

## 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

<b>Date of Meeting</b>	<b>Item Description</b>	<b>Lead Report Author</b>	<b>Specific Questions for Scrutiny to consider</b>
11.09.2018	Black Country LEP Update to include the Brexit Group  Invite Equalities Champion to meeting – plans for the year.  Social Care, Public Health and Corporate Complaints Report  Annual Scrutiny Report to Council	Julia Cleary  Cllr Gakhai  Sarah Campbell  Julia Cleary	
09.10.2018	School Improvement Strategy  Annual Public Health Report  Petitions Annual Report  Update on recommendations form the Fire Safety Scrutiny	Amanda Newbold John Denley  Jaswinder Kaur  Julia Cleary and Martin Stevens	
11.12.2018	Budget		
08.01.2019	Update on the Combined Authority Overview and Scrutiny Committee and Task and Finish Groups	Overview and Scrutiny Officer – CA	Cllr Peter Hughes and Lyndsry Roberts Cllr Steve Simkins

		Julia Cleary	
12.03.2019	Portfolio Holder for Governance Questions and Answer Session  Leader Q & A Session		
09.04.2019			

Other potential items: -

1. Cyber Security

#### **Scrutiny Reviews**

1. Budget Task and Finish Group for the Combined Authority Scrutiny Committee
2. Transport- what could transport in the city look like in 20 years' time?
3. Possible Councillor engagement (See M. Sargeant Tettenhall Governance Review Report)
4. Flooding and Emergency Response – Cllr Bateman to chair.
5. Work Experience/Skills
6. Children and Adolescent Mental Health Services (response to Yough Council mini review).
7. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
8. Autism
9. Review into CAMHS
10. Mini Review Transport Recommendations – invite Transport Police, Anti Social Behaviour Officers and Safer Travel Team.

### **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 their 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.

### Confident, Capable Council Scrutiny Panel Work Programme

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	Specific Questions for Scrutiny to consider
26.09.2018	<ul style="list-style-type: none"> <li>Future Spaces – the use of the mezzanine area and temporary Councillor Office Area - future plans – briefing paper</li> <li>Vistor Access to Civic Centre – public access to committee rooms and the Council Chamber - briefing paper</li> <li>Treasury Management – Annual Report 2017-2018 and Activity Monitoring Quarter One 2018-2019</li> </ul>	<p>Andy Moran, Director of Commercial Services</p> <p>Andy Moran, Director of Commercial Services</p> <p>Claire Nye, Director of Finance</p>	
Tbc	<ul style="list-style-type: none"> <li>Future Spaces – update - capital funding of future projects and the management and disposal of council owned buildings and assets. The findings of the lessons learnt report on the Civic Halls</li> </ul>	<p>Andy Moran, Director of Commercial Services/ Claire Nye, Director of FinanceSarah</p>	
Tbc	<ul style="list-style-type: none"> <li>Training session on treasury management</li> </ul>		

		Claire Nye, Director of Finance	
28.11.2018	<ul style="list-style-type: none"> <li>The promotion of public participation in local and national elections /</li> <li>Polling Station provision</li> <li>Legal Services Private Work</li> <li>Strategic Procurement (<i>Provisional</i>)</li> </ul>	<p>Martyn Sargeant, Head of Public Service Reform</p> <p>Martyn Sargeant, Head of Public Service Reform</p> <p>Kevin O'Keefe, Director of Governance</p> <p>Andy Moran, Director of Commercial Services</p>	<p>Update on review Electoral registration scrutiny review report recommendations – 17.1.17 Scrutiny Board</p> <p>Briefing on the provision of polling places across Wolverhampton and comment on whether current provision is reasonable and practicable</p>
06.02.2019	<ul style="list-style-type: none"> <li>Welfare Reform Changes – Update (<i>Provisional</i>)</li> </ul>	Claire Nye, Director of Finance	To understand what benefits and support services are available to residents and the policies in place to help people come off, live better on, or avoid needing benefits and how effective they are.

	<ul style="list-style-type: none"><li>Portfolio Holder Session with Q &amp; A</li></ul>	Cllr Louise Miles	
10.04.2019	<ul style="list-style-type: none"><li>Assesment and evaluation of the Smart Working Policy</li><li>Print and Design service – report on performance of the service following the installation of new machines</li></ul>	Denise Pearce, Head of Human Resources	How well is the service being used by the Council and external customers?

#### Future Items

- Briefing on completing election expenses forms
- Customer Service Experience – 26.9.18 (tbc)

## 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	Specific Questions for Scrutiny to consider
18.09.2018	<ul style="list-style-type: none"> <li>City Apprenticeships – include what employers want and education levels of those leaving school.</li> <li>Annual Review of previous Scrutiny Municipal year</li> </ul>	Angela McKeever  Heather Clark	(Note - Ensure – Meredith Teasdale Invited + Youth Council reps)
20.11.2018	<ul style="list-style-type: none"> <li>Portfolio Holder Session with Q &amp; A</li> <li>Supporting businesses in the City to Innovate</li> </ul>	John Reynolds  Isobel Woods / Charlotte Johns	
12.02.2019	TBC		
02.04.2019	TBC		

Other Potential items (when something significant needs a panel recommendation):

1. The potential effects of Brexit on the local economy (inviting Black Country LEP Brexit Group Chair and support Officer)
2. Policy implications from West Midlands Combined Authority/Regional/National or International Sources
3. How do we monitor our communications?
4. Skills and Employment



### 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	Specific Questions for Scrutiny to consider
04.10.2018	<ul style="list-style-type: none"> <li>Parking Outside Schools – Review Progress of Implementation of recommendations</li> <li>Update Report from Kingdom on number of tickets issued to people with special needs or vulnerabilities and the amount of people who do not pay FPNs</li> <li>Council's Tree Policy</li> </ul>	Ross Cook & Earl Piggott-Smith  Shaun Walker  Steve Woodward & Richard Johnson	
06.12.2018	<ul style="list-style-type: none"> <li>Active Travel</li> <li>WV Active</li> <li>Briefing Note – Christmas Waste Collections</li> </ul>	John Denley  Sean McBurney  Ross Cook	How well are WV Active doing at meeting their targets?

28.02.2019	<ul style="list-style-type: none"><li>• Portfolio Holder Session with Q &amp; A</li><li>• Evaluation of Waste Management Delivery Plan</li><li>• Full Review of Housing Allocations Policy</li></ul>	Steve Evans Ross Cook Mila Simpson	
11.04.2019	TBC		

**Potential Future Item: -**

1. The Condition of the Roads (Including Potholes) in Wolverhampton
2. Transport Scrutiny
3. Briefing note on the results of the Environmental Services Survey

## **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	Specific Questions for Scrutiny to consider
20.09.2018	<ul style="list-style-type: none"> <li>Urgent and Emergency Care 7-day Services</li> <li>Black Country Sustainability and Transformation Plan - update</li> <li>Wolverhampton Joint Health &amp; Wellbeing Strategy 2018-2023</li> <li>Draft Joint Public Mental Health and Wellbeing Strategy 2018 – 2021</li> <li>Patient Advice and Liaison Service ( PALS)</li> </ul>	<p>Dr Odum, The Royal Wolverhampton NHS Trust</p> <p>Dr Helen Hibbs, WCCG</p> <p>John Denley, Director of Public Health</p> <p>Lina Martino,CWC/Sarah Fellows, WCCG</p> <p>Alison Dowling   Head of Patient Experience and Public Involvement The Royal Wolverhampton NHS Trust</p>	<p>Called – Spoke to Secretary report on target for deadline.</p> <p>Spoke to Helen's PA and gave the deadline date.</p> <p>Report with covering note on target</p> <p>Presentation will be given.</p>
23.10.2018 (Special Meeting)	<ul style="list-style-type: none"> <li>Mortality Rates</li> </ul>	John Denley, Director of Public Health	
25.10.2018	<ul style="list-style-type: none"> <li>Death certification process</li> </ul>	Julia Goudman (Registration Service), The Royal	

(Special Review Meeting)		Wolverhampton NHS Trust (Dr Julian Parkes, Elaine Roberts)	
15.11.2018	<ul style="list-style-type: none"> <li>Refreshed CAMHS Local Transformation Plan</li> <li>Winter planning/resilience plans - update</li> <li>Integrated Care Alliance in Wolverhampton</li> </ul>	<p>Margaret Courts Children's Commissioning Manager, WCCG</p> <p>Dr Odum, The Royal Wolverhampton NHS Trust</p> <p>The Royal Wolverhampton NHS Trust</p>	<a href="#">Primary Care Vertical Integration</a>
24.01.2019	<ul style="list-style-type: none"> <li>Black Country Partnership NHS Foundation Trust – Transforming Care Partnership – update and Quality Accounts 2018/19 – progress against priorities</li> <li>Eye and hearing checks</li> <li>Cancer treatment services – performance against national targets</li> <li>RWHT – staff recruitment and retention</li> </ul>	<p>Lesley Writtle, Black Country Partnership</p> <p>Andrea Smith, Head of Integrated Commissioning, Wolverhampton CCG</p> <p>The Royal Wolverhampton NHS Trust</p> <p>The Royal Wolverhampton NHS Trust</p>	<p>performance against local and national targets</p> <p>maintaining staff levels to deliver safer care and better patient experience</p>

21.03.2019	<ul style="list-style-type: none"><li>• Hospital Mortality Statistics – update</li><li>• Public Health Vision – Review of Progress against national performance targets</li><li>• GP appointment waiting times – involve Wolverhampton Healthwatch</li></ul>	<p>Dr Odum, The Royal Wolverhampton NHS Trust</p> <p>John Denley, Director of Public Health</p> <p>Wolverhampton CCG and Healthwatch</p>	<p><a href="http://www.wolverhampton.gov.uk/health">http://www.wolverhampton.gov.uk/health</a></p>
------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

**List of potential topics - dates and method of scrutiny to be agreed by the panel**

1. West Midlands Ambulance Service - Quality Accounts 2017/18 - May 2019 (tbc)
2. RWHT - Quality Accounts 2017/18 – 23 May 2019 (tbc)
3. Black Country Partnership NHS Foundation Trust – Quality Accounts – May 2019 (tbc)
4. Walsall CCG - [Reconfiguration of hyper acute and acute stroke services](#)
5. Ward sizes,age,transition arrangements for a young person moving to an adult ward

### 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, Libraries and community hubs, Independent living centre, Commissioning older people, Carers support and All age disabilities (disabilities).

Date of Meeting	Item Description	Lead Report Author	Specific Questions for Scrutiny to consider
25.09.2018	<ul style="list-style-type: none"><li>Wolverhampton Adult Education Service - briefing about the current education offer</li><li>Progress report on the implementation of the recommendations from the Scrutiny Review of the Adult Mental Health Commissioning</li><li>Update on adult case file audits:one year on</li><li>Adults Social Worker Health Check survey</li></ul>	Joanne Keatley, Head of Service  Earl Piggott-Smith  Jennifer Rogers  Jennifer Rogers	

	<ul style="list-style-type: none"> <li>The West Midlands Police and Crime Plan 2016-20</li> </ul>	David Jamieson, West Midlands Police and Crime Commissioner	
27.11.2018	Transport – Safety, Bus Shelters (reponse to Youth Council mini review)		
	<ul style="list-style-type: none"> <li>Wolverhampton Safeguarding Children and Adults Board Annual Report</li> </ul>	Dawn Williams (Head Of Safeguarding)	
29.01.2019	TBC		
26.03.2019	<ul style="list-style-type: none"> <li>Principal Social Worker Annual Report</li> <li>Quality Assurance Compliance Update</li> <li>Transforming Care - Annual Report 2019</li> </ul>	Louise Houghton, Principal Social Worker	

### Adults and Safer City Scrutiny Panel

Long list of topics - dates for presentation and method of scrutiny to be agreed

1. Quality of Care – issues of quality assurance - Sarah Smith, Head of Commissioning
2. Draft People Directorate Commissioning Strategy – 13.6.17
3. Responding to Serious and Organised Crime - To provide an outline of partnership proposals to address serious and organised crime in the city and the Council's contribution. (Karen Samuels – CWC Community Safety/Chief Inspector Karen Geddes – West Midlands Police/Andy Moran – CWC Procurement)



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	Specific Questions for Scrutiny to consider
5.9.18	<ul style="list-style-type: none"><li>• Elective Home Education - <a href="#">DfE consultation: Home Education</a></li></ul>	Rachel King, Head of Service	
	<ul style="list-style-type: none"><li>• School Accesbility Strategy (Pre-Decision Scrutiny)</li></ul>	Adrian Leach, Head of Special Educational Needs and Disability	Requested by SEB
	<ul style="list-style-type: none"><li>• Old Fallings adventure playground (briefing paper)</li></ul>	Andrew Wolverson, Head of Service People	
14.11.2018	<ul style="list-style-type: none"><li>• The Vision for School Organisation 2018-2020: City of Wolverhampton Education Place Planning - Update</li></ul>	Bill Hague, Head of School Planning	
	<ul style="list-style-type: none"><li>• Local Offer for Care Leavers</li></ul>	Alison Hinds	

	<ul style="list-style-type: none"> <li>Wolverhampton Safeguarding Children and Adults Board Annual Report</li> <li></li> </ul>	Dawn Williams (Head of Safeguarding)	Invite Linda Sanders – Confirm format of reports etc
	<ul style="list-style-type: none"> <li>The provision of SEN at post 16 and presentation self-assessment report on current provision</li> </ul>	Adrian Leach, Head of Special Educational Needs and Disability	
	<ul style="list-style-type: none"> <li>Progress report on the implementation of the 2018-19 Children and Young People Service Improvement Plan on 16 January 2019</li> </ul>	Emma Bennett, Director for Children's Service	
	<ul style="list-style-type: none"> <li>Troubled Families Report</li> </ul>	Kate Lees - Strengthening Families Partnership Manager	
16.01.2019	<ul style="list-style-type: none"> <li>Children and Young People Service Improvement Plan 2018-19 – update</li> <li></li> <li>The Vision for School Organisation and School Expansion</li> </ul>	Emma Bennett, Director for Children's Service  Stephanie Knight School Organisation Officer	
27.03.2019	TBC		

Long list of topics - dates for presentation and method of scrutiny to be agreed

1. Supporting Unaccompanied Asylum-Seeking Children
2. Mental Health Issues/CAMHS (Emma Bennett/CCG)
3. Unregistered independent schools and out of school settings
4. Youth Justice Plan 2018-2019 – action plan
5. Apprenticeship educational requirements
6. Progress report on school's expansion

7. Early Help Strategy 2018-2022
8. Children's Trust Board – briefing paper

**Work Plan Version: 03/09/18 11:39**