

## Scrutiny Co-ordination Committee

### Work Programme 2012/13

*For more details on items, please see pages 2 onwards*

#### 11th July 2012

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

#### 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

- Heatline update on progress

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

- Section 106 and Community Infrastructure Levy

#### 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
- Medium Term Financial Strategy

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

- Business Services review
- Progress on recommendations from Task and Finish group on Services to Schools
- LEP – structure and reporting process
- Advice Services review

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

- Electoral Registration Audit 2012 and changes to registration process

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

- Outside Bodies - Charities

#### 17<sup>th</sup> April 2013

##### Date to be identified

- Review of Communications Strategy
- 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:

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/<br>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/<br>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/<br>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/<br>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/<br>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

| <b>Meeting Date</b>             | <b>Work programme item</b>                             | <b>Lead Officer</b> | <b>Brief Summary of the issue</b>  | <b>Source</b>                 |
|---------------------------------|--|---------------------|--|-------------------------------|
| <b>12<sup>th</sup> Sep 2012</b> | 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 Scrucoc  | 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               |
| <b>10<sup>th</sup> Oct 2012</b> | Heatline update on progress                            | Andy Williams       | The Board requested an update on progress on the implementation of the Heatline project to monitor the risk register and ensure the project is progressing as required   | SB4 Meeting 29/2/12           |
| <b>7<sup>th</sup> Nov 2012</b>  | Section 106 and Community Infrastructure Levy          | Mark Andrews        | 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. Also the changes through the introduction of the CIL and whether this will have an impact on income   | Scrucoc first meeting 13/6/12 |
| <b>12<sup>th</sup> Dec 2012</b> | 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 months 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                  |

Scrutiny Co-ordination Committee Work Programme 2012/13

| Meeting Date                      | Work programme item   | Lead Officer                | Brief Summary of the issue  | Source                                    |
|-----------------------------------|---|-----------------------------|---|---|
|                                   | 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                              |
|                                   | Benefits half-yearly progress report  | Helen Harding               | A regular update on progress on performance in the benefits service   |   |
|                                   | Medium Term Financial Strategy  | Paul Jennings               | To set the Council's Medium term Financial Strategy   | Forward planner                           |
| <b>23<sup>rd</sup> Jan 2013</b>   | Business Services review  | Bev Messinger               | To review the effectiveness of the new Business Service 12 months after implementation  |   |
|                                   | Progress on recommendations from Task and Finish group on Services to Schools | David Haley<br>Carl Pearson | 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                          |
|                                   | LEP – structure and reporting process   | Martin Yardley              | To look at the progress of the Local Economic Partnership, it's creation as an entity and its governance and reporting requirements   | Scruco first meeting 13/6/12              |
|                                   | Advice Services review  | Jan Nichols                 | To look at the review of advice services in the city, and how these changes will be managed.  | Scruco first meeting 13/6/12              |
| <b>20<sup>th</sup> Feb 2013</b>   | Electoral Registration Audit 2012 and changes to registration process         | Helen Abraham<br>Liz Read   | 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 |
| <b>20<sup>th</sup> Mar 2013</b>   | Outside Bodies - Charities  |                             | What funds are available to people in the city, how they are accessed and how people find out information about them.   | Scruco first meeting 13/6/12              |
| <b>17<sup>th</sup> April 2013</b> |   |                             |   |   |
| <b>Date to be identified</b>      | Review of Communications Strategy   |                             | A review of how effective the Council Communication strategy is, particularly post-Olympics and the management restructure  |   |
|                                   | Transformation  | Adrian                      | Scrutiny Co-ordination Committee oversees scrutiny  | Discussions at                            |

Scrutiny Co-ordination Committee Work Programme 2012/13

| <b>Meeting Date</b>                     | <b>Work programme item</b>             | <b>Lead Officer</b> | <b>Brief Summary of the issue</b>   | <b>Source</b>   |
|---|--|---------------------|---|---|
|   | Programme Partnership Progress Report  | West/Carl Pearson   | 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.   | previous meetings of the SCRUCO   |
| <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 |