



Scrutiny Programme Board

Date:	Monday, 14 September 2009
Time:	6.00 pm
Venue:	Committee Room 2 - Wallasey Town Hall

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AGENDA

1. DECLARATIONS OF INTEREST/PARTY WHIP

Members are asked to consider whether they have personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

Members are reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they are subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

2. MINUTES (Pages 1 - 8)

To receive the minutes of the meeting held on 27 May 2009.

3. TERMS OF REFERENCE

The Director of Law, HR and Asset Management will report verbally.

4. RESPONSE TO MEMBERS QUESTIONNAIRE ON SCRUTINY (Pages 9 - 32)

5. WORK PROGRAMMES OF OVERVIEW AND SCRUTINY COMMITTEES (Pages 33 - 62)

- (a) Children and Young People
- (b) Council Excellence
- (c) Economy and Regeneration
- (d) Health and Well Being
- (e) Sustainable Communities

6. SCRUTINY PROGRAMME BOARD - WORK PROGRAMME (Pages 63 - 68)

7. REVIEW OF THE FORWARD PLAN

The Forward Plan for the period September to December 2009 has now been published on the Council's intranet/website. The Group Spokespersons have requested Members to review the Plan prior to the meeting in order for the Scrutiny Programme Board to consider, having regard to the Committee's work programme, whether scrutiny should take place of any items contained within the Plan and, if so, how it could be done within relevant timescales and resources.

8. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR

SCRUTINY PROGRAMME BOARD

Wednesday, 27 May 2009

<u>Present:</u>	Councillor	D Mitchell (Chair)	
	Councillors	C Meaden S Clarke J Keeley AER Jones	H Smith A Bridson P Southwood
<u>Deputies:</u>	Councillors	C Blakeley (In place of D Knowles) L Rowlands (In place of J Hale)	

1 DECLARATIONS OF INTEREST/PARTY WHIP

Members were asked to consider whether they had personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they were.

Members were reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they were subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

No such declarations were made.

2 APPOINTMENT OF VICE CHAIR

The Director of Law, HR and Asset Management requested the Committee to consider the appointment of a Vice Chair.

It was moved by Councillor Mitchell and seconded by Councillor Smith –

“That Councillor Chris Meaden be appointed Vice-Chair for the ensuing municipal year”

It was moved as an amendment by Councillor Rowlands and seconded by Councillor Blakeley –

“That Councillor Sheila Clarke be appointed Vice-Chair for the ensuing municipal year”.

The amendment was put and lost (4:6)
The motion was put and carried (6:4)

Resolved – That Councillor Chris Meaden be appointed Vice-Chair for the ensuing municipal year.

3 TERMS OF REFERENCE

The Director of Law, HR and Asset Management presented for information and guidance the terms of reference of the Scrutiny Programme Board.

The general functions were as follows:

(a) Policy development and review - Overview and Scrutiny committees may:

- (i) assist the Council and the Cabinet in the development of the budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question members of the Cabinet and committees and chief officers about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area (whether national, regional or local) to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny - Overview and Scrutiny committees may:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and committees and Council officers, both in relation to individual decisions and over periods of time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question members of the Cabinet and committees, and chief officers, about their decisions and performance, whether generally or in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Cabinet or appropriate committees of the Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and,
- (vi) question and gather evidence from any person (with their consent).

(c) Best Value - Overview and Scrutiny Committees will:

- (i) recommend the terms of reference for best value reviews to the Cabinet;

- (ii) receive progress reports on best value reviews;
 - (iii) recommend the final report and improvement plans to Cabinet.
- (d) Finance** - Overview and Scrutiny Committees may exercise overall responsibility for any finance made available to them.
- (e) Annual Report** - Overview and Scrutiny Committees may report annually to the Council on their workings and make recommendations for future work programmes and amend working methods if appropriate.
- (f) Officers** - Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work.

The specific terms of reference for the Scrutiny Programme Board, previously agreed by the Council, were to:

- (i) approve and co-ordinate the work programme for the five themed overview and scrutiny committees including resolving any conflict between such committees;
- (ii) allocate work to (or remove work from) any of the five overview and scrutiny committees
- (iii) review or scrutinise decisions made or other actions taken in relation to any executive functions, particularly (but not exclusively) in relation to cross-cutting issues or matters not within the terms of reference of any of the five themed overview and scrutiny committees.
- (iv) consider any call-in notices in relation to any executive functions and determine such notices or allocate them to one or more of the five themed overview and scrutiny committees as it considers most appropriate.
- (v) be responsible for the development and monitoring of an annual scrutiny work programme;
- (vi) undertake scrutiny in its own right with regard to cross-cutting or strategic issues not covered by other overview and scrutiny committees;
- (vii) identify and share good scrutiny practice across all overview and scrutiny committees.

He presented also the terms of reference for each of the other five overview and scrutiny committees, which had been agreed by the Council and would be submitted to the first meeting of each respective committee.

Members commented upon the Board's specific terms of reference and expressed the view that urgent clarification was required as to whether it was necessary for the Board to be involved where it was clear as to which scrutiny committee a call-in should be allocated or, where it was not clear, for the Board itself to meet in order to allocate the call-in. Members also expressed the view that although it was

appropriate for the Scrutiny Programme Board to suggest topics for scrutiny, it ought to be a matter for each of the five themed overview and scrutiny committees to determine their own priorities and work programmes.

The Deputy Chief Executive/Director of Corporate Services proposed to consult with the Director of Law, HR and Asset Management and to provide clarification to members in relation to how call-in notices would be dealt with. He commented also that any changes to the terms of reference of any committee would require the approval of the Council.

Resolved – That, subject to clarification from the officers on those matters now referred to, the terms of reference be noted.

4 REVIEW OF SCRUTINY WORK PROGRAMME

The Director of Law, HR and Asset Management presented for consideration the work programmes of the former overview and scrutiny committees. The Chair commented that he expected that the work programmes of the five newly established overview and scrutiny committees would be presented to the Board for consideration, once they had been agreed by the respective committees.

Resolved –

(1) That the work programmes of the former committees be noted.

(2) That, once agreed, the work programmes of the five overview and scrutiny committees be presented to a future meeting of the Scrutiny Programme Board.

5 LEGISLATION AND GUIDANCE

The Director of Law, HR and Asset Management commented that new scrutiny powers from the Local Government and Public Involvement in Health Act came into force on 1 April 2009. In particular, he presented for consideration, a briefing document issued by the Centre for Public Scrutiny and the Local Government Association, which provided information about the new powers for Councils to engage other public services in the scrutiny of Local Area Agreements.

Resolved – That the briefing document be noted.

6 SURVEY OF OVERVIEW AND SCRUTINY IN LOCAL GOVERNMENT 2008

The Director of Law, HR and Asset Management presented the 2008 Annual Survey of Overview and Scrutiny in Local Government, undertaken by the Centre for Public Scrutiny.

Resolved – That the contents of the survey be noted.

7 WIRRAL COUNCIL SCRUTINY SURVEY

The Chair reported that in November 2008, the Scrutiny Chairs Group had agreed a questionnaire to be sent to all members of the Council to give members an

opportunity to express their views on current scrutiny arrangements. The questionnaire was circulated in April 2009 and he provided details of responses to it, together with suggestions for improvement.

Members commented upon the results and indicated their support for an annual survey to be undertaken. However, the view was expressed that, as only 29 responses had been received, more needed to be done to encourage greater participation of members to improve the value of future surveys.

It was moved by Councillor Mitchell and seconded by Councillor Bridson –

“(1) That members’ comments on the survey responses be forwarded to the Chair, to form the basis of a further report to a future meeting of the Committee.

(2) That suggested topics for inclusion on the work programmes for the new municipal year be passed to the relevant overview and scrutiny committees for their consideration”.

It was moved as an amendment by Councillor Blakeley and seconded by Councillor Rowlands –

“That, as overview and scrutiny committees should determine their own work programmes, the recommendation to refer topics for inclusion on overview and scrutiny committee work programmes be deleted”.

The amendment was put and lost (4:6)

The motion was put and carried (6:4)

Resolved –

(1) That members’ comments on the survey responses be forwarded to the Chair, to form the basis of a further report to a future meeting of the Committee.

(2) That suggested topics for inclusion on the work programmes for the new municipal year be passed to the relevant overview and scrutiny committees for their consideration.

8 OVERVIEW AND SCRUTINY FINANCIAL AND PERFORMANCE MONITORING REPORTS

The Deputy Chief Executive/Director of Corporate Services referred to the large number of performance indicators that were relevant to the various overview and scrutiny committees and he indicated that consideration had been given as to how best to ensure that members received performance monitoring reports in a timely manner. Short and concise quarterly reports would be placed in the web library and a presentation given to the next available meeting of the Cabinet. With regard to performance reporting to overview and scrutiny committees it had been agreed that performance information on the activities relevant to each overview and scrutiny committee would be placed in the web library and a presentation made to the next appropriate meeting.

With regard to the Council Excellence Overview and Scrutiny Committee, it had been agreed that the report and presentation would include information in relation to performance across all portfolios. In addition, he indicated that financial monitoring reports would be presented to the Council Excellence Overview and Scrutiny Committee. Chief Officers would present reports to relevant overview and scrutiny committees on specific financial matters which fell within their remit.

In response to comments from members, he indicated that brief monitoring reports could be presented to overview and scrutiny committees in addition to presentations, if it was the wish of committees that this be done. In relation to financial monitoring, members commented also upon the value of training provided by the Director of Finance and expressed the view that all elected members should attend financial training if they were able to do so.

Resolved – That the report be noted and the proposals set out by the Deputy Chief Executive/Director of Corporate Services be endorsed.

9 **SCRUTINY CHAIRS' VISIT TO WARRINGTON**

The Scrutiny Support Officer presented a report of a visit to Warrington Borough Council by members of the Scrutiny Chairs Group, in order to investigate the workings of another authority's scrutiny mechanisms. Warrington was chosen because of its proximity, the balance of the Council being similar to Wirral and that some good working practice was evident from their Council website.

He provided a summary of the findings and indicated that the format of the visit had included attendance at a meeting of Warrington Scrutiny Chairs Forum, the last agenda item of which was 'Questions and Discussion with Wirral MBC Councillors'. Members also attended a meeting of Warrington's Children's Services Overview and Scrutiny Committee.

Resolved – That the report be noted.

10 **CO-OPTED MEMBERS**

In the light of comments made by members in relation to the working of overview and scrutiny committees (minute 3 (ante) refers), this item was withdrawn.

11 **SCRUTINY PROGRAMME BOARD - WORK PROGRAMME**

The Chair requested members' views in relation to the committee's work programme and proposed that consideration be given to issues which fell within the purview of more than one overview and scrutiny committee, including the effectiveness of the Alcohol Strategy, Equality and Diversity and issues associated with the use of consultants.

Members commented that rather than taking on a major programme of scrutiny work, the role of the Scrutiny Programme Board should be to co-ordinate between overview and scrutiny committees, once their work programmes had been agreed. In response to comments in relation to the lack of a scrutiny budget, the Deputy Chief

Executive/Director of Corporate Services indicated that any proposals which incurred expenditure would need to be referred to the Cabinet for consideration.

Resolved –

(1) That information be presented to a future meeting of the committee on specific areas of work falling within the terms of reference of more than one scrutiny committee.

(2) That in relation to Equality and Diversity, the Scrutiny Programme Board is happy to offer assistance as may be necessary in relation to achieving level 3 of the Equality Standard for Local Government.

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WIRRAL COUNCIL

SCRUTINY PROGRAMME BOARD 7th SEPTEMBER 2009

REPORT OF THE COMMITTEE CHAIR - Cllr Dave Mitchell

MEMBERS QUESTIONNAIRE ON SCRUTINY

EXECUTIVE SUMMARY

This report provides feedback from meetings of the Group Spokespersons which reviewed the responses to the members' questionnaire on scrutiny.

1. Background

- 1.1 It was agreed by the Scrutiny Chairs Group in November 2008 that a questionnaire should be sent to all Council members to give members an opportunity to express their views on current scrutiny arrangements. The Scrutiny Chairs Group agreed a format for the questionnaire and also agreed that the questionnaire should be sent to all Council members towards the end of the 2008/9 municipal year. Members requested that the "anonymity of responses be assured".
- 1.2 The questionnaire was sent to members in April 2009 and responses were received from 29 members. A report to the Scrutiny Programme Board meeting held on 27th May 2009 provided an update on the responses. It was agreed that the Group Spokespersons should review the responses in more detail. (The report from the 27th May meeting is shown as Appendix a).
- 1.3 A meeting of Councillors D Mitchell (Chair), J Hale and C Meaden was held on 29th June. A subsequent meeting of Councillors D Mitchell, C Meaden and S Clarke (deputising for Councillor J Hale) was held on 3rd August.

2. Issues to be highlighted

2.1 Satisfaction with scrutiny

29 responses were received from the 66 members of the Council. The Spokespersons agreed that the participation rate was disappointing. In addition, when members were asked in the questionnaire 'How satisfied are you with the workings of our Scrutiny Committees?', a majority of members were dissatisfied with Scrutiny arrangements. The responses were 'Fairly dissatisfied' (10) or 'Very dissatisfied' (2) compared with 'Fairly satisfied' (7) or 'Very Satisfied' (1).

These statistics suggest that many members feel that the workings of Scrutiny could and should be improved.

2.2 Improving the effectiveness and impact of Scrutiny

The most frequent response to the question of 'How could we make our Scrutiny Committees more effective?' related to there being more working groups undertaking 'positive' scrutiny on a specific issue. Furthermore, when asked in the Questionnaire, 'Does Scrutiny have a positive impact on the services provided by the Council?', approximately half of the recipients reported positive impact of scrutiny, with the reviews undertaken by Children's Services Scrutiny Committee (Fostering and Youth Outreach reviews) and by Social Care and Health Scrutiny Committee (Hospital Discharge review) being cited as examples by most of these members.

The Spokespersons concluded that **all five Scrutiny Committees should be strongly encouraged to undertake at least one detailed review of a relevant topic**. The standard practice in many Councils is for small groups of councillors to undertake a detailed review into a specific topic of particular interest to the members. The process is member-led involving more informal meetings and visits in order to gather 'evidence' on the topic. The outcome of the review is a report which includes recommendations for improvements that is reported to Cabinet.

At Wirral, a small number of such reviews have taken place. These include 'The Support given to schools pre- and post-Ofsted Inspections', 'The Fostering Service', 'Youth Outreach' and 'Hospital Discharge: The Patient Experience of the Older People in Wirral'. In all of these cases, a substantial number of the recommendations have been / are being implemented. Therefore, scrutiny can influence service provision. The influence of scrutiny members is likely to be increased by their participation in detailed Scrutiny reviews.

2.3 The use of Scrutiny in engaging with Communities

In the national context, there are many examples of Scrutiny being used to engage with communities rather than being an internal Council process. In Wirral, the Hospital Discharge Scrutiny Review assessed the 'patient experience' of older people. A major part of the 'evidence' was formed by focus groups of people who had recently been through the discharge process. This provided first-hand examples from residents, which presented powerful evidence that was used to increase the influence of the report. However, in general, Wirral's Scrutiny processes would be improved by **greater involvement of residents and community organisations during reviews on specific topics**.

2.4 Information on Scrutiny processes at Wirral MBC

The 'Scrutiny Toolkit' was produced and issued to all members in 2008. However, this is a lengthy document. The Spokespersons have suggested that a **shorter 'aide memoire' document should be produced** to highlight examples of good scrutiny practice.

2.5 Member training and learning from Others

When asked in the Questionnaire, 'As a Scrutiny member, how could you become more effective?', a number of members requested further training on scrutiny processes.

In addition, the Audit Commission Annual Letter of March 2009 highlighted the following:

"New members and chairs of scrutiny have not yet received training for their new roles. Members felt that they required more support in their roles, such as performance management and that training should be ongoing".

The Spokespersons, therefore suggest that **training opportunities are identified for scrutiny members and chairs**. In addition, further work should be done to **identify examples of good scrutiny practice** from other Councils, which will form the basis of further reports to the Scrutiny Programme Board in the future.

2.6 Use of the Forward Plan

Some concerns were expressed that too much scrutiny is reactive rather than proactive. In order to give members the opportunity to request further pre-decision scrutiny of specific issues, the Group Spokespersons have **requested that the Forward Plan should be included as a standard item on the agenda of future Scrutiny Programme Board meetings**. It is not anticipated that the details of the Forward Plan will be distributed with the meeting agenda as details are available on the website. However, members of the Scrutiny Programme Board will then have the opportunity to raise items for further scrutiny by either the Board or by any of the other five Scrutiny Committees (as appropriate).

2.7 Improving the Format of the Questionnaire

When the Questionnaire was introduced, it was intended that it would be distributed on an annual basis. The Spokespersons support the comments made at the Scrutiny Programme Board meeting on 27th May that the questions should be reviewed before next year. As a result, the Spokespersons suggest that **further work is done to identify examples of good practice from elsewhere and the Questionnaire be amended if necessary**.

RECOMMENDATIONS

That the Scrutiny Programme Board:

- (1) endorses the actions of the Group Spokespersons;
- (2) requests that each of the five Scrutiny Committees undertake at least one detailed review of a relevant topic and produce a report with recommendations for improvements.
- (3) encourages Scrutiny Committees to facilitate greater involvement of residents and community organisations during reviews on specific topics.
- (4) supports the production of a short 'aide memoire' document to highlight examples of good scrutiny practice.
- (5) requests that training opportunities are identified for scrutiny members and chairs. In addition, further work should be done to identify examples of good scrutiny practice from other Councils and reports are prepared for future meetings.
- (6) agrees that the Forward Plan should be included as a standard item on the agenda of future Scrutiny Programme Board meetings.
- (7) requests that examples of good practice on member's scrutiny questionnaires are identified from elsewhere and that the Questionnaire be amended if necessary before the end of the current municipal year.

**Dave Mitchell
Chris Meaden
Sheila Clarke**

07/08/09

WIRRAL COUNCIL

SCRUTINY PROGRAMME BOARD

27th MAY 2009

REPORT OF THE COMMITTEE CHAIR - Cllr Dave Mitchell

MEMBERS QUESTIONNAIRE ON SCRUTINY

EXECUTIVE SUMMARY

This report provides details of responses to the members' questionnaire on scrutiny that has been recently undertaken.

1. Background

- 1.1 It was agreed by the Scrutiny Chairs Group in November 2008 that a questionnaire should be sent to all Council members to give members an opportunity to express their views on current scrutiny arrangements. The Scrutiny Chairs Group agreed a format for the questionnaire and also agreed that the questionnaire should be sent to all Council members towards the end of the 2008/9 municipal year. Members requested that the "anonymity of responses be assured".
- 1.2 The questionnaire was sent to members in April 2009 and responses have now been received. This report provides an update on the responses and requests that members consider the suggestions for improvement.

2. Responses to the Questionnaire

2.1 Participation in the questionnaire

Of the 66 members of the Council, **29 responses** were received.

Of the participants:

20 were on a Scrutiny committee during 2008/9 municipal year.

9 were NOT on a Scrutiny committee during 2008/9 municipal year, of which at least 5 were Cabinet members.

2.2 Detailed responses

The responses from all participants have been combined onto a single document (see Appendix 1). All responses have been made anonymous.

3. Summary of the Comments and matters for consideration by members

3.1 Satisfaction with the workings of Scrutiny Committees (Questions 1 and 2)

More members were either 'Fairly dissatisfied' (10) or 'Very dissatisfied' (2) than were 'Fairly satisfied' (7) or 'Very Satisfied' (1).

The Scrutiny Programme Board may want to reflect on why a majority of participants are dissatisfied with Scrutiny arrangements. (In addition, a majority of Council members did not respond to the questionnaire). The most frequent response to the question of 'How could we make our Scrutiny Committees more effective?' related to there being more working groups undertaking 'positive' scrutiny on a specific issue.

3.2 Satisfaction with Scrutiny Support (Questions 3 and 4)

Far more members were either 'Fairly satisfied' (8) or 'Very Satisfied' (8) than were 'Fairly dissatisfied' (0) or 'Very dissatisfied' (1). However, a variety of different comments were made regarding scrutiny support in the future.

3.3 The impact of scrutiny (Question 5)

There was a mixed response with a number of members recording that scrutiny had little or no impact on the services provided by the Council. However, approximately half of the recipients reported positive impact of scrutiny, with the reviews undertaken by Children's Services Scrutiny Committee (Fostering and Youth Outreach reviews) and by Social Care and Health Scrutiny Committee (Hospital Discharge review) being cited as examples by most of these members.

3.4 Importance of the different functions of scrutiny (Questions 6 and 7)

When asked to rank the different functions of scrutiny by importance, the vast majority of recipients selected either 'Holding the Cabinet to account' (12) or 'Policy and Service Review' (11). The function ranked least important by most recipients is 'Scrutinising external organisations' (15). The result regarding the scrutiny of external organisations is perhaps a reflection of most scrutiny committees having not dealt directly with external organisations. However, new legislation will widen the responsibilities of Councils towards the scrutiny of external organisations.

3.5 Helping scrutiny members to become more effective (Question 8)

The most popular suggestion to the question 'As a scrutiny member, how could you become more effective?' related to the provision of further training, increasing knowledge of scrutiny and being better prepared.

3.6 Suggestions of items to be included in the work programmes for the new municipal year (Question 9)

There were a significant number of suggested topics for further scrutiny. The Scrutiny Programme Board may wish to pass these suggestions to the five Scrutiny Committees for consideration when preparing their work programmes.

4. **Conclusion**

- 4.1 Members of the Programme Board may consider appointing three members to a Working Group to consider the responses in detail and report back to the next meeting. The responses to the questionnaire have generated a number of suggestions which members may want to discuss further.

RECOMMENDATIONS

That:

- (1) the Scrutiny Programme Board comments on the responses to the Members' Scrutiny questionnaire;
- (2) consideration be given to a working group of three members being appointed to reflect on the responses in detail and report back to the next meeting of the Scrutiny Programme Board;
- (3) the suggested topics for inclusion on the work programmes for the new municipal year be passed to the relevant Scrutiny Committee for further consideration.

Dave Mitchell
Chair of the Scrutiny Programme Board
19/05/09

WIRRAL SCRUTINY MEMBERS ANNUAL QUESTIONNAIRE – APRIL / MAY 2009

The responses to each question are analysed below. The responses from all participants have been combined onto this single document. All responses have been made anonymous.

General Comments on responses

Of the 66 members of the Council, **29 responses** were received.

Of the participants:

20 were on a Scrutiny committee during 2008/9 municipal year

9 were NOT on a Scrutiny committee during 2008/9 municipal year, of which

5 were Cabinet members

Of the participants:

4 were members of the Conservative group

10 were members of the Labour group

10 were members of the Liberal Democrat group

5 were unknown

The answers to each question are detailed below:

1. How satisfied are you with the workings of our Scrutiny Committees?

Very satisfied	Fairly satisfied	Neither satisfied or dissatisfied	Fairly dissatisfied	Very dissatisfied	No response
1	7	7	10	2	2

2. How could we make our Scrutiny Committees more effective?

Get involved in more real scrutiny of issues other than items from Cabinet.

Full engagement of **ALL** councillors

Longer briefings to include all members of that committee

More formal Chairs Group
De-politicised scrutiny officers
On-going training

They cannot be made more effective because members will not vote in opposition to their colleagues in cabinet.

Keep Scrutiny Support Officers well informed.

They need to more focused and less overtly party political.

Each committee offering appropriate scrutiny agenda.
More working groups, leading to a greater variety of themes.
Support staff committed to scrutiny.
Public involvement in scrutiny needs increasing.
Listening / information and experience exchange with other groups, for example, Older Peoples Parliament, Charity groups.
Visits to other Councils recognised as delivering good scrutiny.

Get more members involved in wanting to take part.

No response

Members need to take greater responsibility for the identification and investigation of items and issues for scrutiny. This needs to be an **active** process looking forward to fulfil the Corporate Plan. It need not involve the whole committee except when a decision or recommendation needs to be made – the use of small **working parties** has been very successful in some scrutiny areas such as Children’s Services. More items might receive in-depth consideration if the committees delegated work between members. Issues could be considered and discussed prior to their submission to Cabinet, who would then be in a better-informed position to come to a decision.

In my case limited experience, only chairing Finance and attending Customer Engagement. As Scrutiny Committees have ‘no power’ they are ignored.

By reducing the number.
Becoming more focused.
To tell one political group to stop politicising the committees.

From my observations, the Scrutiny Committees that work best are those such as Children’s Services which has identified a clear work programme and has produced useful pieces of work in a cross-party, non-partisan way. Regrettably, too many Scrutiny Committees have been politicised and used for largely party

political purposes.

No response

The agendas are (usually) comprehensive and well constructed. There is, however, a perception that committees 'go through the motions' but that major concerns registered in Scrutiny Committees are not always properly acted upon by officers or Cabinet.

The new, more clear roles and functions should help to achieve this.

More proactive, than reactive.
Produce a year plan and see it through.
Give recommendations on service improvement
Less aggressive at Call-Ins.

More thorough investigation by members of scrutiny topics, with recommendations to Cabinet of areas of improvement. Some committees do this well, others simply receive reports from Officers, criticise areas of concern without giving any positive recommendations. Holding the Cabinet to account is very important but so is active engagement in policy review and improvement.

Better use of Scrutiny Support officers?

Make them scrutinise issues.
I'm still not convinced they work as real scrutiny committees.

More engagement in scrutiny projects – Children's Services and Adult Social Care & Health have both produced Scrutiny Reports – but the output from all the other committees has been zero. The unwillingness of some committees to engage in this type of work is a disgrace.

No response

Is it possible?

I feel that the OSC I chair operates well.
I get all the support I need from the officers.

Ensuring that all political parties are on board with the correct application of scrutiny.

Members taking more ownership and responsibility for what is discussed and agreed.

Members ensuring that there is continuity between meetings by using the minutes more actively to trace and follow through decisions.
Chairs being more forceful and generally better at chairing
Doing less things more thoroughly.

For members of committees to understand what scrutiny is and to develop ways of doing it effectively via agreed scrutiny programmes.

The committees are being used by one party to promote the political ambitions. I

think the number of Call-Ins is clear indication of this and Scrutiny Committees should take a stronger line to avoid this. Some in-depth scrutiny has been done by some Committees, but in the main they have not developed this.

.....
I think we have made the first steps by reducing the amount of committees. We need to start effective scrutiny by choosing topics for genuine scrutiny.

3. How satisfied are you with the support that you receive for doing scrutiny work?

Very satisfied	Fairly satisfied	Neither satisfied or dissatisfied	Fairly dissatisfied	Very dissatisfied	No response
8	8	7	0	1	5

4. How can the support you receive be improved?

No real scrutiny has been undertaken

Do not align the scrutiny officers to political parties

WHO can support us?

De-politicised scrutiny officers

The support from officers is first class

No response

Our Scrutiny Support officer is great – no knowledge of other officers – except of course enormous support given by Mike on fostering.

More support staff – working to support scrutiny only.

Training for support staff re. scrutiny

Some financial / budgetary support, for example, Wirral NHS (PCT) financed research for the hospital discharge review. Unable to employ professional company if no finance available.

As at the present time, my select have not done any scrutiny, we are having a working group to look into flooding.

Group training

Officers (not just Scrutiny Officers) and others might identify examples of good scrutiny practice to facilitate the work programme identified by members. These could be from within our Council or elsewhere. They may include in-depth review of specific issues; working groups with delegation from the main committee to investigate and report back; contacts with other authorities / departments; commissioned reports

I did not make use of 'support' but recognise that our Scrutiny Support Officer has provided considerable support to projects they have been involved in.

By reducing the number of Committee Officers and admin staff, can offer a greater range of support.

This is not relevant to my role as a Cabinet member, but I feel that there is generally good support for scrutiny committee members.

No response

Recommended actions should be far more specific and prescriptive. The recommendation that the information should be 'noted' is inadequate and does not encourage proper involvement in the scrutiny role. It is my belief that the Chairman may need to be more proactive in this role – but officers who prepare the actual agenda should also encourage proper scrutiny of cabinet decisions.

We will have to see how the revised structure works out.

.....
Not sure

.....
No response

.....
I'd need to devote more time to it and ask questions.

.....
I cannot comment on this personally – however members do report to me a high degree of satisfaction with the work of our Scrutiny Support Officer.

.....
No response

.....
By providing it!!

.....
I get all the support I need from the officers.

.....
Our scrutiny support Officer has been excellent during this past year.

.....
Officers explain more clearly why things are on the agenda – what members are expected to do.

.....
Ensure non-spokes members understand their role

.....
Make reports clearer, more concise and with clear key points brought out

.....
More information about best practice and new stuff being tried elsewhere.

.....
By appointed scrutiny officers dedicating their time to that function.

.....
No response

.....
I am satisfied with the support from our Scrutiny Support officer. I have seen little or no support from the other parties support officers.

**5. Does Scrutiny have a positive impact on the services provided by the Council?
(Please give examples).**

Don't know of any personally
.....
Yes – the Children's Services Scrutiny exercises have brought about changes.
.....
No response
.....
Yes, work undertaken by Children's Services.
.....
Very little
.....
Sometimes yes; sometimes no.
.....
Not much. Cabinet have no real method of using the Forward Plan to ensure a rational decision-making process.
.....
Review of hospital discharge process led to change of practice across hospital / DASS and GP's.
Opportunities for members of public to present their experience of services.
.....
Yes it should, of the pieces seen to date, Children's Services and social services have both done good work.
.....
Yes, Call-In on external housing changes or policies where we can ask and identify weakness of any changes that may have impact on residents.
.....
It can do, but the impact is limited. Areas where committee members want to take a positive role have greater impact than those where the role is reactive to reports from officers and decisions already made by cabinet.
.....
Believe that work on hospital discharges influenced policy but not aware of 'positive' impacts elsewhere.
.....
Yes, it does when used constructively through a work programme.
.....
Yes for those committees that take their scrutiny role seriously. No, for those committees whose members use scrutiny to mount party political campaigns, for example, the SAR process.
.....
No response
.....
I am not sure that it does. For example, little account appeared to be taken of the major concerns expressed by scrutiny committees involved in the (allegedly) flawed SAR process. Constructive recommendations on how to overcome some of the financial problems appear to have been studiously ignored – or am I being cynical.....
.....
We will have to see how the revised structure works out.
.....
Education – about the best.
Others cannot remember a positive outcome.

.....
Sometimes, for example, youth service provision.
.....

No – Opportunity for political point-scoring
.....

Not sufficient – engagement in scrutiny projects would result in greater innovation and ideas that could be presented to Cabinet.
.....

No response
.....

The only time I have seen and experienced it working was a couple of years ago when we scrutinized a problem with Oaklands.
.....

If the OSC does as described then yes.
.....

Yes, we have secured a Section 106 officer and there is a process in place for planning-out Crime (Section 17) as a result of scrutiny. Both issues are related to Housing and Community Safety.
.....

The only one I'm aware of is the fostering report from Children's and Young Peoples.
.....

Need to get the public more engaged.
.....

Yes – Fostering and Adoption, Youth Services and Hospital discharge.
.....

Very limited impact so far.
.....

Yes, see Children's Services
.....

6. Please rank the following Scrutiny functions in importance. ('1' being the most important; '5' the least important)

The number of members who put '1' (that is, they think that this function is most important):

Scrutiny Function	
Holding the Cabinet to account	12
Policy or Service review	11
Performance management	2
Policy Development	3
Scrutinising external organisations	1
No response	4

The number of members who put '2' (that is, they think that this function is second most important):

Scrutiny Function	
Holding the Cabinet to account	4
Policy or Service review	4
Performance management	8
Policy Development	9
Scrutinising external organisations	2
No response	4

The number of members who put '3' (that is, they think that this function is third most important):

Scrutiny Function	
Holding the Cabinet to account	5
Policy or Service review	3
Performance management	7
Policy Development	5
Scrutinising external organisations	3
No response	4

The number of members who put '4' (that is, they think that this function is fourth most important):

Scrutiny Function	
Holding the Cabinet to account	2
Policy or Service review	7
Performance management	2
Policy Development	7
Scrutinising external organisations	2
No response	5

The number of members who put '5' (that is, they think that this function is least important):

Scrutiny Function	
Holding the Cabinet to account	2
Policy or Service review	0
Performance management	4
Policy Development	0
Scrutinising external organisations	15
No response	8

7. For the function you selected as '1', how could we improve?

THOSE MEMBERS WHO THINK THAT 'HOLDING THE CABINET TO ACCOUNT' IS MOST IMPORTANT REPLIED THAT IT COULD BE IMPROVED BY:

There is a lack of a clear common understanding of the systems which result in decisions, which results in too many ad hoc decisions.

.....
Only if the cabinet were genuinely interested.

.....
Making sure the relevant Scrutiny Committee is well read on the subject matter and understands the decision of Cabinet with relation to its own work programme.

.....
The key challenge is to persuade senior politicians to take the role of scrutiny seriously. Could IDEA help?

.....
By ensuring that Cabinet takes notes – and is seen to take note – of constructive recommendations made. Particularly where the scrutiny committee recommendations are not overtly 'political' but are for the general benefit of the community at large.

.....
Ask Cabinet members to genuinely react to Scrutiny's views.

.....
Hold to account against Corporate Plan.

.....
Self explanatory.

=====
THOSE MEMBERS WHO THINK THAT 'POLICY OR SERVICE REVIEW' IS MOST IMPORTANT REPLIED THAT IT COULD BE IMPROVED BY:

Select a few key areas for review

.....
Improve our scoping technique

.....
More time given to it

.....
Each committee needs to focus on issues, for example, where performance indicators are not being met.
Committee need to ensure residents have their concerns addressed.

.....
Simply doing more studies

.....
By learning about scrutiny and developing a proper scrutiny programme

.....
We need a seed change within elected members to show a desire to undertake genuine scrutiny.

=====

THOSE MEMBERS WHO THINK THAT 'PERFORMANCE MANAGEMENT' IS MOST IMPORTANT REPLIED THAT IT COULD BE IMPROVED BY:

Take on board ideas from other councils who do things better.

.....

=====

THOSE MEMBERS WHO THINK THAT 'POLICY DEVELOPMENT' IS MOST IMPORTANT REPLIED THAT IT COULD BE IMPROVED BY:

More time given to it.

.....

More 'constructive' criticism and policy development – would welcome good ideas to take forward.

.....

Start to do more work on specific policy areas.

.....

=====

OTHER RESPONSES:

Noted rated the 5 functions because I don't think it makes sense – they're all important. We could improve 'Holding Cabinet to account' by group members acting independently of group leaders and cabinet membership. The other areas, I don't think members understand their role.

.....

I think the answer (regarding the ranking) alters depending on the Scrutiny Committee.

.....

8. As a Scrutiny member, how could you become more effective?

More in-depth training
.....
Increase my knowledge and expertise
.....
More general knowledge of subject
.....
Training.
Looking at good practice
.....
No response
.....
No response
.....
There is a need to work towards an agreed agenda which will involve all members. A good start would be for training in decision-making systems.
.....
Budget / resources to finance scrutiny, for example, use of outside bodies, transport.
.....
By having the time and support of other members.
.....
Not applicable
.....
By taking a more active role in persuading others to adopt an active role.
.....
By seeking an improved call-in procedure so that challenges to Cabinet decisions receive full and proper scrutiny, with the committee able to question the proponent of the call-in and, rather than relying on the caller-in or portfolio holder to do this, to invite witnesses who are able, in the committee's expectation, to shed light on the issues.
.....
This is in member's hands, applying themselves fully and asking awkward questions.
.....
By being better appraised of the subject matter.
Read all relevant papers and be better prepared.
.....
Not applicable
.....
No response
.....
I believe that I already do all that I can.
.....
Not sure on this one.
.....
Not applicable
.....
No response
.....
Put more effort in when I have time to.
.....

I am not a scrutiny member

.....
No response

.....
I just generally think that scrutiny is a charade

.....
No response

.....
No response

.....
Working more closely / subtly with the chair to get genuine scrutiny on the agenda.

Getting common goal for committee to unite behind and work towards

.....
Not applicable

.....
No response

.....
No response

9. Are there any items you feel should be included in the Scrutiny Committees' work programme for the new municipal year?

Quality control of services at the delivery point

.....

In Children's – Deprivation money review
Teenage pregnancy
Alcohol-related issues

.....

No response

.....

Council complaints procedure
Customer Satisfaction

.....

No response

.....

No response

.....

The working of the Cabinet
The interface between the Cabinet and senior officers
How the community are involved in the work of the Council

.....

Dementia support and services
Alcohol issues, for example, hospital admissions, underage drinking, possible improvements to prevention services
Homelessness and health
Working with outside groups, for example, LINKS, Citizens Advice Bureau.

.....

Yes. Reduction of killed and seriously injured on our roads.

.....

No

.....

I don't know yet on which committee(s) I may serve in the coming year. If it were *Council Excellence*, then a review of call-in arrangements; continuing input to accommodation use; investigation of sharing assets (and costs) with partners for greater service efficiency; barriers to shared use of council assets.

.....

I am not taking any committee places this year in order to devote time to work in my community, to help it recover from damage done by the cabinet, so do not wish to comment.

.....

Not applicable

.....

Not applicable

.....

No response

.....

Keeping within budget whilst providing the most cost effective services possible.
Avoiding wastage of resources at all levels

.....

No

.....

Protecting the Council's image; after all we are all in the same team.

.....
No response
.....

No response
.....

This is for scrutiny members to decide.
.....

No response
.....

No – you will gather that I am not a fan of scrutiny
.....

No response
.....

The impact of the increase in the availability of alcohol, as a result of the
Licensing Act 2003, and the effects on the residents of Wirral.
.....

The website – how does it work to assist the residents of Wirral.
.....

Council communications – Are we any good at it?
.....

Getting the public more engaged in democracy
.....

Cycling – how do we get Wirral to be a cycling borough. Why aren't they cycling?
.....

Road safety policy
.....

No response
.....

Alcohol misuse across all age groups
.....
.....

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UPDATE ON WORK PROGRAM : CHILDREN AND YOUNG PEOPLE OSC – 17/09/09

It was agreed by the Scrutiny Chairs Group in September 2008 to use the following reports to monitor the work programme for each Scrutiny Committee. The last item on each Scrutiny Committee agenda should be 'Review of the Committee Work Programme'.

Report 1 - Monitoring Report for Scrutiny Committee Work Programme

This report will list all items that have been selected by the Committee for inclusion on the work programme for the current year.

For each item on the work programme, the report will give a description, an indication of how the item will be dealt with, a relative timescale for the work and brief comments on progress.

Report 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will include members having the opportunity to ask for new Items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

Report 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report will, for each scheduled Committee meeting, list those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

Report 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

Report 5 - Completed Scrutiny Committee Work

This report will show completion of panel reviews and requested officer reports and subsequent decision on monitoring requirements.

REPORT 1

MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE : 2009 / 2010

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Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Committee date
July 2008	Committee Structure and Governance Arrangements in Children's Services	To be agreed	On hold	Report being produced to detail all committees / panels / working parties / outside bodies for Children's Services. On hold – Director to advise (as at July 09)	
July 2008	Literacy Levels in schools at the end of Key Stage 2	Panel Review	Final report due Nov 2009	Draft scope form agreed by Committee on 11th Nov. Data gathering has commenced with visits to schools.	16 Nov 2009
July 2008	"Narrowing the Gap" – Impact of deprivation funding review	Panel Review		Draft scope to be presented to 17 Sept 2009 cttee	17 Sept 2009
Jan 2009	Teenage Pregnancy	Panel Review ?		Item requested by Sheila Clarke (13 th Jan meeting). The OSC meeting on 16/03/09 agreed to receive an officer report at the June meeting. (A similar report will go to Cabinet on 09/04/09).	16 Nov 2009

REPORT 2

SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE : 17/09/09

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
The identification of deprivation and the impact on learning outcomes	Tom Harney and supported by OSC meeting on 16/03/09	Consider for inclusion on the work programme for the 2009/10 municipal year	
Impact of alcohol on children	Frank Doyle and supported by OSC meeting on 16/03/09	Possible joint scrutiny work with Social Care and Health Scrutiny Committee	
Surplus in school budgets (held by some schools)	Tony Smith	Consider for inclusion on the work programme for the 2009/10 municipal year	
One to one tuition			
Members visits to Children Homes	Issue discussed at OSC on 02/06/09	Lead officer to present full range of options for member visit to OSC Sept 09	17 Sept 09
LINK Forum review of the Procurement process for Parenting and Prevention Commissioning.	Agreed by the Children Services OSC meeting to discuss Call-In on 20/04/09	A report will be presented to a future meeting – poss 21 Jan 2010	21 Jan 2010
Members visit to Eddison Learning in Essex	Tom Harney at OSC on 02/06/09	Member's report to OSC meeting on 17/09/09	17 Sept 09
Special Needs	Tom Harney at OSC on 02/06/09		
Aiming High for Disabled Children	Tony Smith at OSC on 02/06/09	Officer report to OSC meeting on 17/09/09	17 Sept 09

REPORT 3

PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE: 17/09/09

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Meeting Date	Topic Description
17 Sept 2009	“Narrowing the gap” impact of deprivation funding review - draft scope to be agreed
	Performance monitoring – Officer report
	Financial monitoring – Officer report
	Complaints - Officer report
	School standards – headline results – Officer report
	Aiming High for Disabled children – Officer report
	Member visits to children’s home – Officer report
	Music service – Officer report
	YAPSAC – proposed standing item (Officer report)-
	Cllr Harney – report on Eddison Learning
Meeting Date	Topic Description
16 Nov 2009	Literacy Levels (Scrutiny Panel review 09/10) – final report
	Special Guardianship – Officer report
	Private Fostering - Officer report
	Wirral Adoption Service – Recommendations progress report
	Fostering Service Review (Scrutiny Panel review 06/07)– Recommendations progress report
	Teenage Pregnancy – Officer report
	Crime and Young People Report – STATUTORY
	YAPSAC – Officer Report

Meeting Date	Topic Description
21 Jan 2010	Committee Structure and Guidance
	LINK Forum – commissioning process – Peter Edmonson
	Parenting Strategy – Officer report
	Transition from children’s to Adult Social Services – Officer progress report
	YAPSAC – Officer progress report

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Meeting Date	Topic Description
16 March 2010	Youth Outreach (Scrutiny panel review 09/10) – Recommendations progress report
	Children in Care Council – Officer progress report and CCC representatives to attend
	YAPSAC
	Performance monitoring - report
	Financial monitoring – report

REPORT 4

PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE: 17/09/09

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
Literacy Levels at Key Stage 2	Sheila Clarke (chair) Frank Doyle Tony Smith	Draft scope agreed at OSC meeting on 11th Nov. Data gathering has commenced. Visits to three primary schools have taken place; one further visit is due to take place later in March. 'Interviews' with key officers have also commenced; others are due to take place during March / April. Report finalised during July/August 09	16 th November 09
"Narrowing the gap" – Impact of deprivation funding review	Shelia Clarke (Chair) Frank Doyle Tony Smith	Draft scope to be presented at 17 Sept 09 scrutiny cttee	

REPORT 5

COMPLETED SCRUTINY COMMITTEE WORK

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

Date of Completion	Topic Description	Type of review	Progress on recommendations/outcomes	Progress review - committee date
2006	Report on the Support Given to Schools Pre- and Post-Ofsted Inspections	Panel Review	Final Report produced April 2007. Implementation of recommendations to be monitored by Standards sub-committee.	
2006	Fostering Service Review	Panel Review	Final Report produced March 2008. Report discussed by Cabinet on 10th December. Implementation of recommendations to be monitored	16 Nov 2009
Oct 2007	Youth Outreach Review	Panel Review	Final Report to Scrutiny Committee on 11th Nov. Report discussed by Cabinet on 10th December 2008.	16 March 2010
July 2008	Update on Special Schools	Officer reports	Report to Committee 11th Nov 2008 OSC members to visit schools.	
July 2008	Transition from Children's to Adult Social Services	Officer Report	Report to Committee 16th March. Item deferred until 21 Jan 2010	21 Jan 2010
July 2008	NEET rates (Not in education, employment or training) - in particular, what has been the impact of specific projects aimed at NEETs?	Officer Report	Report to Committee 13th Jan 2009. OSC to receive further report on preventative measure at key stage 4 and Knowsley apprentice programme	
July 2008	Behavioural Issues and Exclusions	Officer Report	Report noted at OSC - 11th Nov 08	
Oct 2008	Wirral Music Service	Officer Report	Committee requested a further report during a budget savings debate on the Wirral Music Service 28.10.08 – At 13.1.09 OSC a request for further statistics was made. Annual Report	17 Sept 2009
Nov 2008	Early Years Education	Officer Report	Item requested by Sheila Clarke (11th Nov meeting). Report noted at OSC 16.3.09	

Nov 2008	Private Fostering	Officer report	Item discussed by OSC on 11th Nov 2008. Members requested another report in one year's time. As a result of the Ofsted Annual Performance Letter, it was agreed on 13/01/09 that a report would be produced for the March meeting.	16 Nov 2009
Nov 2008	Wirral Adoption Service	Officer Report	Item discussed by OSC on 11th Nov 2008. Further reports to be produced on the Adoption service in the future, including Special Guardianship .	16 Nov 2009 16 Nov 2009
Jan 2009	Teenage Pregnancy	Panel Review??	Item requested by Sheila Clarke (13 th Jan meeting). The OSC meeting on 16/03/09 agreed to receive an officer report at the June meeting. (A similar report will go to Cabinet on 09/04/09).	16 Nov 2009
Jan 2009	Child protection STATUTORY	Officer report	As a result of the verbal report on 'The Impact of the Baby P Case' given by Howard Cooper (13/01/09), it was agreed that a further update report would be produced in the future.	
March 2009	Proposed Children in Care Council	Officer report	A future progress report will be produced on the Children in Care Council (CCC) and reps from CCC are to be invited in 12 months time	16 March 2010

FOR THE ATTENTION OF SCRUTINY PROGRAMME BOARD

This Work Programme was adopted by meeting of Council Excellence on 1st July

Council Excellence.

Chairs Report on a possible way forward.

This is a new, cross cutting committee. In order to bring all the elements together, it is suggested that the work programme is designed around the four themes of the Comprehensive Area Assessment, which is how Council Excellence will be judged in future. This is a much broader inspection regime than the CPA, and looks at all the public sector in Wirral and how it is contributing to the well being of Wirral Residents.

There are four key themes:

1. Sustainability, (which is not just environmental but social and economic as well.)
2. Tackling inequality, disadvantage and discrimination.
3. People whose circumstances make them vulnerable
4. Value for money.

The three key questions the inspectors will ask are:

- How well do local priorities express community needs and aspirations
- How well are outcomes and improvements being delivered?
- What are the prospects for improvement?

They will use (sparingly) a red and green flag system to flag up where we are doing well and where we have real problems that need attention.

I would suggest we approach the work programme like this:

1. Ask the Audit Commission for an explanation of how the Comprehensive Area Assessment will work, and in particular what they understand each key theme to mean, any immediate problems they are aware of, and what work they believe it would be useful for the committee to do in monitoring progress. Also ask for any examples of best practice the committee could look at.
2. Ask the officers to do a SWOT analysis on each theme (Strengths, weaknesses, opportunities and threats – these reports may lead to further reports and perhaps some subcommittee working.)
3. Ask for a presentation from key partners on their contribution to the Comprehensive Area Assessment and the way in which they would like to be working with the Council.
4. Arrange visit/s to other authorities to learn from best practice.
5. In the last meeting of the year, assess progress against each theme, highlighting any problems that need to be tackled, or any major successes or gains that with a bit of a push could gain excellence for the people of Wirral.

Report

MONITORING REPORT FOR COUNCIL EXCELLENCE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2009/2010

Date of New item	Topic Description	How the topic will be dealt with	Comments on Progress	Complete ?
JULY	<p>1. <u>Equality session</u></p> <p>2. <u>Comprehensive Area Assessment Members to agree work programme based on four themes</u></p> <p>a) Sustainability</p> <p>b) Tackling inequality, disadvantage and discrimination</p> <p>c) People whose circumstances make them vulnerable</p> <p>d) Value for Money</p>	<p>Circulation of LGIU briefing.</p> <p>Presentation by Audit Commission covering key themes, key questions and any suggestion for areas to be considered by committee.</p>		
SEPT	<p>1. <u>Presentation by Audit Commission</u> Covering key themes, key questions and any suggestion for areas to be considered by committee.</p> <p>2. <u>SWOT analysis of each of the four CAA themes.</u> Officers to report on a Strengths, Weaknesses, Opportunities and Threats analysis of each theme and identify further work that could be undertaken by the committee or specialist subcommittees to improve the council's performance Members to decide on further areas of work arising from above.</p>	<p>Sustainability Bill Norman (Sustainability Unit) Jim Wilkie (Social and Economic sustainability)</p> <p>Tackling inequality, disadvantage and discrimination. (Choose officer following first meetings presentation/training etc.)</p> <p>People whose circumstances make them vulnerable (John Webb/Alan Stennard?)</p> <p>Value for Money – Ian Coleman .</p>		

<p>NOV</p>	<p>1. Joint or individual presentation from partners on their contribution to CAA, their relationship with the Council and any joint working to improve results.</p> <p>(Through Local Strategic Partnership or LAA Board?)</p> <p>2. Members to decide on areas to monitor and ways to improve joint working and possible connections with other Scrutiny Committees.</p>	<p>Partner members to report on their contribution to CAA. Possibly include LAA targets at this point? Information for members on what to monitor and how to improve joint working.</p>		
<p>FEB</p>	<p>Review progress on each theme, highlighting successes and problems.</p> <p>This should be set against the earlier SWOT analysis to demonstrate tangible results</p>	<p>Each officer to report on their own theme, highlighting progress made, key achievements, problems still to be tackled.</p>		
	<p><u>Throughout the year visit/s to be arranged to examples of best practice</u></p>	<p>Facilitator Ian Coleman</p>		
			<p>▪</p>	

Report 2

SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME FOR COUNCIL EXCELLENCE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2009/10

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date

Council Excellence Scrutiny Work Programme

Update for Scrutiny Programme Board 7th September 2009

(Minutes of Meeting 1st July 2009)

The views of the Committee were requested concerning topics to be included in this year's scrutiny work programme.

The Chair presented a report on a possible way forward for the Council Excellence Overview and Scrutiny Committee. She suggested that the work programme was designed around the four themes of the Comprehensive Area Assessment (CAA), which was how Council Excellence would be judged in future. The four key themes were –

- **Environmental, social and economic Sustainability;**
- **Tackling inequality, disadvantage and discrimination;**
- **People whose circumstances made them vulnerable; and**
- **Value for money.**

She outlined the questions that would be asked by Inspectors and suggested how the work programme could be approached.

Resolved –

- (1) **That the approach to the work programme set out by the Chair be endorsed.**
- (2) **That the officers be requested to consider how best to develop the work programme and to report back to the next meeting of the committee.**
- (3) **That all of the financial monitoring reports continue to be presented to all future meetings.**
- (4) **That a presentation be given to all future meetings in relation to financial and performance monitoring.**

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**MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME
ECONOMY AND REGENERATION SCRUTINY COMMITTEE : 2009 / 2010**

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
June 2009	Wirral's response to the recession	Officer report			
June 2009	Taking forward the Investment Strategy	Officer report			
June 2009	Power and Infrastructure	Officer report			
June 2009	Housing Market Renewal	Officer report			
June 2009	Choice Based Letting	Officer report			
June 2009	Homelessness	Officer report			
June 2009	Update on major development schemes	Verbal officer reports			

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UPDATE ON WORK PROGRAM : HEALTH AND WELLBEING OSC-
08/09/09

New Reports to assist in monitoring the Committee's work programme

It was agreed by the Scrutiny Chairs Group in September 2008 to use the following reports to monitor the work programme for each Scrutiny Committee. The last item on each Scrutiny Committee agenda should be 'Review of the Committee Work Programme'.

Report 1 - Monitoring Report for Scrutiny Committee Work Programme

This report will list all items that have been selected by the Committee for inclusion on the work programme for the current year.

It will also include items, such as previous Panel Reviews, where recommendations have been made to Cabinet. It is important that the implementation of these recommendations is monitored. Otherwise there is no measure of the success of scrutiny.

For each item on the work programme, the report will give a description, an indication of how the item will be dealt with, a relative timescale for the work and brief comments on progress.

Report 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will include members having the opportunity to ask for new Items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

Report 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report will, for each scheduled Committee meeting, list those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

Report 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

REPORT 1
MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME
HEALTH AND WELLBEING SCRUTINY COMMITTEE : 2009 / 2010

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
Feb 2008	Hospital Discharge Review	Panel Review	Report due March 2009	Final report presented to Committee on 25 th March 2009. Recommendations to be monitored. Initial Action Plan due in April 09. Follow-up report due in Nov 09.	
July 2008	Transforming Adult Social Care	Officer reports		Report to Committee 2nd Sept 08 and 24th Nov 08. Subsequent reports to follow. Call-In meeting held on 4 th Dec 08. Further report to meeting on 22 June 2009.	
July 2008	Update on Wirral Respond & Convey Pilot (NW Ambulance service)	Officer Report		Report to Committee 2nd Oct 08 Visit to Emergency Control Centre to be arranged (delayed at present).	
July 2008	Alcohol services, including geographical differentiations in the borough	Initial officer report which may lead into an 'in depth' panel review.		Report to Committee 24th Nov 08. Possible future scrutiny review.	
July 2008	Update on Children's Transition to Adult Social Services	Initial officer report. Children's Services Scrutiny Committee has also requested a similar report in Jan 09. A joint panel review involving both committees may follow.		Report to Committee in Jan 09. Follow-up report due in January 2010.	
July 2008	Review of Meals on Wheels contract	Officer report		Report to committee in Nov 08. Agreed for further report to Committee in approx one year's time. Follow-up report to Sept 09 meeting.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	
July 2008	Reducing health Inequalities in the borough Health Inequalities Action Plan – A recommendation in the Action Plan reads: “Ensure that Scrutiny has a programme to monitor progress on the Health Inequalities Action Plan, and that this programme includes a focus on the preventative agenda as well as on health service delivery.	Officer reports		Presentations to Committee on 20th Jan 09, 25th March 09 and 8 th Sept 09.	
Sept 2008	Individual Budgets	Officer report		Report to Committee in Nov 08. Report back on pilot project due in Sept 09.	
Sept 2008	IDeA Healthy Communities Peer Review	Officer Report		Report to Committee 2nd Oct 2008. Subsequent reports to follow.	
Oct 2008	Reform of funding for Support & Care in Britain	Officer Report		Report to Committee in Nov 08. Further report due to a future meeting.	
Jan 2008	Possible presentation by Professor Ken Wilson - Hospital Readmissions and depression	Presentation to Committee			
Jan 2008	Public Interest Disclosure Act – Adult Social Services follow-up of PIDA disclosure	Officer Report			
March 2009	Homelessness and Health	???			
March 2009	Support for people with dementia in hospital and in the community	Panel Review	March 2010		
March 2009	Update report on ‘Valuing People Now’ and Wirral Learning Disability Partnership Board	Officer Report		Report to Committee in June 2009. Further report due to a future meeting.	
March 2009	LINKs – How is LINKs progressing and how can the Scrutiny Committee best work with LINKs	Joint meeting			
March 2009	Dignity in Care	Officer Report			
June 2009	Members training session on Departmental Structure and Service Provision	Training session			

REPORT 2
SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME
HEALTH AND WELLBEING SCRUTINY COMMITTEE : 08/09/09

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
Follow-up report on the 'Out of Hospital' scheme operated by VCAW	Ann Bridson		
'Transition from Children's to Adult Social Services' – possible review to include meetings with young people who have moved through the transition and some who do not get support as adults	Ann Bridson		
Issues relating to Scrutiny Programme Board	Ann Bridson		

REPORT 3
PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR
HEALTH AND WELLBEING SCRUTINY COMMITTEE : 2009 / 2010

Meeting Date	Topic Description
22/06/09	Transforming Adult Social services - Update Valuing People Now – Implementation LINKs Annual report Hospital Discharge Action Plan – Progress report Process and Outcomes of the ‘Warrens’ consultation Committee Work Programme for 2009 / 10
08/09/09	Transforming Adult Social services - Update North West Ambulance Service – Presentation Meals on Wheels – Progress report Strategy for Carers Individual Budgets Q1 Performance and Financial Monitoring Report Health Inequalities Dignity in Care Update on Swine flu Adult Social Services Charging Policy for Service Users Residing at ‘In House’ Supported Living Units (PIDA) - Update to be confirmed.
10/11/09	Hospital Discharge Action Plan – Update Performance and Financial Monitoring Report Progress report from Dementia Scrutiny Panel Additional Co-opted members

Meeting Date	Topic Description
19/01/10	Update on Children's Transition to Adult Social Services Performance and Financial Monitoring Report
25/03/10	Final report from Dementia Scrutiny Panel Performance and Financial Monitoring Report Joint 'End of Winter' report on hospital admissions (WUHT / Wirral NHS / Social Services) Annual Health Check

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
HEALTH & WELLBEING SCRUTINY COMMITTEE : 08/09/09

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
Dementia	Councillors Ann Bridson (Chair) Sheila Clarke Denise Roberts Chris Teggin	Scope agreed. Planning of review is ongoing. 'Evidence' gathering meetings have commenced.	March 2010

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Report

This Work Programme was adopted by a meeting of Sustainable Communities on 1st June. Additional Items from the meeting 1st June are marked in red

MONITORING REPORT FOR SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2009/2010

Date of New item	Topic Description	How the topic will be dealt with	Comments on Progress	Complete ?
JUNE	Agreed Work Programme changes in red	-	-	
21ST SEPT 2009	Road Safety Update (to include details of RTA's caused by alcohol misuse) Carbon Reduction Progress Update Allotment Development Golf Courses Security Interim Report Flood Working Group Outstanding actions former Culture Tourism and Leisure O&S Committee	Technical Services Technical Services Regeneration Regeneration Technical Services Regeneration	Progress report on delivering Corporate Priority 2.4: Reduce the number of people killed or seriously injured in road accidents 6 monthly Progress report on delivering Corporate Priority 2.2: Reducing the Council's carbon footprint Report of the Allotment Development Officer.	
18th NOV 2009	Highway & Engineering Services Contract – Six Month Update Local Environmental Quality Update Young People and Community Safety*	Technical Services Technical Services Regeneration	Progress report and formal presentation on the new strategic contract with Colas Ltd that commenced on 1 st April 09 Progress report on delivering Corporate Priority 2.3: Create exemplary levels of street cleanliness A review of the role of young people in relation to the community safety agenda	

<p>20TH JAN 2010</p>	<p>Waste Recycling/ Minimisation Update (to include Recycling of Kitchen Waste)</p> <p>Streetscene Environment Services Contract – Third Annual Review</p> <p>Dog Control on Beaches</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Regeneration</p>	<p>Progress report on delivering Corporate Priority 2.1: Sustain improved levels of recycling</p> <p>Progress report and formal presentation on the strategic contract with Biffa that commenced in August 2006</p> <p>Report to consider the controls for dogs on amenity beaches</p>	
<p>8TH MARCH 2010</p>	<p>Alcohol and Community Safety* (to include safety park lighting)</p> <p>Flood Working Group Progress Report</p>	<p>Regeneration</p> <p>Technical Services</p>	<p>Report upon the impact of alcohol on the community safety agenda.</p> <p>Progress report of the Member Working Group established to consider the Council's response to climate change and flooding issues, in particular in response to the recent Pitt Review</p>	
			<p>▪</p>	

Report 2

SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME FOR SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2009/10

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
i.) Golf Courses Security– September meeting.	(Councillor J Williams)		
ii.) Recycling of Kitchen Waste - January meeting as part of the waste Recycling Update.	(Councillor Redfern)		
iii.) Interim report on the work of the Flood Working Group - September meeting.	(Councillor Moseley)		
iv.) The addition of safety park lighting under the Community Safety item for the March meeting	(Councillor Taylor).		
v.) Outstanding actions arising from the last meeting of the former Culture , Tourism and Leisure Overview and Scrutiny Committee - September meeting.	(Councillor Hale)		
vi.) Ongoing Road Safety Updates to include details road traffic accidents which are caused by the misuse of alcohol.	(Councillor Mitchell).		

* These items are subject to consultation with the Crime and Disorder Reduction Partnership

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Sustainable Communities Scrutiny Work Programme

Update for Scrutiny Programme Board 7th September 2009

(Minutes of Meeting 1st June 2009)

The views of the Committee were requested concerning topics to be included in this year's scrutiny work programme.

A paper listing the reports from chief officers on key issues during the year was circulated separately.

Members raised a number of items for inclusion in the work programme:-

- i.) Golf Courses Security (Councillor J Williams) – September meeting.
- ii.) Recycling of Kitchen Waste (Councillor Redfern) - January meeting as part of the waste Recycling Update.
- iii.) Interim report on the work of the Flood Working Group (Councillor Moseley) - September meeting.
- iv.) The addition of safety park lighting under the Community Safety item for the March meeting (Councillor Taylor).
- v.) Outstanding actions arising from the last meeting of the former Culture , Tourism and Leisure Overview and Scrutiny Committee (Councillor Hale) - September meeting.
- vi.) Ongoing Road Safety Updates to include details road traffic accidents which are caused by the misuse of alcohol (Councillor Mitchell).

Resolved – That the supplementary paper listing the reports from chief officers on key issues during the year be amended to include the additional items raised by Members, and that this form the basis of the committee's work programme for the current municipal year.

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UPDATE ON WORK PROGRAM : SCRUTINY PROGRAMME BOARD - 07/09/09

New Reports to assist in monitoring the Committee's work programme

It was agreed by the Scrutiny Chairs Group in September 2008 to use the following reports to monitor the work programme for each Scrutiny Committee. The last item on each Scrutiny Committee agenda should be 'Review of the Committee Work Programme'.

Report 1 - Monitoring Report for Scrutiny Committee Work Programme

This report will list all items that have been selected by the Committee for inclusion on the work programme for the current year.

It will also include items, such as previous Panel Reviews, where recommendations have been made to Cabinet. It is important that the implementation of these recommendations is monitored. Otherwise there is no measure of the success of scrutiny.

For each item on the work programme, the report will give a description, an indication of how the item will be dealt with, a relative timescale for the work and brief comments on progress.

Report 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will include members having the opportunity to ask for new Items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

Report 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report will, for each scheduled Committee meeting, list those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

Report 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

REPORT 1
MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME
SCRUTINY PROGRAMME BOARD : 2009 / 2010

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
June 2009	Equality and Diversity	Monitor progress of other scrutiny committees on this issue.			
June 2009	Member's Scrutiny Questionnaire	Spokespersons panel to review the responses of the May 2009 questionnaire and report back to the Scrutiny Programme Board			

REPORT 2
SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME
SCRUTINY PROGRAMME BOARD : 07/09/09

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
One Council	Scrutiny Programme Board Spokespersons		
Implementation of the Wirral Alcohol Strategy	Scrutiny Programme Board Spokespersons		

REPORT 3
PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR
SCRUTINY PROGRAMME BOARD : 2009 / 2010

Meeting Date	Topic Description
27/05/09	Terms of Reference Review of Scrutiny Work Programme Legislation and Guidance (from Centre for Public Scrutiny) Survey of Overview and Scrutiny in Local Government 2008 Wirral Council Scrutiny Questionnaire Finance and performance Monitoring Scrutiny Chairs' visit to Warrington
07/09/09	Clarification of the terms of Reference Response to the Wirral Member's Scrutiny Questionnaire Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme
04/11/09	Annual Scrutiny Report for Wirral 2008-9 Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme
05/01/10	Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme Report on progress of Equality and Diversity in all departments of the Council
04/03/10	Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
SCRUTINY PROGRAMME BOARD : 07/09/09

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
None currently in progress			

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