

**Minutes of a meeting of the Overview and Scrutiny Board
held on 14th March 2012**

Present:

Members: Councillor John Appleton (Chair)
“ Jeff Clarke (Vice Chair)
“ Les Caborn
“ Tim Naylor
“ Jerry Roodhouse
“ Dave Shilton (Item 7 onwards)
“ June Tandy
“ John Whitehouse (Item 7 onwards)
“ Chris Williams
“ Sonja Wilson

Co-opted members: Councillor John Haynes (Nuneaton and Bedworth
Borough Council
Councillor Sue Main (Stratford-on-Avon District Council)
Councillor Derek Pickard (North Warwickshire Borough
Council)

Other Councillors: Councillor Alan Farnell, Leader
Councillor Colin Hayfield, Portfolio Holder, Customers,
Workforce and Partnership
Councillor Martin Heatley, Portfolio Holder Improvement and
Workforce

Councillor Barry Lobbett (observing)

Officers: Georgina Atkinson, Democratic Services Team Leader
Phil Evans, Head of Service Improvement and Change Management

1. General

(1) Apologies

Apologies for absence were received on behalf of Councillors Bernard Kirton, John Ross and David Wright and Councillor Bill Gifford (Warwick District Council).

(2) Members' Disclosures of Personal and Prejudicial Interests

There were no declarations of interest on this occasion.

(3) Minutes of the meeting of the Overview and Scrutiny Board held on 25th January 2012

The Board agreed that the minutes of the meeting held on 25th January 2012 be signed by the Chair as a correct record.

2. Public Question Time

None.

3. Questions to the Portfolio Holder/Portfolio Holders Update

Councillor Alan Farnell

1. A question was raised with regard to the Annual Governance Statement 2011/12 which was due for Cabinet approval on 15th November 2012. Councillor Farnell confirmed that the Overview and Scrutiny Board would have the opportunity to consider the Statement prior to Cabinet approval.
2. Councillor Naylor requested further information with regard to the Social Media Board. Councillor Farnell confirmed that the Board was a pilot scheme to co-ordinate a range of social media initiatives that had been undertaken previously in a disjointed manner. Once the pilot had been completed, proposals for a permanent solution would be presented to Cabinet for consideration. In the meantime, the Communication team had been requested to provide members with a briefing note to provide further information on the Social Media Board.
3. In response to a query raised regarding the fee that employees and members would be charged for attending a social media training session, Councillor Farnell agreed to investigate and report back to members.

The Overview and Scrutiny Board agreed to:

1. Note the responses provided;
2. Request that a report on the Annual Governance Statement 2011/12 be presented to the Board prior to Cabinet approval on 15th November 2012; and
3. Request that a report on the Social Media Board and potential long-term proposals be presented at the meeting scheduled for 30th May 2012.

4. Transformation through Strategic Commissioning

Phil Evans, Head of Service Improvement and Change Management, provided the Board with an update on the Transformation Programme. He reported that the first three service reviews of Tranche One were underway: Strategic Commissioning and Performance Management; IT Infrastructure and Support; and Highways and Transport. Meetings with the relevant Overview and Scrutiny Spokespersons had been undertaken to provide members with the opportunity to submit their views and suggestions with regard to the scope of the service reviews. Phil Evans reported that feedback from members had been constructive and that Strategic Directors leading the reviews would endeavour to include members' suggestions.

With regard to the Strategic Commissioning and Performance Management review, the Board was advised that as the review had progressed, it had become evident that due to logistical reasons there was a need to consider

the two areas separately. However, there would still be an opportunity to consider synergies between the two areas. The Options Appraisal for Performance Management was due for completion in the near future and would be subject to member engagement. The Options Appraisals for the IT Infrastructure and Support review was at a similar stage of completion.

With regard to Tranche Two, Phil Evans advised that lead officers had been identified for each of the reviews and information packs would be provided to ensure officers were fully briefed at the commencement of the review process.

The findings of an initial 'lessons learnt' assessment of the Transformation Programme would be reported to the Corporate Board on 11th April 2012. The report would include suggestions to refine the overall Programme, including the involvement of both Cabinet and Scrutiny members.

During the discussion, the following points were raised:

1. Due to the significant transformation work that had been achieved previously in the Adult Social Care services, a number of 'position statements' had been produced to help shape the scope of any further review work.
2. In response to a concern raised that the scoping documents did not include confirmation of stakeholder and partnership working, Phil Evans confirmed that it did form part of the overall design criteria for the service review process.
3. There was a dedicated web page for Strategic Commissioning on the Council's website. The link to the web page, which had been circulated previously to all members, would be sent to members again for information.
4. Phil Evans reported that the response from officers involved in the service reviews had been very constructive and they had worked positively with the Programme Office to achieve the best outcomes. It was anticipated that there would be challenging negotiations with officers in terms of the recommendations and outcomes of the reviews; however, the Programme Office was committed to ensuring that a firm, rigorous and robust process would be applied to all reviews.
5. There was a risk that the process would become internalised, so every effort would be made to ensure the reviews remained focused on outcomes delivered.
6. In response to a member suggestion regarding the development of a single ICT programme across all authorities with the Warwickshire County, Phil Evans confirmed that the suggestion had been raised during the scoping meeting with the Overview and Scrutiny Board Spokespersons and the Head of Information Assets was aware of the issue.
7. Phil Evans explained that two of the scoping documents had not identified timescales for completion as it had been difficult to apply a unique approach to different service reviews. However, the lack of clarity

regarding timescales had been acknowledged and would be addressed in future scoping documents.

8. Phil Evans encouraged members to contact him with any queries with regard to specific service reviews or the overall Transformation Programme.

The Overview and Scrutiny Board agreed to note the update report and the scoping documents for the three service reviews.

5. Scrutiny Action Plans

Georgina Atkinson, Democratic Services Team Leader, presented the Board with an introduction to the Scrutiny Action Plan document which had been designed to capture recommendations that had been previously submitted by the Board and subsequently approved by Cabinet. She explained that the document provided members with an opportunity to regularly track the implementation of recommendations and identify instances of delay.

The Board was advised that the Scrutiny Action Plan had been applied retrospectively to the two scrutiny reviews that had been completed by the Board in the current municipal year.

The Overview and Scrutiny Board agreed to:

1. Adopt the Scrutiny Action Plan for the tracking of recommendations;
2. Receive regular progress reports on existing Scrutiny Action Plans. The Spokespersons would determine at their interim meetings whether recommendations had been completed or whether Heads of Service / Portfolio Holders needed to be held to account for delayed implementation; and
3. Request that the Overview and Scrutiny Committees also adopt the Scrutiny Action Plans as the method of tracking their recommendations.

6. Work Programme and Scrutiny Review Progress Report

Councillor Caborn provided the Board with an update on health scrutiny and his recent attendance at the Centre for Public Scrutiny Health Accountability Forum. He added that the Department for Health was due to issue a consultation on the regulations of the Health and Social Care Bill. It was considered that although the Adult Social Care and Health Overview and Scrutiny Committee was responsible for health scrutiny, it was likely that the other Overview and Scrutiny Committees would link into the health agenda through key items on their Work Programmes.

The Board also discussed developments regarding the Police and Social Responsibility Act 2011 and were advised that negotiation regarding the membership of the Police and Crime Panel was ongoing. It was noted that the shadow Police and Crime Panel would need to be operational by July 2012. Members considered it important that the Board be kept informed on legislative developments.

During the item, the following points were raised:

1. Members queried when the report on the Partnership Landscape would be circulated to members.
2. In response to a concern raised by Councillor Lobbett with regard to fostering and adoption, Councillor Tandy advised that a Safeguarding Improvement Task and Finish Group had been established to monitor the implementation of the Ofsted Safeguarding Action Plan.
3. Members queried whether the briefing note on the Vacant Seats Policy, as outlined in the Work Programme, had been circulated.
4. With regard to the Older Adult Mental Health Services Task and Finish Group, Councillor Caborn reported that he had submitted a letter to the Chief Executive of the Arden Cluster to highlight the problems experienced. He advised that he may need further support from the Board.

The Overview and Scrutiny Board agreed to:

1. Endorse the Work Programme;
2. Request an update on the Police and Crime Panel for the meeting scheduled for 30th May 2012 and invite the Board's partner representative from the Warwickshire Police Authority to attend;
3. Request an update on the Health and Social Care Bill, focusing on Warwickshire's Health and Well-Being Board and its role in monitoring the Joint Strategic Needs Assessment. Members agreed to invite the Director of Public Health, the Chair of the Arden Cluster and the Board's partner representative from NHS Warwickshire to attend; and
4. Endorse the Scrutiny Review Outline for the Task and Finish Group to consider the Street Lighting Energy Saving Plan.

7. Any Other Items

Upon the request of the Chairman, Georgina Atkinson provided the Board with feedback from the West Midlands Regional Scrutiny Network meeting that had been held on 8th March 2012.

Councillor Caborn advised that he would be meeting the Portfolio Holders responsible for health in each of the District and Borough Councils in Warwickshire, to determine possible arrangements for joint health scrutiny. Councillor Pickard added that he had organised a sub-regional meeting with members to ascertain geographical health issues which could be fed into the future health scrutiny event.

8. Dates of Future Meetings

Agreed.

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Chair

The Board rose at 11.35 a.m.