

**UPDATE ON WORK PROGRAM : COUNCIL EXCELLENCE SCRUTINY COMMITTEE -  
END OF MUNICIPAL YEAR – APRIL 2011**

**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 <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 (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? <b>Further verbal report presented to meeting on 16/03/11.</b>	
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.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
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.	Continuing
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 <sup>th</sup> 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 <sup>st</sup> September. Report produced for the meeting on 31 <sup>st</sup> January to include: - Examples of both successful and unsuccessful practice from elsewhere; - Further Government advice; - Progress on discussions with local partners regarding shared services.	

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
08/07/10	<p>Office Accommodation:</p> <ul style="list-style-type: none"> <li>- The EC Harris report was referred to the Council Excellence Committee by Cabinet (24 June 2010);</li> <li>- Need to understand the Cabinet timetable;</li> <li>- What are the implications for the Council's Data Centres?;</li> <li>- Future role for agile working</li> </ul>	<p>Officer reports plus site visits. (Bill Norman / Ian Brand)</p>		<p>Special meeting of the Committee arranged for 24<sup>th</sup> 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 produced for 16/03/11. <b>Committee raised anxiety over progress and agreed that "update reports should be presented to future meetings of this Committee on a quarterly basis"</b></p>	Continuing
08/07/10	<p>Future of Cultural Services:</p> <ul style="list-style-type: none"> <li>- Where should Cultural Services fit in the organisation?;</li> <li>- How can the service be best managed?;</li> </ul>	<p>Possible joint work with Sustainable Communities Overview and Scrutiny Committee</p>		<p>Suggested report at the meeting on 31<sup>st</sup> 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.</p>	Close
08/07/10	<p>Monitoring of items of expenditure exceeding £500:</p> <ul style="list-style-type: none"> <li>- How does the system operate?</li> </ul>	<p>Officer report to a future meeting (Ian Coleman)</p>		<p>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, produced on 31/01/11, to explain the staffing implications of publishing the expenditure data.</p>	Complete

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	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 <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.	Outstanding
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.	Outstanding
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.	

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 produced for the meeting on 18 <sup>th</sup> 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 <sup>th</sup> November. Report deferred until 16 <sup>th</sup> March 2011, when it was noted that the outcome of a review into the Mobile Phone Policy will be presented to the Employment & Appointments Committee.	Complete
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 <sup>th</sup> November. Follow-up report produced for meeting on 16 <sup>th</sup> March 2011.	Complete
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 <sup>th</sup> 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 produced for the meeting on 16/03/11. A further update report will be produced at the end of the EVR process.	Outstanding
Date of	Topic Description	How the topic will	Estimated	Comments on Progress	Complete?

New item		be dealt with	Complete Date		
18/11/10	Proposed changes to Housing Benefit / Council Tax Benefit system	Officer report (Ian Coleman)		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".	
31/01/11	Impact of a Reduction in Early Intervention Grant	Officer report (David Armstrong)		Report produced for the meeting on 16/03/11.	Complete
16/02/11	Procurement Efficiencies	Officer Report (Ian Coleman)		Report produced for the meeting on 16/03/11.	Complete
16/03/11	Specific Grants	Officer report (Ian Coleman)		Report produced for the meeting on 16/03/11. Committee agreed that "factual information regarding the distribution of grant spending" be presented to future meetings	Outstanding

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

Committee meeting on 16/03/11 suggested that the following topics should be proposed for inclusion on the Work Programme of this Committee in the new municipal year (2011/12):

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
Updates in relation to the Strategic Change Programme	Council Excellence Committee 16/03/11	Officer reports (Dave Green)	
Early Voluntary Retirement / Voluntary Severance (EVR/VS) – Analysis and Restructuring	Council Excellence Committee 16/03/11	Officer report (Chris Hyams)	
Customer Access Strategy	Council Excellence Committee 16/03/11	Officer report (Ian Coleman)	
Welfare Reform and changes to the Benefits system Council Excellence Committee agreed on 16/03/11 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”.	Council Excellence Committee 16/03/11	In-depth review by a working group	
Office Accommodation Committee raised anxiety over progress and agreed that “update reports should be presented to future meetings of this Committee on a quarterly basis”	Council Excellence Committee 16/03/11	Officer Reports (Ian Brand)	



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

<b>Meeting Date</b>	<b>Topic Description</b>
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	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 Statement (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 Statement(Ian Coleman) Revenues and Benefits (Ian Coleman) Treasury Management (Ian Coleman) Final Local Government Finance Settlement (Ian Coleman) Specific Grants (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 (David Armstrong) Procurement Efficiencies (Ian Coleman) Work Programme Update Forward Plan

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

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