

UPDATE ON WORK PROGRAM : SCRUTINY PROGRAMME BOARD -
07/09/09

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.			
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			

REPORT 2
SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME
SCRUTINY PROGRAMME BOARD : 07/09/09

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date
One Council	Scrutiny Programme Board Spokespersons		
Implementation of the Wirral Alcohol Strategy	Scrutiny Programme Board Spokespersons		

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

Meeting Date	Topic Description
27/05/09	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
07/09/09	Clarification of the terms of Reference Response to the Wirral Member's Scrutiny Questionnaire Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme
04/11/09	Annual Scrutiny Report for Wirral 2008-9 Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme
05/01/10	Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme Report on progress of Equality and Diversity in all departments of the Council
04/03/10	Work Programmes of the five Scrutiny Committees Review of the Forward Plan Scrutiny Programme Board – Work Programme

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
SCRUTINY PROGRAMME BOARD : 07/09/09

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee
None currently in progress			