

## Scrutiny Co-ordination Committee 12<sup>th</sup> December 2012

### Work Programme 2012/13

*For more details on items, please see pages 3 onwards*

#### 11<sup>th</sup> 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

- Headline 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
- Medium Term Financial Strategy
- Transformation Programme Partnership Progress Report
- Benefits half-yearly progress report
- Revenue half-yearly progress report
- Report back on Civic visit to Jinan & Beijing, China

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

- Business Services review
- Progress on recommendations from Task and Finish group on Services to Schools
- Advice Services review
- Half-yearly report on Sickness absence

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

- Electoral Registration Audit 2012 and changes to registration process
- LEP – structure and reporting process
- Proposed structure for Community Infrastructure Levy

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

- Outside Bodies - Charities

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

- Items to be identified

#### Date to be identified

- Review of Communications Strategy
- Review of Bailiffs Guidelines
- Evaluation of process to inform Members of S106 agreement funds

## Information to be monitored

- Procurement Strategy progress report
- Delegated Write-Offs 2011/12
- Council Tax Payment Date Change
- Half-yearly report on Agency workers
- Half-yearly report on Sickness absence
- Benefits half-yearly progress report
- Revenue half-yearly progress report

If required meetings:

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

<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
<b>11th July 2012</b>	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
<b>8<sup>th</sup> Aug 2012</b>	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

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<b>Meeting Date</b>	<b>Work programme item</b>	<b>Lead Officer</b>	<b>Brief Summary of the issue</b>	<b>Source</b>
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 Scruco	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	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
7 <sup>th</sup> Nov 2012	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	Scruco first meeting 13/6/12
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 months of this years plan	
	Medium Term Financial Strategy	Paul Jennings	To set the Council's Medium term Financial Strategy	Forward planner

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	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
	Benefits half-yearly progress report	Tim Saville	A regular update on progress on performance in the benefits service	
	Revenue half-yearly progress report	Jan Evans	A regular update on progress on performance in the revenues service	
	Report back on Civic visit to Jinan & Beijing, China	Lord Mayor	A report back on the Lord Mayor's visit to China to attend the 2012 Jinan Cultural Sister Cities Cultural Exchange and Springs Dialogue. Paper only.	
<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 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
	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
	Half-yearly report on Sickness absence	Jon Venn	A regular update on progress on reducing staff sickness across the Council	Agenda briefing 20/11/12
<b>20<sup>th</sup> Feb 2013</b>	Electoral Registration Audit 2012 and changes to registration process	Helen Abraham 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 8/8/12
	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

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	Proposed structure for Community Infrastructure Levy	Mark Andrews	To look at the proposals for the Community Infrastructure Levy before going for wider consultation	Scruco 7/11/12
<b>20<sup>th</sup> Mar 2013</b>	Outside Bodies - Charities		Report of a task and finish group to identify what charities are available to residents and the best way to disseminate this information.	Scruco first meeting 13/6/12
<b>17<sup>th</sup> April 2013</b>	Items to be identified			
<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	
	Review of Bailiffs Guidelines	Helen Harding	A review of the policy which provides guidelines to how Council appointed bailiffs deal with vulnerable people.	Chair
	Evaluation of process to inform Members of S106 agreement funds	Mark Andrews	To evaluate the process for informing Members of S106 agreements in their wards. A revised process was requested by the Board at their meeting on 7 <sup>th</sup> November. A 6 month progress report is planned to come back in June 2013	Scruco 7/11/12
<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
	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 month update of the position	CM (Strategic Finance and Resources)
	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	
	Half-yearly report on Sickness absence	Jon Venn	A regular update on progress on reducing staff sickness across the Council	
	Benefits half-yearly	Tim Saville	A regular update on progress on performance in the benefits	

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	progress report		service	
	Revenue half-yearly progress report	Jan Evans	A regular update on progress on performance in the revenues service	