

# Wolverhampton City Council

## **CONFIDENT CAPABLE COUNCIL SCRUTINY PANEL**

**Date 20 JUNE 2013**

Originating Service Group(s)	<b>DELIVERY DIRECTORATE GOVERNANCE SERVICES</b>
Contact Officer(s)/ Telephone Number(s)	<b>DEB BREEDON 55(1250)</b>
Title/Subject Matter	<b>CONFIDENT CAPABLE COUNCIL (C3) SCRUTINY PANEL WORK PROGRAMME 2013-14</b>

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### **1.0 RECOMMENDATIONS**

- 1.1 That the C3 Scrutiny Panel agrees the items for inclusion in the work programme for 2013-14 and indicates the priority item(s) to the next meeting
- 1.2 That the Panel agrees to review the work programme at each Panel meeting to respond to emerging issues and to enable members to debate whether issues are still relevant.

## **2.0 Purpose of Report**

2.1 To present for consideration the draft C3 Scrutiny Panel Work Programme for 2013/2014 at appendix 1.

## **3.0 Background Information**

3.1 The remit of the C3 panel was agreed by Annual Council 15 March 2013; an extract setting out the remit for this panel is attached at appendix 2.

3.2 The Delivery Directorate Business Plan 2013 was considered by Performance Governance and Support Services Scrutiny Panel, 9 May 2013. The business plan sets out all the overall direction and priorities for the Directorate and how it sits with the Council's corporate priorities.

Hyperlink [Delivery Directorate Business Plan 2013](#)

3.3 Outstanding issues to be considered for carry forward to 2013-14 work programme include:

- Staff Turnover (Minute 105 -12 April 2012)
- Acquisitions (Minute 114- 21 June 2012)
- Energy Switching Campaign (Minute 84 - 7 March 2013)
- Progress Report on Implementation of the Customer Services Strategy - whether or the aims and objectives of the strategy had been achieved (Minute 09.05.13)
- Updates every six months on the work of the Member Champion and on the implementation of the Equalities Implementation Plan (Minute 11.04.13).
- Creating a Council Temporary Staffing Agency detailed business planning work for Option 2 (Minute 11.04.13)

3.4 Issues included as regular items in recent years include:

- Budget consultation, budget setting and budget updates and reviews
- Single status
- Proposals for restructure of services
- Shared services and transformation programme update
- Ear Marked Reserves Task and Finish Group
- Civic Centre Work Group

3.4 Issues raised at the Annual work programme planning session which fall within the remit of C3 Panel and were not selected for review or inquiry by Scrutiny Board include:

- Energy Efficiency
- Issues surrounding community inclusion/exclusion
- Procurement
- Performance Management (Staff)
- Performance Management (Council business)
- Digital inclusion / exclusion
- Emerging and new communities

- Use of social media by the Council
- Access to affordable finance for public
- Customer services
- Finance/budgets – Local discretionary grant scheme/ driving out efficiencies
- Banking / Loans / Deals / Partnerships with Banks – credit unions
- Collection ability on council tax payment
- Direct payments
- Risk
- Community budgets

3.6 Issues raised at the agenda planning meeting with Chair and Vice-Chair:

- Property Assets Management
- Information requests and complaints – 2012 outturn position

3.7 The Panel will retain flexibility to consider issues as they arise, changes to the work programme will be brought to the attention of the Chair at each agenda meeting and all Councillors will consider the work programme at the Panel meetings.

#### **4.0 Schedule of Meetings**

4.1 C3 Scrutiny Panel meetings for the 2013-14 municipal year:

- 20 June 2013
- 18 July 2013
- 5 September 2013
- 21 November 2013
- 23 January 2014
- 6 March 2014
- 17 April 2014

5.1 The Panel should take into account topics identified for reviews and inquiries during 2013-14 when considering items for inclusion on the Panel work programme to avoid repetition.

#### **6.0 Financial Implications**

6.1 There is a scrutiny budget to support the investigation of issues highlighted by councillors through the work programmes of the Panels and the reviews and inquiries. [GE/06062013/N]

#### **7.0 Legal Implications**

7.1 There are no direct legal implications arising from this report. [FD/11062013/V]

#### **8.0 Environmental Implications**

8.1 There are no direct environmental implications contained in this report

#### **9.0 Equalities Implications**

9.1 Councillors are asked to consider equalities, especially when identifying who to consult and who to call to give evidence.

## Appendix 1: Draft Work programme 2012/13

20 June 2013	<ul style="list-style-type: none"> <li>• A Confident, Capable Council - presentation</li> <li>• Confident, Capable Council (C3) Work programme 2013-14</li> <li>• HR Policies (pre-decision)</li> <li>• Portfolio Performance Measures - 2012/13 Quarter 4</li> <li>• Introduction of Individual Electoral Registration (IER)</li> </ul>
18 July 2013	<ul style="list-style-type: none"> <li>• Budget and financial matters</li> <li>• Resilience (emergency planning and business continuity)</li> <li>• Corporate Landlord (Property Asset Management) tbc</li> <li>• Information requests and complaints – 2012 outturn position</li> <li>• Delivery and OCE restructure – dates tbc</li> <li>• Future space – tbc possible link to the sub group</li> </ul>
5 September 2013	<ul style="list-style-type: none"> <li>• Portfolio Performance Measure Quarter 1 2013-14</li> <li>• HR Quarterly update report</li> <li>• Talent Link</li> <li>• Consultation Principles</li> <li>• Budget and financial matters</li> <li>• Future Works</li> <li>• Single Status – Update report</li> <li>• Equal Pay</li> </ul>
21 November 2013	<ul style="list-style-type: none"> <li>• Budget and financial matters</li> <li>• Health and safety status report – November (annual)</li> <li>• Future works</li> </ul>
23 January 2014	<ul style="list-style-type: none"> <li>• Portfolio Performance Measure Quarter 2 2013-14</li> <li>• HR Quarterly update report</li> <li>• Budget and financial matters</li> <li>• Future works</li> </ul>
6 March 2014	<ul style="list-style-type: none"> <li>• Budget and financial matters</li> <li>• Regular updates on financial matters</li> </ul>
17 April 2014	<ul style="list-style-type: none"> <li>• Budget and financial matters</li> <li>• Portfolio Performance Measure Quarter 3 2013-14</li> <li>• HR Quarterly update report</li> <li>• Future works</li> </ul>

## **Other issues to be scheduled:**

Issues carried forwarded from work programme 2012-13:

- Staff Turnover (Minute 105 -12 April 2012)
- Acquisitions (Minute 114- 21June 2012)
- Energy Switching Campaign (Minute 84 - 7 March 2013)
- Progress Report on Implementation of the Customer Services Strategy - whether or the aims and objectives of the strategy had been achieved (Minute 09.05.13)
- Updates every six months on the work of the Member Champion and on the implementation of the Equalities Implementation Plan (Minute 11- April 2013)
- Creating a Council Temporary Staffing Agency detailed business planning work for Option 2 (Minute - 11April 2013)
- Ear Marked Reserves Task and Finish Group
- Civic Centre Work Group

Other work to be considered:

- Local Council Tax Support Scheme working group established at Scrutiny Board 21 May 2013. Joint membership from C3 Scrutiny Panel and Scrutiny Board has been agreed. The working group will meet 27 June at 5pm.

**D: CONFIDENT, CAPABLE COUNCIL SCRUTINY PANEL**

**(i) Responsibilities**

Within approved Council policy and in accordance with the overall aims and objectives of the Council, the Scrutiny Panel shall consider and determine all matters which fall within the following terms of reference:-

- a) to be responsible for the overview and scrutiny of the organisation and performance of financial, human, technical and material resources to support the delivery of Council services;
- b) to assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues and by liaison and discussion with the Cabinet;
- c) to conduct research, community and other consultation in the analysis of policy issues and possible options;
- d) to consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- e) to question Cabinet Members and/or Council employees about their views on issues and proposals affecting the area;
- f) to liaise with individuals and external organisations operating in the area, whether national, regional or local, to ensure that the interests of the citizens of Wolverhampton are enhanced by collaborative working;
- g) to review and scrutinise the decisions made by and performance of the Cabinet and Council employees both in relation to individual decisions and over time;
- h) to review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas and to receive and consider other reports received from external auditors and external regulatory Inspectors and to work with the Cabinet to respond to recommendations from reviews and inspections;
- i) to undertake reviews of the Councillors Call for Action where referred by the Petitions Committee;
- j) to question Cabinet Members and/or Council employees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- k) to make recommendations to the Cabinet and/or appropriate Regulatory or other Committee and/or Council arising from the outcome of the scrutiny process;
- l) to review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Panel and local people about their activities and performance;
- m) to consider call-ins related to their area of responsibility;
- n) to question and gather evidence from any person (with their consent);

- o) to deal with any other matter which is by law required to be dealt with by an “overview and scrutiny committee”.

**(ii) Policy areas include:**

Business Transformation  
Finance and Budget Consultation  
ICT  
Human Resources and Organisational Development  
Democracy and Governance  
Policy and Performance  
Communications  
Emergency Planning

**(iii) Related policy framework plans and strategies**

Human Resources Policies  
Customer Service Strategy  
Equal Opportunities Policy Statement  
Information, Communication and Technology Security Policy  
Corporate Procurement Strategy  
Annual Investment Strategy  
Treasury Management Strategy  
Equality Action Plan

**(iv) Principal related Cabinet Member**

Cabinet Member for Governance and Performance

**(v) Lead Corporate Officer**

Strategic Director Delivery