



Scrutiny Board

16 September 2014

Time 6.00 pm **Public Meeting?** YES **Type of meeting** Scrutiny
Venue Committee Room 3 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

Membership

Chair Cllr Peter O'Neill (Lab)
Vice-chair Cllr Barry Findlay (Con)

Labour

Cllr Ian Angus
Cllr Alan Bolshaw
Cllr Paula Brookfield
Cllr Claire Darke
Cllr Julie Hodgkiss
Cllr Lorna McGregor
Cllr Rita Potter
Cllr John Rowley
Cllr Stephen Simkins

Conservative

Cllr Arun Photay
Cllr Wendy Thompson

Quorum for this meeting is four Councillors.

Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

Contact Martyn Sargeant
Tel/Email 01902 555043 or martyn.sargeant@wolverhampton.gov.uk
Address Democratic Support, Civic Centre, 2nd floor, St Peter's Square,
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

Website <http://wolverhampton.moderngov.co.uk/>
Email democratic.support@wolverhampton.gov.uk
Tel 01902 555043

Please take note of the protocol for filming, recording, and use of social media in meetings, copies of which are displayed in the meeting room.

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

Item No. *Title*

MEETING BUSINESS ITEMS

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes of the previous meeting (31 July 2014)** (Pages 1 - 2)
[To approve the minutes of the previous meeting as a correct record.]
- 4 **Matters arising**

DISCUSSION ITEMS

- 5 **Information governance** (Pages 3 - 8)
[To review information governance performance for the year to date.]
- 6 **Quarter one performance** (Pages 9 - 22)
[To review performance against corporate objectives for the first quarter.]
- 7 **Work programme** (Pages 23 - 34)
[To consider the Board's work programme for future meetings.]



Scrutiny Board

Minutes - 31 July 2014

Attendance

Members of the Board

Cllr Peter O'Neill (Chair)
Cllr Barry Findlay (Vice-Chair)
Cllr Philip Bateman
Cllr Alan Bolshaw
Cllr Ian Brookfield
Cllr Paula Brookfield
Cllr Claire Darke
Cllr Julie Hodgkiss
Cllr Arun Photay
Cllr Rita Potter
Cllr Stephen Simkins
Cllr Wendy Thompson

Employees

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies for absence**
Apologies for absence were received from Cllrs Angus and Rowley, for whom substitutes attended (Cllrs Bateman and Ian Brookfield).
- 2 **Declarations of interest**
There were no declarations of interest.
- 3 **Minutes of the previous meeting (17 June 2014)**
Resolved:
 That the minutes of the meeting held on 17 June 2014 be approved as a correct record and signed by the Chair.
- 4 **Matters arising**
Cllr O'Neill encouraged members of the Panel to ensure they had submitted their preferences in respect of the scrutiny review programme for the year.
- 5 **Local Council Tax reduction scheme**
Cllr Thompson expressed her concern that the result of the proposed changes to the Council Tax reduction scheme would have a significant impact on the most vulnerable. She expressed the view that there were alternative ways of achieving the

necessary savings (e.g. improving business rate collection rates or supporting the business sector to eradicate derelict areas).

Cllr Johnson explained that the mechanism for distributing business rates was changed in 2012/13, such that the Council retains 50% of the monies collected. He confirmed it was an incentive to improve collection but argued that the previous arrangement (of it being absorbed into the Council's settlement from central government) would not have yielded a financial benefit to the Council. He further assured the Board that the Council had a policy of pursuing all unpaid business rates.

Cllr Johnson confirmed the potential savings contained in the consultation were part of the Council's wider efforts to secure savings of £123 million, and that this had been contained in the budget approved by Council earlier in the year. He affirmed the value of the consultation in helping identify how the most vulnerable groups could be protected and pointed out that a final decision would not be made until the consultation process was complete and the final proposals considered and determined by Cabinet and Council.

Cllr Simkins queried the focus of the call-in, given that no decision had yet been made.

Cllr Findlay queried why the consultation proposals had not been considered by the scrutiny function, as had been the case in previous years. He argued that scrutiny could have made a helpful contribution to shaping the consultation exercise.

Cllr Johnson reminded the Board that there had been a cut of 10% in the funding for Council Tax benefits, which councils had to cover through subsidy or reducing the amount of benefit paid. He explained the Council had taken the decision to phase the reductions in over three years. He acknowledged it had not been possible to involve scrutiny in reviewing the proposals but explained it was because the consultation had been brought forward.

Cllr Thompson pointed out that Wolverhampton has one of the highest rates of unemployment in the country. She argued that the Council should be working to reduce unemployment by investing in business.

Cllr Bateman queried why the opposition group had not offered an alternative budget when the 2014/15 budget was set for the year. He pointed out that, since 2010, Wolverhampton had become increasingly deprived, with many businesses struggling to survive during that period but the number of self-employed people increasing. He argued the Council should be making every effort to support such people to make the next steps to becoming employers themselves.

Resolved:

To note the decision.



Scrutiny Board

16 September 2014

Report title	Information Governance Performance Report – Quarter 1 2014/15	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance and Performance	
Wards affected	All	
Accountable director	Keith Ireland, Delivery	
Originating service	Policy	
Accountable employee(s)	Adam Hadley	Scrutiny and Transparency Manager
	Tel	01902 554026
	Email	Adam.Hadley@wolverhampton.gov.uk
Report to be/has been considered by	Information Governance Board	19 June 2014
	Cabinet (Performance Management) Panel	15 September

Recommendation(s) for action or decision:

The Scrutiny Board is recommended to:

1. Review and comment on the quarter one performance for information governance
2. Recommend any further action that may be necessary.

1.0 Purpose

- 1.1 To report on the performance of information governance for quarter one (April – June 2014)

2.0 Background

- 2.1 The Information Commissioner's Office (ICO) conducted consensual audits of the Council in October 2011 and July 2012.
- 2.2 The October 2011 audit covered requests for personal data and requests made under the Freedom of Information Act 2000 (FOI). The ICO's subsequent overall opinion was that there was a very limited assurance that processes and procedures were in place and being adhered to.
- 2.3 The ICO carried out a further audit on 19 July 2012 to measure the extent to which Wolverhampton City Council had implemented the agreed recommendations and identify any subsequent change to the level of assurance previously given. This was based on an update provided in March 2012 and subsequent management information. The ICO raised the Council's status from Red "Very Limited Assurance" to Amber "Limited Assurance" as an acknowledgement that progress had been made.
- 2.4 The Council provided a final management update to the ICO on 20 December 2012, after which the ICO confirmed that the audit process has been brought to a conclusion. Throughout 2013, work has continued to ensure that a strategic approach is adopted to how the Council manages information assets.
- 2.5 In February 2014 the ICO asked for further updates on the Council's progress, as a result of information incidents the Council is managing. The Council was then placed under an enforcement notice to achieve 100% of employees having undertaken the mandatory 'protecting information training'.
- 2.6 In June 2014 the Council complied with the enforcement notice and achieved 100% of employees completing the 'protecting information' training.
- 2.7 In order to ensure ongoing improvements with information governance this report outlines current performance.

3.0 Progress

- 3.1 This is contained in appendix A.

4.0 Financial implications

- 4.1 There are no financial implications associated with the recommendations in this report as Councillors are requested to review the progress made on information governance.

- 4.2 It is worth noting, however, that a failure to effectively manage information governance carries a financial risk. Inaccurate and out of date information can lead to poor decision making and a potential waste of financial resources. In addition to this, poor information governance can actually result in a fine of up to £500,000 from the ICO.

[GE/29082014/Q]

5.0 Legal implications

- 5.1 The Council has a legal duty under the Data Protection Act 1998, Freedom of Information Act 2000 and Environmental Information Regulations 2004 to appropriately manage and protect information assets.
- 5.2 The integration of Public Health into the Council in April 2012 required the Council to provide assurance to the NHS that it had in place suitable Information Governance policies, procedures and processes.
- 5.3 Failure to effectively manage information governance could increase risk of exposure to fraud and malicious acts, reputational damage, an inability to recover from major incidents and potential harm to individuals or groups due to inappropriate disclosure of information.
- 5.4 The Information Commissioner has the legal authority to:
- Fine organisations up to £500,000 per breach of the Data Protection Act or Privacy & Electronic Communication Regulations
 - Conduct assessments to check organisations are complying with the Act
 - Serve Enforcement Notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law
 - Prosecute those who commit criminal offences under section 55 of the Act
 - Conduct audits to assess whether organisations processing of personal data follows good practice
 - Report issues of concern to Parliament.

[KO/02092014/X]

6.0 Equalities implications

- 6.1 All policies and procedures developed as part of the information governance maturity model will undergo an equalities analysis screening, and full analysis if appropriate.

7.0 Environmental implications

- 7.1 There are no environmental implications arising from this report.

8.0 Human resources implications

8.1 All employees are required to comply with information governance legislation and are required to complete the mandatory 'protecting information training'.

9.0 Corporate landlord implications

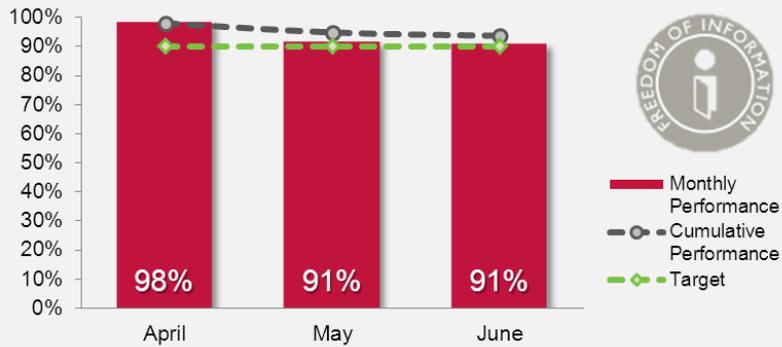
9.1 There are no corporate landlord implications arising from this report.

10.0 Schedule of background papers

Performance reporting report to Information Governance Board – 19 June 2014.

Update on Information Governance report to Cabinet – 26 March 2014

Freedom of Information (FOI) Response Rates Quarter1 2014/15



FOI Response Rate

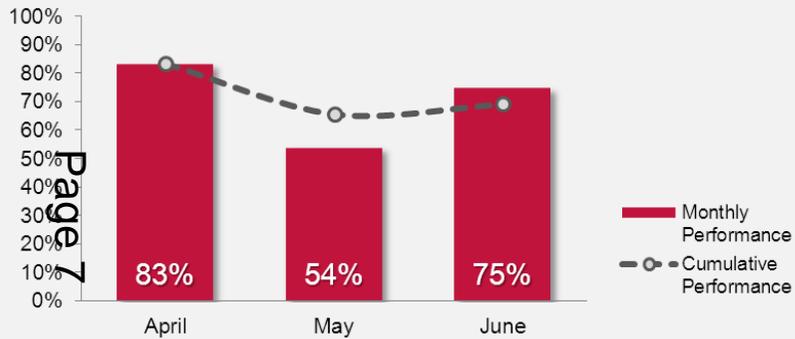


FOI number received (response rate) by Directorate Quarter 1 2014/15

Directorate	April	May	June	Quarter Total
Community	30 (93%) ★	35 (74%) ▲	27 (89%) ▲	92 (85%) ▲
Delivery	49 (100%) ★	45 (100%) ★	35 (91%) ★	129 (98%) ★
Education & Enterprise	27 (100%) ★	19 (100%) ★	19 (95%) ★	65 (98%) ★
OCE	1 (100%) ★	0 (n/a)	0 (n/a)	1 (100%) ★
Overall	107 (98%) ★	99 (91%) ★	81 (91%) ★	287 (94%) ★

★ On target ▲ Missed target

Subject Access Request (SAR) Response Rates Quarter1 2014/15



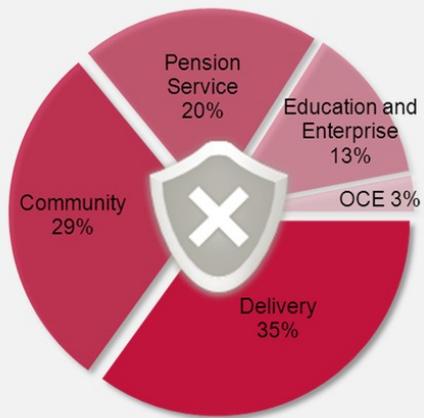
SAR number received (response rate) by Directorate Quarter 1 2014/15

Directorate	April	May	June	Quarter Total
Community	9 (67%)	13 (31%)	11 (36%)	33 (42%)
Delivery	1 (0%)	3 (67%)	8 (88%)	12 (75%)
Education & Enterprise	12 (100%)	8 (88%)	17 (94%)	37 (95%)
OCE	1 (100%)	0 (n/a)	0 (n/a)	1 (100%)
Overall	23 (83%)	24 (54%)	36 (75%)	83 (69%)

SAR Response Rate



Information Incidents*

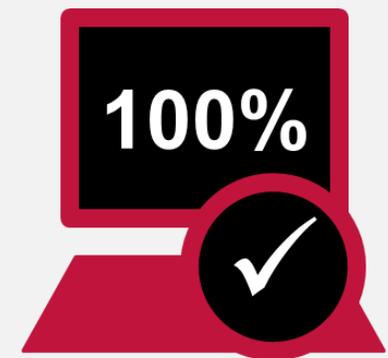


Total Incidents
119

77 low impact
34 low/medium impact
7 medium impact
1 medium/high impact

*data as at 28/08/2014

Protecting Information course completion



This page is intentionally left blank



Scrutiny Board

16 September 2014

Report title	Corporate Performance Report – Quarter 1 2014/15	
Cabinet member with lead responsibility	Councillor Paul Sweet Performance and Governance	
Wards affected	All	
Accountable director	Simon Warren, Chief Executive	
Originating service	Policy Team, Office of the Chief Executive	
Accountable officer(s)	Charlotte Johns	Head of Policy
	Tel	01902 55(4240)
	Email	charlotte.johns@wolverhampton.gov.uk
Report to be/has been considered by	Cabinet (Performance Management) Panel	15 September 2014

Recommendation(s) for action or decision:

The Scrutiny Board is recommended to consider the five indicators within this report rated amber, and suggest which indicators should be prioritised to prevent under-performance in the future.

1.0 Purpose

- 1.1 To report on the performance of all corporate indicators for the first quarter 2014/15 (April 2014 – June 2014).

2.0 Background

- 2.1 For 2014/15 a single set of 39 performance indicators has been identified that focus on monitoring progress towards delivery of the Corporate Plan. These are broken down by corporate theme as follows:

- Encouraging Enterprise and Business – eight indicators
- Empowering People and Communities – 14 indicators
- Re-Invigorating the City – seven indicators
- Confident, Capable Council – ten indicators

- 2.2 Data for 25 indicators has been reported up to and including quarter one 2014/15 and is included in this report.

3.0 Changes to report structure and content

- 3.1 The format for the quarterly performance report has been revised for 2014/15 and now includes the following sections:

- **City Scorecard** – a benchmarking report, covering high level outcome indicators for the City and setting out the quartile position of Wolverhampton relative to other English local authorities.
- **Exception Report** – analysis and commentary of performance indicators rated red and therefore under-performing.
- **Performance of corporate indicators** – detailing the performance of corporate performance indicators against targets and, where applicable, highlighting the direction of travel compared with the previous 12 months.

4.0 Summary of performance

- 4.1 **City Scorecard:** of the seven indicators included in the benchmarked City Scorecard, six are ranked in the bottom quartile of all English local authorities and one is ranked in the second quartile.

- 4.2 **Exception Report:** the following two measures (5% of the total) are currently rated as red, and therefore under-performing:

- Number of looked-after children per 10,000 population.
- Percentage of appraisals completed.

Both of the measures have been rated as red in previous corporate performance reports and are covered in more detail in the exception report section.

- 4.3 **Performance of corporate indicators:** in quarter one, data has been reported for 25 (64%) of the 39 indicators. The remaining 14 indicators are either reported at greater intervals than quarterly, or the data is not yet available.
- 4.4 Overall, two (5%) indicators are rated red and therefore off-target; five indicators (15%) are amber and of concern, and 13 (33%) are rated green and therefore on-target. Of the remaining indicators, five (13%) are baselining in 2014/15. A summary of indicator performance by corporate plan theme is included in the report.

5.0 Financial implications

- 5.1 Monitoring of the performance indicators highlighted in this report is integral to the monitoring of the budget. Where there are areas of underperformance there is often a direct impact on the budget and medium term financial strategy. The impact is assessed and monitored on a case by case basis and fed in to the budget process.

[GE/01092014/B]

6.0 Legal implications

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

[TS/02092014/Y]

7.0 Equalities implications

- 7.1 Most of the performance measures in this report have equalities implications, however there are no equality implications relating to this report.

8.0 Environmental implications

- 8.1 Some performance measures relate to services and outcomes with implications for the local environment. There are however, no specific environmental implications arising from this report.

9.0 Human resources implications

- 9.1 Some of the performance measures incorporate human resource information, but there are no direct implications arising from this report.

10.0 Corporate landlord implications

- 10.1 There are no corporate landlord implications arising from this report

11.0 Schedule of background papers

Cabinet (Performance Management) Panel – 2 September 2013
Cabinet (Performance Management) Panel – 18 November 2013
Cabinet (Performance Management) Panel – 24 February 2014
Cabinet (Performance Management) Panel – 16 June 2014
Cabinet (Performance Management) Panel – 15 September 2014

Corporate Performance Report Quarter 1 2014/15: City Scorecard

This section sets out the quartile position of Wolverhampton's performance relative to all other English local authorities for the following outcome indicators. Data and graphics are sourced from the Local Government Association's [LG Inform](#) system.

Page 13

Employment rate (working age population)*

Strengthening the local economy remains a large focus of the council's corporate plan. There are a number of programmes underway to support the regeneration of the city, such as Block 10 (providing Grade A office accommodation in the city), Southside developments and i54. This is underpinned by ensuring that the training and skills offer in the city enables local people to secure employment and prosper.

Latest 62.7% (Q1 2014) **DoT** ↓ 1.4%

% of children living in families in poverty*

The council is working to a Child Poverty Strategy in order to address this significant issue. The recently established 'City Board' and a subgroup focussed on economic and social inclusion will provide a forum in the city for key partners to work together to improve the four areas of the strategy – employment & skills, a good start to life & learning, good quality homes & neighbourhoods and timely & joined up services.

Latest 30.6% (2011) **DoT** ↑ 1.6%

Key Stage 4 - % of children with 5 A*-C GCSEs

The Building Schools for the Future programme and focus on improving secondary education in the city has shown a significant improvement in the Key Stage 4 performance with a Direction of Travel by 7%. Robust plans are in place to ensure the council continues to fulfil its role in challenging and intervening in schools that are underperforming in both primary and secondary age groups.

Latest 61% (2013) **DoT** ↑ 7.0%

- Key**
- Top quartile performance
 - Second quartile performance
 - Third quartile performance
 - Bottom quartile performance

*Indicators are also City Strategy top-tier indicators

Corporate Performance Report Quarter 1 2014/15: City Scorecard

Life expectancy at birth (male)*



Latest DoT
77.4yrs (2010-12) ↑ 0.1%

In Wolverhampton, as in England as a whole, life expectancy continues to increase, as a result of improved social conditions, advancing medical and scientific knowledge and a highly trained professional workforce. However life expectancy in Wolverhampton is below the national average and masks a widening gap between the health outcomes of our wealthiest and most deprived communities.

% Adult population obese



Latest DoT
69.8%(2012) n/a

National surveys estimate that some 69.8% of adults in Wolverhampton are overweight or obese, compared to a national average of 64%, and there are concerns that obesity rates may rise still further. The Director of Public Health has used her 2014 report as a 'call to action' to organisations, businesses and individuals to work together to tackle the issue.

Life expectancy at birth (female)*



Latest DoT
81.7yrs (2010-12) ↑ 0.1%

Action is being taken to improve life expectancy across the city. For example, the Public Health Transformation has enabled over £2million of funding to council departments, community and voluntary sector to work together to tackle issues around poor health. A focus on health is vital as it underpins the economic regeneration our city and communities.

% Children obese in year 6



Latest DoT
24.4 (2013) ↓ 0.8%

Nearly a quarter of our Year 6 pupils are obese, compared to just under a fifth of Year 6 pupils nationally. The recent 'call to action' annual report includes a number of actions, including encouraging healthy eating and physical activity and promoting healthy lifestyles in schools and workplaces.

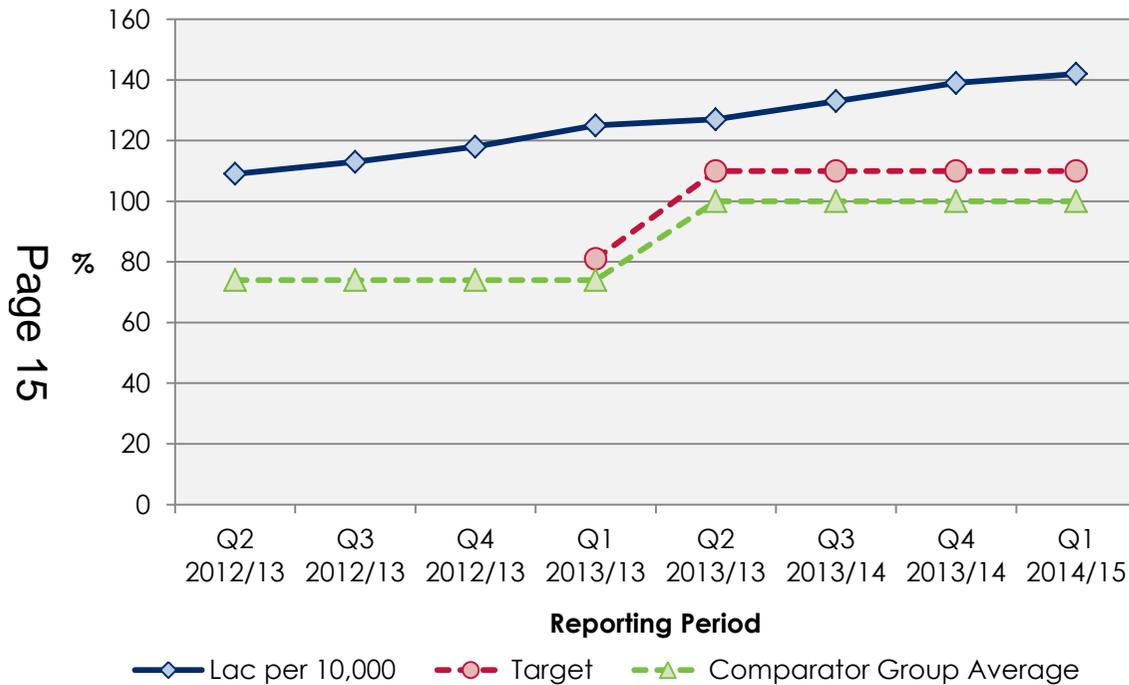
Corporate Performance Report Quarter 1 2014/15: Exception Report

Indicator: Number of Looked after Children (per 10,000 population)

Quarter 1 Performance: tbc

Current rating: ▲

Period	Q1 2012/13	Q2 2012/13	Q3 2012/13	Q4 2012/13	Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Q1 2014/15
Data	107	109	113	118	125	127	133	139	142



Commentary: The number of Looked After Children has risen from 783 at the end of March 2014 to 797 at the end of June 2014.

The Families r First programme is the strategic approach to reducing the numbers of Looked After Children within Wolverhampton. This is closely monitored at a SEB/CDB and via the Children's Trust partnership Board.

Further analysis of on-going admissions is being completed to attempt to understand the reasons and profile of children becoming looked after.

Corporate Performance Report Quarter 1 2014/15: Exception Report

Indicator: Percentage of employees who have a current appraisal

Quarter 1 performance: 32.6%

Current rating: ▲

Commentary: Following detailed discussion regarding the performance of appraisals, the definition of this measure has been changed for 2014/15 and so is not directly comparable to 2013/14. Rather than measuring the proportion of appraisals carried out in any given period, this indicator is now measuring the percentage of employees who have a current appraisal recorded (i.e. have had an appraisal in the last 12 months).

As at the end of quarter 1 the rolling 12 month figure (1 July 2013 – 30 June 2014) was increased 32.6%. This figure is based on the current establishment report. However, it is known that the establishment report also includes those staff employed on zero-based hour contracts (e.g. election staff, organists etc.) which arguably should be removed from the denominator value. Human Resources are undertaking work to make the appraisal policy clearer in this respect.

It should be noted that the figure reported may under-sell the actual appraisal rate. Where employees have multiple jobs, it is quite possible that only one appraisal has been confirmed and recorded whereas, for example: three appraisals should have been recorded if the one appraisal covered all job roles. Actions are being implemented to ensure this is resolved going forward.

Recommendations have been made and are currently being implemented to improve the accuracy of the data uploaded via the SharePoint appraisal recording form.

The Policy Team have also undertaken a data exercise and have emailed all Strategic Directors with details of all their employees not recorded as having an appraisal, and requesting that they ensure all appraisals undertaken by their respective management teams are recorded on SharePoint.

The amount of appraisal activity recorded as taking place has increased significantly year on year. In quarter 1 2013/14 1.6% of employees had an appraisal completed and recorded. In quarter 1 2014/15 this figure was 10.15%.

As at the end of July 2014 the rolling 12 month figure (1 August 2013 – 31 July 2014) has increased to 36.5%

Corporate Indicators: Summary of performance indicators by Corporate Plan theme

Corporate Plan Theme	On Target 		Of Concern 		Off Target 		Not available 		Baselining	
	Number	%	Number	%	Number	%	Number	%	Number	%
Encouraging Enterprise and Business	0	0%	0	0%	0	0%	7	88%	1	12%
Empowering People and Communities	5	36%	3	21%	1	7%	4	28%	1	7%
Re-Invigorating the City	4	57%	1	14%	0	0%	0	0%	2	29%
Confident, Capable Council	4	40%	1	10%	1	10%	3	30%	1	10%
Total	13	33%	5	13%	2	5%	14	36%	5	13%

Corporate Indicators: Encouraging Enterprise and Business

Indicator	Target	Previous	Latest	Direction of travel	Status
Hectares of readily available employment land	41ha	56.44ha 2013	n/a	n/a	 Annually reported
% pupils leaving primary school with level 4 in reading, writing and maths	75%	74% 2013	n/a	n/a	 Annually reported
% pupils leaving secondary school with 5+ A*-C GCSEs (including Maths and English)	59%	61.0% 2013	n/a	n/a	 Annually reported
% of residents of working age with no qualifications	21.9%	22.9% 2013	n/a	n/a	 Annually reported
% of residents of working age qualified to NVQ level 4 or equivalent	21%	20.0% 2013	n/a	n/a	 Annually reported
% of 16 to 17 year olds in education, work based learning or employment with training	91%	90.8% 2013	n/a	n/a	 Annually reported
Businesses assisted	Baselining	82 Q4 13/14	123 Q1 14/15	 37%	Baselining 14/15
Apprenticeship opportunities created	Baselining	n/a	n/a	n/a	 Data not yet available

★ on target ● of concern ▲ off target ◆ not available ↑ improving ↓ worsening ◆ no change

Corporate Indicators: Empowering People and Communities

Indicator	Target	Previous	Latest	Direction of travel	Status
Number of Families in Focus whose situation is improved	403/50%		334/41% Q1 14/15	n/a	★
Number of looked after children (per 10,000 population)	110	139 Q4 13/14	142 Q1 14/15	↓ 14%	▲ See exception report
Number of children subject to a child protection plan (per 10,000 population)	42	42 Q4 13/14	44 Q1 14/15	n/a	★
Number of years of healthy life expectancy (Males)	59.5 2010/12	59.3 2009/11	n/a	n/a	◆ Annually reported
Number of years of healthy life expectancy (Females)	58.2 2010/12	58.0 2009/11	n/a	n/a	◆ Annually reported
Number of years of life expectancy (Males)	77.6 2011/13	77.4 2010/12	n/a	n/a	◆ Annually reported
Number of years of life expectancy (Females)	81.8 (011/13)	81.7 2010/12	n/a	n/a	◆ Annually reported
% of older people who were still at home 91 days after leaving hospital	89.5%	86% 2012/13	86% 2013/14	↔ 0%	★
% of people using social care receiving self-directed support, and receiving direct payments	90%	88% Q4 13/14	85% Q1 14/15	↑ 16%	●

★ on target ● of concern ▲ off target ◆ not available ↑ improving ↓ worsening ↔ no change

Corporate Indicators: Empowering People and Communities

Indicator	Target	Previous	Latest	Direction of travel		Status	
% of primary schools judged to be good or outstanding	78%	56% 2013	67% 2014	↑	20%	●	
% of secondary schools judged to be good or outstanding	82%	69% 2013	71% 2014	↑	3%	●	
Permanent admissions to care homes per 100,000 population – younger adults	24	13 Q4 13/14	20 Q1 14/15	↓	11%	★	
Permanent admissions to care homes per 100,000 population – older people	723	735 Q4 13/14	706 Q1 14/15	↑	2%	★	
Children who move in with their adoptive family within 18 months of entering care	tbc	56% Q4 13/14	72% Q1 14/15	↑	90%	n/a	Target tbc

Corporate Indicators: Re-Invigorating the City

Indicator	Target	Previous	Latest	Direction of travel	Status
% of properties in the City empty for 3 months to 2 years	Baselining	n/a	1.4% Q1 14/15	n/a	n/a
% of properties in the City empty for over 2 years	Baselining	n/a	0.4% Q1 14/15	n/a	n/a
Gross affordable housing completions as % of gross housing completion target	15%	33% 2012/13	18% 2013/14	↓ 45%	★
% of retail units vacant in Wolverhampton City Centre	20%	21.4% Apr 2013	18.8% Q1 14/15	↑ 12%	★
Recorded incidents of crime	5% reduction	3,960 Q4 13/14	4,142 Q1 14/15	↑ 2%	●
Increase on baseline of homes meeting statutory minimum standard	610	n/a	621 Q4 13/14	n/a	★
Number of visitors to cultural venues	290,000	72,850 Q4 13/14	74,067 Q1 14/15	↑ 2%	★

★ on target ● of concern ▲ off target ◆ not available ↑ improving ↓ worsening ◆ no change

Corporate Indicators: Confident, Capable Council

Indicator	Target	Previous	Latest	Direction of travel	Status	
% of information requests (FOI) processed in time	90%	95% Q4 13/14	94% Q1 14/15	↑ 21%	★	
% of information requests (EIR) processed in time	90%	n/a	100% Q1 14/15	n/a	★	
% of information requests (SAR) processed in time	Baselining	n/a	69% Q1 14/15	n/a	n/a	Baselining 14/15
Average number of working days lost due to sickness absence	2.12 days	1.4 days Q4 13/14	1.8 days Q1 14/15	↑ 2%	★	
% of total debt collected in year	92.5%	n/a	78.2% Q1 14/15	n/a	●	
Percentage of employees who have a current appraisal	Baselining	n/a	32.6% Q1 14/15	n/a	▲	See exception report
% of complaints responded to in time	95%	100% Q4 13/14	100% Q1 14/15	↑ 5%	★	
Savings achieved in year	£26.94M	n/a	n/a	n/a	◆	Data not yet available
Unit cost per workstation / employee for administrative buildings (offices & depots)	£1,111	n/a	n/a	n/a	◆	Data not yet available
Unit cost per user / visitor for public buildings	Baselining	n/a	n/a	n/a	◆	Data not yet available

★ on target ● of concern ▲ off target ◆ not available ↑ improving ↓ worsening ◆ no change



Scrutiny Board

16 September 2014

Report title	Scrutiny Work Programme 2014/15	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance and Performance	
Wards affected	All	
Accountable director	Keith Ireland, Delivery	
Originating service	Policy	
Accountable employee(s)	Adam Hadley	Scrutiny and Transparency Manager
	Tel	01902 554026
	Email	Adam.Hadley@wolverhampton.gov.uk
Report to be/has been considered by	Scrutiny Panels:	
	• Adults and Community	8 July 2014
	• Children and Young People	23 July 2014
	• Enterprise and Business	15 July 2014
	• Health	17 July 2014
	• Vibrant, Safe and Sustainable Communities	17 July 2014

Recommendation(s) for action or decision:

The Scrutiny Board is recommended to:

- (1) Review and develop the Scrutiny Board Work Programme 2014-15 to take account of emerging issues and Councillor suggestions.
- (2) Allocate any cross cutting pieces of work.

1.0 Purpose

- 1.1 To update and agree the Scrutiny work programme for 2014/15.

2.0 Background

- 2.1 The remit of the Scrutiny Board was agreed by Annual Council on 15 May 2013. This remit included the specific responsibility to oversee the operation of the call-in mechanisms and to 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 panels.

3.0 Work Programme Planning

- 3.1 The work programme (appendix 1) is a working document which is reviewed at each agenda planning meeting to determine the timeliness and relevance of items for scrutiny. Any member can also ask for an item to be considered by Scrutiny. At each Scrutiny Board an updated work programme will be presented for discussion and agreement.
- 3.2 New items for consideration are highlighted in italics.

4.0 Financial implications

- 4.1 There are no direct financial implications arising from the recommendations in this report. 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.

[GE/29082014/I]

5.0 Legal implications

- 5.1 There are no direct legal implications arising from this report.

[KO/02092014/C]

6.0 Equalities implications

- 6.1 There are no direct equalities implications arising from this report.

7.0 Environmental implications

- 7.1 There are no direct environmental implications arising from this report.

8.0 Human resources implications

8.1 There are no direct HR implications arising from this report.

9.0 Corporate landlord implications

9.1 There are no direct corporate landlord implications arising from this report.

10.0 Schedule of background papers

Report to Scrutiny Board agreeing the new method of agreeing the scrutiny work programme – 15 April 2014

Report to Scrutiny Board – 17 June 2014

Scrutiny work programme

Scrutiny Reviews 2013/14

- Private Rented Sector Housing – completed and reported to Cabinet on 23 July
- First Impressions of the City – completed and being reported to Cabinet on 10 September
- Unclaimed Benefits – nearing completion and being reported to Cabinet in November
- Looked After Children – this review was put on hold due to multiple changes and new workstreams being introduced. It was agreed by the Chair of the review that reports focussing on the three separate workstreams would instead be brought to the Children and Young People Panel for scrutiny instead.
- Challenging School Performance – this review was put on hold and was not included in the 2014/15 work programme.

Scrutiny Reviews 2014/15

- Infant mortality
- Employability and skills
- Channel shift

Special joint meeting October 2014

Adults and Community Scrutiny Panel (8 July 2014) made recommendation as follows:

‘That a joint meeting of Health Scrutiny Panel, Health and Wellbeing Board and Adults and Community Scrutiny relating to the Care Act 2014 be recommended to Scrutiny Board for inclusion in the Work Programme for October 2014’.

Scrutiny Board

Date	Work items
17 June 2014	<ul style="list-style-type: none"> • Scrutiny work programme • Agree scrutiny reviews • Tracking and Monitoring of Scrutiny Review: Prevent
16 September 2014	<ul style="list-style-type: none"> • Quarter 1 performance report • Information governance Quarter 1 performance report • Scrutiny work programme
21 October 2014	<ul style="list-style-type: none"> • Tracking and monitoring of scrutiny review: maintaining and building relationships with emerging academies and free schools • Tracking and monitoring of scrutiny review: child poverty • Scrutiny work programme
9 December 2014	<ul style="list-style-type: none"> • Tracking and monitoring of scrutiny review: welfare reform communication 2012-13 • Projects and programme – strategic dashboard • Quarter 2 performance report • Information governance Quarter 2 performance report • Budget • Scrutiny work programme
27 January 2015	<ul style="list-style-type: none"> • Scrutiny work programme
17 March 2015	<ul style="list-style-type: none"> • Tracking and monitoring of scrutiny reviews from 2013/14 • Projects and programme – strategic dashboard • Quarter 3 performance report • Information governance Quarter 3 performance report • Scrutiny work programme
28 April 2015	<ul style="list-style-type: none"> • Annual report • Scrutiny work programme

Adults and Community Scrutiny Panel

Date	Work items
8 July 2014	<ul style="list-style-type: none">• Refreshed Joint Dementia Strategy and Implementation Plan 2014-2016 (pre-decision scrutiny)• Care Act Implementation
23 September 2014	<ul style="list-style-type: none">• Wolverhampton adult safeguarding peer review outcome and action plan• Wolverhampton Safeguarding Adults Board Annual Report 2013/14• <i>Information Portal demonstration</i>• <i>Removed from agenda - Warstones Community Service Hub (pre-decision scrutiny)</i>
18 November 2014	<ul style="list-style-type: none">• Voluntary Sector Compact• <i>CAB priorities</i>• Food banks
13 January 2015	<ul style="list-style-type: none">• Care Act – Better Care Fund• Aids and Adaptations
10 March 2015	

Children and Young People Scrutiny Panel

Date	Work items
23 July 2014	<ul style="list-style-type: none">• Draft Wolverhampton School Improvement Strategy• Learning and Achievement structure chart
24 September 2014	<ul style="list-style-type: none">• <i>CAMHS (Children and Adolescent Mental Health Service) – briefing paper</i>• <i>Governor training and support</i>• <i>Families r First Programme</i>
19 November 2014	<ul style="list-style-type: none">• School Ofsted inspection results and associated action plans• <i>Fostering process and recruitment strategy</i>
14 January 2015	<ul style="list-style-type: none">• <i>CAMHS (Children and Adolescent Mental Health Service) – Briefing Paper</i>• Key stage outcomes• <i>Early help service (5-18) within Children and Young People and Families</i>
11 March 2015	<ul style="list-style-type: none">• <i>Home to School Transport Review</i>

Confident Capable Council Scrutiny Panel

Date	Work items
<p>9th July</p> <p>10 September 2014</p>	<ul style="list-style-type: none"> • Q1 revenue budget monitoring • Q1 treasury management activity monitoring • Q1 finance & budget update • Progress report Individual Electoral Registration • Budget Management • <i>Independent Review of process for Medium Term Financial Strategy and Budget</i> • <i>Safety, Health and Wellbeing Strategy 2014-17</i>
<p>1 October 2014</p>	<ul style="list-style-type: none"> • Q2 finance and budget update • Nominations for Earmarked Reserves Working Group • FutureWorks progress report • Report to agree terms of reference Specific Reserves Working Group
<p>3 December 2014</p>	<ul style="list-style-type: none"> • Draft budget 2015/16 and MTFS • Report of the Specific Reserves Working Group • Procurement and negotiating contracts process • <i>Progress report on Individual Electoral Registration</i>
<p>4 February 2015</p>	<ul style="list-style-type: none"> • <i>Quarter 2 finance and budget update</i> • Quarter 2 revenue budget monitoring • Quarter 2 capital budget monitoring • Quarter 2 treasury management activity monitoring • Q3 finance and budget update • Future Spaces and Corporate Landlord
<p>22 April 2015</p>	<ul style="list-style-type: none"> • Q4 finance and budget update • Quarter 3 revenue budget monitoring • Quarter 3 treasury management activity monitoring • Employee volunteering update

Enterprise and Business Scrutiny Panel

Date	Work items
15 July 2014	<ul style="list-style-type: none">• Black Country Developments and applications• Education and Enterprise – structure and key service priorities
30 September 2014	<ul style="list-style-type: none">• Approach to business support• Approach to business investment• North Wolverhampton Enterprise Zone and corridor• <i>Steam Mill</i>
2 December 2014	<ul style="list-style-type: none">• Approach to Community Enterprise, economic inclusion, routes to employment, skills for work
3 February 2015	<ul style="list-style-type: none">• Urban Centres and growth<ul style="list-style-type: none">○ City centre (includes Area Action Plan○ Bilston Urban Village
21 April 2015	

Health Scrutiny Panel

Date	Work items
10 July 2014	<ul style="list-style-type: none"> • Royal Wolverhampton Hospital NHS Trust – report on plans for consulting with the public on the provision of elective services at Cannock Chase Hospital • Wolverhampton Clinical Commissioning Group (CCG) - a report on Primary and Community Care Strategy • Royal Wolverhampton Hospital NHS Trust - Patient Experience report on Friends and Family Test • South West Birmingham CCG – stroke services review proposal • Black Country Partnership NHS Foundation Trust - Mental Health Strategy
25 September 2014	<ul style="list-style-type: none"> • Royal Wolverhampton Hospital NHS Trust – findings of consultation on the provision of elective services at Cannock Chase Hospital • NHS England / CCG - Commissioning of General Practitioner / primary care services in Wolverhampton • Patient experience report on Friends and Family Trust
20 November 2014	<ul style="list-style-type: none"> • <i>0-25 year old mental health care pathways and funding approach by commissioners (?)</i>
15 January 2015	<ul style="list-style-type: none"> • Francis Report update (and lessons learnt from Mid-Staffs) from: <ul style="list-style-type: none"> (a) Care Quality Commission (CQC) (b) Royal Wolverhampton Hospital NHS Trust BCPF NHS Trust (c) Black Country Partnership NHS Foundation Trust (d) Health and Wellbeing Board (e) CCG
12 March 2015	<ul style="list-style-type: none"> • Royal Wolverhampton Hospital NHS Trust: End of Life Strategy • HealthWatch action plan

List of potential items (one for each meeting)

Work programmes will develop over the municipal year and the chosen items from the list below will be scoped in conjunction with the Chair of each panel

- Diabetes
- Public Health - Substance Misuse Service – 12 month review
- Children and Adolescence Mental Health Services (CAMHS)
- Adult mental health services
- Learning Disability services

There will be regular briefing updates from Trusts on performance and consultation outcomes:

- Community Dermatology (outcome of consultation)
- Community Ophthalmology (outcome of consultation)

Vibrant, Safe and Sustainable Communities Scrutiny Panel

Date	Work items
17 July 2014	Sustainability Improvement Strategy
2 October 2014	Anti-Social Behaviour: <ul style="list-style-type: none">• Anti-social behaviour service review – pre-decision• Anti-social, Crime and Policing Act 2014
4 December 2014	Crime Reduction and Policing: <ul style="list-style-type: none">• <i>New Police and Crime Commissioner</i>• Update on the Crime Reduction, Community Safety and Drugs Strategy• Wolverhampton Local Policing and Crime Plan 2014/15
5 February 2015	<i>Sustainable Leisure offer for Wolverhampton:</i> <ul style="list-style-type: none">• <i>Added commercial value (to include the Wolverhampton Fit Card)</i>
23 April 2015	Housing: <ul style="list-style-type: none">• Mortgage default / repossession/interest rates• <i>Housing allocation and other housing matters</i>