

Scrutiny Work Programme

Scrutiny Board

The Board will have responsibility for scrutiny functions as they relate to:

Combined Authority, Future Customer, Future Performance and Communications

Date of Meeting	Item Description	Lead Report Author	Notes
4 June 2019	Consultation on All Age Travel Assistance Policy Newly released Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities	Nicola Harris Ministry of Housing, Communities and Local Government	
9 July 2019	Volunteering in the City (Provisional)		Cllr Philip Bateman recommended this as an item at SCE Scrutiny Panel, see minutes 20 Nov 2018 for description.
10 September 2019	Portfolio Holder Question and Answer Session.		

8 October 2019			
10 December 2019			
14 January 2020			
10 March 2020			
21 April 2020	Cyber Security Update		

Scrutiny Reviews

1. Fire Safety - Ongoing
2. Reducing Violent Crime – Cllr Ahmed in Chair.
3. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
4. Autism
5. Review into CAMHS
6. Mini Review Transport Recommendations – invite Transport Police, Anti-Social Behaviour Officers and Safer Travel Team.
7. Fuel Poverty

Scrutiny Board – Terms of Reference

- a. To arrange for the consideration of forthcoming Executive Decisions published in accordance with the Access to Information Procedure Rules with a view to identifying issues for early discussion with the Cabinet and/or scrutiny prior to decisions being made.
- b. The Board will oversee the operation of the [call-in mechanisms](#) with the Panels being responsible for hearing those call-ins related to them terms of reference. When the call-in relates to an overarching policy framework / budget issue or a matter that falls within the remit of more than one scrutiny panel it will default to the Scrutiny Board. Further, if the issue is considered to be of particular significance, either the Chair or Vice Chair of the Scrutiny Board can ask for it to come to the Board.
- d. The Board will oversee the work programmes of Scrutiny Panels to avoid duplication of work and to ensure coherence of approach to cross-cutting policy themes. The Board may determine that one named Panel shall take lead responsibility for a cross-cutting policy theme or may determine that the work be shared between one or more named Panels.
- e. The Board will ensure coherence between the policy development work of the named Panels and their role in the consideration of reports received from external auditors and external regulatory Inspectors.
- f. The Board will make recommendations to the Cabinet on the allocation of budgetary and employee resources held centrally for the purpose of supporting scrutiny work.
- g. The Board will ensure that good practices and methods of working are shared between Panels and in particular will seek to optimise the inclusion of citizens, partners and stakeholders in the work of Scrutiny.
- h. The Board will review or scrutinise non-Cabinet business and may make reports or recommendations to the Council. The Board will consider policy and due process and will not scrutinise individual decisions made by Regulatory or other Committees particularly those

quasi-judicial decisions relating to development control, licensing etc. which have been delegated by the Council. The Board will not act as an appeal body in respect of non-Cabinet functions.

- i. The Board will oversee the work of any Councillors appointed to act as lead members or 'champions' in respect of any specific priority tasks or areas of policy development identified by the Council.
- j. The Board or another relevant scrutiny panel will consider any petition that contains 2,500-4,999 signatures with a view to making recommendations for action by employees or review by the Executive as appropriate.
- k. The Board will undertake the tracking and monitoring of scrutiny review recommendations.
- L. The Board will oversee the coordination of the budget scrutiny process.

Our Council Scrutiny Panel Work Programme 2018-19

The Panel has responsibility for Scrutiny functions as they relate to, Strategic Financial Services, Revenues and Benefits, Strategic Procurement, The HUB, Audit, Human Resources, Corporate Administration, Democracy, Corporate Landlord, Transformation and ICT

Date of Meeting	Item Description	Lead Report Author	Notes
12 June 2019	<ul style="list-style-type: none"> Enforcement Agents Council Tax Chair of Audit and Risk Committee – Briefing Cabinet Member for Resources - Portfolio Holder Briefing Session The Head of Assets to present an outturn report on 2019-2020 Disposal Programme 	<p>Tracey Richards, Recovery Manager</p> <p>tbc</p> <p>tbc</p> <p>Julia Nock, Head of Assets</p>	<p>Introduction to current policy of debt recovery</p> <p>Q & A and outline of key priorities Discussion about the respective work of each and opportunities to to maximise the effectiveness of each and avoid duplication wherever possible.</p> <p>Briefing on progress against performance targets</p>
4 September 2019	<ul style="list-style-type: none"> Briefing on Universal Credit – update on transition Enforcement Agents Council Tax 	<p>Heather Clarke, Service Development Manager</p> <p>Tracey Richards, Recovery Manager</p>	<p>Update on activities aimed at supporting moving to Universal Credit in Wolverhampton and to mitigate any negative consequences from the rollout</p> <p>Evidence from witnesses about the use of bailiffs</p>

	<ul style="list-style-type: none"> Treasury Management-Annual Report 2018-2019 and Activity Monitoring Quarter One 2019-2020 		
20 November 2019	<ul style="list-style-type: none"> Chair of Audit and Risk Committee – Progress report Strategic Asset Plan 2018-23 – progress report Draft Budget and Medium-Term Financial Strategy 2020-2021 Draft Budget and Medium-Term Financial Strategy 2020 -2021 	<p>Julia Nock, Head of Assets</p> <p>Claire Nye, Director of Finance</p> <p>Claire Nye, Director of Finance</p>	<p>The Head of Assets to present report to include details of the progress made by the different workstreams detailed in the Strategic Asset Plan 2018-23 and also give a clear distinction between land and property ownership when giving an overview of the Council's property estate by asset type –</p>
15 January 2020	<ul style="list-style-type: none"> Digital Printing Service – update 	Gail Rider – Head of ICT	<ol style="list-style-type: none"> Review the opportunities and competitiveness of providing print services outside of the local authority, operating on a commercial basis Put in place mechanisms to secure all internal printing requirements are provided in-house, removing the opportunity for staff to commission print work outside of the authority Improve the kitchen facilities for DPS in line with the rest of the authority's amenities

	<ul style="list-style-type: none"> Specific Reserves Working Group (date to confirmed) 	Claire Nye, Director of Finance	<ol style="list-style-type: none"> To receive a detailed report on specific reserves. To review and scrutinise the balances and movements of the council's specific reserves to ensure that they are appropriately established and required. To make recommendation or comment to Cabinet on matters arising from the review and scrutiny of specific reserves.
	<ul style="list-style-type: none"> Treasury Management Activity Monitoring - Mid Year Review 2019-2020 	Claire Nye, Director of Finance	
11 March 2020	<ul style="list-style-type: none"> Treasury Management 	Claire Nye, Director of Finance	

Future Items – dates tbc

- Training session on treasury management. This training is being organised by Organisation Development
The purposes of the Audit Committee are to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

2. Demonstration of the Proposed Future Customer Service Operating Model – May 2019
3. Assessment and evaluation of the Smart Working Policy Denise Pearce, Head of Human Resource. That the Scrutiny Panel undertake an assessment and evaluation of the Smart Working Policy. Information on performance management and data on appraisals should also be included as part of the report – date tbc.
4. Community Asset Transfer: Policy and Strategy Review: Julia Nock, Head of Assets – due to be presented to Cabinet on 16.10.19.

Stronger City Economy Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to - Enterprise and Skills, City Development, Visitor Economy, Adult and Cultural Learning, Economic Inclusion and Service Development.

Date of Meeting	Item Description	Lead Report Author	Notes
June/July 2019	<ul style="list-style-type: none"> Improving the Public Realm, linking the City and Transport - to invite the Vibrant and Sustainable City Scrutiny Panel - Include outcome of Westside Link Phases 1 and 2 - outcome of consultation (June 2019) 	John Roseblade (Presentation)	Joint item with the Vibrant and Sustainable City Scrutiny Panel <ul style="list-style-type: none"> Outcome of Consultation Westside Link Business Plan Costings and making back the cost - timeframes Marketing/Commercial intelligence in current plans Transport Plans for the City Research done elsewhere – defining parameters of success i.e. footfall increase.
	<ul style="list-style-type: none"> Annual Review of the work of the Stronger City Economy Scrutiny Panel 	Heather Clark	
	<ul style="list-style-type: none"> Presentation on Forward Plans for the year 	Richard Lawrence	<ul style="list-style-type: none"> To include update on – Southside Regeneration Strategy, former Sainsbury's St. George's Site, Westside development, Wolverhampton External Funding Strategy and Black Country Plan Draft for Consultation.

	<ul style="list-style-type: none"> Digital Infrastructure 	Heather Clark	<ul style="list-style-type: none"> Broadband plans for the City and efficient use of implementing the infrastructure required.
September 2019	<ul style="list-style-type: none"> Branding and Marketing Strategy for the City of Wolverhampton Civic Halls Business Development Plan and Generic Update on Project 	<p>Isobel Woods / Ian Fegan</p> <p>Richard Lawrence</p>	<ul style="list-style-type: none"> City Centre and wider Wolverhampton branding and marketing strategy. Ian Fegan request to attend. How is Wolverhampton sold to encourage investment. Cabinet are receiving a report on the Business Development Plan in July. Also include generic update on building progress including, Fire Safety. Members to be asked for questions on the Civic Hall in advance of the meeting from the Chair of the Panel.
November 2019	<ul style="list-style-type: none"> Apprenticeships Update Skills, Employment, Enterprise Draft Budget 	Angela McKeever	<ul style="list-style-type: none"> Update as resolved at the Panel last year. Particular focus on uptake numbers, effectiveness and overall career pathways. Data analysis.

January 2020	<ul style="list-style-type: none">• Inward Investment		<ul style="list-style-type: none">• To include communications angle.
March 2020	<ul style="list-style-type: none">• Review of recommendations throughout the year.	Heather Clark	

Potential Future items: -

1. Policy implications from West Midlands Combined Authority/Regional/National or International Sources
2. How do we monitor our communications?

Vibrant and Sustainable City Scrutiny Panel Work Programme

The Panel will have responsibility for Scrutiny functions as they relate to: -

Operational Services, Public Realm, Commercial Services, Regulatory Services (policy), City Housing, Planning (policy), Strategic Transport, Keeping the city clean, Keeping the city moving, Improving the city housing offer and Strategic Asset Management.

Date of Meeting	Item Description	Lead Report Author	Notes
20 June 2019	<ul style="list-style-type: none"> Private Sector Housing Strategy Portfolio Holder Session with Q & A 	Ravi Phull Cllr Steve Evans	Cllr Steve Evans will give a statement and answer questions from Panel Members
5 September 2019	<ul style="list-style-type: none"> Full review of Housing Allocations Policy Burial Places in Wolverhampton Crematorium booking system, waiting times and delays particularly during the winter season Housing Strategy – Full Draft 	Mila Simpson Steve Woodward Steve Woodward Kate Martin	(As requested by Health Scrutiny Panel) (As requested by Health Scrutiny Panel)

7 November 2019	<ul style="list-style-type: none">• Processes for obtaining s.106 money including chasing once agreed• The Condition of the Roads (Including Potholes) in Wolverhampton• Draft Budget• 	John Roseblade	As requested by Cllr Waite at Scrutiny Board
30 January 2020			
19 March 2020			

Potential Future Items: -

1. Impact of Average Speed Cameras
2. Update on plans for the Hickman Avenue Site and potential changes to Willenhall Road
3. Strategy for exploiting the most out of the Canal Network
4. Bike Sharing Scheme Plans

Health Scrutiny Panel

The Panel will have responsibility for Scrutiny functions as they relate to: -

- All health-related issues, including liaison with NHS Trusts, Clinical Commissioning Groups, Health and Wellbeing Board and Healthwatch.
- All functions of the Council contained in the National Health Service Act 2006, to all regulations and directions made under the Health and Social Care Act 2001, the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002,
- The Health and Social Care Act 2012 and related regulations.
- Reports and recommendations to relevant NHS bodies, relevant health service providers, the Secretary of State or Regulators.
- Initiating the response to any formal consultation undertaken by relevant NHS Trusts and Clinical Commissioning Groups or other health providers or commissioners on any substantial development or variation in services.
- Participating with other relevant neighbouring local authorities in any joint scrutiny arrangements of NHS Trusts providing cross border services.
- Decisions made by or actions of the Health and Wellbeing Board.
- Public Health – Intelligence and Evidence
- Public Health – Health Protection and NHS Facing
- Public Health - Transformation
- Public Health – Commissioning
- Healthier City
- Mental Health
- Commissioning Mental Health and Disability
- HeadStart Programme

Date of Meeting	Item Description	Lead Report Author	Notes
6 June 2019	<ul style="list-style-type: none"> • Suicide Prevention • Child Death Overview Panel • Ward sizes, age, transition arrangements for a young person moving to an adult ward • Public Health Vision – Review of Progress against national performance targets 	<p>Parpinder Singh Public Health (Neeraj Malhotra)</p> <p>The Royal Wolverhampton NHS Trust</p> <p>Public Health – Ankush Mittal (Lead on Report)</p>	
12 September 2019	<ul style="list-style-type: none"> • Public Health Annual Report • Healthwatch Annual Report 	<p>Public Health – John Denley</p> <p>Tracey Cresswell</p>	

	<ul style="list-style-type: none"> • The Royal Wolverhampton NHS Trust - Quality Accounts– September 2019 (Provisional) • CCG Annual Report • National Audit of Care at the End of Life 	<p>Vanessa Whatley (Scrutiny Liaison Officer with the RWT)</p> <p>RWT</p>	
7 November 2019	<ul style="list-style-type: none"> • GP appointment waiting times – involve Wolverhampton Healthwatch (November 2019) • Review of the impact of the new Medical Examiner Role and the Registrar's Office at Newcross Hospital • Maternity Services – Quality Assurance • Pharmaceutical Ordering (Provisional) • Draft Budget 	<p>CCG – Helen Hibbs</p> <p>Royal Wolverhampton NHS Trust</p> <p>Royal Wolverhampton NHS Trust</p>	
16 January 2020	<ul style="list-style-type: none"> • Reconfiguration of hyper acute and acute stroke services 	CCG / RWT	
5 March 2020	<ul style="list-style-type: none"> • Mortality Statistics 	RWT	

Potential Future Items:-

1. Black Country Partnership NHS Foundation Trust Merger
2. STP (Sustainability and Transformation Plans) (Suggested by Chair of Healthwatch)
3. West Park Hospital (Suggested by Chair of Healthwatch)
4. June 2020 – Review of the new Patient Experience, Engagement and Public Involvement Strategy.
5. West Midlands Ambulance – to address priorities identified in the Quality accounts and in particularly those on Maternity Care in the pre-hospital environment.
6. In the Quality Accounts, the National Audits showed significant non-compliance by RWT in a few areas, the Panel wishes to look at progress in these areas.
7. Primary Care - CCG

Adults and Safer City Scrutiny Panel

The Panel will have responsibility for scrutiny functions as they relate to: -

Older people assessment and care management, Financial support services, Community Safety, Libraries and community hubs, Independent living centre, Commissioning older people, Carers support and All age disabilities.

Date of Meeting	Item Description	Lead Report Author	Notes
11 June 2019	<ul style="list-style-type: none"> Transforming Care - Annual Report 2019 Quality Assurance Homes Joint Dementia check autism Strategy - Update Principal Social Worker Annual Report 	<p>Wendy Ewins, Commissioning Officer</p> <p>Veronica Grantham, Quality Assurance and Compliance Manager</p> <p>Rob Hart, Head of Service Inclusion Support</p> <p>Louise Haughton, Principal Social Worker</p>	
24 September 2019	<ul style="list-style-type: none"> Adult Education Service Wolverhampton Safeguarding Children Board (WSCB) & 	<p>Joanne Keatley, Head of Adult Education</p> <p>Victoria Bowles, Wolverhampton Safeguarding Children Board Manager</p>	<ol style="list-style-type: none"> Update on progress made to prepare for the transfer of adult education budget from Skills Funding Agency to WMCA in April 2020. Adult Education Service - annual review and revision to Adult Education's Fees Policy

	Safeguarding Adults Board Annual Report		
12 November 2019	<ul style="list-style-type: none"> Draft Budget and Medium-Term Financial Strategy 2020 -2021 		
28 January 2020	<ul style="list-style-type: none"> Joint Dementia Strategy – Update 		Update on progress of annual strategy against original aims and performance targets
24 March 2020	tbc		

Potential Future Items: -

1. Draft Serious Violence and Exploitation Strategy to be sent for information
2. Loneliness - Parmdip Dhillon, Senior Public Health Specialist/ Dr. Ankush Mittal - Consultant in Public Health - update on social isolation/connecting communities work

Briefing notes for distribution via the Document Library:

1. Fatal Contraband and Alcohol - Update requested from meeting in July 2016 – Sue Smith agreed to lead
2. Crime Reduction and Community Safety and Drugs Strategy Update – request from meeting held in July 2017 – Karen Samuels and David Watts
3. Supporting a Safe and Seamless Transfer from Specialist Care or Hospital Setting – Update to be provided following meeting on 31 January 2017 (David Watts).
4. Better Care Fund – Update requested at meeting held on 31 January 2017.
5. Dementia City – Update on how GP services could be improved, any identified strengths and weaknesses and if possible, data on which GPs were reporting incidents – lead Kathy Roper

Children, Young People and Families Scrutiny Panel

The Panel will have responsibility for scrutiny functions as they relate to: -

Children in need/child protection, Looked after children, Early help 0-5, Early help 5-18, Youth offending, Children's commissioning, School planning and resources and Standards and vulnerable pupils.

Date of Meeting	Item Description	Lead Report Author	Notes
19 June 2019	<ul style="list-style-type: none"> Youth Justice Plan (pre-decision scrutiny) HeadStart Sustainability Planning Update (pre-decision scrutiny) CYP Strategic Priorities and Improvement Plan Elective Home Education England – CWC response to consultation 	<p>Rachel King, Head of Service Specialist Support</p> <p>Mai Gibbons, HeadStart Contracts Manager</p> <p>Rachel Warrender, Quality and Improvement Officer</p> <p>Robert Hart, Head of Service Inclusion Support</p>	<p>The panel to review progress the delivery of the objectives and priorities detailed in the plan and also work done to develop a strategy for April 2019</p> <p>The panel to review progress the delivery of the objectives and priorities detailed in the plan and also work done to develop a strategy for April 2019.</p> <p>2 April 2019 the DfE published a consultation on proposed legislation concerning children not in school. The consultation closes on 24 June 2019. Legislation unlikely to change for 2 – 3 years. CWC response to the o</p>

			Revised Government guidance issued 2 April 2019. This guidance will be reviewed by December 2020.
25 September 2019	<p>Children & Young People Positive Engagement Strategy (pre-decision scrutiny)</p> <p>Transforming Children's Care Programme</p> <p>Wolverhampton Safeguarding Children Board (WSCB) & Safeguarding Adults Board Annual Report</p>	<p>Andrew Wolverson, Head of Service People</p> <p>Andrew Wolverson, Head of Service People</p> <p>Victoria Bowles, Wolverhampton Safeguarding Children Board Manager</p>	
27 November 2019	Children and Young People's Social Work Self-Evaluation Refresh 2019/20	Louise Haughton, Principal Social Worker	
22 January 2020	Culture of Belonging (school exclusions)	Robert Hart, Head of Service Inclusion Support	
18 March 2020			

Potential Future Items: -

1. Children and Young people's Social Work Self-Evaluation Refresh 2020/21 – Louise Haughton Principal Social Worker - date tbc
2. Wolverhampton Safeguarding Children Board (WSCB) & Safeguarding Adults Board (WSAB) Annual Report 2018-19 - date tbc – Victoria Bowles, Wolverhampton Safeguarding Children Board Manager
3. Home Project-Care Leavers - date tbc
4. Annual Principal Social Work Report Louise Haughton Principal Social Worker - date tbc
5. Supporting Unaccompanied Asylum-Seeking Children
6. Mental Health Issues/CAMHS (Emma Bennett/CCG)
7. Unregistered independent schools and out of school settings
8. Apprenticeship educational requirements
9. Early Help Strategy 2018-2022
10. Rob Hart – Briefing Paper to update panel on Autism Strategy – copy to previous panel members

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