

**UPDATE ON WORK PROGRAM : SCRUTINY PROGRAMME BOARD -**  
**04/03/10**

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

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

**Report 1 - Monitoring Report for Scrutiny Committee Work Programme**

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

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

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

**Report 2 - Suggestions for Additions to Work Programme**

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

**Report 3 - Proposed Outline Meeting Schedule for the Municipal Year**

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

**Report 4 - Progress Report on In-Depth Panel Reviews**

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

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

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
June 2009	Equality and Diversity	Monitor progress of other scrutiny committees on this issue.		Report due to Scrutiny Programme Board in March 2010.	
June 2009	Member's Scrutiny Questionnaire	Spokespersons panel to review the responses of the May 2009 questionnaire and report back to the Scrutiny Programme Board		Follow-up report with recommendations approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009. Report due to Scrutiny Programme Board in March 2010.	
Sept 2009	Implementation of the Wirral Alcohol Strategy	Panel review		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009.	
Sept 2009	One Council	Panel review		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009. Member's working group took place on 12 <sup>th</sup> March.	
Sept 2009	How to encourage greater involvement of residents and community organisations in scrutiny processes.	Future report		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009 as a result of the member's questionnaire.	
Sept 2009	Identify and promote examples of good scrutiny practice.	Future reports		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009 as a result of the member's questionnaire.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
Sept 2009	Identify training opportunities for scrutiny members	Future reports		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009 as a result of the member's questionnaire. A verbal report will be provided at the meeting on 4 <sup>th</sup> November 2009. Meeting on 14 <sup>th</sup> January was informed that a meeting of the chief executive, relevant Portfolio holder and the Member Training Steering Group will be held on 8 <sup>th</sup> February. A further report will be produced for the Scrutiny Programme Board on 4 <sup>th</sup> March.	
Sept 2009	Oversee the production of a revised version of the annual scrutiny questionnaire for members	Future reports		Topic approved by Scrutiny Programme Board on 14 <sup>th</sup> September 2009 as a result of the member's questionnaire. Report due to the March meeting.	
Nov 2009	Protocol for Councillor Call for Action (CCfA)	Officer report		Draft 'Councillor Call for Action' protocol agreed by Scrutiny Programme Board in Nov 2009. Subsequently, agreed by Cabinet on 9 Dec 2009.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
Nov 2009	Review the format and relevance of the current format of the Forward Plan	Officer report		<p>Topic agreed by Scrutiny Programme Board on 4<sup>th</sup> November 2009. Officer report produced for the Jan 2010 meeting.</p> <p>The January meeting agreed that, in order to make the Forward Plan more user-friendly and to assist the scrutiny function, the Cabinet be requested to agree to the following:</p> <p>a) That officers include within the Forward Plan a more informative narrative of the key decisions to be taken, together with more accurate timescales.</p> <p>(b) That, for a short trial period, Chief Officers be required to submit to the next appropriate Overview and Scrutiny Committee a brief explanation of new items included in the Forward Plan.</p> <p>Subsequently, the Cabinet agreed on 4<sup>th</sup> February that:</p> <p>(1) Cabinet resolves that officers include within the Forward Plan a more informative narrative of the key decisions to be taken, together with more accurate timescales.</p> <p>(2) Cabinet notes that Overview and Scrutiny Committees set their own agenda and can call on officers to present additional reports to meet their requirements.</p>	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
Jan 2010	Update on New Legislation	Officer report		<p>Report presented to the January 2010 meeting. A further report will be produced regarding the response to the 'Strengthening Local Democracy' consultation process.</p> <p>A members training session on the impact of new legislation on scrutiny will be undertaken as part of the member Development training programme.</p>	

**REPORT 2**  
**SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME**  
**SCRUTINY PROGRAMME BOARD : 04/03/10**

<b>Topic Description</b>	<b>Topic suggested by</b>	<b>How the topic will be dealt with</b>	<b>Estimated Completion Date</b>
None			

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

<b>Meeting Date</b>	<b>Topic Description</b>
27/05/09	<p>Terms of Reference            Review of Scrutiny Work Programme            Legislation and Guidance (from Centre for Public Scrutiny)            Survey of Overview and Scrutiny in Local Government 2008            Wirral Council Scrutiny Questionnaire            Finance and performance Monitoring            Scrutiny Chairs' visit to Warrington</p>
07/09/09	<p>Clarification of the Terms of Reference            Response to the Wirral Member's Scrutiny Questionnaire            Work Programmes of the five Scrutiny Committees            Review of the current issues on the Forward Plan            Scrutiny Programme Board – Work Programme</p>
04/11/09	<p>Councillor Call for Action – draft protocol            Training needs for scrutiny members            Work Programmes of the five Scrutiny Committees            Review of the current issues on the Forward Plan            Scrutiny Programme Board – Work Programme</p>
05/01/10	<p>Terms of Reference of Scrutiny Programme Board, especially in relation to the 'Call-in' process            Progress report on referral of members training to Cabinet            Progress report on the Alcohol Scrutiny Review, including agreement of the Scope Document            One Council – How should this item be progressed?            Councillor Call for Action (CCfA) protocol – Record and evidence trail            Scrutinizing the Forward Plan            Update on new legislation affecting scrutiny            Annual Scrutiny Report for Wirral            Centre for Public Scrutiny (CfPS) – Good Scrutiny Awards 2009            Work Programmes of the five Scrutiny Committees            Review of the current issues on the Forward Plan            Scrutiny Programme Board – Work Programme</p>

Meeting Date	Topic Description
04/03/10	Work Programmes of the five Scrutiny Committees Review of the current issues on the Forward Plan Scrutiny Programme Board – Work Programme Report on progress of Equality and Diversity in all departments of the Council Protocol for scrutinising the Crime & Disorder Reduction Partnership (CDRP) Revised version of the Annual Scrutiny Questionnaire for members Referral from Cabinet regarding scrutiny of the Forward Plan 'One Council' Scrutiny Review - Scope Members training – verbal update from members' training steering group Allocation of call-In notices Scrutiny leaflet



**REPORT 4**  
**PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS**  
**SCRUTINY PROGRAMME BOARD : 04/03/10**

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
Access of alcohol to young people in Wirral	Councillors: Dave Mitchell Chris Meaden Sue Taylor Ann Bridson	<p><u>Update as at 16/10/09:</u>  Topic approved by Scrutiny Programme Board on 14<sup>th</sup> September 2009.  Volunteers to join the panel are Councillors Dave Mitchell, Cherry Povall, Chris Meaden, Sue Taylor and Ann Bridson.  The nominated departmental link officer is Sue Drew, Deputy Joint Director of Public Health at Wirral NHS.  The first panel meeting, to discuss the scope of the review, is currently being arranged.</p> <p><u>Update as at 17/12/09:</u>  Panel members met on 6<sup>th</sup> November 2009 to discuss the scope for the review.  The proposed Scope document for the review is due to be discussed at the Scrutiny Programme Board meeting in January 2010.  Cllr Cherry Povall has decided that she will no longer be a member of the Review panel.  An introductory presentation to panel members took place on 16<sup>th</sup> December 2009. Participants included officers from Wirral NHS, DAAT, Children &amp; Young Peoples department, Trading Standards and Licensing.</p> <p><u>Update as at 10/02/10:</u>  A meeting of the panel members with a representative of the police is planned in the near future.</p>	
'One Council'	To be agreed	A Working Group of all members of the Scrutiny Programme Board was held on 12/02/10 to discuss the scope of this review. A draft scope for the review will be discussed by the Scrutiny Programme Board on 4/03/10.	