

## AGENDA MANAGEMENT SHEET

<b>Name of Committee</b>	<b>Corporate Services and Community Safety Overview and Scrutiny Committee</b>
<b>Date of Committee</b>	<b>8 December 2009</b>
<b>Report Title</b>	<b>Work Programme containing Items for Future Meetings</b>
<b>Summary</b>	The attached work programme contains the items agreed by the O & S Board at its meeting on 2 <sup>nd</sup> September 2009.
<b>For further information please contact:</b>	Jean Hardwick Principle Committee Administrator Tel: 01926 412476 jeanhardwick@warwickshire.gov.uk
<b>Would the recommended decision be contrary to the Budget and Policy Framework?</b>	No.
<b>Background papers</b>	None

### CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input type="checkbox"/>	.....
Local Member(s)	<input type="checkbox"/>	
Other Elected Members	<input checked="" type="checkbox"/>	Councillor John Appleton Councillor Mike Gittus Councillor Richard Chattaway Councillor Brian Moss Councillor Chris Davis
Cabinet Member	<input checked="" type="checkbox"/>	Councillor Richard Hobbs Councillor Martin Heatley Councillor Heather Timms
Chief Executive	<input type="checkbox"/>	.....
Legal	<input type="checkbox"/>	.....
Finance	<input type="checkbox"/>	.....
Other Strategic Directors	<input type="checkbox"/>	.....

- |                          |                          |       |
|--------------------------|--------------------------|-------|
| District Councils        | <input type="checkbox"/> | ..... |
| Health Authority         | <input type="checkbox"/> | ..... |
| Police                   | <input type="checkbox"/> | ..... |
| Other Bodies/Individuals | <input type="checkbox"/> | ..... |

**FINAL DECISION YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

- |  |                          |       |
|--|--------------------------|-------|
| Further consideration by<br>this Committee | <input type="checkbox"/> | ..... |
| To Council                                 | <input type="checkbox"/> | ..... |
| To Cabinet                                 | <input type="checkbox"/> | ..... |
| To an O & S Committee                      | <input type="checkbox"/> | ..... |
| To an Area Committee                       | <input type="checkbox"/> | ..... |
| Further Consultation                       | <input type="checkbox"/> | ..... |

## Corporate Services and Community Safety Work Programme for 2009/10

			REPORT TYPE				LINK TO CORPORATE PRIORITIES				Cross cutting themes/ LAA
MEETING DATE	ITEM AND RESPONSIBLE OFFICER	OBJECTIVE OF SCRUTINY	Performance Management	Holding Executive to Account	Policy Review/Development	Overview	Raising Levels of Educational Attainment	Maximising independence for older people and adults with disabilities.	Pursuing a Sustainable Environment and Economy	Protecting the Community and making Warwickshire a safer place to live	Cross cutting themes/ LAA
16 September 2009	Fire & Rescue Service Improvement Plan – Verbal Update – EXEMPT (Glen Ranger)		✓	✓						High	High Running effective and efficient services
	Treasury Management and Capital Programming/Planning (Presentation by Virginia Rennie and Phil Triggs)					✓					Medium Running effective and efficient services
	Debt Recovery (Rob Philips)	To examine debt recovery process including where bad debts arise and how they are being addressed	✓	✓							Low Running effective and efficient services
	Staff Appraisals (Bob Perks)	To ensure that all staff are appraised in accordance with the agreed system and that the appraisal process adds value to staff management and development	✓								Medium Empowering staff

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08 Dec 2009	Portfolio Holder Briefing Session										
	Customer Satisfaction / One Stop Shops (Kushal Birla) – <i>briefing note to be provided</i>	To monitor customer satisfaction in relation to one stop shops and progress to deliver the agenda.	✓		✓						Medium Customer focus
	Access to Council Services (Kushal Birla) – <i>deferred March meeting</i>	To examine whether older people and hard-to-reach groups have equal access to council services.			✓	✓		High			High Customer focus
	Review of Customer Focus – Progress Report – <i>deferred to March meeting</i>	To monitor progress to implement the recommendations of the scrutiny review of customer focus	✓	✓							High Customer Focus
	Shared Services and Enhanced Two-Tier Working IT/HR/Procurement/customer Services (Service Leads)	To examine progress/opportunities to share services with partner authorities		✓							High One Warwickshire Running Effective and Efficient Services
	Absence Management (Bob Perks)	To scrutinise council absence levels and absence management protocols	✓	✓							Medium Running effective and efficient services Empowering Staff
	Warwickshire's Domestic Abuse Strategy Annual Report (Sue Ingram)	To scrutinise progress to implement the domestic abuse strategy and consider the response of the Criminal Justice System in holding perpetrators to account	✓	✓	✓					High	High LAA NI 15 serious violent crime (including domestic abuse)

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08 December 2009	Fire & Rescue Service Improvement Plan – Verbal Update (Graham Smith)		✓	✓						High	High Running effective and efficient services
	Q2 Performance Improvement Plan (Portfolio Holder)	To scrutinise plans to improve areas of poor performance.	✓	✓						High	
02 March 2010	Portfolio Holder Briefing Session										
	Fear of Crime (Kate Nash)	To scrutinise the Council's input into reducing fear of crime.				✓				High	
	Fire & Rescue Service Improvement Plan – Verbal Update (Graham Smith)		✓	✓						High	High Running effective and efficient services
	Q3 Performance Improvement Plan (Portfolio Holder)	To scrutinise plans to improve areas of poor performance.	✓	✓						High	
	Fear of Crime (Kate Nash)	To scrutinise the Council's input into reducing fear of crime				✓				Low	
	Cyber Crime / Scams (Mark Ryder)	To examine and identify ways in which the council can work to combat cyber crime and scams.			✓					Low	

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02 March 2010	Financial Well-Being Scrutiny Review – Progress Report (Mark Ryder)	To scrutinise progress following the financial well-being review.		✓						Low	
	Locality Working (Nick Gower-Johnson)	To evaluate the effectiveness of locality working.		✓	✓						High Locality working
	Use of Differential Targets (Monica Fogarty)	To scrutinise how and where differential targets are being used across the county and assess the impact in the context of narrowing the gap.	✓	✓							High Narrowing the gaps
	Fire and Rescue Service Improvement Plan –Verbal Update (Graham smith)		✓	✓						High	High Running effective and efficient services
	Asset Management (TBC)	To examine the council's policy / strategy in relation to asset management and develop a clear understanding of the council's property portfolio.				✓					Medium Running effective and efficient services

**To be allocated – see over**

## **March 2010**

Speed Limit Review

20s Plenty\*

Review and Refresh of WCC Performance Indicators

Maintenance Conditions Backlog\*

Asset Management

Review of Capital Planning\*

Access to Council Services\*

Customer Satisfaction/One Stop Shops\*

Rugby Western Relief Road Task and Finish Group

\*deferred from December

Future meeting dates -

**1<sup>st</sup> June 2010**

**8 Sept 2010**

**2 Dec 2010**