

Overview and Scrutiny Board

4 November 2009

Agenda

The Overview and Scrutiny Board will meet at the **SHIRE HALL, WARWICK** on **Wednesday 4 November 2009 at 2.00 p.m.**

The agenda will be:

1. General

(1) Apologies

(2) Members' Disclosures of Personal and Prejudicial Interests

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

Membership of a district or borough council is classed as a personal interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a

(3) Minutes of the meeting of the Overview and Scrutiny Board held on 2 September 2009

The public reports referred to are available on the Warwickshire Web
www.warwickshire.gov.uk/committee-papers

2. Comprehensive Area Assessment

Presentation from Mary Ann Bruce, setting out the emerging picture from the Area Assessment and to identify issues for joint scrutiny as appropriate.

3. Protocol for the Scrutiny of Crime and Disorder Reduction Partnerships in Warwickshire

Report of the Strategic Director of Customers, Workforce and Governance

The Police and Justice Act 2006 requires that every local authority has a Crime and Disorder Committee to scrutinise Crime and Disorder Reduction Partnerships initiatives aimed at reducing crime and disorder. This report introduces a draft protocol which aims to avoid duplication between the County and District Crime and Disorder Scrutiny Committees.

Recommendation

That the Overview and Scrutiny Board endorses the protocol for the scrutiny of Crime and Disorder Reduction Partnerships (CDRP's) in Warwickshire.

For further information please contact Paul Williams, Overview and Scrutiny Officer, Tel: 01926 418196 Email paulwilliamscl@Warwickshire.gov.uk.

4. Proposals for Corporate Business Plan and Budget Scrutiny

Report of the Strategic Director of Customers, Workforce and Governance

This report outlines a proposed approach to scrutiny of the Corporate Business Plan 2010/13 and budget proposals 2010/11.

Recommendation

The Board is recommended to agree:

- i) an approach and agenda for scrutiny of the Corporate Business Plan 2010/13 and Budget proposals 2010/11
- ii) the budget protocol which sets out the principles and objectives of budget scrutiny attached as appendix A.

The public reports referred to are available on the Warwickshire Web
www.warwickshire.gov.uk/committee-papers

For further information please contact Michelle McHugh, Overview and Scrutiny Manager Tel: 01926 412144 Email michellemchugh@warwickshire.gov.uk.

5. Six Monthly Performance Report

Report of the Strategic Director of Customers, Workforce and Governance

To receive information about the performance of the Overview and Scrutiny function during the first six months of 2009/10.

Recommendation

The Overview and Scrutiny Board is recommended to:

- i) consider and comment on the performance of the Overview and Scrutiny function during the first six months of 2009/10
- ii) identify areas for improvement and issues to take forward.

For further information please contact Michelle McHugh, Overview and Scrutiny Manager Tel: 01926 412144 Email michellemchugh@warwickshire.gov.uk.

6. Overview and Scrutiny Strategy Action Plan

Report of the Strategic Director of Customers, Workforce and Governance

This report provides the Overview and Scrutiny Board with an updated Action Plan for the Overview and Scrutiny Strategy 2009/13, which was reviewed and updated by the Board at its meeting in July 2009. The report also outlines the progress made against the Action Plan.

Recommendation

The Overview and Scrutiny Board is recommended to :

- i) agree the Action Plan for the Overview and Scrutiny Strategy 2009/13
- ii) review progress made against the Action Plan
- iii) make amendments and recommendations as appropriate.

The public reports referred to are available on the Warwickshire Web www.warwickshire.gov.uk/committee-papers

For further information please contact Michelle McHugh, Overview and Scrutiny Manager Tel: 01926 412144 Email michellemchugh@warwickshire.gov.uk.

7. Scrutiny In-depth Review Work Programme

Report of the Strategic Director of Customers, Workforce and Governance

This report outlines the Scrutiny In-depth Review Work Programme for the Board to review and amend as appropriate.

Recommendation

The Board is recommended to review the Scrutiny In-depth Review Work Programme and amend/re-prioritise as appropriate.

For further information please contact Michelle McHugh, Overview and Scrutiny Manager Tel: 01926 412144 Email michellemchugh@warwickshire.gov.uk.

8. Overview and Scrutiny Board Work Programme 2009/10

A table setting out provisional items for future meetings is attached.

9. Any Other Items

Which the Chair decides are urgent.

10. Date of Next Meeting

The next meeting is scheduled for 3 March 2010 at 2.00 p.m.

Jim Graham
Chief Executive
Shire Hall
Warwick

The public reports referred to are available on the Warwickshire Web
www.warwickshire.gov.uk/committee-papers

Committee Membership

The Overview and Scrutiny Committee Chairs are indicated by reference to their Committees in italics.

Councillors: John Appleton (*Corporate Services & Community Safety*)(Chair), Les Caborn (*Adult & Community Services*)(Vice Chair), Richard Chattaway, Michael Doody (*Environment & Economy*), Jerry Roodhouse, John Ross (*Children, Young People & Families*) and Dave Shilton (*Health*)

District / Borough Council

North Warwickshire Borough Council:	Councillor Martin Davis
Nuneaton and Bedworth Borough Council:	Councillor Tony Lloyd
Rugby Borough Council	Councillor Chris Holman
Stratford-on-Avon District Council	Councillor Valerie Hobbs
Warwick District Council:	Councillor Bill Gifford

Warwickshire Police Authority NHS Warwickshire

Clive Parsons
Janet Smith

For further information please contact

Ann Mawdsley, Principal Committee Administrator,
Customers, Workforce and Governance Directorate
Tel. 01926 418079 or e-mail annmawdsley@warwickshire.gov.uk.

The public reports referred to are available on the Warwickshire Web
www.warwickshire.gov.uk/committee-papers

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 2nd SEPTEMBER 2009

Present:

Members of the Group:

Councillors: John Appleton
Les Caborn
Michael Doody
Jerry Roodhouse
John Ross
Dave Shilton

Martin Davis (North Warwickshire Borough Council)
Bill Gifford (Warwick District Council)
Valerie Hobbs (Stratford-on-Avon District Council)
Chris Holman (Rugby Borough Council)
Tony Lloyd (Nuneaton and Bedworth Borough Council)
Janet Smith (NHS Warwickshire)

Also present Councillors Mike Gittus and Bob Stevens

Officers: David Carter, Strategic Director Customers, Workforce and Governance
Tricia Morrison, Head of Performance
Jane Pollard, Democratic Services Manager
Louise Richard, Policy and Partnerships Co-ordinator
John Wright, Committee Manager

1. General

(1) Apologies

Apologies for absence were received from Councillor Richard Chattaway and Clive Parsons (Warwickshire Police Authority)

(2) Members' Disclosures of Personal and Prejudicial Interests

Councillor John Appleton declared a personal interest in any matter relating to Stratford on Avon District Council as he was a member of that authority.

Councillor Les Caborn declared a personal interest in any matter relating to Warwick District Council as he was a member, portfolio holder and Deputy Leader of that authority.

Councillor Martin Davis declared a personal interest in any matter relating to North Warwickshire Borough Council as he was a member of that authority

Councillor Michael Doody declared a personal interest in any matter relating to Warwick District Council as he was a member and Leader of that authority.

Councillor Bill Gifford declared a personal interest in any matter relating Warwick District Council and to Royal Leamington Spa Town Council as he was a member of those authorities.

Councillor Valerie Hobbs declared a personal interest in any matter relating Stratford on Avon District Council as she was a member of that authority. Councillor Hobbs also declared a personal interest in any matter relating Coventry and Warwickshire Valuation Tribunal and Warwickshire Valuation Tribunal as she was a member of both organisations.

Councillor Chris Holman declared a personal interest in any matter relating Rugby Borough Council as he was a member of that authority.

Councillor Tony Lloyd declared a personal interest in any matter relating Nuneaton and Bedworth Borough Council as he was a member of that authority.

Councillor Jerry Roodhouse declared a personal interest in any matter relating Rugby Borough Council as he was a member of that authority.

Councillor Dave Shilton declared a personal interest in any matter relating to Warwick District Council as he was a member of that authority

(3) Minutes of the meeting of the Overview and Scrutiny Board

Resolved that the minutes of the meeting of the Overview and Scrutiny Board held on 16th July 2009 be agreed as a correct record and signed by the Chair.

(4) Terms of Reference of the Overview and Scrutiny Board

The Strategic Director Customers, Workforce and Governance reminded members of the terms of reference of the Board and explained the different roles that the Board would perform.

Resolved that the terms of reference of the Overview and Scrutiny Board be noted.

2. Proposed Scrutiny Reviews arising from Overview And Scrutiny Committees Work Programme Workshops and Draft Overview And Scrutiny Committee Work Programmes

The Board considered a report on proposed scrutiny reviews arising from overview and scrutiny committees work programme workshops and draft overview and scrutiny committee work programmes

During a detailed discussion the following points were made

- a) Members were of the opinion that the most effective means of carrying out budget scrutiny was to hold a single budget scrutiny day, as had taken place last year with the Chairs, Vice Chairs, and group

spokespersons of each overview and scrutiny committee invited to attend.

- b) The Heath Overview and Scrutiny Committee had established a consultation group to develop responses to formal consultations on significant changes to health services
- c) The Heath Overview and Scrutiny Committee may need to hold a special meeting to respond to consultation on proposed changes of service at Bramcote Community Hospital
- d) The Heath Overview and Scrutiny Committee had considered a report on Improving Access to Health (transport) in Warwickshire. The Health Committee had felt that the report raised issues which should be further examined by a task and finish group. The Board recognised that that some of the issues that were raised in the report impacted on the work of the Economy and Environment Overview and Scrutiny Committee. It was agreed that the Chairs of the two committees would discuss the best way of progressing this matter and if it was still felt necessary to establish a task group the Chairs would propose amendments to the work programme of which ever committee would take the lead
- e) Portfolio holders, not strategic directors, should take responsibility for presenting performance improvement plans to overview and scrutiny committees. Each OSC meeting should have a portfolio holder update item on the Agenda.
- f) There was insufficient information about the emerging issues from the CAA for the Board to take a view at this time. Members noted that
 - o the high mortality rates in Rugby had been referred to the local LSP.
 - o The improvement of existing housing stocks was dependent on central government funding. Housing growth, affordable housing needed to be considered in the context of the Regional Spatial Strategy.
 - o A child obesity review had been carried out in 2007 and progress reviewed April 2009
- g) The Adult and Community Services Overview and Scrutiny Committee had suggested heritage education, countryside parks and Rural Tourism for a single issue select committee type meeting. It was pointed out that a lot of work had been carried out on these issues already and a briefing paper could easily be prepared and circulated to members.
- h) Home care had been reviewed in 2007 and was due to be transferred shortly and therefore it would be appropriate to delay any scrutiny until after that process was complete
- i) Members were of the opinion that a review of alcohol abuse could be a joint scrutiny exercise
- j) Items identified as low priority in the work programmes should be dealt with by way of briefing notes etc if at all possible rather than in committee.

Resolved that

- (1) The report and the draft work programmes be noted;
- (2) The in-depth review work programme as set out in appendix E to the report submitted be approved; and
- (3) A budget scrutiny event be held to allow all overview and scrutiny committees to scrutinise the draft budget proposals

3. LAA Q4 Performance 2008/09 and Q1 performance 2009/10

The Board considered a report on performance information relating to the 1st year of the LAA and information in relation to quarter 1 of the second year.

Members were informed that in quarter 4 of the first year 35% of targets had been exceeded and 29% had not been achieved. In quarter 1 of year 2 only 13% of targets had not been achieved. It was felt that this improvement reflected the bedding down of partnership working. Work was being undertaken to ensure alignment between the County Council's performance management arrangements and partnership performance arrangements. In future areas of under and over performance would be reported to the Board and to LAA block leaders.

Members expressed concern that not enough funding was being made available to reduce the conception rate of under 18s. There was agreement that as the issue involved issues of both health and education the chairs of the respective committees should meet with representatives of the PCT to discuss how the issue could be addressed.

The Board also requested that where performance was reported on the basis on an annual figure quarterly or annual forecast figures should be made available to the Board.

Resolved that the report be noted.

4. Warwickshire Sustainable Communities Strategy

The Board considered a report on the Sustainable Community Strategy which had been considered by the Public Service Board Advisory Forum, agreed by the Public Service Board in June and Cabinet on 9th July. The LAA would be the delivery mechanism for the Strategy.

The report outlined key issues for the partnership which could provide the basis for potential scrutiny topics for 2009/10. Members were of the opinion that the issues identified were cross cutting and therefore in order to avoid duplication with those items already identified for inclusion in the overview and scrutiny work programme none of the issues listed in the report should be selected as specific subjects for scrutiny but instead should be taken in to account whilst other scrutiny reviews were being undertaken.

Resolved that the report be noted

5. Comprehensive Area Assessment and Emerging Issues

The Board considered a report on an overview of the CAA framework, the role of elected members within the framework and some of the emerging issues identified by the Inspectorates to date.

Members were reminded that a report on the role of overview and scrutiny within the CAA regime had been considered by the Board on 8th April 2009.

The Board was informed that formal feedback on the first round of CAA inspections would be given to the PSB on 23rd September 2009. The Council

would have until 13th October to finalise its response. A briefing note on the content of the response would be circulated to members between 13th October and the November meeting of the Board. The formal outcome of the inspection would be published on 10th December 2009. Members noted that the relationship with the lead inspector was positive and a coordinating group which included representatives of District/ Borough Councils and other partners was ensuring that any additional information required by the inspectorate was supplied.

The Board considered a detailed range of issues that were emerging from the inspectorate on area assessments, organisational assessments and managing performance.

Resolved that the CAA framework and the emerging issues for Warwickshire be noted

6. Overview and Scrutiny Board Work Programme 2009/10

The Board considered it's work programme for the forthcoming year

Resolved that the report be noted

7. Any Other Business

None

8. Date of Next Meeting

The Board noted that their next meeting would be held on 4th November 2009 at 2.00 p.m.

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Chair

The Board rose at 3.45p.m.

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Board

Date of Committee 4th November 2009

Report Title Protocol for the Scrutiny of Crime and Disorder Reduction Partnerships in Warwickshire

Summary The Police and Justice Act 2006 requires that every local authority has a Crime and Disorder Committee to scrutinise Crime and Disorder Reduction Partnerships initiatives aimed at reducing crime and disorder. This report introduces a draft protocol which aims to avoid duplication between the County and District Crime and Disorder Scrutiny Committees.

For further information please contact: Paul Williams
Overview and Scrutiny Officer
Tel: 01926 418196
paulwilliamscl@Warwickshire.gov.uk
No.

Would the recommended decision be contrary to the Budget and Policy Framework?

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members Councillor John Appleton – Chair of OSB
- Cabinet Member Councillor Richard Hobbs
- Chief Executive
- Legal Sarah Duxbury
- Finance
- Other Strategic Directors
- District Councils All District and Borough Councils

Rugby Borough Council –

1) Fire and Rescue should be a signatory

2) In Table 1, mention should be made of the six equality strands (age, disability, gender, race, religion or belief and sexual orientation) particularly with regard to hate crime.

Health Authority

Police ACC Benjamin

Other Bodies/Individuals Kate Nash, Head of Community Safety and Localities, Katie Western, Acting Corporate Community Safety Manager – Comments received.

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No

Overview And Scrutiny Board - 4th November 2009.

Protocol for the Scrutiny of Crime and Disorder Reduction Partnerships in Warwickshire

Report of the Strategic Director Customers, Workforce and Governance

Recommendation

That the Overview and Scrutiny Board endorses the protocol for the scrutiny of Crime and Disorder Reduction Partnerships (CDRPs) in Warwickshire.

1. The Police and Justice Act 2006 which came into effect on 30th April 2009 requires that every local authority has in place a Crime and Disorder Scrutiny Committee with a power to scrutinise the functioning and effectiveness of Crime and Disorder Reduction Partnerships (CDRPs). This includes an ability to request information from responsible authorities engaged in CDRPs as defined by the Crime and Disorder Act 1998 – these include local authorities, the Police Force, Police Authority, Fire and Rescue and Primary Care Trust. From April 2010 Probation will become a responsible authority. For Warwickshire County Council the Crime and Disorder Committee is the Corporate Services and Community Safety OSC. However, the legislation does not differentiate between County and District Council's, therefore there is a need to ensure County and District Crime and Disorder Committees co-ordinate their work in order to avoid duplication and maximise resources. In order to achieve this a protocol agreed by all relevant parties is required.
2. In August this year a working group of officers from relevant partners was established to develop a protocol for Warwickshire. A draft protocol was produced and circulated to relevant parties for consultation in September, The draft protocol is attached as Appendix A. Very few comments were received during consultation. Any minor changes suggested have been made to the draft protocol although the comments from Rugby Borough Council can be found on the agenda management sheet. The protocol aims to distinguish between issues that should be scrutinised by the County Council's Corporate Services and Community Safety OSC and those that should be scrutinised by a District Level Crime and Disorder OSC.
3. Before the arrangements for crime and disorder scrutiny can be implemented it is necessary for the Overview and Scrutiny Board to agree the protocols. The Board is therefore requested to discuss the draft protocols and the comments received during consultation and agree the final wording.

DAVID CARTER
Strategic Director Customers
Workforce and Governance

Shire Hall
Warwick

05 October 2009

Warwickshire Crime and Disorder Scrutiny Protocol

1. Introduction

- 1.1 The overview and scrutiny of crime and disorder matters was a new power given to local authorities by the Police and Justice Act 2006 with effect from 30 April 2009. It requires that every local authority has in place a committee with power to review and scrutinise, and make reports or recommendations, regarding the functioning of the responsible authorities¹ that comprise a Crime and Disorder Reduction Partnership (CDRP). The new power forms part of the Government's commitment to strengthen the accountability of local CDRPs and enhance the role of local councillors and local communities in preventing and reducing crime.
- 1.2 In order to facilitate crime and disorder overview and scrutiny in Warwickshire, and to ensure that it operates efficiently and effectively in line with Ministerial Guidance, Warwickshire County Council, the Borough and District Councils and the CDRP responsible authorities need to develop and agree a protocol as outlined in this document.
- 1.3 Whilst the protocols lay the foundations for effective scrutiny, success will depend on following the practices agreed in these documents and maintaining good communication with one another.

2. List of signatory organisations

2.1 To include:

- NHS Warwickshire
- North Warwickshire Borough Council
- Nuneaton and Bedworth Borough Council
- Rugby Borough Council
- Stratford-on-Avon District Council
- Warwick District Council
- Warwickshire County Council
- Warwickshire Police
- Warwickshire Police Authority
- Warwickshire Probation Service

3. A summary of the crime and disorder (overview and scrutiny) regulations 2009

3.1 The key provisions of the legislation can be summarised as follows:

¹ Responsible authorities (within the meaning of section 5 of the Crime and Disorder Act 1998) are the local authority, police force, police authority, fire and rescue authority and the PCT. Cooperating bodies are probation, parish councils, NHS Trusts, proprietors of independent schools and governing bodies of an institution within the further education sector.

- (1) Every local authority must create, or designate, a crime and disorder committee to review or scrutinise decisions made or other action taken in connection with the discharge by the responsible authorities of their crime and disorder functions.
- (2) Crime and disorder committees must meet at least once a year.
- (3) Responsible authorities or co-operating bodies must provide such information requested by the crime and disorder committee within the timescale identified in the request.
- (4) Crime and disorder committees can request the attendance of a representative of a responsible authority or co-operating body in order to answer questions.
- (5) Responsible authorities or co-operating bodies must respond to any recommendations made by the committee within 28 days.
- (6) Crime and disorder committees can co-opt additional members to serve on the committee to add value and expertise to the committee's work. Co-optees must be an employee, officer or member (non-executive) of a responsible authority or cooperating body.

4. Key principles

4.1 This protocol is based on the following principles taken from the guidance issued by the Home Office and the Centre for Public Scrutiny in May 2009. These principles will guide the way in which the overview and scrutiny of crime and disorder is undertaken in Warwickshire:

- (1) Crime and disorder committees will scrutinise the work of the CDRP and the partners who comprise it, insofar as their activities relate to the partnership itself.
- (2) The role of the committee is as a 'critical friend' of the CDRP, providing it with constructive challenge at a strategic level rather than adversarial fault-finding at an operational level.
- (3) The County and District/Borough Councils of Warwickshire will take a coordinated approach to scrutiny of crime and disorder matters to minimise duplication and ensure consistency.

4.2 The protocol also encompasses the following principles of effective scrutiny, as advocated by the Centre for Public Scrutiny, which state that scrutiny should:

- (1) Provide 'critical friend' challenge to executive policy-makers and decision-makers.
- (2) Enable the voice and concerns of the public and its communities.
- (3) Be carried out by 'independent minded governors' who lead and own the scrutiny process.
- (4) Drive improvement in public services.

5. Arrangements for the overview and scrutiny of crime and disorder in Warwickshire

5.1 Warwickshire has four CDRPs covering the following areas:

- North Warwickshire
- Nuneaton and Bedworth
- Rugby
- Stratford and Warwick

5.2 The County is also required to have in place a county strategy group – the Warwickshire Safer Communities Partnership (WSCP) – whose role is to prepare a community safety agreement for the County area, bringing together any shared priorities identified at District/Borough level.

5.3 Bearing in mind the structures in place and the key principles identified in the previous section, Warwickshire’s local authorities will take the following approach to crime and disorder overview and scrutiny in order to fulfil the legislative requirements:

- (1) Each District/Borough Council will scrutinise their local CDRP – this may include scrutiny of the CDRP partnership plan, strategic assessment, performance reports, etc.
- (2) The County Council will scrutinise the WSCP – this may include scrutiny of the community safety agreement, associated strategies and performance reports, etc.
- (3) To minimise duplication, at the point where a committee wishes to request information/attendance from a responsible authority regarding a particular crime and disorder matter, committees will refer to **Table 1** and only pursue the request if the matter is not subject to scrutiny by another tier of local government.
- (4) Committees may suggest that a joint scrutiny review be established. All such proposals will be determined by the County Overview and Scrutiny Board (O&S Board).

Table 1: County and District/Borough areas of responsibility for crime and disorder overview and scrutiny:

County Scrutiny	District/Borough Scrutiny
Scrutiny of the WSCP, including the community safety agreement, associated strategies and performance reports, etc.	Scrutiny of the local CDRP, including its partnership plan and associated performance reports, etc.
Scrutiny of all activity relating to crime and disorder matters which is coordinated/ funded at county level,	Scrutiny of all activity relating to crime and disorder matters which is coordinated/ funded at district level,

<p>including:</p> <ul style="list-style-type: none"> ▪ Community safety activity (WCC Team) ▪ Domestic abuse strategy and commissioning ▪ Drug and alcohol strategy and commissioning ▪ Youth Offending Service ▪ Anti-social behaviour (County level strategy and actions) ▪ The contribution of several County level services, including: <ul style="list-style-type: none"> ○ Road Safety ○ Trading Standards ○ Warwickshire Fire & Rescue Service ▪ County strategy for community cohesion and counter terrorism ▪ Serious acquisitive crime initiatives, including the Business Crime Unit ▪ Safer neighbourhood strategy ▪ Safer Schools initiative ▪ Positive About Young People ▪ The contribution of the Probation Service ▪ The confidence agenda 	<p>including:</p> <ul style="list-style-type: none"> ▪ Community Safety (District/Borough Teams) ▪ Anti-Social Behaviour (District level strategy implementation/delivery) ▪ Community Warden Schemes ▪ The contribution of several District/Borough level services, including: <ul style="list-style-type: none"> ○ Environmental Services ○ Housing ○ Sports and Recreation ○ Licensing ▪ Specific projects established and managed at a district level e.g. domestic abuse, anti-social behaviour initiatives, acquisitive crime ▪ Local delivery of community cohesion and counter terrorism initiatives ▪ Safer neighbourhood delivery
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5.4 The role of the County O&S Board will be to:

- (1) Receive work programmes from all crime and disorder committees and identify any opportunities/consider any proposals for joint scrutiny reviews.
- (2) Commission scrutiny reviews, including joint reviews, and establish their membership as appropriate.
- (3) Arbitrate any disputes regarding the approach as outlined in this protocol.

6. Work programming

6.1 Crime and disorder committees will endeavour to use the following method to prioritise topics for inclusion on committee work programmes:

Criteria for selecting topics:

- Does the issue have a potential impact for significant section(s) of the population?
- Is it a matter of general public concern?

- Is the issue to be reviewed a key deliverable of a partnership plan/strategy?
- Is it a key performance improvement area?
- Is there a legislative requirement to undertake the review?

Criteria for rejecting topics:

- The issue is being examined elsewhere
- The issue was dealt with less than 2 years ago
- New legislation or guidance is expected within the year
- There is no scope for overview and scrutiny to add value/make a difference

6.3 CDRPs/WSCP will also be consulted on items for inclusion in committee work programmes to ensure that matters considered are relevant and timely.

6.4 Crime and disorder committee work programmes will be shared on an annual basis through the O&S Board to support the approach outlined in the protocol and to ensure any duplication of scrutiny is avoided.

7. Notice of required attendance at scrutiny meetings

7.1 Crime and disorder committees will give at least 6 weeks notice to responsible/cooperating authorities requesting their attendance at an overview and scrutiny meeting.

7.2 Attendance requests will clearly outline:

- The subject of the matter for scrutiny
- The key lines of enquiry
- Arrangements for the meeting

7.3 Responsible/cooperating authorities will advise the scrutiny committee as to who is best placed to attend on their behalf in view of the issue to be scrutinised.

8. Notice of information required for scrutiny

8.1 Crime and disorder committees will give at least 6 weeks notice to responsible/cooperating authorities requesting information to facilitate the overview and scrutiny process.

8.2 Requests for information will clearly outline:

- The subject of the information required
- The key lines of enquiry

- The format the information is required in
- 8.3 The provision of information to committees will be governed by relevant legislation and established protocols for the sharing of information.
- 8.4 Requests should avoid duplication with requests made within the previous 12 months.

9. Making and responding to recommendations

- 9.1 When preparing reports or recommendations, crime and disorder committees will involve and consult relevant responsible/cooperating authorities or the CDRP as a whole to ensure that recommendations are realistic and deliverable.
- 9.2 Reports where recommendations have been made should include an implementation plan, prepared by the committee and relevant responsible/cooperating authorities, outlining the actions required to implement those recommendations. Lead officers should also be identified. This will assist both the committee and the responsible/cooperating authorities to monitor the progress and outcomes achieved as a result of the scrutiny exercise.
- 9.3 Final reports and/or recommendations should be sent to the affected responsible/cooperating authorities with an appropriate covering letter.
- 9.4 As required in the legislation, responsible/cooperating authorities must respond to any relevant recommendations made by a crime and disorder committee within 28 days.
- 9.5 Crime and disorder committees will monitor, as appropriate, progress to deliver any recommendations made.

10. Co-option/expert witnesses

- 10.1 Crime and disorder committees will decide at a local level whether to co-opt additional members to serve on the committee, taking into account any local schemes established regarding co-option.
- 10.2 Crime and disorder committees may also benefit from the involvement of officers/members from responsible/cooperating authorities in scrutiny reviews as expert witnesses.

11. Reviewing the protocol

- 11.1 This protocol will be reviewed on an annual basis.

AGENDA MANAGEMENT SHEET

Name of Committee	Overview And Scrutiny Board
Date of Committee	4th November
Report Title	Proposals for Corporate Business Plan and Budget scrutiny
Summary	This report outlines a proposed approach to scrutiny of the Corporate Business Plan 2010/13 and budget proposals 2010/11.
For further information please contact:	Michelle McHugh Overview and Scrutiny Manager Tel: 01926 412144 michellemchugh@warwickshire.gov.uk
Would the recommended decision be contrary to the Budget and Policy Framework?	No.
Background papers	None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members Cllr Appleton, Chair of OSB
- Cabinet Member Cllr Farnell, Leader
- Chief Executive Jim Graham
- Legal Sarah Duxbury, Corporate Legal Services Manager
- Finance
- Other Strategic Directors
- District Councils
- Health Authority

Police

Other Bodies/Individuals Jane Pollard, Democratic Services Manager,
Gereint Stoneman, Corporate Planning Manager

Monica Fogarty - Happy with the report and would prefer Option A - to do it all in one session.

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No

Overview And Scrutiny Board - 4th November 2009.

Proposals for Corporate Business Plan and Budget scrutiny

Report of the Strategic Director for Customers, Workforce and Governance

Recommendation

The Board is recommended to agree:

- i) an approach and agenda for scrutiny of the Corporate Business Plan 2010/13 and Budget proposals 2010/11
- ii) the budget protocol which sets out the principles and objectives of budget scrutiny attached as appendix A

1. Background

- 1.1 At its meeting on 2nd September 2009, the Board requested that scrutiny of the 2010/11 budget be undertaken in the same way as previous budget scrutiny exercises. Members may recall that scrutiny of the 2009/10 budget proposals occurred in mid December 2008, with the Chairs, Vice Chairs and Partyspokes of all Overview and Scrutiny Committees meeting to scrutinise Strategic Directors Leadership Team's (SDLT) budget report and the Cabinet's budget proposals.
- 1.2 Overview and Scrutiny Committees have previously scrutinised the Corporate Business Plan during the January round of meetings. Consequently, Corporate Business Plan and budget scrutiny have previously occurred in isolation from each other. However, this is not considered good practice as the Council's Corporate Business Plan and budget are inherently linked and should be scrutinised together, with the Corporate Business Plan underpinning the scrutiny of the budget. Therefore, it is proposed that this year the scrutiny of the Corporate Business Plan and budget are aligned. This will provide Overview and Scrutiny with a more meaningful opportunity to challenge the Council's priorities, the capacity of the Council to deliver them and the appropriateness of the Cabinet's method of financing the priorities.
- 1.3 This report sets out a proposed approach to scrutiny of the Corporate Business Plan 2010/13 and the budget proposals for 2010/11.

2. Corporate Business Planning and Budget setting timetable

- 2.1 Scrutiny of the Corporate Business Plan and budget proposals is dependent upon the timetable allocated to the development of the Corporate Business Plan and Budget. The key dates in this years process are outlined below.

26 th November 2009	Cabinet agrees draft Corporate Business Plan and Key Risks
17 th December 2009	Cabinet considers SDLT's budget report and formally moves a budget proposal
28 th January 2010	Cabinet agrees a formal budget resolution
9 th February 2010	Council agrees the budget and the Corporate Business Plan

- 2.3 This timetable means that scrutiny of the Corporate Business Plan and Budget needs to occur between the 18th December 2009 and 28th January 2010. In identifying an appropriate date for Corporate Business Plan and Budget scrutiny, the following needs to be taken into consideration:
- The requirement to circulate copies of the Cabinet's budget proposal announced at the 17th December meeting at least 5 working days prior to the scrutiny meeting
 - The requirement for any recommendations to Cabinet from the Overview and Scrutiny Board to be circulated in a report by early January 2010.
- 2.4 Taking these issues into consideration, it is proposed that scrutiny of the Corporate Business Plan and Budget is undertaken during the first week of January 2010. This will provide sufficient time to circulate relevant papers prior to the scrutiny meeting and also allow sufficient time after the scrutiny meeting for any comments / recommendations to be fed back to the Cabinet.

3. Proposed process for Corporate Business Plan and Budget Scrutiny

- 3.1 There are two options available to the Overview and Scrutiny Board in undertaking scrutiny of the Corporate Business Plan and Budget

Option A

- 3.2 The first option is to undertake scrutiny of the Corporate Business Plan and Budget in a single session. A potential programme would be:

9.00am-9.30am	Jim Graham, Chief Executive – challenges and national policy agenda
9.30 am–11am	Scrutiny of the Corporate Business Plan, opportunity to question Cabinet regarding

priorities within the Corporate Business Plan

- | | |
|---------------------|--|
| 11 am–11.30am | Dave Clarke, Strategic Director of Resources – Financial position |
| 11.30am –12.30pm | Scrutiny of SDLT’s Budget Report presented to Cabinet on 17 th December |
| 13.00 pm –14.00 pm | Scrutiny for SDLT’s Budget Report continued |
| 14.00 pm - 17.00 pm | Scrutiny of Cabinet Budget proposals released on 17 th December |

3.3 Holding Corporate Business Plan and Budget scrutiny in a single session has obvious advantages in terms of the flow of the discussion and the time commitment required from members and officers.

3.4 The proposed date for Option A is Thursday 7th January 2010.

Option B

3.5 The second option is for scrutiny of the Corporate Business Plan and the Budget to be considered in separate sessions, with scrutiny of the Corporate Business Plan occurring prior to the scrutiny of the budget proposals and ensuring that the Corporate Business Plan underpins scrutiny of the budget. A potential programme for this option would be:

- | | |
|----------------------|--|
| Day 1: 14.00-14.30pm | Jim Graham, Chief Executive – challenges and national policy agenda |
| 14.30 -16.30pm | Scrutiny of the Corporate Business Plan, opportunity to question Cabinet regarding priorities within the Corporate Business Plan |
| Day 2: 9.00-9.30am | Dave Clarke, Strategic Director of Resources – Financial position |
| 9.30am-12.00pm | Scrutiny of SDLT’s budget report presented to the Cabinet on 17 th December |
| 13.00pm -16.00pm | Scrutiny of Cabinet’s budget proposal released on 17 th December |

3.6 The proposed dates for Option B are Wednesday 6th January (pm) and Thursday 7th January (all day).

3.7 The Board is asked to agree an approach and agenda to Corporate Business Plan and Budget scrutiny for 2010/11.

DAVID CARTER
Strategic Director for
Customers, Workforce and
Governance

Shire Hall
Warwick

16 September 2009

Warwickshire County Council Protocol for Budget Scrutiny

1. Purpose of Protocol

- 1.1 The purpose of this protocol is to set out a basis upon which the challenges and opportunities presented by the budget for the forthcoming financial year can be considered by Overview and Scrutiny outside of political group considerations.
- 1.2 This protocol sets out the following:
- Principles of Scrutiny
 - Objectives of budget scrutiny
 - Process for budget scrutiny
 - Who and what is being scrutinised?
 - Outcome of budget scrutiny

2. Principles of Scrutiny

- 2.1 Budget Scrutiny should reflect the four principles of effective scrutiny as promoted by the Centre for Public Scrutiny, namely:
- Provide a critical friend challenge
 - Be a member led process
 - Reflect the voice and concerns of members of the public
 - Have a positive impact upon the delivery of public services

3. Objectives of Budget Scrutiny

- 3.1 The objective of budget scrutiny is for the Council's Overview and Scrutiny function to make a valid and constructive challenge to the Cabinet's budget proposals. It enables Overview and Scrutiny to consider:
- the range of options that are available for the budget for the forthcoming financial year
 - the assumptions and principles upon which the proposed budget is based
 - how each option links to Corporate Priorities and associated targets, the Corporate Business Plan, the LAA and efficiency targets
 - the implications of those options in relation to service outcomes, citizens outcomes and the Council's target and priorities as set out in the Corporate Business Plan and the Local Area Agreement
 - how options reflect the voice and concerns of members of the public
 - the risks associated with the proposed budget
- 3.2 Whilst acknowledging the differing views of the political groups on budget issues, the process is not intended to be an opportunity for political point scoring. The budget scrutiny meeting should allow an open and honest dialogue enabling information gathering and sharing to take place.

4. Process

- 4.1 The budget scrutiny meeting will take place after SDLT's budget report has been considered by Cabinet and Cabinet has "moved" its proposals in December, but prior to Cabinet making a formal budget resolution in January and full Council consideration in February.
- 4.2 In order to provide a co-ordinated approach the budget scrutiny will be managed by the Overview and Scrutiny Board, with Vice Chairs and Party Spokes being invited to participate in the meeting alongside the Chairs of the Overview and Scrutiny Committees. The meeting will be chaired by the Chair of the Overview and Scrutiny Board.
- 4.3 It is acknowledged that the political groups on the Council will have differing views on budget priorities. It is however important to remember that for scrutiny to be most effective it should be carried out in a non partisan way. The Chair will be responsible for ensuring that the meeting is constructive, non political and well mannered and focussed on service outcomes.

5. Who and what is being scrutinised?

- 5.1. The budget scrutiny meeting will be split into two sessions.
- 5.2. The first session will be to enable members to establish with Strategic Directors the facts relating to SDLT's budget report and in particular:
- How the SDLT budget report was arrived at, in particular what assumptions and principles underpin the report?
 - What has been included and excluded from the budget report?
 - What risks are associated with the budget report?
 - What do individual Directors need to accommodate in budget – eg efficiency savings?
 - How will the proposals impact upon service outcomes?
 - How each option links to Corporate Priorities and associated targets, the Corporate Business Plan, the LAA and efficiency targets?
- 5.3 The afternoon session will enable members to ask Portfolio Holders questions in relation to Cabinet's budget proposal, the proposed budget for their respective Portfolios and in particular:
- How the Cabinet's budget proposals has been prioritised and in particular what assumptions and principles underpin the budget proposal?
 - How Cabinet proposals differ from SDLT's budget report and the reasons for this?
 - The extent to which the Cabinet's budget proposal will enable the delivery of the Corporate Business Plan and Local Area Agreement?
 - How the budget proposals will impact upon service outcomes?
 - What will be the consequences if the proposals are not implemented?
 - What risks are associated with the budget proposals?

6. Outcome from budget scrutiny

- 6.1 The expected outcome from the budget scrutiny exercise is that a report summarising the points made by the Overview and Scrutiny Board in considering budget proposals, options being supported and associated impact upon service delivery, citizens outcomes and the Council's priorities and targets as set out in the Corporate Business Plan and the Local Area Agreement, will be presented to Cabinet in January when they meet to agree a formal budget resolution. Overview and Scrutiny Board may decide to make recommendations relating to specific budget proposals to the Cabinet.

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Board

Date of Committee 4th November

Report Title Six monthly Performance Report

Summary To receive information about the performance of the Overview and Scrutiny function during the first six months of 2009/10.

For further information please contact: Michelle McHugh
Overview and Scrutiny Manager
Tel: 01926 412144
michellemchugh@warwickshire.gov.uk

Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s) N/A
- Other Elected Members Cllr Appleton, Chair of OSB
- Cabinet Member Cllr Farnell, Leader
- Chief Executive
- Legal Sarah Duxbury, Corporate Legal Services Manager
- Finance
- Other Strategic Directors
- District Councils
- Health Authority
- Police

Other Bodies/Individuals

Jane Pollard, Democratic Services Manager

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by
this Committee

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To Council

.....

To Cabinet

.....

To an O & S Committee

.....

To an Area Committee

.....

Further Consultation

.....

Agenda No

Overview And Scrutiny Board - 4th November.

Six monthly Performance Report

Report of the Strategic Director for Customers, Workforce and Governance

Recommendation

The Overview and Scrutiny Board is recommended to:

- i) consider and comment on the performance of the Overview and Scrutiny function during the first six months of 2009/10
- ii) identify areas for improvement and issues to take forward.

1. Background

- 1.1 The performance of the Overview and Scrutiny function has been measured through an agreed Performance Management Framework for the function since 2007. The Performance Management Framework aims to assess the effectiveness of the Overview and Scrutiny (O+S) function by monitoring key performance information, including the level of O+S recommendations agreed by the Cabinet and partners, the quality of O+S recommendations, the implementation of O+S recommendations and associated outcomes, and engagement in Overview and Scrutiny by partners, officers and members of the public.
- 1.2 The Performance Management Framework for Overview and Scrutiny comprises of two elements.
 - i) A self evaluation tool for members to use as a mechanism of self reflection and improvement. A copy of the self- evaluation tool can be found in the Overview and Scrutiny Toolkit – www.warwickshire.gov.uk/scrutiny
 - ii) A number of performance indicators designed to provide a holistic view of the performance of the Overview and Scrutiny function. The Overview and Scrutiny Co-ordinating Group reviewed and updated this section of the Performance Management Framework in 2008, including the introduction of a number of new performance indicators. The indicators included in the Performance Management Framework are outlined below:

Critical Friend Challenge	<p>a) % of non-review recommendations made to Cabinet accepted</p> <p>b) % of review recommendations made to the Cabinet accepted</p> <p>c) % of recommendations made to partner organisations accepted</p> <p>d) % of Portfolio Holder reports to OSC's undertaken</p>
Involving Partners	<p>e) No. of external partners contributing to Overview and Scrutiny</p> <p>f) No. of external partners and partnerships subject to scrutiny</p>
Reflecting the Concerns of Members of the Public	<p>g) No. of citizens and community groups involved in Overview and Scrutiny</p> <p>h) No. of public questions</p>
Communication	<p>i) No. of press releases issued by WCC in relation to the work of Scrutiny</p> <p>j) No. of hits on scrutiny web pages</p>
Demonstrable Impact upon Public Services	<p>k) % of recommendations that are "quality" recommendations. Quality recommendations are defined by falling into a least one of the following criteria:</p> <ul style="list-style-type: none"> ▪ Recommendations that aim to make a difference to local people ▪ Recommendations that aim to change / develop policy in order to improve services ▪ Recommendations that aim to identify savings whilst maintaining / improving service quality ▪ Recommendations that aim to narrow the gap <p>i) % of topics on scrutiny work programmes that are linked to Corporate Priorities and LAA priorities.</p>

2. Summary of Performance 2009/10

2.1 Current performance against the indicators contained in the Performance Management Framework is outlined in the table attached as Appendix A. In reviewing current performance, the following should be noted:

- a) A large number of the indicators outlined above are new for 2009/10, therefore there is no historic or baseline data.
- b) The June elections meant that the process for developing and agreeing OSC work programmes was undertaken later in the year than normal, thereby creating a slight delay in the commencement of the OSC work programmes and in-depth scrutiny reviews. This is inevitably reflected in the reporting of some of the performance information, with low

performance being directly attributable to the work of Overview and Scrutiny only starting in September.

- 2.2 Key issues from the performance data worth highlighting are outlined below.
- 2.3 Adopting a more focussed approach to the development of OSC work programmes for 2009/10 has resulted in 78% of items on OSC's work programmes being linked to the Corporate Priorities and LAA targets. This figure is based on the work programmes that were agreed by the Board at its meeting on the 2nd September and therefore provides a snap shot picture at this point in time. Another snap shot picture of the percentage of items on OSC work programmes that relate to Corporate Priorities and LAA targets will be undertaken 6 months into the work programmes (March 2010).
- 2.4 Currently 100% of Portfolio Holder reports to OSC's have been undertaken. However, this figure only relates to the July round of OSC meetings where Portfolio Holders were required to outline to key challenges for 2009/10. At its meeting on 2nd September the Board decided that each Portfolio Holder be requested to provide an update on their work at each OSC meeting relevant to their portfolio. Due to timings of the September round of OSC meetings, this request was not able to be implemented for all OSC's in September. Therefore, the September round of meetings has not been included in the performance reporting for this indicator.
- 2.5 The percentage of OSC review recommendations accepted by Cabinet is currently at 84%. This figure relates to in-depth reviews that were completed and considered by Cabinet prior to the June elections, including
- Winter Deaths and Fuel Poverty (Health OSC joint review with Coventry and Solihull)
 - Review of Falls Prevention (Health OSC and Adult and Community Services OSC)
 - End of Life Care (Health OSC)
 - Flooding in Bedworth (Nuneaton and Bedworth Local Area Scrutiny)
 - Transport in Rugby (Rugby Local Area Scrutiny)
 - Financial Well-Being (Community Protection OSC)
- 2.6 The percentage of recommendations accepted that are then implemented generally increases over a long period of time. This is largely attributable to two major factors a) the timing of the review and b) the scales of the task to be undertaken. As many recommendations relate to service reconfiguration, implementation will not happen over night. Therefore, the percentage of recommendations implemented continues to increase several years after the recommendations have been accepted.

DAVID CARTER
Strategic Director for
Customers, Workforce and
Governance

Shire Hall
Warwick, 28 September 2009

Appendix A

Indicator	Objective	2006/07 Performance	2007/08 Performance	2008/09 Performance	2009/10 Target	2009/10 Performance
% of non review recommendations made to Cabinet accepted	To ensure that recommendations from OSC's are relevant, researched and evidence based so as to help improve the performance and quality of services	N/A	N/A	85% (11 rec's)	-	-
% of review recommendations made to Cabinet accepted	To ensure that recommendations from OSC's are relevant, researched and evidence based so as to help improve the performance and quality of services	95% (45 rec's)	73.5% ¹ (180 rec's)	96.6% (85 rec's)	80%	83% (63 rec's)
% of recommendations accepted by external partners	To ensure that recommendations from OSC's accord to the aspirations of partners	N/A	42 rec's	92% (52 rec's)	-	62% (16 rec's)
% of recommendations made by OSC's that have been successfully implemented	To ensure that the work and the recommendation of OSC's are implemented and lead to service improvements	71%	54%	23%	-	15%
% of recommendations that are quality recommendations	To ensure recommendations made by OSC's are add value to the delivery of public services	N/A	N/A	76%	-	77%
% of Portfolio Holder performance reports to OSC undertaken	To ensure OSC's hold Portfolio Holders to account for their performance	N/A	N/A	N/A	Baseline setting year	100% ²
% of topics on scrutiny work programmes that are linked to Corporate Priorities and LAA priorities	To ensure the work undertaken by OSC's are focussed on high priority issues for WCC and our partners	N/A	N/A	N/A	Baseline setting year	78%

¹ 92.2% of recommendations accepted if those accepted subject to budget considerations are included

² This figure only includes the July round of OSC's where Portfolio Holders presented key challenges, it does not include the September round of meetings as the request from the O+S Board to have Portfolio Holder reports at each OSC was unable to be implemented in time for all OSC's

Indicator	Objective	2006/07 Performance	2007/08 Performance	2008/09 Performance	2009/10 Target	2009/10 Performance
No of external witnesses contributing to the O+S process	To ensure that the O+S function is making best use of the knowledge and experience of experts	N/A	269 people attending committees 109 external witnesses contributing to scrutiny	297 people attending committees 188 external witnesses contributing to scrutiny	-	18 people attending committees -
No of public questions	To ensure Overview and Scrutiny is viewed by members of the public as an accountability mechanism	N/A	10	33	-	3
No. of external partners and partnerships subject to scrutiny	To provide a picture of the level of external scrutiny being undertaken	N/A	N/A	N/A		In process of developing recording mechanisms
No. of press releases issued by WCC in relation to the work of scrutiny	To ensure active publicity of Overview and Scrutiny work	N/A	N/A	32	N/A	8
No. of hits on the scrutiny web pages	To provide a picture of the level of interest in Overview and Scrutiny	N/A	N/A			44,454

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Board

Date of Committee 4th November 2009

Report Title Overview and Scrutiny Strategy Action Plan

Summary This report provides the Overview and Scrutiny Board with an updated Action Plan for the Overview and Scrutiny Strategy 2009/13, which was reviewed and updated by the Board at its meeting in July 2009. The report also outlines the progress made against the Action Plan.

For further information please contact: Michelle McHugh
Overview and Scrutiny Manager
Tel: 01926 412144
michellemchugh@warwickshire.gov.uk

Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s) N/A
- Other Elected Members Cllr Appleton, Chair of OSB
- Cabinet Member Cllr Farnell, Leader
- Chief Executive
- Legal
- Finance
- Other Strategic Directors
- District Councils

- Health Authority
- Police
- Other Bodies/Individuals Jane Pollard, Democratic Services Manager

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee
- To an Area Committee
- Further Consultation

Agenda No

Overview And Scrutiny Board - 4th November 2009.

Overview and Scrutiny Strategy Action Plan

Report of the Strategic Director for Customers, Workforce and Governance

Recommendation

The Overview and Scrutiny Board is recommended to

- i) agree the Action Plan for the Overview and Scrutiny Strategy 2009/13
- ii) review progress made against the Action Plan
- iii) make amendments and recommendations as appropriate

1. Background

- 1.1 The Overview and Scrutiny Board reviewed and updated the Overview and Scrutiny Strategy at its meeting in July 2009. The Board requested that the strategy be updated to reflect the increased partnership focus of Overview and Scrutiny. The revised Overview and Scrutiny Strategy 2009/13 is attached as Appendix A. An Action Plan to implement the Strategy is attached as Appendix B.

2. Progress on the Implementation of the Action Plan

- 2.1 Outlined below is a summary of the current progress against the O+S Strategy Action Plan:
- i) Workshops to develop Overview and Scrutiny Committees work programmes were undertaken by all Committees in July, with the prioritisation exercise completed during August and the draft work programmes presented to the Board in September 2009. These work programmes are now being implemented and reprioritised by OSC's as required. The process undertaken to develop the work programmes has ensured that topics have been selected using the agreed prioritisation tool.
 - ii) The Board agreed an In-depth Review Work Programme at its meeting in September 2009. The In-depth Review Work Programme is now being implemented and the Board will be requested to review the work programme at each Board meeting and reprioritise as appropriate.
 - iii) Draft protocols have been developed to ensure clarity of working between the County and Districts in relation to Crime and Disorder

Scrutiny in order to avoid duplication. The draft protocols are presented to the Board elsewhere on this agenda.

- 2.2 All other actions contained in the Action Plan are being progressed according to the timings outlined in the Action Plan.

DAVID CARTER
Strategic Director for
Customers, Workforce and
Governance

Shire Hall
Warwick

30 September 2009

Agenda No

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Board

Date of Committee 4th November 2009

Report Title Scrutiny In-depth Review Work Programme

Summary This report outlines the Scrutiny In-depth Review Work Programme for the Board to review and amend as appropriate.

For further information please contact: Michelle McHugh
Overview and Scrutiny Manager
Tel: 01926 412144
michellemchugh@warwickshire.gov.uk

Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers None

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

- Other Committees
- Local Member(s) N/A
- Other Elected Members Cllr Appleton, Chair of OSB
- Cabinet Member Cllr Farnell, Leader
- Chief Executive
- Legal Sarah Duxbury, Corporate Legal Services Manager
- Finance
- Other Strategic Directors
- District Councils
- Health Authority

Police

Other Bodies/Individuals Jane Pollard, Democratic Services Manager

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No

Overview And Scrutiny Board - 4th November 2009.

Scrutiny In-depth Review Work Programme

Report of the Strategic Director for Customers, Workforce and Governance

Recommendation

The Board is recommended to review the Scrutiny In-depth Review Work Programme and amend / re-prioritise as appropriate.

1. Background

- 1.1 At its meeting on 2nd September 2009, the Board agreed a Scrutiny In-depth Review Work Programme, based on the suggested topics for in-depth scrutiny that were identified through the Overview and Scrutiny Committee Workshops in July 2009. The purpose of the In-depth Review Work Programme is to enable effective planning of in-depth scrutiny work across all Overview and Scrutiny Committees. The Scrutiny In-depth Review Work Programme agreed by the Board is attached as Appendix A.
- 1.2 The Work Programme is based upon a planning level of 6-10 in-depth reviews / select committees per year. The Board agreed that planning at this level would enable more effective management of O+S work and enable the Board to retain some flexibility in order to deal with any issues that arise throughout the year and any joint scrutiny issues identified by the Board.

2. Progressed made on implementing the Scrutiny In-depth Review Work

- 2.1 The Exclusions Task and Finish Group has been established and includes Cllr Cockings, Cllr Hazleton, Cllr Naylor and Cllr Robbins. The Task and Finish Group will be scoping the review in November.
- 2.2 The Safeguarding Task and Finish Group has been established and includes Cllr Balaam, Cllr Jackson, Cllr Perry and Cllr Ross. The Task and Finish Group will be scoping the review in October.

DAVID CARTER
Strategic Director for
Customers, Workforce and
Governance

Shire Hall
Warwick

02 October 2009

In-depth Review Programme 2009/12

Issue	Sept 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	
Safeguarding	MM															
Exclusions	PW															
Health In Pregnancy			AM													
Developing Low-Level intervention and prevention services					MM											
Carers Support						PW										
Over 65's Not In Good Health								AM								
Integrated Youth Service												MM				
Alcohol Abuse												PW				
Climate change and carbon reduction													AM			

Issue	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Sept 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12
Integrated Youth Service	MM														
Climate Change and carbon reduction	AM														
Alcohol Abuse	PW														

Not Timetabled: Home Care as this is dependent upon Adults OSC identifying how a further review will add value as the issue was considered by the Committee in 2007.

AM – Alwin McGibbon, MM – Michelle McHugh, PW – Paul Williams

AGENDA MANAGEMENT SHEET

Name of Committee	Overview and Scrutiny Board
Date of Committee	4 November 2009
Report Title	Overview and Scrutiny Work Programme 2009/10
Summary	A table setting out provisional items for future meetings is attached.
For further information please contact:	Ann Mawdsley Principal Committee Administrator Tel: 01926 418079 annmawdsley@warwickshire.gov.uk
Would the recommended decision be contrary to the Budget and Policy Framework?	No.
Background papers	None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members
- Cabinet Member
- Chief Executive
- Legal
- Finance
- Other Chief Officers
- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee
- To an Area Committee
- Further Consultation

Overview and Scrutiny Board Work Programme 2009/10

DATE	Report and Objectives
3 March 2010	<p>a) LAA Q3 performance - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate (Bill Basra)</i></p> <p>b) Draft protocols for Locality Scrutiny - <i>To agree draft protocols for locality scrutiny (Paul Williams)</i></p> <p>c) Outcome from CAA – <i>To review the outcome of the CAA, identify issues of concern and commission joint scrutiny as appropriate (Tricia Morrison)</i></p> <p>d) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme (Michelle McHugh)</i></p> <p>e) Draft protocols for LINKs and OSCs – <i>To agree protocols for the relationship between LINKs and relevant OSCs</i></p>
June 2010 (Date to be set)	<p>a) LAA Q4 performance - <i>To review LAA performance information, identifying issues of concern and commissioning joint scrutiny exercises as appropriate (Bill Basra)</i></p> <p>b) WCC Improvement Reporting to OSC's - <i>To review the effectiveness of WCC Improvement Reporting to OSC's and make amendments at appropriate (Tricia Morrison / Michelle McHugh)</i></p> <p>c) End of Year performance information relating to the O+S function - <i>To review performance of O+S function (Michelle McHugh)</i></p> <p>d) End of year progress report on the O+S Strategy - <i>To review progress made against the O+S Strategy Action Plan and make amendments as appropriate (Michelle McHugh)</i></p> <p>e) In-depth Scrutiny Review Programme - <i>To review and re-prioritise as appropriate the in-depth scrutiny review programme (Michelle McHugh)</i></p>