



Confident Capable Council Scrutiny Panel

21 November 2013

Report title	Work Programme 2013-14	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance and Performance	
Wards affected	All	
Accountable director	Keith Ireland, Delivery	
Originating service	Office of the Chief Executive	
Accountable officer(s)	Deb Breedon	Scrutiny Officer
	Tel	01902 55(1250)
	Email	deborah.breedon@wolverhampton.gov.uk
Report to be/has been considered by		

Recommendation(s) for action or decision:

The Panel is recommended to:

1. Review and develop the Confident Capable Council Work Programme 2013-14.

1.0 Purpose

- 1.1 This report seeks to review the work programme for the Confident Capable Council (C3) Scrutiny Panel 2013-14, taking into consideration whether issues are relevant and timely for inclusion on the next agenda and to consider other emerging issues for inclusion in the work programme 2013-14.
- 1.2 The report also monitors outstanding minutes (paragraph 3.2) and identifies the issues for pre-decision scrutiny and overview by this panel as set out in the Leader's forward plan (paragraph 3.3).

2.0 Background

- 2.1 The remit of the C3 panel was agreed by Annual Council 15 May 2013; an extract setting out the remit for this Panel is attached at appendix 2.
- 2.2 The [Delivery Directorate Service Plan](#) 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.

3.0 Work Programme Planning

- 3.1 The work programme (Appendix 1) is a working document which is reviewed at each panel meeting to determine the timeliness and relevance of items for scrutiny.
- 3.2 Outstanding minutes are shown in the table below:

Subject	Date of meeting	Decision	Comments
Creating a Council temporary staffing agency	05.09.13	To circulate a briefing note relating to the due diligence exercise prior to the soft launch in November 2013.	To action
Freedom of Information FOI requests and complaints		To include a breakdown of results against directorates for comparison.	To be included in customer services strategy report 23.01.14

- 3.3 The Leader's forward plan for period [1 November 2013 - 28 February 2014](#) identifies the following issues for pre-decision scrutiny and overview by this panel:
- 2014/2015 Draft Budget Strategy and Medium Term Financial Strategy
 - 2014/2015 Council fees and charges (28 January 2014)
 - Budget 2014/2015 – outcome of consultation/scrutiny (Scrutiny Board)
 - Collections fund 2014/2015(4 December 2013)

- Customer Services Review- extending the contact centre (5 November 2013)
- Quarter Capital Budget Monitoring (26 November 2013)
- Quarter 2 Revenue Budget Monitoring (26 November 2013)
- Quarter 2 Treasury Management Activity Monitoring (26 November 2013)
- Treasury Management Strategy 2014-15

3.4 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 and Vice-Chair at each agenda meeting and all councillors will consider the work programme at the panel meetings.

4.0 Schedule of Meetings

4.1 Remaining scheduled C3 scrutiny panel meetings for the 2013-14 municipal year:

- 23 January 2014
- 6 March 2014
- 17 April 2014

5.0 Financial implications

5.1 Within the Office of the Chief Executive, 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.
[CN/06112013/P]

6.0 Legal implications

6.1 There are no direct legal implications arising from this report. [

7.0 Equalities implications

7.1 There are no direct Equalities implications arising from this report. However, Councillors are asked to consider equalities, especially when identifying who to consult and who to call to give evidence. The [Equality shared service](#) pages of the Council intranet provide specific advice in this area.

8.0 Schedule of background papers

8.1 11 April 2013: Performance Governance and Support Services Panel – Schedule of Outstanding Minutes.

11 April 2013: Performance Governance and Support Services Panel – Minutes

9 May 2013: Performance Governance and Support Services Panel – Minutes

20 June 2013: Confident Capable Council Panel – Minutes

18 July 2013: Confident Capable Council Panel – Minutes

5 September 2013: Confident Capable Council Panel – Minutes

10 October 2013: Confident Capable Council Panel - Minutes

Appendix 1: Draft Work programme 2013/14

20 June 2013	<ul style="list-style-type: none"> • <i>Confident, Capable Council (C3) Work programme 2013-14</i>
18 July 2013	<ul style="list-style-type: none"> • <i>Budget and financial matters</i> • <i>Information requests and complaints – 2012 outturn position</i> • <i>Staff Turnover 2012-13 (Minute 105 -12 April 2012)</i> • <i>Young people and graduate apprenticeships – progress report</i> • <i>Equal Pay</i> • <i>Options for appraisal for future use of Parkfields Site as office accommodation</i> • <i>FutureWorks programme</i>
5 September 2013	<ul style="list-style-type: none"> • <i>Budget and financial matters</i> • <i>FutureWork programme</i> • <i>Creating a Council temporary staffing agency</i>
10 October 2013	<ul style="list-style-type: none"> • <i>Resilience (emergency planning and business continuity)</i> • <i>Leadership – Health and Safety Duties and Responsibilities</i> • <i>The staff volunteering strategy</i> • <i>Corporate Landlord</i> • <i>Delivery Directorate Restructure</i> • <i>FutureWorks – Training Strategy</i> • <i>HR Improvement plan and policy framework phases 4 and 5</i> • <i>Bailiff Services</i>
21 November 2013	<ul style="list-style-type: none"> • <i>Budget Review – Draft Budget 2014-15 and medium term financial strategy</i> • <i>Options appraisal for the future use of the Parkfields Site</i>
November 2013	<i>Ear Marked Reserves working group</i>
November 2013	<i>Civic Centre working group</i>
23 January 2014	<ul style="list-style-type: none"> • <i>HR Quarterly update report</i> • <i>Budget and financial matters</i> • <i>Single Status – Update report</i> • <i>Implementation of Customer Services Strategy</i> • <i>Future works</i> • <i>FutureMoney Reserves Review – Feedback</i> • <i>Update on the work of the Member Champion and on the implementation of the Equalities Implementation Plan (Minute 11.04.13)</i>
February 2014	• <i>FuturePerformance working group:</i>
6 March 2014	<ul style="list-style-type: none"> • <i>Budget and financial matters</i> • <i>Regular updates on financial matters</i>
17 April 2014	<ul style="list-style-type: none"> • <i>Budget and financial matters</i> • <i>HR Quarterly update report</i> • <i>Future works</i>

Appendix 2

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