

## Scrutiny Co-ordination Committee

12<sup>th</sup> 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

#### 8<sup>th</sup> Aug 2012

- i-Cov post implementation review
- Household survey findings
- Population and Demography 2011 Census

#### 12<sup>th</sup> Sep 2012

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

#### 10<sup>th</sup> Oct 2012

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

#### 7<sup>th</sup> Nov 2012

#### 12<sup>th</sup> 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

#### 23<sup>rd</sup> Jan 2013

- Business Services (formerly admin) review

#### 20<sup>th</sup> Feb 2013

- Electoral Registration Audit 2012

#### 20<sup>th</sup> March 2013

#### 17<sup>th</sup> 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:

29<sup>th</sup> August 2012; 26<sup>th</sup> September 2012; 24<sup>th</sup> October 2012; 21<sup>st</sup> November 2012; 9<sup>th</sup> January 2013; 6<sup>th</sup> February 2013; 6<sup>th</sup> March 2013; 3<sup>rd</sup> April 2013.

Scrutiny Co-ordination Committee Work Programme 2012/13

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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Nov 2012				
12 <sup>th</sup> 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

Scrutiny Co-ordination Committee Work Programme 2012/13

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	
<b>23<sup>rd</sup> Jan 2013</b>	Business Services (formerly admin) review	Bev Messinger	To review the effectiveness of the new Business Service 12 months after implementation	
<b>20<sup>th</sup> Feb 2013</b>	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 8/8/12
<b>20<sup>th</sup> March 2013</b>				
<b>17<sup>th</sup> April 2013</b>				
<b>Date to be identified</b>	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
<b>Information to be monitored</b>	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)
<b>Items allocated to another Board</b>	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 <sup>th</sup> January 2012