



## Scrutiny Programme Board

<b>Date:</b>	<b>Wednesday, 18 July 2012</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Committee Room 3 - Wallasey Town Hall</b>

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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 - 2)**

To receive the minutes of the meeting held on 30 May 2012.

**3. WORK PROGRAMMES OF OVERVIEW AND SCRUTINY COMMITTEES (Pages 3 - 44)**

The Special meeting of the Scrutiny Programme Board has been arranged to consider the work programmes of the five Overview and Scrutiny Committees in accordance with minute 4 (30/5/12):

- Council Excellence
- Children and Young People
- Economy and Regeneration
- Health and Well Being
- Sustainable Communities

The minutes of the five themed Overview and Scrutiny Committees, in relation to their work programmes, are attached together with the work programmes that are available.

**4. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR**

## SCRUTINY PROGRAMME BOARD

Wednesday, 30 May 2012

Present:

Councillor	A Hodson (Chair)	
Councillors	W Smith	P Glasman
	S Kelly	J Stapleton
	C Blakeley	S Whittingham
	A Sykes	KJ Williams

### 1 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.

### 2 MINUTES

**Resolved – That the minutes of the meeting held on 28 February 2012 be approved.**

### 3 APPOINTMENT OF VICE-CHAIR

The Director of Law, HR and Asset Management requested the Committee to consider whether it wished to appoint a Vice-Chair.

**Resolved – That Councillor Adam Sykes be appointed Vice-Chair for the ensuing municipal year.**

### 4 SCRUTINY PROGRAMME BOARD WORK PROGRAMME

The Scrutiny Programme Board was requested to consider what issues should form the basis its work programme for the ensuing municipal year.

A Member commented that a key role of the Board, set out in its terms of reference was to approve and co-ordinate the work programme for the five themed overview and scrutiny committees including resolving any conflict between such committees; and, to allocate work to (or remove work from) any of the five overview and scrutiny Committees. He commented that meetings of the Board should have been scheduled to take place at the end of each cycle of meetings and expressed a view that

subsequent meetings should be rearranged, so as to allow the Board to effectively fulfil its role.

In response to questions from Members, the Head of Legal and Member Services outlined the role of the Scrutiny Programme Board, which was set out in a report presented to the last meeting (minute 30 (28 February 2012) refers).

A Member commented also that the Board should take a key role in identifying topics that would benefit from scrutiny. He suggested that this could be achieved by the Board undertaking a liaison role with local authority partners and other groups and making suggestions for inclusion of appropriate topics within the work programmes of the relevant scrutiny committees. Members commented also on the Council's Forward Plan of key decisions and expressed concern that it had not evolved to be an effective aid to scrutiny. An effective structure for the Forward Plan would provide more information to assist Members in identifying matters for pre decision scrutiny. The Head of Legal and Member Services indicated that a review was being undertaken of the Forward Plan, which would be informed by Best Practice elsewhere. He proposed to present a summary of the review to the next meeting of the Board.

**Resolved –**

- (1) That a Special Meeting of the Board be arranged at the end of the current cycle of meetings to consider the work programmes of each of the five themed Overview and Scrutiny Committees.**
- (2) That, subject to the Director of Law, HR and Asset Management consulting with Group Leaders and subject to there being no impact on other Overview and Scrutiny Committees, the calendar of meetings be varied for meetings of the Scrutiny Programme Board to be moved to the end of each cycle of meetings.**
- (3) That the report of the Director of Law, HR and Asset Management on the Role of the Scrutiny Programme Board, presented to the last meeting, be circulated to all Members of the Board.**
- (4) That the results of a review (including the layout) of the Council's Forward Plan be presented to the next meeting of the Board.**

## **COUNCIL EXCELLENCE OVERVIEW & SCRUTINY COMMITTEE**

**4 JULY 2012**

### **Minute No. 16**

The Chair referred to the Committee's Work Programme and sought the views of Members as to whether any matters should be recommended for inclusion in the Work Programme of the Committee for the 2012/2013 municipal year.

In relation to the work programme, the Chair suggested that a meeting be held to discuss the work programme and outstanding items.

### **Resolved – That**

- (1) the Work Programme be noted;**
- (2) the following topics be included in the Work Programme for the 2012/2013 municipal year –**
  - Corporate Governance**
  - ICT Projects;**
- (3) a meeting to discuss the work programme be held on Thursday 19 July 2012 at 4:00pm to be attended by the Chair and Spokespersons.**

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**UPDATE ON WORK PROGRAM : COUNCIL EXCELLENCE SCRUTINY COMMITTEE -  
END OF MUNICIPAL YEAR – APRIL 2012**

**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 : END OF MUNICIPAL YEAR – APRIL 2012**

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
08/07/10	Performance Monitoring (Quarterly updates on existing performance indicators – ‘Exceptions’ only will be reported).	Officer Reports (Emma Degg) (from Oct 2011 – Ian Coleman)		Quarterly Performance Monitoring Reports will be included on each agenda from September onwards.	Continuing
08/07/10	Strategic Change Programme: - Regular updates on proposed savings; - Monitor the effectiveness of the Change Programme;	Officer Reports (Dave Green)  (from Oct 2011 – Ian Coleman)		A report on the progress of the Strategic Change Programme Board was provided for the Special meeting on 28/10/10. Further reports were produced for the meetings on 18/11/10 & 31/01/11. Committee, on 12/07/11, agreed that this item should be part of the work programme for the new municipal year. A further update was received by Committee on 15/09/11. Agreed that Committee “looks forward to receiving details of emerging projects for inclusion within the Strategic Change Programme”. An Update report was provided for the meeting on 17/11/11. <b>A further report was presented to Committee on 26/03/12. Committee resolved: “That a progress report be presented to a future meeting of the Committee upon the achievement of benefits, particularly financial, of the projects in the Strategic Change Programme”.</b>	Continuing



Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
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.	Continuing
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 <sup>th</sup> August 2010. Further reports provided at the meetings on 21/09/10 and 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 produced for 16/03/11. Committee raised anxiety over progress and agreed that "update reports should be presented to future meetings of this Committee on a quarterly basis". Further report to Committee on 12/07/11. Committee also agreed that this item should be part of the work programme for the forthcoming municipal year. A subsequent report was presented to Committee on 15/09/11. A further report will be presented to Cabinet in November 2011.	Continuing

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
	Office Accommodation (continued):			<p>Further report to Committee on 17/11/11 resulted in the Director of Law, HR and Asset Management being requested to liaise with group spokespersons to agree a date for a seminar on agile working.</p> <p>A progress report was received by Committee on 31/01/12, prior to the same report being presented to Cabinet along with the recommendations of the Council Excellence Scrutiny Committee.</p> <p>A further update report, responding to the Cabinet decision of 02/02/12, was presented to Committee on 26/03/12. Members requested a further progress report to a future meeting, including a greater emphasis on timescales and an update in relation to the outcome of consultation. A background paper in relation to the Council's building assets was also requested for circulation to Members.</p>	
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)		<p>Issue initially raised by a member at the Committee meeting on 21/09/10.</p> <p>Report produced for the meeting on 18<sup>th</sup> November 2010. An officer review of Staff Diversity Forums will take place. A further report will be produced for a future meeting.</p>	To be followed up when Committee time is available

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. <b>A further report on 'Achievement of Income Targets', was noted by Committee on 26/03/12.</b>	
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. Subsequent report produced for meeting on 16/03/11. Agreed that a further report should be produced in relation to the Equality Implications of the recent Council Budget, to include information as to what analysis was undertaken and how officers took equality duties into account. Report presented to Committee on 12/07/11.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
18/11/10	Early Voluntary Retirement / Voluntary Severance (EVR/VS) – Analysis and Restructuring	Officer report (Chris Hyams)		<p>Issue initially raised by a member at the Committee meeting on 18/11/10.</p> <p>Report produced for the meeting on 16/03/11. A further update report will be produced at the end of the EVR process.</p> <p>Committee, on 12/07/11, agreed that this item should be part of the work programme for the forthcoming municipal year.</p> <p>Committee, on 12/07/11, also requested a further report on the “impact on employees of restructuring / redeployment, including the support in place for individuals”.</p> <p>Further report presented to committee on 15/09/11. Committee agreed that a report will be presented to a future meeting in relation to the number of vacated posts as a result of EVR/VS that had subsequently been filled.</p> <p>Further report provided to Committee on 17/11/11. Report noted.</p>	Complete

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 - Impact of the Welfare Reform Bill	Officer report (Ian Coleman)		<p>Report produced for the meeting on 31/01/11. Committee agreed that "the issue of welfare reform and changes to the benefits system announced recently, and its likely impact on local government staffing and finances requires detailed examination and should be the subject of a special study by this Committee".</p> <p>Committee, on 12/07/11, agreed that this item should be part of the work programme for the forthcoming municipal year.</p> <p>A report regarding 'Localising Support for Council Tax in England' was presented to Committee on 17/11/11. Agreed that further progress reports will be presented to future meetings.</p> <p>On 31/01/12, Committee requested an additional report, which is due on 26/03/12. The report will reflect the impact of proposed Welfare changes both on the individual and on the Council.</p> <p>A report was presented to Committee on 26/03/12. Committee resolved: "That in view of the scale of change and the consequential impact on claimants, as well as the compressed timetable proposed by the Government, regular updates be presented to future meetings of the appropriate Committee".</p>	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
12/07/11	Back Office efficiencies and achievements	Officer Report (Ian Coleman)		Committee, on 12/07/11, agreed that this item should be part of the work programme for the new municipal year. Committee agreed, on 15/09/11, that a report will be presented to the next meeting on 17/11/11. Report presented to Committee and noted on 17/11/11. When discussing the work programme on 31/01/12, members agreed that "an update report in relation to the centralisation of the Finance function be presented to a future meeting of the Committee".	
12/07/11	Impact of Localism Bill	Officer Report (Emma Degg)		Committee, on 12/07/11, agreed that this item should be part of the work programme for the new municipal year. A report was requested closer to the time when the Act will be enacted (likely to be late 2011/ early 2012).	
12/07/11	Development of an Outcome-based Commissioning Framework	Officer Report (Ian Coleman)		Committee (12/07/11) agreed that a further report be presented on options for applying a framework to major service reviews emerging from the consultation exercise.	
15/09/11	Customer Access Strategy	Officer Report (Ian Coleman)		Committee (15/09/11) agreed that a further report will be provided. Committee, on 17/11/11, agreed that "the officers be requested to prepare a standard procedure to ensure that ward councillors are updated in relation to changes in the use of libraries and One Stop Shops".	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
15/09/11	Capital Strategy	Officer Report (Ian Coleman)		Committee (15/09/11) agreed that a further report will be presented on 17/11/11. A report was presented to Committee on 17/11/11.	Complete
15/09/11	Balance Sheet Management – Review of Reserves and Provisions	Officer Report (Ian Coleman)		Committee (15/09/11) agreed that a further report will be presented <b>in the future.</b>	
15/09/11	Masters in Business Administration (MBA) Programme	Officer Report (Chris Hyams)		Committee (15/09/11) agreed that a report will be presented to a future meeting. A report was presented to Committee on 17/11/11. Committee requested a further report “upon the issue of senior officer training within the organisation, to include information as to how applications to attend the MBA course are assessed, in relation to the costs and benefits to the Council”. <b>An additional report was presented to Committee on 26/03/12. The agreed resolution included: “That a further more detailed report be presented to the next appropriate meeting, to address the concerns highlighted, and to include also, details of the training budget and the percentage of that budget utilised by the provision of the MBA Programme”.</b>	<b>Continuing</b>

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
17/11/11	Corporate Governance - The Chair requested that the report of the Chief Executive in relation to Work Programme Progress and Associated Issues, considered by the Corporate Governance Cabinet Committee at its meeting on 16th November 2011, be presented for Member's consideration.	Officer Report (Bill Norman)		<p>The report, as requested by the Chair, was presented to Committee on 17/11/11. Committee agreed that a further report "be requested to present an update on the work of the Corporate Governance Committee to the next meeting of the Committee".</p> <p>Further to a report on 31/01/12, Committee requested that a further report be presented to the next meeting (26/03/12) "on how the weaknesses in the Council's Corporate Governance identified in the AKA Report are being addressed, so that this Committee can monitor how the Cabinet Committee is bringing about improvements".</p> <p>An update report was provided to Committee on 23/03/12. Committee resolved: "That the Director of Law, HR and Asset Management be requested to keep the Committee up to date by reporting on the improvements being made to strengthen the Council's Corporate Governance arrangements".</p>	
17/11/11	Procurement	Training sessions (Ian Coleman)		Members agreed to instigate "a programme of training and workshops to improve member awareness of procurement issues".	



Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
31/01/12	Fees and Charges	Officer Report		<p>Committee agreed on 31/01/12 that the Director of Technical Services should be invited to the next meeting to “provide information to Members in relation to the achievement of income targets in those areas within his remit”.</p> <p>The results of the review of fees and charges being undertaken by Chief Officers will also be presented to a future meeting of the Committee. <b>A further report on ‘Achievement of Income Targets’, was noted by Committee on 26/03/12.</b></p>	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
31/01/12	Destination Excellence	Officer Report		<p>A verbal report on the Destination Excellence staff events was provided at the Committee meeting on 31/01/12. Members agreed that "a report be presented to a future meeting of the Committee, once the analysis of feedback has been completed".</p> <p>An update report was presented to the Committee meeting on 26/03/12. Committee resolved: "That a further report be presented to a future meeting of the Committee upon how the Council takes into account the views expressed by staff". Committee also resolved "That a report be presented to the next meeting of the Committee to indicate what functions fall within the remit of each Chief Officer, to include also a Council structure with key contacts identified; the information also to be included within the new Members induction packs".</p>	

**REPORT 2**  
**SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME**  
**COUNCIL EXCELLENCE : END OF MUNICIPAL YEAR – APRIL 2012**

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
Review of the Use of Consultants	Council Excellence meeting (26/03/12) recommended inclusion in the Work Programme for the 2012/13 Municipal Year.		
Office Rationalisation	Council Excellence meeting (26/03/12) recommended inclusion in the Work Programme for the 2012/13 Municipal Year.		
Benefit Reform and its impact on working arrangements	Council Excellence meeting (26/03/12) recommended inclusion in the Work Programme for the 2012/13 Municipal Year.		

**REPORT 3**  
**PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR**  
**COUNCIL EXCELLENCE : END OF MUNICIPAL YEAR – APRIL 2012**

Meeting Date	Topic Description
12/07/11	Financial Monitoring Statement (Ian Coleman) Revenues Incomes and Benefits (Ian Coleman) Budget Projections 2012/2015 (Ian Coleman) Local Government Resource Review (Ian Coleman) Procurement Strategy (Ian Coleman) Housing Benefit / Council Tax Benefit Annual Report (Ian Coleman) Customer Services Annual Report (Ian Coleman) Development of an Outcome-based Commissioning Framework (Ian Coleman) Treasury Management Annual Report (Ian Coleman) Equality Implications of Council Budget (Jacqui Cross) Financial Out-turn 2010-11 (Ian Coleman) Final Local Government Finance Settlement 2011 / 2013 (Ian Coleman) Office Accommodation (Bill Norman) The People Strategy 2010-2013 (Chris Hyams) Q4 Performance Monitoring – Report concentrating on red / amber 'exceptions' plus a verbal update on the future (Emma Degg) Work Programme Update Forward Plan
15/09/11	Financial Monitoring Statement (Ian Coleman) Revenues Incomes and Benefits (Ian Coleman) Office Accommodation (Ian Brand) Strategic Change Programme (Dave Green) Impact on employees of restructuring / redeployment, including the support in place for individuals (Chris Hyams) Replacement Programme Control System Software Forward Plan Work Programme Update

Meeting Date	Topic Description
27/09/11	Special Budget meeting: Financial Monitoring Statement (Ian Coleman) Budget Projections 2012/2015 (Ian Coleman) Outcome Based Commissioning Community Budgets Treasury Management (Ian Coleman) Q1 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ plus a verbal update on the future (Emma Degg) You Choose – Budget Consultation Budget Key Issues
17/11/11	Financial Monitoring Statement (Ian Coleman) Revenues Incomes and Benefits (Ian Coleman) Budget Projections 2012/2015 (Ian Coleman) Treasury Management Q2(Ian Coleman) Medium Term Financial Strategy (Ian Coleman) Back Office Efficiencies (Ian Coleman) Customer Access Strategy (Ian Coleman) Capital Strategy (Ian Coleman) Procurement Strategy (Ian Coleman) Internal Audit Review (Ian Coleman) LGRR Business Rates Reform (Ian Coleman) Council Tax Benefit Reform (Ian Coleman) EVR Restructures (Ian Coleman) EVR Capitalisation (Ian Coleman) Q2 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ (Ian Coleman) Office Accommodation / Agile working (Ian Brand) Strategic Change Programme (Ian Coleman) Early Voluntary Retirement / Voluntary Severance and Organisational Changes (Chris Hyams) Masters in Business Administration (MBA) programme (Chris Hyams) Corporate Governance Forward Plan Work Programme Update

Meeting Date	Topic Description
31/01/12	Financial Monitoring Statement (Ian Coleman) Revenues Incomes and Benefits (Ian Coleman) Provisional Local Government Financial Settlement (Ian Coleman) Disposal of Confidential Waste (Ian Coleman) Corporate Governance (Bill Norman) You Choose Budget Simulator (Ian Coleman) Provision for Pay Inflation 2010-11, including referral from Council (Ian Coleman) Corporate Plan – Referral from Council Office rationalisation (Ian Brand) Staff consultation – ‘Destination Excellence’ Forward Plan Work Programme Update Exempt Item: Disposal of Confidential Waste – Tenders (Ian Coleman)
28/02/12	Special Meeting: Budget Proposals (Ian Coleman)
26/03/12	To be confirmed:  Financial Monitoring Statement (Ian Coleman) Revenues Incomes and Benefits (Ian Coleman) Treasury Management Q3 (Ian Coleman) Treasury Management Policy (Ian Coleman) Q3 Performance Monitoring – Report concentrating on red / amber ‘exceptions’ (Ian Coleman) Strategic Change Programme (Ian Coleman) Welfare Reform (Ian Coleman / Malcolm Flanagan) Masters in Business Administration (MBA) programme (Chris Hyams) Corporate Governance – Update (Bill Norman) Achievement of Income targets (Dave Green) Destination Excellence (David Taylor Smith / Chris Hyams) Office rationalisation - ‘What has been done or is in hand since the Cabinet decision in Minute 279’ - (Ian Brand)

**REPORT 4  
 PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS  
 COUNCIL EXCELLENCE : END OF MUNICIPAL YEAR – APRIL 2012**

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

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**CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE  
6 JUNE 2012**

**13. WORK PROGRAMME**

The Committee was requested to consider what issues should form the basis of its work programme for the ensuing municipal year.

The Acting Director informed the Committee that future items for the work programme included:

- Children with Child Protection Plan numbers
- Adoption – National Score Card Review
- Fostering – Current Service Provision and Demand
- Planning for Youth Parliament
- Sickness Absence – Children’s Social Care
- Early Years KS1 to KS4 Standards Report
- Post 16 Standards Report
- Raising Participation Age
- Performance and Financial Monitoring
- Wirral Lifelong and Family Learning Service –Update
- Family and Friends Policy

**Resolved – That the work programme be agreed.**

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## **ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE**

**7 JUNE 2012**

### **12 FORWARD PLAN AND SCRUTINY WORK PROGRAMME 2012/2013**

The Director of Law, HR and Asset Management reported that the Forward Plan for the period June to September 2012 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 Economy and Regeneration Overview and Scrutiny Committee to consider, having regard to its 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.

The Chair commented that the Committee had completed its work programme for the 2011/2012 municipal year and he sought the views of Members as to what issues should form the basis of the work programme for the ensuing municipal year. He requested that should Members identify any additional topics following the meeting that they be included in a direct email to him.

#### **Resolved –**

- (1) That the Forward Plan be noted.**
- (2) That the following matters be included in the work programme for the 2012/2013 municipal year –**
  - Affordability and Mortgages including First Time Buyers**
  - The impact on Housing in Wirral of Welfare Reform (Bedroom Tax)**
  - Any additional matters notified to the Chair**

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**UPDATE ON WORK PROGRAMME : ECONOMY & REGENERATION  
OVERVIEW & SCRUTINY COMMITTEE – 5<sup>th</sup> SEPTEMBER 2012**

**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'.

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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**  
**ECONOMY & REGENERATION : 5<sup>th</sup> SEPTEMBER 2012**

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
06/06/11	Green Growth – Motion agreed at Council in April requesting this Scrutiny Committee to “investigate and draw up a report for Cabinet on the best ways to create and support a ‘cluster’ of companies to lead the way in driving a Green economy on Wirral and across the country”.	In-depth Scrutiny Review by Working Group of Members	December 2011	This item was proposed by members for inclusion on the work programme at the committee meeting on 06/06/11. Scope document for the Review agreed by Committee on 05/09/11. <b>The final report for the review was presented to Committee on 08/03/12 and was referred to the Cabinet meeting held on 12<sup>th</sup> April 2012. Cabinet also received a departmental report providing a response to the recommendations of the scrutiny review. An officer / member working group, the Green Economy Working group, has been set up to lead the implementation of the recommendations. Further reports regarding the impact of the recommendations will be provided to Committee in the future.</b>	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
06/06/11	The implementation of affordable housing policies	Report to Committee		<p>During the discussion on the 'End of Year Performance Report' on 06/06/11, members requested a report on this item. Report on Affordable Housing presented to Committee on 05/09/11. A further report on Mortgages / Affordability was provided on 08/03/12. Cabinet (12/04/12) was requested to consider the creation of a LA Mortgage Scheme.</p> <p>The outcome of the Cabinet debate was reported back to Committee on 07/06/12. It was agreed that the item should be retained on the Committee's work programme.</p>	
06/06/11	<p>Business Start Programme</p> <p>The Programme has performed well but:</p> <ul style="list-style-type: none"> <li>• Are we supporting businesses for the future?</li> <li>• What size of business is supported?</li> <li>• How long have supported businesses remained in business?</li> </ul> <p>Were businesses satisfied with the support?</p>	Report to Committee		<p>This item was proposed by members for inclusion on the work programme at the committee meeting on 06/06/11. Report presented to Committee on 07/11/11. Agreed that a further report on the future options for a business start-up programme be brought to a future meeting. Progress report presented to Committee on 08/03/12. The views of Committee were referred to Cabinet on 12/04/12. The outcome of the Cabinet debate was reported back to Committee on 07/06/12.</p>	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
06/06/11	Inward Investment	Report to Committee		This item was proposed by members for inclusion on the work programme at the committee meeting on 06/06/11. Report presented to Committee on 05/09/11. Agreed that a further report will be provided once the Inward Investment Manager is in post. Suggested that a further report be presented to Committee in the future.	
05/09/11	Fair Trade	Mark Johnston		The Chair provided a verbal report to Committee on 05/09/11 regarding the work undertaken by him as Fair Trade Champion. In future, this work will be organised by the Economy & Regeneration Scrutiny Committee (rather than by Champions). A further report will be provided to a Committee meeting in the future (possibly November 2012).	
07/11/11	Child Poverty Strategy	Officer Reports (Jane Morgan)		A progress report on the Child Poverty Strategy and Action Plan was presented to the Committee on 07/11/11. Agreed that regular updates will be brought to Committee in the future. Progress report provided to Committee on 08/03/12. Further Progress reports will be provided to Committee.	



Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
07/06/12	Visit to regeneration and housing sites, for example, housing schemes, Wirral International Business Park, Wirral Waters	Members visit to be arranged by Kevin Adderley / David Ball		Tour of sites due to take place on 03/07/12.	
07/06/12	Housing Welfare Reform - The impact of Welfare Reform on both private and social housing sectors, and particularly on under occupation in the social sector.	To be agreed		This topic was suggested by the Economy & Regeneration Scrutiny Committee, 8 <sup>th</sup> March 2012	
07/06/12	Wirral Trade Centre – Referral from Council Council agreed a motion on 16 <sup>th</sup> April 2012 which included: "Council calls on the three Parties to agree membership for a 1:1:1 Member Working Party, reporting to the Economy and Regeneration OSC. This Working Party will scope a project leading to recommendations to ensure this Council and its partners are Trade Centre ready and able to embrace all opportunities for development through its growing links with China and other countries and that potential barriers to businesses and investors are identified and recommendations made as to how these can be overcome".	In-depth Scrutiny Review by Working Group of Members	End of 2012	This item was proposed by members for inclusion on the work programme at the Committee meeting on 07/06/12.	

**REPORT 2**  
**SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME**  
**ECONOMY & REGENERATION : 5<sup>TH</sup> SEPTEMBER 2012**

<b>Topic Description</b>	<b>Topic suggested by</b>	<b>How the topic will be dealt with</b>	<b>Estimated Completion Date</b>

**REPORT 3**  
**PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR**  
**ECONOMY & REGENERATION : 5<sup>TH</sup> SEPTEMBER 2012**

Meeting Date	Topic Description
07/06/12	<p>Presentation and discussion – Dave Furlong &amp; Lisa Thompson, Mole Group  Terms of Reference for the Committee – Presentation (David Ball)  Role of Scrutiny – Presentation (Alan Veitch)  Green Growth in Wirral – – Feedback from referral to Cabinet, 12<sup>th</sup> April 2012  Wirral Trade Centre – Notice of Motion – Referral from Council, 16<sup>th</sup> April 2012  Affordability and Mortgages including First-Time Buyers – Feedback from referral to Cabinet, 12<sup>th</sup> April 2012  Business Support – Feedback from referral to Cabinet, 12<sup>th</sup> April 2012  Equality Impact Assessments – Referral from Scrutiny Programme Board, 28<sup>th</sup> February 2012  Regeneration Tour, 3<sup>rd</sup> July 2012  Scrutiny Work Programme  Forward Plan  Regeneration Update</p>
05/09/12	<p>Presentation and discussion – Member of the Business Community  Trade Centre Scrutiny Review: Update (Report of Working Group – Cllr Mark Johnston, Chair)  Performance Monitoring Report – Quarter 1 (Kevin Adderley)  Scrutiny Work Programme  Forward Plan  Regeneration Update  Plus other items to add.....</p>
12/11/12	<p>Presentation and discussion – Member of the Business Community  Performance Monitoring Report – Quarter 2 (Kevin Adderley)  Scrutiny Work Programme  Forward Plan  Regeneration Update (Exempt Item)  Plus other items to add.....</p>

Meeting Date	Topic Description
21/01/13	Presentation and discussion – Member of the Business Community Scrutiny Work Programme Forward Plan Regeneration Update Plus other items to add.....
18/03/13	Presentation and discussion – Member of the Business Community Performance Monitoring Report – Quarter 3 (Kevin Adderley) Scrutiny Work Programme Forward Plan Regeneration Update Plus other items to add.....

**REPORT 4  
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS  
ECONOMY & REGENERATION : 5<sup>TH</sup> SEPTEMBER 2012**

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
Trade Centre Scrutiny Review	Cllr Mark Johnston (Chair) Cllr Jean Stapleton Cllr Andrew Hodson	<u>As at 02/07/12:</u> <ul style="list-style-type: none"> <li>• The Working Group has met to discuss the draft scope for the review.</li> <li>• The Scope for the review will be finalised and will be reported to Committee in September</li> <li>• A meeting at the Confucius Centre (Calday Grange Grammar School) has been arranged.</li> <li>• Further meetings with Council officers and members of the business, voluntary and community sectors will be arranged as the evidence-gathering for the review continues.</li> </ul>	End of 2012

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## HEALTH AND WELL BEING OVERVIEW & SCRUTINY COMMITTEE

18 JUNE 2012

### Minute No. 9

The Committee was requested to consider what issues should form the basis of its work programme for the ensuing municipal year.

Members raised concern that there was no current work programme and indicated that the previous work programme produced still had outstanding items on it for example:-

- Transformation of Day Services
- Domestic Violence
- Medicine Management in Hospital Trusts
- AKA Report
- Domestic Violence
- Vascular Services Update
- Quarterly Performance Report
- Ambulance Service Report – re: loading/waiting times
- Disabled toilet facilities at hospitals

In relation the issue raised regarding the vascular services, the Director of Adult Social Services indicated that he had received a response from Kathy Doyle regarding the Committees comments which would be fed into the consultation process. It was agreed that a copy of the letter be sent to the Chair and two spokespersons.

In response to Members, David Allison, Chief Executive Wirral Hospital Trust indicated that in relation to the requests for reports regarding the loading and waiting times at hospitals for ambulances and medicine management he would report back to Members on these issues.

Ms. S.Wall, Older People's Parliament indicated that an issue had been raised at a recent meeting regarding the toilet/bathroom facilities at the hospital, especially on certain wards, the foyer and education suites being inadequate for disabled users. Mr David Allison, Chief Executive agreed to look into the concerns raised and report back to the meeting.

In relation to the work programme, the Chair suggested that a meeting be held to discuss the work programme and outstanding items.

### **RESOLVED:**

**That the Director of Adult Social Services be requested to circulate dates to the Chair and Spokespersons to discuss the Work Programme.**

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**SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE  
26 JUNE 2012**

**12 REVIEW OF SCRUTINY WORK PROGRAMME**

The Committee was requested to consider what issues should form the basis of its work programme for the ensuing municipal year and the Committee considered a list of items which had been circulated by the Director.

The Chair suggested that Committee members could email Mark Smith, Deputy Director of Technical Services within the next two weeks with any suggestions for the Committee to consider during the coming year.

Additionally Members made the following suggestions to be added to the Work Programme:

- Coastal Management issues
- Dog fouling / dog waste bins / dog free areas
- Doorstep crime including cold callers / telephone calls

**Resolved - That the paper listing the reports from Chief Officers on key issues during the year, with the above additions, form the basis of the Committee's work programme for the current municipal year together with any additional suggestions which might be emailed from Committee Members to the Deputy Director.**

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## SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME 2012/13

Title:	Department:	Comments/Justification:
<p><b>26 June 2012:</b></p> <p>Highway &amp; Engineering Services Contract – 3<sup>rd</sup> Annual Review</p>	<p>Technical Services</p>	<p>Progress report and formal presentation – items requested by Cabinet and O&amp;S</p>
<p><b>26 September 2012:</b></p> <p>“Have a safe and well-maintained highway network for all users” – Progress Update</p> <p>Highway Maintenance Processes/ Treatments and National Pothole Review</p> <p>Pavement and Verge Parking Review</p> <p>Notice of Motion “Increase Recycling” Response (including Levy Review progress update)</p> <p>Empowerment Partnership</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p> <p>Law, HR &amp; Asset Management</p>	<p>Corporate ‘goal’ annual progress report</p> <p>Requested by Committee Members</p> <p>Requested by O&amp;S Committee</p> <p>Progress report</p> <p>New approach to link Trading Standards with communities</p>
<p><b>21 November 2012:</b></p> <p>SLA with UU re manholes - Update</p> <p>Bridges Management</p> <p>Streetscene Enforcement Campaigns</p>	<p>Technical Services</p> <p>Technical Services</p> <p>Technical Services</p>	<p>Requested by O&amp;S</p> <p>Raising awareness of the condition of the stock and progress in maintaining</p> <p>Progress on campaigns and successes/</p>

Parks Modernisation Programme	Technical Services	lessons learned Progress report
Wirral Flood & Water Management Partnership – Progress Update	Technical Services	Progress report as requested by O&S Committee & to comply with legislation
Domestic Homicide	Law, HR & Asset Management	Report provided as part of the Committee's scrutiny function for the Community Safety Partnership
<b>29 January 2013:</b>		
Streetscene Environment Services Contract – Sixth Annual Review	Technical Services	Progress report & presentation on the strategic contract with Biffa
'Minimise waste by encouraging waste reduction and recycling' – Progress Update	Technical Services	Corporate 'goal' annual progress report
'Have high standards of environmental quality across Wirral' – Progress Update	Technical Services	Corporate 'goal' annual progress report
National Food Hygiene Rating Scheme	Law, HR & Asset Management	Progress report after the introduction of the new scheme
Tackling Dog Fouling	Law, HR & Asset Management	Progress report on topic raised as an issue by 8 of 11 Area Forums
Doorstep Crime	Law, HR & Asset Management	Progress report
<b>12 March 2013:</b>		
'Provide high quality, value for money leisure and cultural facilities for Wirral residents' – Progress Update	Technical Services	Corporate 'goal' annual progress report covering Sport & Recreation, Museums & Heritage and Floral Pavilion

<p>'Provide and maintain high quality parks and opens spaces in partnership with local communities' – Progress Update</p> <p>Wirral Approved Trader Scheme</p>	<p>Technical Services</p> <p>Law, HR &amp; Asset Management</p>	<p>Corporate 'goal' annual progress report</p> <p>Progress report on the development of the scheme</p>
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