

**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**

<b>Meeting Date</b>	<b>Topic Description</b>
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			