



Scrutiny Programme Board

Date:	Wednesday, 2 March 2011
Time:	6.15 pm
Venue:	Committee Room 1 - Wallasey Town Hall

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AGENDA

1. MEMBERS' CODE OF CONDUCT - 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 - 6)

To receive the minutes of the meetings held on 5 January and 10 February 2011.

3. EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT - COUNCIL PROGRESS TOWARDS EXCELLENT STATUS (Pages 7 - 12)

4. GOOD SCRUTINY AWARDS

At its meeting held on 5 January 2011 (minute 44 refers), the Scrutiny Programme Board considered the Final report of the Alcohol Scrutiny Review. The Board supported the content and recommendations of the Alcohol Scrutiny Review and agreed that it be put forward for nomination for a Good Scrutiny Award. The deadline for the submission of entries to the Centre for Public Scrutiny is 31 March 2011.

However, Members should be aware that the Alcohol Review does not easily fit any of the categories that have been announced for this year's awards. In addition, entrants are required to demonstrate how the review has influenced decision-makers and how the review has led to positive change and better outcomes. The Review is scheduled to be considered by the Cabinet on 17 March 2011 and, at this early stage, it is not possible to demonstrate its impact or outcome for positive change.

The views of Members are sought as to whether or not the Alcohol Scrutiny Review should be submitted for a Good Scrutiny Award at this time.

5. FORWARD PLAN

The Forward Plan for the period March to June 2011 has now been published on the Council's intranet/website. Members are invited to review the Plan prior to the meeting in order for the Scrutiny Programme Board to consider, having regard to the 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.

6. WORK PROGRAMMES OF OVERVIEW AND SCRUTINY COMMITTEES (Pages 13 - 30)

- Council Excellence Attached
- Children and Young People Report to follow
- Economy and Regeneration Report to follow
- Health and Well Being Report to follow
- Sustainable Communities Attached

7. REVIEW OF SCRUTINY PROGRAMME BOARD WORK PROGRAMME

Report to follow.

8. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR

Public Document Pack **Agenda Item 2**

SCRUTINY PROGRAMME BOARD

Wednesday, 5 January 2011

Present:

Councillor	H Smith (Chair)	
Councillors	C Meaden	G Watt
	J Hale	G Davies
	A Bridson	M McLaughlin
	S Mountney	P Gilchrist
	S Taylor	

40 **MEMBERS' CODE OF CONDUCT - 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.

Councillor Mrs C Meaden declared her personal interest in the work undertaken in the scrutiny review (see minute 44 post) by virtue of her daughter's employment in the Children and Young People's Department.

No further declarations were made.

41 **MINUTES**

The Director of Law, HR and Asset Management presented the minutes of the meetings held on 26 October, 11 and 30 November 2010.

Further to minute 32 (3) (Scrutiny Training) (26 October 2010), he reported that the new Localism Bill could have implications to the way the Council's Scrutiny Function operated in the future and that a further report would be presented once more information had been received from the Government; and the political groups had had an opportunity to consider the way forward.

The Democratic Services Manager presented two documents for Members' consideration that had been produced by the Centre for Public Scrutiny (CfPS) in relation to matters contained within the Localism Bill.

In response to a comment from a Member in relation to minute 32 (4), the Democratic Services Manager indicated that the request to the Health and Well Being Overview and Scrutiny Committee to invite the Director of Public Health to provide an overview of health scrutiny to all Members of the Council, would be considered at its meeting on 18 January 2011.

Resolved –

(1) That the minutes of the meetings held on 26 October, 11 and 30 November 2010, be approved.

(2) That a Special Meeting of the Board be arranged for 6.00pm Thursday 10 February 2011, to give further consideration to the following documents, produced by the Centre for Public Scrutiny (CfPS) –

**(i) Changing Governance Arrangements
– Policy Briefing 4 – December 2010**

**(ii) Localism Bill and Grant Allocation
– Policy Briefing 7 – December 2010**

42 CHANGES TO PETITIONS REQUIREMENTS

The Director of Law, HR and Asset Management presented a letter from the Department for Communities and Local Government, addressed to the Chief Executive, in relation to changes to petitions requirements. This followed the withdrawal of the statutory guidance on the duty to respond to petitions under the Local Democracy, Economic Development and Construction Act 2009 and provided more discretion for local authorities to decide how to approach petitions locally.

In considering the approach to meeting the requirements of the petitions legislation, which remained in force, authorities were reminded to have regard to both the Government's commitment to remove unnecessary prescription for local authorities and the priority of cutting out all wasteful spending.

Resolved – That a further more detailed report be presented to the next meeting of the Board.

43 OVERVIEW AND SCRUTINY - THE KIRKLEES' WAY

Further to minute 32 (26 October 2010), the Director of Law, HR and Asset Management reported that the Democratic Services Manager had carried out research into the Kirklees Overview and Scrutiny function and provided an overview of its arrangements for Members consideration. In the light of the information presented, the views of Members were sought as to whether the Board still wished to visit Kirklees, perhaps to coincide with a meeting of their Overview and Scrutiny Management Committee.

Resolved – That the proposed visit to Kirklees Council be deferred for the time being, in the light of possible changes to the Council's administrative arrangements arising from the Localism Bill.

44 ALCOHOL SCRUTINY REVIEW - FINAL REPORT

The Vice-Chair introduced the Final Report of the Alcohol Scrutiny Review that had been undertaken by a Panel of which she was a Member, together with Councillors Dave Mitchell (Chair), Sue Taylor and Ann Bridson, supported by Alan Veitch, Scrutiny Support Officer. She outlined the focus for the Review, central of which was the "access to alcohol by young people in Wirral". She commented upon the significant work undertaken by Panel Members and highlighted the main issues that had been identified in the scope document. The Panel had used a number of methods to gather evidence for the review, including meetings with key officers, visits to local communities accompanied by Youth Outreach Workers and written evidence. The final report was presented for consideration and contained eleven recommendations, which the Panel hoped would be accepted in full by the Cabinet.

Members thanked the Panel and the Scrutiny Support Officer for such a full and informative report and commented that some of the findings of the review were disturbing, particularly having regard to Wirral being ranked as 323 out of 326 local

authorities for alcohol-specific hospitable admissions for under 18's, in a study published by the North West Public Health Observatory.

Members referred to the need for resources to be allocated to address the issues highlighted in the review and commented upon the cumulative impact of the extension of openings hours and an increase in the number of licensed establishments selling alcohol, particularly in the Hoylake area, the vicinity of Victoria Park, Tranmere and low cost alcohol being sold by supermarkets across Wirral.

The Chair of the Panel, Councillor Dave Mitchell addressed the Board and thanked the officers involved for their support. He agreed that it was essential for the Council to address the problem of alcohol consumption by young people.

The Democratic Services Manager reported that the Health and Well Being Overview and Scrutiny Committee had requested a report on alcohol related hospital admissions to its March 2011 meeting.

Resolved –

- (1) That the contents and recommendations of the Alcohol Scrutiny Review be supported and it be put forward for nomination for a Good Scrutiny Award.**
- (2) That the Alcohol Scrutiny Report be forwarded to the Health & Wellbeing, Children & Young People and Sustainable Communities Overview & Scrutiny Committees.**
- (3) That the Alcohol Scrutiny Report be presented to the next appropriate Cabinet meeting.**
- (4) That the Report be presented to the Chair of Wirral Magistrates, to the Merseyside Police Chief Constable.**
- (5) That the report be referred for consideration by the Crime and Disorder Reduction Partnership (CDRP) and to each of the Area Forums.**
- (6) That further reports be presented to the Scrutiny Programme Board to update members regarding the outcomes of the recommendations.**

45

WORK PROGRAMMES OF OVERVIEW AND SCRUTINY COMMITTEES

Members received reports outlining the work programmes of the following Overview and Scrutiny Committees, which included indications of how each scrutiny topic was being dealt with, comments on progress and estimated timescales for work to be completed. –

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

Councillor Gilchrist referred to the considerable work still to be undertaken by the Council Excellence Overview and Scrutiny Committee and advised the Board that, having regard to the full agenda for the meeting on 31 January 2011, he had proposed that an additional Special Meeting of the Committee would be held on 2 February 2011.

Resolved – That the reports be noted.

46 **REVIEW OF SCRUTINY PROGRAMME BOARD WORK PROGRAMME**

The Chair presented an updated Monitoring Report on the Scrutiny Programme Board's Work Programme and indicated that the matters contained within it were now largely complete.

Resolved – That the report be noted.

47 **FORWARD PLAN**

The Director of Law, HR and Asset Management reported that the Forward Plan for the period January to April 2011 had been published on the Council's intranet/website. Members had been invited to review the Plan prior to the meeting in order for the Scrutiny Programme Board to consider, having regard to the work programme, whether scrutiny should take place of any items contained within it and, if so, how it could be done within relevant timescales and resources.

Resolved – That the Forward Plan be noted.

48 **EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC**

Resolved – That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

49 **EXEMPT APPENDIX**

Members gave consideration to the appendix to agenda item 4 – Overview and Scrutiny – The Kirklees Way (see minute 43 ante), which had been marked as exempt as it contained information related to the salaries of employees in another local authority.

Resolved – That the information be noted.

SCRUTINY PROGRAMME BOARD

Thursday, 10 February 2011

<u>Present:</u>	Councillor	C Meaden (Vice-Chair in the Chair)	
	Councillors	A Bridson G Davies P Gilchrist J Hale	S Taylor G Davies M McLaughlin P Gilchrist S Mountney S Taylor
<u>Deputies:</u>	Councillors	D Knowles (In place of G Watt) D Realey (In place of H Smith)	
<u>In attendance:</u>	Councillor	A McLachlan	

50 MEMBERS' CODE OF CONDUCT - 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.

Councillor Mrs Meaden (Vice-Chair) advised the Board that she was in the Chair, as Councillor H Smith had been unable to attend the meeting on account of ill-health.

Resolved – That the best wishes of the Board be accorded to Councillor H Smith for a speedy recovery.

51 ALLOCATION OF CALL-IN NOTICE

The Director of Law, HR and Asset Management sought the views of the Scrutiny Programme Board with regard to the allocation of the Call-In Notice in relation to the Parks and Countryside Services Procurement Exercise (PACSPE) – Invitation to Tender/Project Scope Definition (Cabinet minute 287 (13 January 2011) refers), which had been submitted by the Leader and Deputy Leader of the Labour Group, Councillor S Foulkes and Councillor P Davies.

He commented that it was entirely a matter for the Board whether it chose to consider the Call-In itself, or to refer it to one or more of the themed Overview and Scrutiny Committees. The Call-In was required to be considered by overview and

scrutiny no later than 18 February 2011 and, in anticipation of it being allocated to the Sustainable Communities Overview and Scrutiny Committee, provisional arrangements had been made for that meeting to take place on 17 February 2011.

Resolved – That the call-in notice in relation to the Parks and Countryside Services Procurement Exercise (PACSPE) – Invitation to Tender/Project Scope Definition, be referred to the Sustainable Communities Overview and Scrutiny Committee for determination.

52 **THE LOCALISM BILL AND ITS IMPLICATIONS FOR SCRUTINY**

Further to minute 41 (2) (5 January 2011), the Director of Law, HR and Asset Management presented a report upon the key elements of the Localism Bill, and highlighted information contained within it, particularly in relation to overview and scrutiny. He proposed that his report should be read in conjunction with two Policy Briefing documents that had been produced by the Centre for Public Scrutiny (see minute 53 post).

On a motion by Councillor Mrs Meaden and seconded by Councillor Davies, it was –

Resolved – That in the light of the Motion and Amendment in relation to Democratic Reform and Localism, to be debated by the Council on 14 February 2011, consideration of the report of the Director of Law, HR and Asset Management be deferred to a future meeting of the Committee.

53 **CONSIDERATION OF POLICY BRIEFING NOTES**

Further to minute 41 (5 January 2011), the Director of Law, HR and Asset Management presented two Policy Briefing documents produced by the Centre for Public Scrutiny, in relation to matters contained within the Localism Bill, which he proposed should be read in conjunction with his report on the implications for scrutiny of the Localism Bill (see minute 52 ante).

Resolved – That consideration of the briefing documents be deferred to a future meeting of the Committee.

WIRRAL COUNCIL

SCRUTINY PROGRAMME BOARD

WEDNESDAY, 2 MARCH 2011

SUBJECT:	EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT – COUNCIL PROGRESS TOWARDS EXCELLENT STATUS
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER: LEADER (FINANCE AND BEST VALUE)	COUNCILLOR JEFF GREEN
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 At its meeting on 4 March 2010 the Programme Board received a report entitled Equality and Diversity – Council Progress and agreed to further develop the scrutiny function to incorporate the criteria of the Equality Framework for Local Government.
- 1.2 The purpose of this report is to remind Members of the Council’s achievements in being awarded Level 3 of the Equality Standard for Local Government in November 2009, to highlight the role for scrutiny to ensure that the Council reaches ‘Excellent’ status of the new Equality Framework for Local Government by November 2011 and to propose that the Scrutiny Programme Board and the five themed Overview and Scrutiny Committees each receives a presentation on the criteria of the Equality Framework for Local Government, at their first meetings in the new Municipal Year, so that Members are fully equipped to provide effective scrutiny in the areas identified as being necessary for Excellent accreditation by the November 2011 deadline.
- 1.3 It is proposed that the presentation is made by Jacqui Cross, Corporate Equality and Cohesion Manager, who is leading the Council’s programme to reach ‘Excellent’ status.

2.0 RECOMMENDATIONS: That

- (1) the progress made to date with regard to the Equality Standard for Local Government be noted; and
- (2) this Programme Board and each of the five themed Overview and Scrutiny Committees be requested to receive a presentation to help them further develop the Council's Scrutiny Function so that the Council is on course to achieve excellent status of the new Equality Framework for Local Government in November 2011.

3.0 REASON/S FOR RECOMMENDATION/S

- 3.1 To ensure the Council is fulfilling all of the criteria necessary in respect of the Scrutiny Function for it to progress and be awarded excellent status in respect of the Equality Standard for Local Government in November 2011.

4.0 BACKGROUND AND KEY ISSUES

- 4.1 At the Scrutiny Programme Board meeting on 4 March 2010 the Deputy Chief Executive/Director of Corporate Services provided Members with a report that contained an overview of the Council's achievements, which led to the award, in November 2009, of Level 3 of the Equality Standard for Local Government.
- 4.2 Achieving Level 3 had been a major milestone for the Council. Members had been made aware that the Improvement and Development Agency assessors had considered it to be a 'good and solid level 3'. Details of a number of appointments, which had significantly improved the Council's capacity to provide the necessary leadership had been provided and it had been noted that expertise to ensure that equality and diversity issues had been embedded across the organisation. The report had also set out examples of the ways in which the Council had led the way in Wirral in relation to the equality agenda.
- 4.3 The report had informed that the Improvement and Development Agency (IDeA) had developed a new Equality Framework for Local Government, which had now replaced the original Equality Standard. Instead of reaching Levels 1 to 5, Councils would now work towards the following three levels:
 - Developing
 - Achieving
 - Excellent
- 4.4 The Council had automatically migrated to 'Achieving' status of the new Framework and would need to be assessed for 'Excellent' status by November 2011 or risk having 'Achieving' status removed. Therefore, an action plan for reaching 'Excellent' status was currently being developed by the Corporate Equality and Diversity team.
- 4.5 The report had also set out a number of areas, highlighted by the new Equality Framework for Local Government, as being in need of effective scrutiny in order for the Council to reach 'Excellent' status by November 2011 and the Chair of the Council Excellence Overview and Scrutiny Committee had indicated that Equality and Diversity had been a major focus of her Committee

and she had referred to the work that had been undertaken to achieve Level 3 of the original Equality Standard.

5.0 BEYOND LEVEL 3 – EXCELLENT STATUS

5.1 The Action Plan for reaching 'Excellent' status, developed by the Corporate Equality and Diversity team, is currently being refreshed following:

- The publication of the Government's equality strategy, 'Building a Fairer Britain – December 2010, and
- The publication of the Council's Corporate Plan – publish date not yet known

6.0 THE ROLE OF SCRUTINY IN REACHING 'EXCELLENT' STATUS

6.1 The Equality Framework for Local Government highlights the need for effective scrutiny in the following areas:

- (a) Is the Council meeting its equality objectives in partnership with others?
- (b) Is the Council able to identify how communities are changing and the impact this may have on equality priorities?
- (c) Can the Council demonstrate improvements and outcomes as a result of its Equality Scheme?
- (d) Is the Council scrutinising its own and its partnerships' performance with regard to equality objectives and outcomes?
- (e) Can the Council demonstrate that commissioned/procured services are delivering the Council's equality objectives?
- (f) Are communities involved in the scrutiny process?
- (g) Do Members and Senior Officers demonstrate personal leadership and understand the relevance of equality and cohesion to their local communities?
- (h) Are equality impact assessments built into all aspects of decision-making, scrutiny and policy reviews?

7.0 RELEVANT RISKS

7.1 The report sets out the improvements necessary to the Scrutiny Function for the Council to attain Excellent status in respect of new Equality Framework for Local Government by November 2011. If the Scrutiny Function does not develop as indicated in the report the Council runs the risk of not attaining Excellent status.

8.0 OTHER OPTIONS CONSIDERED

8.1 There are no other options to consider at this time. The Council has indicated it wishes to pursue Excellent status.

9.0 CONSULTATION

9.1 The Council's single equality scheme 'Equality Watch Scheme 2009 – 2012 is due to be refreshed during April to June 2011 to take into consideration the Equality Act 2010. Consultations will take place across the Council, with partner agencies and among members of the Council's equality watch scheme.

10.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

10.1 Any voluntary, community, faith sector organisation providing services on behalf of the Council will need to adopt acceptable equality practices as prescribed by the Council.

11.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

11.1 There are no additional resource implications.

12.0 LEGAL IMPLICATIONS

12.1 The Equality Act 2010 states that public bodies must have due regard to the need to (a) eliminate unlawful discrimination, harassment and victimisation, (b) advance equality of opportunity, and c) foster good relations.

13.0 EQUALITIES IMPLICATIONS

13.1 The Equality Act 2010 states that public bodies must have due regard to the need to (a) eliminate unlawful discrimination, harassment and victimisation, (b) advance equality of opportunity, and (c) foster good relations.

13.2 Equality Impact Assessment (EIA)

- (a) Is an EIA required? No
- (b) If 'yes', has one been completed?

14.0 CARBON REDUCTION IMPLICATIONS

14.1 No

15.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

15.1 No

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APPENDICES

None

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Scrutiny Programme Board	4 March 2010

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UPDATE ON WORK PROGRAM : COUNCIL EXCELLENCE SCRUTINY COMMITTEE - 16/03/11

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 enable members 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
COUNCIL EXCELLENCE : 2010 / 2011

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
17/03/10	Community Cohesion	Officer Report (Kevin Adderley)		Council Excellence Committee meeting of 17 th March 2010 requested that this item be included on the Committee's work programme for 2010/11.	
17/03/10	Freedom of Information Act	Officer Report (Ian Coleman)		Follow-up report (from meeting held on 17 th March 2010) presented to 8 th July meeting. No further actions requested.	Complete
08/07/10	Future of Performance Management / replacement of CAA: - How will performance management operate once the CAA and statutory Performance Indicators have been removed? - Who collects the current PI data, how much effort is involved, and what use is made of it? - Which Performance Indicators are relevant and should be retained? - What information do members need to monitor the local authority effectively?	Officer Report (Emma Degg)		A verbal report on the current view of the future for performance monitoring in the authority was provided at the meeting on 21/09/10. Verbal report presented at meeting on 31/01/11. Further report requested for meeting on 16/03/11 to include: - Performance Indicators that could be useful in the future; - How might comparative data with statistical neighbours be delivered?	
08/07/10	Performance Monitoring (Quarterly updates on existing performance indicators – 'Exceptions' only will be reported).	Officer Reports (Emma Degg)		Quarterly Performance Monitoring Reports will be included on each agenda from September onwards.	
08/07/10	Strategic Change Programme: - Regular updates on proposed savings; - Monitor the effectiveness of the Change Programme;	Officer Reports (Dave Green)		A report on the progress of the Strategic Change Programme Board was provided for the Special meeting arranged for 28/10/10. A further report was produced for the meeting on 18/11/10 and again on 31/01/11.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
08/07/10	Common Administrative Processes	Officer Reports (Dave Green)		Report on progress of this project was included as part of the update on the Strategic Change Programme at the meeting on 18 th November 2010.	
08/07/10	Financial Reporting / Budget: - Monitoring the financial statements - How the authority performs against savings targets; - Review the impact on local residents where savings are made; - Impact of the Comprehensive Spending Review on the borough;	Officer Reports (Ian Coleman)		Financial / Budget Monitoring reports will be included on each meeting agenda.	
08/07/10	'Total Place': - What is the role for the concept of 'Total Place' in the borough?; - What is happening with partners to establish areas for cooperation, for example, how will DASS and NHS work together to streamline 'elderly' care?	Officer Reports (Emma Degg)		Report on the background to 'Total Place and successor arrangements – Community Budgets' provided at the meeting on 21 st September. Report produced for the meeting on 31 st January to include: - Examples of both successful and unsuccessful practice from elsewhere; - Further Government advice; - Progress on discussions with local partners regarding shared services.	
08/07/10	Office Accommodation: - The EC Harris report was referred to the Council Excellence Committee by Cabinet (24 June 2010); - Need to understand the Cabinet timetable; - What are the implications for the Council's Data Centres?; - Future role for agile working	Officer reports plus site visits. (Bill Norman / Ian Brand)		Special meeting of the Committee arranged for 24 th August 2010. Further report provided at the meeting on 21/09/10. Further report provided for the meeting on 18/11/10. Another report produced for the meeting on 31/01/11; to focus particularly on agile working and working in local hubs. Further report requested for 16/03/11.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
08/07/10	Future of Cultural Services: - Where should Cultural Services fit in the organisation?; - How can the service be best managed?;	Possible joint work with Sustainable Communities Overview and Scrutiny Committee		Suggested report at the meeting on 31 st January 2011. As a report was due to be discussed at Cabinet on 23/09/10, the Council Excellence meeting of 21/09/10 agreed to take this item no further.	Close
08/07/10	Monitoring of items of expenditure exceeding £500: - How does the system operate?	Officer report to a future meeting (Ian Coleman)		Issue initially raised by a member at the Committee meeting on 08/07/10. Report on 'Publication of Expenditure' provided at the meeting on 21 st September. A further report, produced on 31/01/11, to explain the staffing implications of publishing the expenditure data.	Complete
21/09/10	Employee Forums – What issues do they cover? What are the participation levels? What is the cost of providing the Forums?	Officer report (Kevin Adderley)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report produced for the meeting on 18 th November 2010. An officer review of Staff Diversity Forums will take place. A further report will be produced for a future meeting.	
21/09/10	Reaching Excellent Level of the Equality Framework for Local Government (EFLG)	Officer report (Kevin Adderley)		Progress report presented to meeting on 21/09/10. Further report, expected 16/03/11, requested in six months time. Report to include the reasons for low levels of Black and Ethnic Minority individuals accessing mainstream services.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
21/09/10	Income from Golf Courses, to include: Why is projected income not met on an annual basis? Is security of courses a determinant in loss of income?	Officer report (Jim Lester)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report produced for meeting on 18/11/10. Report noted – await the outcome of the PACSPE process.	
21/09/10	Measures to reduce the number of payments by cheque	Officer report (Ian Coleman)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report produced for the meeting on 18 th November. Report noted.	Complete
21/09/10	Policy on mobile phone entitlement and operation of the system	Officer report (Bill Norman / Chris Hyams)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report planned for the meeting on 18 th November. Report deferred until 16 th March 2011.	
21/09/10	Allowances paid to staff (on top of salary)	Officer report (Bill Norman / Chris Hyams)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report produced for the meeting on 18 th November. Follow-up report requested for meeting on 16 th March 2011.	
21/09/10	'Wirral's Future – Be a part of it' – Independent Task Forces	Officer report		Issue initially raised by a member at the Committee meeting on 21/09/10. Report produced for the meeting on 28 th October.	
18/11/10	Early Voluntary Retirement / Staffing Resources Update	Officer report (Chris Hyams)		Issue initially raised by a member at the Committee meeting on 18/11/10. Report planned for the meeting on 16/03/11.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
18/11/10	Proposed changes to Housing Benefit / Council Tax Benefit system	Officer report (Ian Coleman)		Report requested for the meeting on 31/01/11.	
31/01/11	Impact of a Reduction in Early Intervention Grant	Officer report (Ian Coleman)		Report requested for the meeting on 16/03/11.	

REPORT 2
SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME
COUNCIL EXCELLENCE : 16/03/11

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
None at present			

REPORT 3
PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR
COUNCIL EXCELLENCE : 2010 / 2011

Meeting Date	Topic Description
08/07/10	Financial Monitoring Housing Benefit / Council Tax Benefit Annual Report Customer Services Annual Report Treasury Management Annual Report Audit Commission Performance Management Review Anti-Fraud and Corruption Policy Freedom of Information requests (follow-up report from meeting held on 17 th March 2010) Forward Plan Office Accommodation Work Programme Update Forward Plan
24/08/10	Office Accommodation (Special Meeting)
21/09/10	Update on Strategic Change Programme Financial Monitoring Revenues & Benefits Budget Projections 2011-15 Treasury Management Customer Services Focus Group Publication of Expenditure Audit Commission Report - Managing Attendance Delivering efficiency and measuring and reporting Value for Money Gains in Local Services Q1 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ plus a verbal update on the future plans for performance monitoring ‘Total Place’ and successor arrangements – Community Budgets Office Accommodation / Rationalisation Reaching Excellent Level of the Equality Framework for Local Government (EFLG) – Quarter One 2010/11 Work Programme Update Forward Plan Catering tenders Schools Risk Management

Meeting Date	Topic Description
28/10/10	Special Meeting: Strategic Change Programme Board – Update on progress (Dave Green) ‘Wirral’s Future – Be a part of it’ – Independent Task Forces
18/11/10	Financial Monitoring (Ian Coleman) Revenues and Benefits (Ian Coleman) Budget Projections 2011-15 (Ian Coleman) Treasury Management (Ian Coleman) Impact of the Comprehensive Spending Review – Initial View (Ian Coleman) Q2 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ (Kevin Adderley) Common Administrative Processes / Strategic Change Programme (Dave Green) Office Accommodation / Rationalisation (Bill Norman / Ian Brand) Golf Income (Dave Green / Jim Lester) Employee Forums (Kevin Adderley) Measures to reduce the number of payments by cheque (Ian Coleman) Allowances paid to staff (on top of salary) (Bill Norman / Chris Hyams) IT Hardware – Replacement of Central Servers (Ian Coleman) Value for Money Gains in Local Services 2010/2011 (Ian Coleman) Medium Term Financial Strategy (Ian Coleman) Work Programme Update Forward Plan

Meeting Date	Topic Description
31/01/11	Financial Monitoring (Ian Coleman) Revenues, Income and Benefits (Ian Coleman) Budget Projections 2011-15 (Ian Coleman) Publication of Expenditure – Update on Staffing implications (Ian Coleman) Community Budgets (formerly ‘Total Place’) - Update (Emma Degg) Progress of Strategic Change Programme (Dave Green) Performance Management – Verbal report (Emma Degg) DASS Budget Issues (Howard Cooper) Office Accommodation / Rationalisation, including an update on progress with agile working and working in local hubs (Bill Norman / Ian Brand) Card Payment tender (Ian Coleman) Provisional Grant Settlement (Ian Coleman) Work Programme Update Forward Plan
16/02/11	Special Meeting: Budget Considerations
23/02/11	Special Meeting: Budget Considerations (Reconvened meeting from 16/02/11)

Meeting Date	Topic Description
16/03/10	Financial Monitoring(Ian Coleman) Revenues and Benefits (Ian Coleman) Budget Projections 2011-15 (Ian Coleman) Treasury Management (Ian Coleman) Reaching Excellent Level of the Equality Framework for Local Government (EFLG) (Kevin Adderley) Proposed changes to Housing Benefit / Council Tax Benefit system – Benefits Budget (Ian Coleman) Q3 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ (Emma Degg) Future of Performance Management (Emma Degg) Allowances paid to staff (on top of salary) – Follow-up report (Chris Hyams) Presentation – Operation Black Vote (Kevin Adderley) Policy on mobile phone entitlement and operation of the system (Bill Norman / Chris Hyams) Early Voluntary Retirement / Staffing Resources Update (Chris Hyams) EVR / Severance Funding (Ian Coleman) Office Accommodation / Rationalisation, including an update on the impact of staff leaving the authority through the EVR process (Bill Norman / Ian Brand) Impact of a Reduction in Early Intervention Grant (Ian Coleman) Work Programme Update Forward Plan

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
COUNCIL EXCELLENCE : 16/03/11

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
None at present			

SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

WORK PROGRAMME 2010/11
(AGREED 7 June 2010)

Title:	Department:	Comments/ Justification:/outcome
<p>7th June 2010: Review of the Impact of the Severe Weather in January 2010</p>	<p>Technical Services</p>	<p>Progress report and formal presentation – item requested by Cabinet and O&S Committee – REPORT NOTED WITH CABINET RECOMMENDATION 7.6.10</p>
<p>Highway & Engineering Services Contract – Annual Review</p>	<p>Technical Services</p>	<p>Progress report and formal presentation on the new strategic contract with Colas Ltd that commenced on 1st April 2009 – PROGRESS NOTED 7.6.10</p>
<p>Carbon Reduction Progress Update - NI 185 (Council activity)</p>	<p>Technical Services</p>	<p>Progress report on delivering Corporate Priority 2.2: - REPORT NOTED 7.6.10</p>
<p>2009/10 Quarter 4 Performance Report</p>	<p>Technical Services Law, HR & Asset Management</p>	<p>Regular report covering performance and financial issues – REPORT NOTED 7.6.10</p>
<p>14th September 2010: United Utility - Operations</p>	<p>Technical Services</p>	<p>REPRESENTATIVES ATTENDED OSC - DISCUSSION HELD AND IMPROVED LIASION ARRANGEMENTS NOTED</p>
<p>Scottish Power – Street Lighting</p>	<p>Technical Services</p>	<p>REPRESENTATIVES ATTENDED OSC – DISCUSSION HELD OVER RESIDENT DISSATISFACTION OVER STREET LIGHTING – attendance requested Jan 11</p>
<p>Gateway 5</p>	<p>Technical Services</p>	<p>Officer report on the outcome of Gateway 5 review – REPORT NOTED 14.9.10 – FURTHER REPORT REQUESTED JAN 11</p>

<p>Highway and Engineering Services – Annual report/presentation</p> <p>Road Safety Progress Update – NI 47 & NI 48 (All KSI and Child KSI) (including review of Road Safety Audit procedure)</p> <p>Carbon Reduction Progress Update – NI 186 (Wirral-wide activity)</p> <p>Joint Municipal Waste Management Strategy Review Update</p> <p>Beach Management</p> <p>Business Plan for Wirral's Parks</p> <p>Physical Activity for Hard to Reach Groups</p> <p>2010/11 Quarter 1 Performance Report</p>	<p>CE – Colas</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Law, HR & Asset Management</p>	<p>MR NEILL THANKED FOR PRESENTATION</p> <p>Progress report- DEFERRED – see 17th Nov 2010</p> <p>2ND PROGRESS REPORT – PERFORMANCE NOTED AND FUTURE PROJECT PROPOSALS ENDORSED</p> <p>Update on the review of the Merseyside JMWMS – REPORT NOTED</p> <p>Report requested by Chair –CTEE AGREED REPORT WITHDRAWN</p> <p>Business Plan linked with ongoing PACSPE Procurement Exercises - DEFERRED</p> <p>Review of the provision of physical activity for this group - DEFERRED</p> <p>Regular report covering performance and financial issues – REPORT NOTED</p>
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<p>17th November 2010:</p>		
<p>Local Environmental Quality Update – NI 195</p>	<p>Technical Services</p>	<p>Progress report on delivering Corporate Priority 2.3: Create exemplary levels of street cleanliness DEFERRED</p>
<p>Road Safety Progress Update – NI 47 & NI 48 (All KSI and Child KSI) (including review of Road Safety Audit procedure)</p>	<p>Technical Services</p>	<p>Progress report on delivering Corporate Priority 2.4: Reduce the number of people killed or seriously injured in road accidents. DECISION MADE TO: ENDORSE THE PROPOSED ROAD SAFETY ACTION PLAN FOR 2010/11. TO NOTE PROGRESS MADE ON KSI.</p>
<p>Green specification and renewable energy generation by the council</p>	<p>Technical Services</p>	<p>Officer report – REPORT NOTED AND ENDORSED - CABINET RECOMMENDATION.</p>
<p>Wirral's Parks Business Plan</p>	<p>Technical Services</p>	<p>Officer report - DEFERRED</p>
<p>Arrowe Park Hospital Travel Plan</p>	<p>Technical Services</p>	<p>Annual review of the Hospital Travel Plan in accordance with Section 106. – DECISION MADE THAT: MEMBERS NOW UNDERTAKE A REVIEW ON BI-ANNUAL BASIS. MEMBERS WERE REMINDED THAT WUTH COULD NOT ALTER OR AMEND THE TRAVEL PLAN WITHOUT THE PRIOR WRITTEN APPROVAL OF THE COUNCIL.</p>
<p>Flood Working Group Progress Report</p>	<p>Technical Services</p>	<p>Progress report of the formal Working Group established by the O&S Committee - DEFERRED</p>

<p>Carbon Reduction Progress Update – NI 185 (Council Activity)</p> <p>Arts & Museums Development Plan</p> <p>Food Safety and Nutrition</p> <p>Dog Fouling</p> <p>Doorstep Crime</p> <p>2010/11 Quarter 2 Performance Report</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Law, HR & Asset Management</p> <p>Law, HR & Asset Management</p> <p>Law, HR & Asset Management</p> <p>Technical Services Law, HR & Asset Management</p>	<p>6 monthly progress report on delivering Corporate Priority 2.2: Reducing the Council's carbon footprint - DEFERRED</p> <p>Development Plan - DEFERRED</p> <p>Review of the work of Environmental Health and Trading Standards – REPORT NOTED</p> <p>REPORT NOTED – REQUEST TO CABINET TO PROVIDE FUNDING TO ENSURE CONTINUATION OF ENFORCEMENT TEAM</p> <p>Progress in Tackling Doorstep Crime – REPORT NOTED</p> <p>Regular report covering performance and financial issues - REPORT NOTED</p>
<p>20th January 2011:</p> <p>Waste Recycling/ Minimisation Update – NI 191 & NI 192</p> <p>Streetscene Environment Services Contract – Fourth Annual Review</p> <p>Review of second phase Pavement/ Verge Parking Enforcement initiative</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p>	<p>Progress report on delivering Corporate Priority 2.1: Sustain improved levels of recycling – REPORT NOTED</p> <p>Progress report and formal presentation on the strategic contract with Biffa commenced in August 2006. REPORT NOTED & APPROVAL OF WORK STREAMS TO BE INCLUDED IN DEV. PROG.</p> <p>Review of second phase of initiative as requested by O&S Committee (could be delegated to Highways & Traffic Representations Panel with Committee approval) - DEFERRED</p>

<p>Scottish Power</p> <p>Gateway 5</p> <p>Local Environmental Quality Update – (LEQ)</p>	<p>Technical Services/Scottish Power</p> <p>Technical Services</p> <p>Technical Services</p>	<p>Reps to attend OSC (See mins 14 Sept) – report on work schedules for council and Scottish Power. REPORT NOTED – FURTHER UPDATE REPORT REQUESTED FOR AUTUMN 2011</p> <p>Further report request – (see mins Sept 10) - DEFERRED</p> <p>Progress report on delivering Corporate Priority 2.3: Create exemplary levels of street cleanliness – REPORT NOTED</p>
<p>10th March 2011:</p> <p>Flood Working Group Progress Report</p> <p>Carbon Reduction Progress Update – NI 186 (Wirral-wide activity)</p> <p>Carbon Reduction Commitment (CRC)</p> <p>Underage Sales</p> <p>Quarter 3 Performance Report</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Law, HR & Asset Management</p> <p>Technical Services Law, HR & Asset Management</p>	<p>Progress report of the formal Working Group established by the O&S Committee</p> <p>6 monthly Progress report on delivering Corporate Priority 2.2: Reducing Wirral's carbon footprint</p> <p>CRC Initiative Progress Report</p> <p>Progress in the Control of illicit sales to Young People.</p> <p>Regular report covering performance and financial issues</p>

NB: The Sustainable Communities Scrutiny Committee is the designated committee to provide the statutory scrutiny of the Community Safety Partnership. The scrutiny work is still to be identified and is the subject of consultation between the Scrutiny committee and the community Safety Partnership.

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