outcomes
	Improvement Plan Update	Update on progress against the action plan
23rd April 2015	Youth Service Review	The Board requested a 12 month update on progress after implementation of the new youth structure (Service only launched April 2014)
	Feedback from task and finish group on Fostering Placements	
Date to be decided	Independence Training for Looked After Children	During the work of the Voice of the Child Task and Finish Group the issue of independence training was brought up and the Chair suggested that it comes to the Scrutiny Board to be looked at separately.
	School Nursing Review	
	abcs (a bolder community services) transformation review	Feedback on the consultation regarding the proposals
	Increased Secondary School Places	An update on the issue of planning for increased secondary school places and the challenges that brings – consultants are carrying out a feasibility study for increasing places at all 19 secondary schools over the summer/autumn 2014
	Kickstart	The implications of the new ways of work on Childrens Services
	School Social Enterprises Proposal	Ensure link with Community Development and Neighbourhoods Scrutiny Board (4)
	Schools Admissions	The Board wanted a general overview of admission issues looking at over/under subscription to school places, appeals, transfers and the hard to place.
	Improving School Ofsted Inspection Outcomes	To coincide with the Publication of the HMCI's Annual Report
	Teenage pregnancy and CAMHs	

Business, Economy and Enterprise Scrutiny Board (3)

Meeting Date	Work programme item	Brief Summary of the issue
16th July 2014	Jobs Strategy Update 2011-14	To look at the progress of the action plan in the Jobs Strategy for the previous year
10th September 2014	City Deal	To include progress against priority of up-skilling the workforce This could be two items or taken as one with the feedback on the Strategic Economic Plan.
	Coventry and Warwickshire Strategic Economic Plan	Feedback on the consultation on the Strategic Economic Plan
18th September 2014 Joint meeting with SB2	Young People not in Education, Employment or Training (NEETs)	Approaches being taken to tackle NEETs with emphasis on the older cohort of NEETs. To include review of issues underpinning a reduction in performance outlined in the Council Plan 2013/14 Performance Report. Joint meeting with Education and Children's Services Scrutiny Board (2). Invite Cabinet Member for Education and Cabinet Member for Business, Enterprise and Employment.
8th October 2014	MIPIM outcomes (briefing note only)	A conference report to be presented for MIPIM 2014 and Board requested an update briefing note on the outcomes and progress made on the follow ups from the MIPIM 2013 conference. – David Cockroft to add progress info
	Carbon Management Plan	Revision of plan, reporting on progress against targets from last 5 years
12th November 2014	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.- October as going to Cabinet in Sept
	Housing Allocation/planning policy	
17th December 2014	Job Strategy half yearly results	To report on the first six months performance data of the new Jobs Strategy
	City Centre Developments	The Board are interested in businesses in the city centre – arranging a visit
28th January 2015	Sports Strategy	The relocation of the Sports Centre and consultation associated with the new facilities also the links between physical activity and health. If possible to hold the meeting at Centre AT7
	Tourism/Heritage item	To include review of Tourism Strategy and performance issues relating to visitor numbers outlined in the Council Plan 2013/14 Performance Report.
11th March 2015	Skills Strategy Update	Report on progress one year on from the launch of the Skills Strategy.
	Climate Change Strategy	Update on the strategy
	Report back from the task and finish group looking at the private rented sector	Members – Cllrs Welsh, Walsh, Bigham, Bailey plus member of SB4/Scruco to look at the quality of private sector housing. To review implications of the rise in the private sector and consider Discretionary Licensing

Education and Children's Services Scrutiny Board (2)

Meeting Date	Work programme item	Brief Summary of the issue
1st April 2015	Homelessness Service	Report back on the performance of the new service implemented in April 2014 run by the Salvation Army
	Coventry Homefinder Choice Based Lettings Policy	Report back on the impacts of the policy, following on from the first full year implementation.
Date to be identified	Transport	

Communities and Neighbourhoods Scrutiny Board (4)

Meeting Date	Work programme item	Brief Summary of the issue
23rd July 2014	Traffic management	Update on how traffic is managed to ensure a minimal disruption/contingency plans and how this is communicated to road users. The Board asked for bus lanes, red routes and yellow lines management to be included.
	20 mph zones and limits	Following Cabinet Member (Public Services) approval (25th March 2014) of the Scrutiny Board Task and Finish Group's recommendations on 20 mph zones and limits, the Board would like to review the final proposals which prior to Cabinet Member consideration in July. To include any further information implementation and impacts in other areas.
17th September 2014	Visit to the Waste to Energy Plant	Tour of facilities to provide context for discussion of waste issues during the year.
	Waste Strategy	Following the recommendations to Cabinet Member from a Task and Finish Group last Municipal Year, the Board will monitor progress on identified actions. Members are particularly interested in the consideration of options for food waste management, including anaerobic digestion and also waste collection and performance against recycling targets as highlighted in the Council Plan 2013/14 Performance Report.
22nd October 2014	Taxi Licensing Policy - consultation	To look at the development of taxi licensing policy to enable sufficient wheelchair access
19th November 2014	Final report on Cycle Coventry Project	Following the on 26th February at which the Board considered progress over the first year, the Board requested a further report on the achievements made over the two year project. Project ends March 2015 need a discussion around an exit strategy.
	Traffic enforcement	Following issues raised at their discussion on traffic management during major roadworks, the Board requested an update on the range of enforcement measures used, including safety cameras and vehicle activated signs. To include role of enforcement in improving traffic flows.
14th January 2015	City of Culture	Board wanted to receive an update on plans for Council's bid at an early stage in order to advise on the strategy for moving forward.
	Asset Based Working	The Board were interested to understand how the council and the city contributes to and benefits from asset based working.
	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.
25th February 2015	Surface Water Management Plan	Members wanted to receive information about the final plan once it has been completed, as well as progress on the Flood Risk Management Group. Sustainable Drainage Systems (SuDS) and the SuDS Approval Body (SAB) implementation has been rolled back to October 2014.

Public Services, Energy and the Environment (4)

Meeting Date	Work programme item	Brief Summary of the issue
Date to be identified	Public Toilets Review	To review the provision of public toilets across the city. To provide options and recommendations for the Board to consider.
	Heatline	Consider report if significant extensions planned to Heatline network.

Health and Social Care Scrutiny Board (5)

Meeting Date	Work programme item	Brief Summary of the issue
30 July 2014	Coventry and Warwickshire Partnership Trust (CWPT) Quality Account	NHS Provider Trusts are required to produce annual statements of quality and outcomes. The Board has a role in providing a short commentary on progress.
	West Midlands Ambulance Services (WMAS) Quality Account	The Board has asked to receive a short presentation from WMAS on its Quality Account 2014/15, with commentary on measures being taken to address improvements to targets not achieved. They are also interested to have information about the “make ready” process, its impact on the service and patient care in terms of efficiency, effectiveness and financial considerations.
	Patient Transport Services	Review of progress since the Board discussed at its 5 March 2014 meeting the delayed plans to re-commission Patient Transport Services in Coventry and Warwickshire following concerns raised by Healthwatch. West Midlands Ambulance Service to be invited to attend.
10 September 2014	Coventry Safeguarding Adults Board Annual Report	This multi-agency Board is responsible for co-ordinating arrangements to safeguard vulnerable adults in the City. The Annual Report sets out progress over the 2013/14 municipal year and provides members with some data to monitor activity. Representatives of the Safeguarding Board to be invited.
	Mrs D – Progress following SCR	To review progress against the action plan put in place following the Serious Case Review into the death of a vulnerable adult Mrs D, considered by the Board on 18 December 2013.
	Adult Social Care Local Account	This is the annual report of the Council related to services provided to Adult Social Care clients. The report summarises performance, provides commentaries from key partners and representatives of users and sets strategic service objectives for the future.
	UHCW Quality Account	NHS Provider Trusts are required to produce annual statements of quality and outcomes. The Board has a role in providing a short commentary on progress.
	Patient discharge from UHCW	To include review of effectiveness of 2013/14 winter arrangements and preparations for 2014/15. To include CCG, provider organisations and social care.
15 October 2014	Sexual Health Services – proposed re-commissioning	The Council’s Public Health service is re-commissioning sexual health services for the City in partnership with colleagues in Warwickshire. This will provide an opportunity for the Board to review progress once the new contract has been awarded, including how recommendations made at its 2 April 2014 meeting have been followed up.
	Coventry and Warwickshire Partnership Trust – progress following CQC Inspection	To review progress against the action plan put in place following the Care Quality Commission’s review of the Trust, particularly in relation to the enforcement notice and issues relating to Quinton Ward.

Health and Social Care Scrutiny Board (5)

Meeting Date	Work programme item	Brief Summary of the issue
19 November 2014	Director of Public Health Annual Report	The DPH has a statutory opportunity to issue Annual Reports which provide a commentary of local public health profiles and priorities. (Depending on focus of the report, this could be considered by Scrutiny Co-ordination Committee instead)
	Public Health – progress since joining the Council	Public Health transferred from the NHS to the Council in April 2012. A report has been prepared highlighting progress and achievements since the transfer and the Board would like to review this.
Date to be determined	Follow up to Peer Review of Adult Social Care	Review of progress on the recommendations arising from the Peer Challenge of Adult Social Care that took place in March 2013, including a focus on personalisation, client centred care and managing the adult social care budget. NB The Peer Challenge report specifically recommended that some increased scrutiny on adult social care such as commissioning, transformation and budget plans, and progress on personalisation would now seem timely and that the Board consider further which adult social care matters should be the subject of scrutiny in its programme for 2014/15.
	Learning Disability Strategy	To contribute to the planned review of the strategy
	Impact of different Models of Primary Care delivery	Review of what good primary care looks like and whether different models of provision produce better outcomes. Invite 2 or 3 GP practices and patient panel representatives and Healthwatch in relation to patient engagement. (Needs to link with any Health and Well-being Board work)
	Clinical management of large scale chronic diseases	To review how pathways are being managed in primary care for a range of challenges including diabetes
	Complaints Management	To review levels of complaints, the way they are managed and how they are used to learn lessons and deliver improvements.
	ABCS Implementation	The People Directorate is undertaking a significant programme of transformation affecting local people, the organisation, partners and resources. The Board would like to review progress with implementation and understand the impacts, particularly in relation to the way we have worked with partners.
	Social Isolation	The Board would like to understand the extent of social isolation in the city and particularly how this is addressed when people are being supported to live in their own homes. This may involve discussions with representatives of the third sector.
	NHS Targets	Performance against NHS targets has been raised as a national concern this year, particularly in relation to waiting times for cancer. The Board would like to understand the extent to which targets are being met locally.