

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

Date of Meeting	Item Description	Lead Report Author	Notes
12.03.2019	Youth Council Annual Report		
09.04.2019	Cyber Security Centre for Public Scrutiny Accreditation Conference/Training Event	Gail Ryder Julia Cleary Julia Cleary	

Other potential items: -

1. Constitutional Review – Call in and Council processes
2. Portfolio Holder for Governance Questions and Answer Session
3. Leader Q & A Session

Scrutiny Reviews

1. Fire Safety - Ongoing
2. Flooding and Emergency Response – Cllr Bateman in chair.
3. Reducing Violent Crime – Cllr Ahmed in Chair.
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 2018-19

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	Notes
6.2.19	<ul style="list-style-type: none"> Treasury Management Activity Monitoring – Mid-Year Review 2018-2019 	Sarah Hassell, Finance Manager	
	<ul style="list-style-type: none"> Feasibility of establishing the Print and Design Service as a trading company– briefing paper 	Gail Rider, Head of ICT	
	<ul style="list-style-type: none"> Specific Reserves Working Group Minutes - 11 December 2018 	Claire Nye, Director of Finance	
	<ul style="list-style-type: none"> Universal Credit Update 	Heather Clarke, Manager Strategic Project Funding	Report on work being done to support people moving to Universal Credit
	<ul style="list-style-type: none"> Visitor Access to Civic Centre – update report 	Chris East, Head of Facilities/Lisa Taylor, Head of Service Improvement	
	<ul style="list-style-type: none"> City of Wolverhampton Council Plan 2019-2024 	tbc	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	
10.04.2019	<ul style="list-style-type: none"> Assessment and evaluation of the Smart Working Policy 	Denise Pearce, Head of Human Resources	<p><i>13.6.18 That the Scrutiny Panel undertake an assessment and evaluation of the Smart Working Policy at the meeting of the Panel scheduled for the 10 April 2019.</i></p> <p><i>Information on performance management and data on appraisals</i></p>

			<i>should also be included as part of the report.</i>
	<ul style="list-style-type: none"> Customer Services Journey – report by exception 	Lisa Taylor, Head of Customer Services	An update on the implementation of the Future Customer Service Operating Model
	<ul style="list-style-type: none"> Print and Design Service and use of external printing service 	Gail Rider, Head of ICT	The Head of ICT to lead work to undertake detailed market research about the competitiveness of the current Print and Design Service and use of external printing service across the Council
	<ul style="list-style-type: none"> Legal Services Private Work 	Kevin O’Keefe, Director of Governance	
	<ul style="list-style-type: none"> Draft Work Programme 	Earl Piggott-Smith, Scrutiny Officer	

Future Items – dates tbc

1. Training session on treasury management. This training is being organised by Organisation Development Welfare Reform Impact – Briefing Paper Shaun Aldis (Wolverhampton Homes).
2. Cabinet Member for Resources - Portfolio Holder Session with Q & A and outline of key priorities – 12.6.19
3. Chair of Audit and Risk Committee to be invited to brief panel on current and future work priorities - 12.6.19 and to present progress report to the panel on 4.9.19.

The purposes of the Audit Committee are to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority’s financial and non-financial

performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

4. Universal Credit – suggestion that this is a topic for the city-wide briefing session on 3.7.19
5. Demonstration of the Proposed Future Customer Service Operating Model - April 2019

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	Notes
12.02.2019	<ul style="list-style-type: none"> • Supporting Businesses in the City to Innovate • Briefing Note – City Commission • Strategic Economic Plan 	Isobel Woods / Charlotte Johns Richard Lawrence / Isobel Woods Charlotte Johns	
02.04.2019	<ul style="list-style-type: none"> • Improving the Public Realm, linking the City and Transport - to invite the Vibrant and Sustainable City Scrutiny Panel • Branding and Marketing Strategy for the City of Wolverhampton • Brexit 	John Roseblade / Richard Lawrence Isobel Woods As appropriate	Include outcome of Westside Link Phases 1 and 2 - outcome of consultation

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
4. Meeting in June 2019 – Annual Review of the work of the Stronger City Economy Scrutiny Panel

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	Notes
28.02.2019	<ul style="list-style-type: none"> • Evaluation of Waste Management Delivery Plan • Active Travel Needs Assessment • WV Active – Will be a Presentation • Budget Funding - £60M to Plant Trees 	Ross Cook John Denley Sean McBurney How well are WV Active doing at meeting their targets? Steve Woodward	
11.04.2019	<ul style="list-style-type: none"> • Environment Survey Results • City Housing Strategy • Portfolio Holder Session with Q & A 	Steve Woodward Kate Martin Steve Evans	

Potential Future Items: -

1. The Condition of the Roads (Including Potholes) in Wolverhampton
2. Public Transport Scrutiny – Joint Meeting with Stronger City Economy Scrutiny Panel
3. Street Scene Team – Resourcing and Remuneration for being on-Call
4. Full review of Housing Allocations Policy (Mila Simpson) – Possible September 2019 meeting
5. Private Sector Housing (June 2019 Meeting)

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	Notes
21.03.2019	<ul style="list-style-type: none"> • Learning from deaths in Wolverhampton – update • Public Health Vision – Review of Progress against national performance targets • GP appointment waiting times – involve Wolverhampton Healthwatch • Cancer Treatment Services • Eye and Hearing Checks • Black Country Partnership NHS Foundation Trust – Transforming 	<p>Dr Odum, The Royal Wolverhampton NHS Trust</p> <p>Ankush Mittal, Public Health Consultant</p> <p>John Denley, Director of Public Health</p> <p>Wolverhampton CCG and Healthwatch</p> <p>The Royal Wolverhampton NHS Trust</p> <p>Molly Dillon (CCG)</p> <p>Neeraj Malhotra (City of Wolverhampton Council)</p> <p>Sandra Smith (CCG)</p>	<p>http://www.wolverhampton.gov.uk/health</p>

	Care Partnership – update and Quality Accounts 2018/19 – progress against priorities	Lesley Writtle, Black Country Partnership	
6 June 2019	<ul style="list-style-type: none"> • Suicide Prevention • Child Deaths • Ward sizes, age, transition arrangements for a young person moving to an adult ward • Public Health Vision 	<p>Parpinder Singh Public Health</p> <p>The Royal Wolverhampton NHS Trust</p> <p>Public Health</p>	

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

1. West Midlands Ambulance Service - Quality Accounts - (tbc)
2. The Royal Wolverhampton NHS Trust - Quality Accounts– September 2019 (Provisional)
3. Black Country Partnership NHS Foundation Trust – Quality Accounts – (tbc)
4. Reconfiguration of hyper acute and acute stroke services – CCG / RWT
5. Pharmaceutical Ordering
6. Burial Places in Wolverhampton
7. Crematorium booking system, waiting times and delays particularly during the winter season

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, Community Safety, Libraries and community hubs, Independent living centre, Commissioning older people, Carers support and All age disabilities.

Date of Meeting	Item Description	Lead Report Author	Notes
26.03.2019	<ul style="list-style-type: none"> Principal Social Worker Annual Report 	Louise Haughton, Principal Social Worker	Review progress of work done to promote and improve the quality of social work practice and outline priority areas for action
	<ul style="list-style-type: none"> Quality Assurance Compliance Update 	Louise Haughton, Principal Social Worker	An update on the Council's arrangements for monitoring the quality of registered care services.
	Midland Extra Care Retender (exempt item)	Ann Riley, Lead Commissioner People	
	<ul style="list-style-type: none"> Sufficiency of the Extra Care Provision in the City – pre-decision scrutiny(exempt item) 	Ann Riley, Lead Commissioner People	
	<ul style="list-style-type: none"> Blue Badge Scheme 	Saty Sandhu, Operations Manager Place	A report on the administration and performance of the blue badge application. The report to include details of the number of applications, how many processed during the previous six months, the process for dealing with the applications.

	<ul style="list-style-type: none">• Draft work programme	Earl Piggott-Smith, Scrutiny Officer	
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Future topics 2019/20

1. Youth Justice Plan to be presented to panel on 19.6.19 – CYPF to be invited to the meeting
2. Transforming Care - Annual Report 2019 – 11.6.19 – Ann Riley, Lead Commissioner People
3. Quality Assurance Homes – 11.6.19 – Veronica Grantham
4. Joint Dementia Strategy – 11.6.19
5. Adult Education Service - the annual review and revision to Adult Education's Fees Policy for courses enrolled on by residents.

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	Notes
27.03.2019	<ul style="list-style-type: none"> Autism Strategy Progress Report 	Rob Hart, Head of Inclusion Support	The panel to review progress in the delivery of Wolverhampton's Joint Autism Strategy
	<ul style="list-style-type: none"> Children's Social Care Self Evaluation 	Louise Haughton	
	<ul style="list-style-type: none"> Youth Council Annual Report – pre-decision scrutiny 	Alice Vickers, Corporate Parenting Officer	
	<ul style="list-style-type: none"> Participation Strategy – pre-decision scrutiny 	Alice Vickers, Corporate Parenting Officer	
	<ul style="list-style-type: none"> HeadStart Sustainability Planning Update 	Mai Gibbons HeadStart Contracts Manager/Andrew Wolverson	The panel to review progress the delivery of the objectives and priorities detailed in the plan and also work done to develop a strategy for April 2019

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 – proposed joint meeting with Adults and Safer City Scrutiny Panel on 19.6.18
5. Apprenticeship educational requirements
6. Early Help Strategy 2018-2022

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