

## 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>
11.12.2018	Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021.  Presentation on the work of the Adult Education Centre  Customer Services and Access Issues	Claire Nye  Joanne Keatley  Lisa Taylor Andy Moran	
08.01.2019	Update on the Combined Authority Overview and Scrutiny Committee and Task and Finish Groups  Access Issues in relation to public meetings	Overview and Scrutiny Officer – CA Julia Cleary	Cllr Peter Hughes and Lyndsey Roberts Cllr Steve Simkins
12.03.2019	Portfolio Holder for Governance Questions and Answer Session  Leader Q & A Session		
09.04.2019			

Other potential items: -

1. Cyber Security
2. Constitutional Review – Call in and Council processes

**Scrutiny Reviews**

1. Fire Safety - Ongoing
2. Flooding and Emergency Response – Cllr Bateman to chair.
3. Reducing Violent Crime
4. Mini Scrutiny Reviews with Youth Council based on Make Your Mark
5. Autism
6. Review into CAMHS
7. 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

<b>Date of Meeting</b>	<b>Item Description</b>	<b>Lead Report Author</b>	<b>Specific Questions for Scrutiny to consider</b>
28.11.2018	<ul style="list-style-type: none"> <li>Print and Design service – report on performance of the service following the installation of new machines and tour of site</li> </ul>	Gail Rider, Head of ICT	
	<ul style="list-style-type: none"> <li>Customer Services Journey</li> </ul>	Andy Moran, Director of Commercial Services /Lisa Taylor, Head of Service Improvement Corporate	
	<ul style="list-style-type: none"> <li>Strategic Procurement - local spend, savings realised, Brexit implications</li> </ul>	Andy Moran, Director of Commercial Services	
	<ul style="list-style-type: none"> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021</li> </ul>	Claire Nye, Director of Finance/ Alison Shannon/ Michelle Howell	
	<ul style="list-style-type: none"> <li>Draft Work Programme</li> </ul>	Earl Piggott-Smith, Scrutiny Officer	
23.1.19	<ul style="list-style-type: none"> <li>Asset Management Strategy</li> </ul>	Claire Nye, Director of Finance/ Andy Moran, Director of Commercial Services	

	<ul style="list-style-type: none"> <li>Draft Work Programme</li> </ul>	Earl Piggott-Smith, Scrutiny Officer	
06.02.2019	<ul style="list-style-type: none"> <li>Welfare Reform Impact – Briefing Paper</li> </ul>	Sue Martin/Shawn Aldis (Wolverhampton Homes)	Briefing on the impact on residents moving to Universal Credit
	<ul style="list-style-type: none"> <li>Visitor Access to Civic Centre – update report</li> </ul>	Chris East, Head of Facilities/Lisa Taylor, Head of Service Improvement Corporate	
	<ul style="list-style-type: none"> <li>Portfolio Holder Session with Q &amp; A</li> </ul>	Cllr Louise Miles	
	<ul style="list-style-type: none"> <li>Draft Work Programme</li> </ul>	Earl Piggott-Smith, Scrutiny Officer	
10.04.2019	<ul style="list-style-type: none"> <li>Assessment and evaluation of the Smart Working Policy</li> </ul>	Denise Pearce, Head of Human Resources	
	<ul style="list-style-type: none"> <li>Legal Services Private Work</li> </ul>	Kevin O’Keefe, Director of Governance	
	<ul style="list-style-type: none"> <li>Draft Work Programme</li> </ul>	Earl Piggott-Smith, Scrutiny Officer	

#### Future Items – dates tbc

1. Training session on treasury management. This training is being organised by Organisation Development

## 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
20.11.2018	<ul style="list-style-type: none"> <li>Portfolio Holder Session with Q &amp; A</li> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021.</li> </ul>	John Reynolds  Claire Nye, Director of Finance	
12.02.2019	<ul style="list-style-type: none"> <li>Supporting Businesses in the City to Innovate</li> <li>Briefing Note – City Commission</li> </ul>	Isobel Woods / Charlotte Johns  Richard Lawrence / Isobel Woods	
02.04.2019	TBC		

Other Potential items:-

1. Policy implications from West Midlands Combined Authority/Regional/National or International Sources
2. How do we monitor our communications?
3. 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
06.12.2018	<ul style="list-style-type: none"> <li>Active Travel</li> <li>Briefing Note – Christmas Waste Collections</li> <li>Council’s Tree Policy</li> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021.</li> </ul>	<p>John Denley</p> <p>Ross Cook</p> <p>Steve Woodward &amp; Richard Johnson</p> <p>Claire Nye, Director of Finance</p>	
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>WV Active</li> </ul>	<p>Steve Evans</p> <p>Ross Cook</p> <p>Sean McBurney</p> <p>How well are WV Active doing at</p>	



		meeting their targets?	
11.04.2019	<ul style="list-style-type: none"><li>• Environment Survey Results</li><li>• Full Review of Housing Allocations Policy</li></ul>	Steve Woodward  Mila Simpson	

**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
15.11.2018	<ul style="list-style-type: none"> <li>Refreshed CAMHS Local Transformation Plan</li> <li><b>Winter planning/resilience plans - update</b></li> <li><b>Integrated Care Alliance in Wolverhampton</b></li> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021.</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> <p>Claire Nye</p>	<p><a href="#">Primary Care Vertical Integration</a></p>
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> </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>performance against local and national targets</p>

	<ul style="list-style-type: none"> <li>• RWHT – staff recruitment and retention</li> <li>• Patient Advice and Liaison Service ( PALS)</li> </ul>	<p>The Royal Wolverhampton NHS Trust</p> <p>Alison Dowling   Head of Patient Experience and Public Involvement The Royal Wolverhampton NHS Trust</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
6. Pharmecuatical Ordering

**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).

<b>Date of Meeting</b>	<b>Item Description</b>	<b>Lead Report Author</b>	<b>Specific Questions for Scrutiny to consider</b>
27.11.2018	<ul style="list-style-type: none"> <li>Transport – Safety, Bus Shelters (reponse to Youth Council mini review)</li> </ul>	Andrew Scragg	
	<ul style="list-style-type: none"> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021.</li> </ul>	Claire Nye, Director of Finance	
	<ul style="list-style-type: none"> <li>The West Midlands Police and Crime Plan 2016-20 (tbc)</li> </ul>	Ashley Bertie and Mary Jacobs - West Midlands Police and Crime Commissioner	
	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	Earl Piggott-Smith	
29.01.2019	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	Earl Piggott-Smith	
26.03.2019	<ul style="list-style-type: none"> <li>Principal Social Worker Annual Report</li> </ul>	Louise Haughton, Principal Social Worker	

	<ul style="list-style-type: none"><li>• Quality Assurance Compliance Update</li><li>• Transforming Care - Annual Report 2019</li><li>• Draft work programme</li></ul>	Earl Piggott-Smith	
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### 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
14.11.2018	<ul style="list-style-type: none"> <li>Draft Budget and Medium Term Financial Strategy 2019-2020 – 2020-2021</li> </ul>	Claire Nye, Director of Finance	
	<ul style="list-style-type: none"> <li>Children and Young People Service Improvement Plan 2018-19 – Q2 Update</li> </ul>	Emma Bennett, Director for Children's Service	
	<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	
16.01.2019	<ul style="list-style-type: none"> <li>The Vision for School Organisation and School Expansion</li> </ul>	Stephanie Knight School Organisation Officer	
	<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>Troubled Families Report Update</li> </ul>	Denise Williams, Partnership Manager	
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: 10/11/18 12:00**