

**UPDATE ON WORK PROGRAM : COUNCIL EXCELLENCE SCRUTINY COMMITTEE -  
18/11/10**

**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 (Carolyn Curr)		Council Excellence Committee meeting of 17 <sup>th</sup> 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 <sup>th</sup> March 2010) presented to 8 <sup>th</sup> 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 (Carolyn Curr)		A verbal report on the current view of the future for performance monitoring in the authority was provided at the meeting on 21 <sup>st</sup> September. Further report to meeting on 31 <sup>st</sup> January 2011 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 (Carolyn Curr)		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 meeting on 18 <sup>th</sup> November. A further report is planned for the Special meeting arranged for 28 <sup>th</sup> October 2010.	

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)		Suggested report on progress of the project at the meeting on 18 <sup>th</sup> November.	
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 (Carolyn Curr)		Report on the background to 'Total Place and successor arrangements – Community Budgets' provided at the meeting on 21 <sup>st</sup> September. <b>Report to be produced for the meeting on 31<sup>st</sup> January to include:</b> - Examples of both successful and unsuccessful practice from elsewhere; - Further Government advice; - Progress on discussions with local partners regarding shared services, etc..	
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 report provided at the meeting on 21 <sup>st</sup> September. <b>Further report requested for the meeting on 18/11/10.</b>	

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 <sup>st</sup> January 2011. As a report is 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 <sup>st</sup> September. A further report, expected on 31/01/11, was requested to explain the staffing implications of publishing the expenditure data.	
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 (Carolyn Curr)		Issue initially raised by a member at the Committee meeting on 21/09/10. Report planned for the meeting on 18 <sup>th</sup> November.	
21/09/10	Reaching Excellent Level of the Equality Framework for Local Government (EFLG)	Officer report (Carolyn Curr)		Progress report presented to meeting on 21/09/10. Further report, expected 10/03/11, requested in six months time. Report to include the reasons for low levels of Black and Ethnic Minority individuals accessing mainstream services.	
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 requested for meeting on 18/11/10.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
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 planned for the meeting on 18 <sup>th</sup> November.	
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 <sup>th</sup> November.	
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 planned for the meeting on 18 <sup>th</sup> November.	
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 planned for the meeting on 28 <sup>th</sup> October.	

**REPORT 2**  
**SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME**  
**COUNCIL EXCELLENCE : 21/09/10**

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
<p style="color: red;">Several additions to the Work Programme were agreed by members at the Council Excellence meeting held on 21/09/10. These items are listed above (on Report 1), where the 'Date of New Item' column is shown as 21/09/10.</p>			

**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 <sup>th</sup> March 2010) Forward Plan Office Accommodation Work Programme Update Forward Plan
24/08/10	Office Accommodation (Special Meeting)
21/09/10	<b>Update on Strategic Change Programme</b> Financial Monitoring <b>Revenues &amp; Benefits</b> Budget Projections 2011-15 Treasury Management Customer Services Focus Group Publication of Expenditure <b>Audit Commission Report</b> - 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 / <b>Rationalisation</b> <b>Reaching Excellent Level of the Equality Framework for Local Government (EFLG) – Quarter One 2010/11</b> Work Programme Update Forward Plan Catering tenders <b>Schools Risk Management</b>

Meeting Date	Topic Description
28/10/10	<p>Special Meeting:  Strategic Change Programme Board – Update on progress (Dave Green)  'Wirral's Future – Be a part of it' – Independent Task Forces</p>
18/11/10	<p>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)  Presentation – Operation Black Vote (Carolyn Curr)  Q2 Performance Monitoring – Report concentrating on red / amber 'exceptions' (Carolyn Curr)  Common Administrative Processes (Dave Green)  Office Accommodation / Rationalisation (Bill Norman / Ian Brand)  Golf Income (Jim Lester)  Employee Forums (Carolyn Curr)  Measures to reduce the number of payments by cheque (Ian Coleman)  Policy on mobile phone entitlement and operation of the system (Bill Norman / Chris Hyams)  Allowances paid to staff (on top of salary) (Bill Norman / Chris Hyams)  Work Programme Update  Forward Plan</p>
31/01/11	<p>Financial Monitoring (Ian Coleman)  Revenues and Benefits (Ian Coleman)  Budget Projections 2011-15 (Ian Coleman)  Treasury Management (Ian Coleman)  Publication of Expenditure – Update on Staffing implications (Ian Coleman)  Community Budgets (formerly 'Total Place') - Update (Carolyn Curr)  Progress of Change Programme (Dave Green)  Q3 Performance Monitoring – Report concentrating on red / amber 'exceptions' (Carolyn Curr)  Future of Performance Management (Carolyn Curr)  Work Programme Update  Forward Plan</p>



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) (Carolyn Curr) Work Programme Update Forward Plan

**REPORT 4**  
**PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS**  
**COUNCIL EXCELLENCE : 18/11/10**

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