

## 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
10 September 2019	Performance Management Annual report  Update of recommendations from the Flood Review  Annual scrutiny report  Update on plans for Brexit	Sarah Campbell  Chelsea Sibley  Julia Cleary  John Denley	
8 October 2019	Recommendations from the Scrutiny Review into Violent Crime  Volunteering in the City (Provisional)  Update from Chairs and Vice-Chairs of Scrutiny Panels  Civic Halls Business Development Plan and Generic Update on Project	Cllr Obaida Ahmed, John Denley and Julia Cleary          Richard Lawrence	Cllr Philip Bateman recommended this as an item at SCE Scrutiny Panel, see minutes 20 Nov 2018 for description

10 December 2019	Update from Chairs and Vice-Chairs of Scrutiny Panels		
14 January 2020	Update from Chairs and Vice-Chairs of Scrutiny Panels		
10 March 2020	Update from Chairs and Vice-Chairs of Scrutiny Panels		
21 April 2020	Cyber Security Update  Update from Chairs and Vice-Chairs of Scrutiny Panels		

#### Scrutiny Reviews

1. Fire Safety - Ongoing
2. Reducing Violent Crime – Cllr Ahmed in Chair - Ongoing.
3. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
4. Autism - Review
5. Review into CAMHS
6. Fuel Poverty - Review

#### 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 2019-2020

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
4 September 2019	<ul style="list-style-type: none"> <li>Briefing on Universal Credit – update on transition</li> <li>Treasury Management-Annual Report 2018-2019 and Activity Monitoring Quarter One 2019-2020</li> <li>Cabinet Member for Resources - Portfolio Holder Briefing Session – Cllr Louise Miles</li> </ul>	<p>Heather Clarke, Service Development Manager</p> <p>Claire Nye, Director of Finance</p>	<p>Follow up from previous recommendations - update on activities aimed at supporting moving to Universal Credit in Wolverhampton and to mitigate any negative consequences from the rollout</p> <p>Information about the Council's treasury management Activity</p> <p>Briefing on priorities and questions from the panel.</p>
20 November 2019	<ul style="list-style-type: none"> <li>Chair of Audit and Risk Committee – Progress report - Cllr Alan Butt</li> <li>Strategic Asset Plan 2018-23 – progress report</li> </ul>	<p>Julia Nock, Head of Assets</p>	<p>Briefing on progress against performance targets</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</p>

	<ul style="list-style-type: none"> <li>Draft Budget and Medium-Term Financial Strategy 2020 -2021</li> <li>Rapid Development Platform</li> </ul>	<p>Claire Nye, Director of Finance</p> <p>Andy Hoare Digital Transformation Director</p>	<p>land and property ownership when giving an overview of the Council's property estate by asset type –</p> <p>Briefing on the system, current progress and the benefits of the platform and next steps and why.</p>
15 January 2020	<ul style="list-style-type: none"> <li>Digital Printing Service – update</li> <li>Treasury Management Activity Monitoring - Mid Year Review 2019-2020</li> </ul>	<p>Gail Rider – Head of ICT</p> <p>Claire Nye, Director of Finance</p>	<ol style="list-style-type: none"> <li>Review the opportunities and competitiveness of providing print services outside of the local authority, operating on a commercial basis</li> <li>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</li> <li>Improve the kitchen facilities for DPS in line with the rest of the authority's amenities</li> </ol>
January 2020 (tbc)	<ul style="list-style-type: none"> <li>Specific Reserves Working Group (date to confirmed)</li> </ul>	Claire Nye, Director of Finance	<ol style="list-style-type: none"> <li>To receive a detailed report on specific reserves.</li> </ol>

			<p>2. To review and scrutinise the balances and movements of the council's specific reserves to ensure that they are appropriately established and required.</p> <p>To make recommendation or comment to Cabinet on matters arising from the review and scrutiny of specific reserves.</p>
11 March 2020	<ul style="list-style-type: none"> <li>Treasury Management</li> </ul>	Claire Nye, Director of Finance	

#### Future Items – dates tbc

1. 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.
2. Community Asset Transfer: Policy and Strategy Review: Julia Nock, Head of Assets – due to be presented to Cabinet on 16.10.19.
3. Follow up from Enforcement Agents and Council Tax Item – consideration of where multiple debts occur.

**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.

<b>Date of Meeting</b>	<b>Item Description</b>	<b>Lead Report Author</b>	<b>Notes</b>
2 September 2019	<ul style="list-style-type: none"> <li>Branding and Marketing Strategy for the City of Wolverhampton</li> <li>Westside Link / Public Realm Proposals</li> </ul>	Isobel Woods / Ian Fegan	<ul style="list-style-type: none"> <li>City Centre and wider Wolverhampton branding and marketing strategy. Ian Fegan request to attend. How is Wolverhampton sold to encourage investment.</li> <li>To respond to questions raised at the Panel meeting in July 2019.</li> </ul>
25 November 2019	<ul style="list-style-type: none"> <li>Apprenticeships Update</li> <li>Skills, Employment, Enterprise</li> <li>Draft Budget</li> </ul>	Angela McKeever	<ul style="list-style-type: none"> <li>Update as resolved at the Panel last year. Particular focus on uptake numbers, effectiveness and overall career pathways. Data analysis.</li> </ul>



January/ February 2020	<ul style="list-style-type: none"><li>• Inward Investment</li><li>• City Commission Update</li></ul>		<ul style="list-style-type: none"><li>• To include communications angle.</li></ul>
March 2020	<ul style="list-style-type: none"><li>• Review of recommendations throughout the year.</li></ul>	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
5 September 2019	<ul style="list-style-type: none"> <li>Burial Places in Wolverhampton, Crematorium booking system, waiting times and delays particularly during the winter season</li> <li>Housing Strategy – Full Draft</li> <li>Full review of Housing Allocations Policy</li> <li>Empty Homes Policy and Strategy Action Plan</li> <li>Keep the Street Neat Briefing Note</li> </ul>	Steve Woodward  Kate Martin  Mila Simpson  Helen Scullard  Colin Parr	(As requested by Health Scrutiny Panel)
7 November 2019	<ul style="list-style-type: none"> <li>Processes for obtaining s.106 money including chasing once agreed</li> </ul>		As requested by Cllr Waite at Scrutiny Board

	<ul style="list-style-type: none"> <li>• The Condition of the Roads (Including Potholes) in Wolverhampton</li> <li>• Draft Budget</li> <li>• Response to Transport Questions raised on the Public Realm, Transport and Linking the City at the Stronger City Economy Scrutiny Panel on the 16 July 2019.</li> <li>• Briefing note on Border Development</li> </ul>	<p>John Roseblade</p> <p>John Roseblade / Marianne Page</p> <p>Michele Ross</p>	
30 January 2020	<ul style="list-style-type: none"> <li>• WV Living – Briefing Note</li> <li>• Wolverhampton Homes</li> <li>• Walsall Housing Growth Corridor</li> </ul>		
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
5. Councillor Portal Development (as requested by Portfolio Holder during Q & A Session)
6. Homelessness
7. Royal Hospital Phase 1+ 2

## **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
12 September 2019	<ul style="list-style-type: none"> <li>• Tettenhall Wood GP Surgery Consultation</li> <li>• The Royal Wolverhampton NHS Trust - Quality Accounts</li> <li>• National Audit of Care at the End of Life</li> <li>• Out of Area Sexual Health</li> <li>• Verbal Update on Brexit Preparations</li> </ul>	<p>CCG</p> <p>RWT – Alison Dowling</p> <p>RWT</p> <p>Ravi Seehra</p> <p>All present</p>	<p>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.</p>
7 November 2019	<ul style="list-style-type: none"> <li>• GP appointment waiting times – involve Wolverhampton Healthwatch</li> <li>• CCG Annual Report</li> <li>• Draft Budget</li> <li>• Public Health Annual Report</li> </ul>	<p>CCG – Helen Hibbs</p> <p>Steven Marshall</p> <p>Public Health – John Denley</p>	

	<ul style="list-style-type: none"> <li>Healthwatch Annual Report</li> </ul>	Tracey Cresswell	
16 January 2020	<ul style="list-style-type: none"> <li>Reconfiguration of hyper acute and acute stroke services</li> <li>Review of the impact of the new Medical Examiner Role and the Registrar's Office at Newcross Hospital</li> <li>Cancer Screening</li> <li>STP (Sustainability and Transformation Plans)</li> <li>Maternity Services – Quality Assurance</li> <li>Minutes and Report from the Adults and Safer City Scrutiny Panel on Alcohol and Drugs Strategy</li> </ul>	CCG / Royal Wolverhampton NHS Trust  Royal Wolverhampton NHS Trust  Royal Wolverhampton NHS Trust / Public Health  Royal Wolverhampton NHS Trust  Earl Piggott-Smith	
5 March 2020	<ul style="list-style-type: none"> <li>Mortality Statistics</li> <li>Patient Participation Groups</li> </ul>	RWT	

	<ul style="list-style-type: none"><li>• Pharmaceutical Ordering (Provisional)</li><li>• West Midlands Ambulance</li><li>• Accident and Emergency</li></ul>		To address priorities identified in the Quality accounts and in particularly those on Maternity Care in the pre-hospital environment.
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**Potential Future Items: -**

1. Black Country Partnership NHS Foundation Trust Merger – Possible an informal meeting will be arranged
2. West Park Hospital (Suggested by Chair of Healthwatch) – Will be a site visit
3. June 2020 – Review of the new Patient Experience, Engagement and Public Involvement Strategy.
4. Primary Care – CCG
5. Healthy Child Programme

**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.

<b>Date of Meeting</b>	<b>Item Description</b>	<b>Lead Report Author</b>	<b>Notes</b>
17 September 2019	<ul style="list-style-type: none"> <li>Wolverhampton Safeguarding Children Board (WSCB) &amp; Safeguarding Adults Board Annual Report</li> <li>Principal Social Worker Annual Report – update</li> <li>Adult Social Care Workforce Health Check</li> <li>Local Account 2018-2019</li> </ul>	<p>Victoria Bowles, Wolverhampton Safeguarding Children Board Manager</p> <p>Louise Haughton, Principal Social Worker</p> <p>Louise Haughton, Principal Social Worker</p> <p>David Watts</p>	The purpose is to present a draft of the Wolverhampton Safeguarding Adult Board's (WSAB) Annual Report to inform the panel of safeguarding activity and to update on progress made against the priorities for that period.
October 2019 (tbc)	<ul style="list-style-type: none"> <li>Cllr Linda Leach, Cabinet Member Adult Services and Cllr Jasbir Jaspal, Cabinet Member Health – briefing on priorities</li> </ul>	David Watts, Director of Education and John Denley, Director of Public Health	Briefing on key priorities and questions from the panel.
12 November 2019	<ul style="list-style-type: none"> <li>Draft Budget and Medium -Term Financial Strategy 2020 – 2021</li> </ul>	Clair Nye, Director of Finance	



	<ul style="list-style-type: none"> <li>• Safer Wolverhampton Partnership Annual Report 2018-2019 – background, what it does, who is on it etc.</li> <li>• Transforming Care – update on progress</li> <li>• Update on Alcohol and Drugs Strategy</li> </ul>	<p>Mark Taylor Andy Beard Lynsey Kelly John Denley, Director of Public Health</p> <p>David Watts, Director of Adults Services</p> <p>John Denley, Director of Public Health</p>	
28 January 2020	<ul style="list-style-type: none"> <li>• Joint Dementia Strategy – Update</li> <li>• Adult Education Service</li> <li>• Blue Badge Scheme – update report</li> </ul>	<p>Joanne Keatley, Head of Adult Education</p> <p>Lisa Taylor, Head of Service Improvement (Customer Services)</p>	<p>Update on progress of annual strategy against original aims and performance targets</p> <p>Briefing on service priorities and progress against key performance targets.</p> <p>The Head of Customer Service to present a report to the panel 24 September 2019 detailing progress in responding to the issues highlighted in the report and specifically on changes to the eligibility criteria and delays in the assessment process.</p>
24 March 2020	<ul style="list-style-type: none"> <li>• Proposed changes to charges for non - residential services (pre-decision scrutiny)</li> </ul>	Helen Winfield, Head of Community Financial Support	The Council has the right to charge for adult social care and support under the Care Act 2014 for people who request

	<ul style="list-style-type: none"><li>• Better Care Fund - update on publication of national guidance.</li><li>• Emergency Planning Response (exempt)</li></ul>	<p>David Watts, Director of Adults Services</p> <p>John Denley, Director of Public Health</p>	<p>the Council arrange their care and support.</p>
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**Potential Future Items: -**

- Youth Violence Scrutiny Review – Cllr Ahmed to brief panel on key findings and recommendations.
- Invite David Jamieson or representative of Police and Crime Commissioner

## 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"> <li>Youth Justice Plan (pre-decision scrutiny)</li> <li>HeadStart Sustainability Planning Update (pre-decision scrutiny)</li> <li>CYP Strategic Priorities and Improvement Plan</li> <li>Elective Home Education England – CWC response to consultation</li> </ul>	<p>Rachel King, Head of Service Specialist Support</p> <p>Mai Gibbons, HeadStart Contracts Manager</p> <p>Louise Haughton, Senior Social Worker</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> <p>Revised Government guidance issued 2 April 2019. This guidance will be reviewed by December 2020.</p>

25 September 2019	<p>SEND Self – Evaluation</p> <p>Early Years Update – Outcome of Peer Review</p> <p>Children’s Workforce Health Check 2019</p> <p>Cabinet Member Briefing - Cllr John Reynolds</p>	<p>Adrian Leach Head of Special Educational Needs and Disability</p> <p>Amanda Newbold, Senior School Improvement Advisor</p> <p>Louise Haughton, Principal Social Worker</p>	
15 October 2019	<p>Children &amp; Young People Positive Engagement Strategy (pre-decision scrutiny)</p> <p>Transforming Children’s Services Programme</p> <p>Cabinet Member Briefing – Cllr Michael Hardacre</p>	<p>Andrew Wolverson, Head of Service People</p> <p>Andrew Wolverson, Head of Service People</p>	
27 November 2019	<p>Children and Young People’s Social Work Self-Evaluation Refresh 2019/20</p> <p>Draft Budget and Medium-Term Financial Strategy 2020 -2021</p>	<p>Louise Haughton, Principal Social Worker</p> <p>Claire Nye, Director of Finance</p>	

	School Organisation Review - Primary and Secondary School	Bill Hague, Head of School Organisation	
22 January 2020	Culture of Belonging (school exclusions)  Update on alternative education provision and Pupil Referral Units  Unregistered independent schools and out of school settings	Robert Hart, Head of Service Inclusion Support  Adrian Leach Head of Special Educational Needs and Disability  Amanda Newbold, Senior School Improvement Advisor, and Dawn Williams (Head of Safeguarding)Mark Heywood, Headteacher, The Royal – to be invited as a witness	
18 March 2020	Review of Early Intervention and Prevention  School Improvement Report Annual Plan  Wolverhampton Safeguarding Children Board (WSCB) & Safeguarding Adults Board Annual Report	Alison Montgomery, Head of Strengthening Families People  Amanda Newbold, Senior School Improvement Advisor  Victoria Bowles,Wolverhampton Safeguarding Children Board Manager	

**Potential Future Items: -**

1. Apprenticeship and youth unemployment – Angela McKeever
2. Supporting unaccompanied asylum-seeking children briefing paper – Alison Hind

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