

WIRRAL COUNCIL

COORDINATING COMMITTEE

23 FEBRUARY 2015

SUBJECT:	SCRUTINY WORK PROGRAMME
WARD/S AFFECTED:	ALL
REPORT OF:	CHAIR OF COORDINATING COMMITTEE
RESPONSIBLE PORTFOLIO HOLDER:	CLLR ANN MCLACHLAN
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report provides an update on the progress made developing and implementing the Scrutiny Work Programme. The report includes the work programmes of all Policy and Performance Committee in line with the remit of the Coordinating Committee to ensure there is a planned approach to scrutiny. Members are requested to consider the proposals for the work programme as set out in this report.

2.0 BACKGROUND AND KEY ISSUES

2.1 In line with the Council's constitution, the Coordinating Committee is responsible for determining the overall work programme of the Policy and Performance Committees, including ensuring there is an overall planned approach to in depth reviews. The work programme should align with the corporate priorities of the Council and be informed by service priorities and performance, risk management information, public or service user feedback and referrals from the Executive.

2.2 For each of the Policy and Performance Committees the work programme is made up of a combination of standing items, officer reports and scrutiny reviews. This provides the committee with an opportunity to plan and regularly review its work across the municipal year.

2.3 At its last regular meeting on 3 September 2014, Members of the Committee proposed that for the remainder of the municipal year, Coordinating Committee meetings are re-scheduled to come last in the meeting cycle. This is to allow the Coordinating Committee to take a more reflective overview of the wider scrutiny programme, following the meetings of the three Policy and Performance Committees.

COORDINATING COMMITTEE WORK PROGRAMME

2.3 At the last regular meeting of the Committee, a number of items were considered for inclusion in the Committee's work programme including decision-making by Constituency Committees and Cumulative Impact Policy. Separate reports were received on these items at that meeting.

- 2.4 Since that meeting, there have been six additional committee meetings to deal with a number of decisions that were subject to call-in. Due to this additional activity, there has been limited capacity to progress any of the proposed review items in the work programme and no task and finish work has been progressed.
- 2.5 A further item of work has been suggested for inclusion in the Coordinating Committee's work programme. This would be for Members to explore ways in which pre-decision scrutiny can be more widely promoted and channelled through the Policy and Performance committees in support of the Council's on-going improvement agenda.
- 2.6 An updated work programme schedule is included as Appendix 1. This highlights the additional meetings scheduled to deal with call-ins. It also captures the potential review topics as set out above. Members are requested to consider initiating a task and finish group in relation to one of the potential review items highlighted.

THE WIDER WORK PROGRAMME

- 2.7 The most up to date work programmes of the three Policy and Performance Committees are included as Appendix 2 – 4. These follow the standard format, setting out scheduled and potential review items, officer reports and standing agenda items. In reviewing these programmes, the varying scope and levels of activity across the committees is evident. Members of the Coordinating Committee should give consideration to its constitutional function to:

“Determine the overall work programme of the Policy and Performance Committees, including ensuring there is an overall planned approach to in depth reviews”.

PROGRESS IMPLEMENTING PREVIOUS RECOMMENDATIONS

- 2.8 Progress against the recommendations arising from the IER scrutiny review are set out in the table below:

	Recommendation	Action
Rec 1	Where access to Council held data is required for the purpose of data-matching to support the transfer to IER, this is made available (in line with legal requirements) to the Elections Team in a timely manner.	Access to Council Tax data has been made readily available. Discussions are on-going with Education colleagues with regard to accessing those electors attaining the age of 18.
Rec 2	The Head of Legal and Member Services to coordinate periodic briefings with all Members as a means of maintaining two-way communication to support the implementation of IER.	Briefings have been provided via the constituency committees (see recommendation 3) with a further update being planned at the April 2015 Committee Meetings.
Rec 3	Chairs of constituency committees are requested to include IER as a	A representative from the elections team attended each of the

	topic for discussion as part of their forward planning in the New Year.	June/July 2014 Constituency Committees.
Rec 4	The Head of Legal and Member Services should ensure that funds are used in accordance with Cabinet office requirements/conditions and where possible used to support additional targeted engagement and canvassing activities, using the IER process as a vehicle to maximise electoral registration, and for contingency purposes.	Activities to encourage registration have been undertaken including delivery of the mini canvas which was targeted to address the data-matching results (in line with Cabinet Office requirements). In addition, empty property cards have been posted to identify those properties which may have come back into occupation.
Rec 5	The Head of Legal and Member Service to make ward data on IER and non-registered eligible voters available to all Elected Members and via the Council's website.	This data was included in the scrutiny review report taken to Coordinating Committee 15 January 2014.
Rec 6	The Head of Legal and Members Services should prepare a report to the Policy and Performance Committee providing an update on preparations for IER closer to the launch in June 2014.	An update report was provided to Coordinating Committee on 3 September 2014.

3.0 RELEVANT RISKS

3.1 There are none arising from this report.

4.0 OTHER OPTIONS CONSIDERED

4.1 N/A

5.0 CONSULTATION

5.1 N/A

6.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

6.1 There are none relating to this report.

7.0 IMPLICATION FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 There are none arising from this report.

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

7.1 There are none arising from this report.

8.0 LEGAL IMPLICATIONS

8.1 There are none arising from this report.

9.0 EQUALITIES IMPLICATIONS

9.1 There are none arising from this report.

10.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

10.1 There are none arising from this report.

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 There are none arising from this report.

12.0 RECOMMENDATIONS

12.1 Members of the Coordinating Committee consider the proposed scrutiny review items set out in 2.3 and 2.5 and identify a topic to be progressed through a piece of task and finish work.

12.2 Members of the Coordinating Committee consider the wider programme in line with its constitutional role.

13.0 REASON FOR RECOMMENDATION

13.1 For the committee to discharge its scrutiny function in relation to this area of Council business.

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APPENDICES

Appendix 1 – Coordinating Committee Work Programme

Appendix 2 – Families and Wellbeing Committee

Appendix 3 – Regeneration & Environment Committee

Appendix 4 – Transformation & Resources Committee

BACKGROUND PAPERS/REFERENCE MATERIAL

N/A

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Coordinating Committee	02 July 2014
Coordinating Committee	03 September 2014