

## Overview and Scrutiny Board 30<sup>th</sup> May 2012

### Work Programme and Scrutiny Review Progress Report

#### Recommendations

- 1) That the Overview and Scrutiny Board consider the Work Programme and considers the three proposed items for inclusion on the 2012/13 Work Programme, as outlined at 1.3.
- 2) That the Overview and Scrutiny Board consider a progress update, with regard to any ongoing scrutiny reviews, and agrees any recommendations as considered appropriate.
- 3) That the Overview and Scrutiny Board considers the scoping document of the Post 16 Transport Task and Finish Group, as outlined at 2.3.
- 4) That the Overview and Scrutiny Board considers the proposals for Task and Finish Groups, as outlined at 3.2.
- 5) That the Overview and Scrutiny Board considers the updates on actions and recommendations previously agreed by the Board, as outlined at 4.1.

#### 1.0 Work Programme

- 1.1 An updated draft Work Programme is attached at Appendix A for consideration. Members have the opportunity to review the Work Programme and make any suggestions for additions or amendments.
- 1.2 On 10<sup>th</sup> May 2012, the Centre for Public Scrutiny facilitated the annual Work Programme event for the Overview and Scrutiny Board and Committees. The purpose of the event was to generate discussion between Committee members, Portfolio Holders and senior officers regarding key topics that would benefit from scrutiny input over the next year.
- 1.3 With regard to the Overview and Scrutiny Board, three topics were shortlisted which are now proposed for inclusion on the 2012/13 Work Programme.
  - 1) Property Rationalisation Programme and Modern and Flexible Working
    - How far has the Council progressed and what more can be achieved?
    - What has been the impact on the community?
    - What are the service delivery outcomes?
  - 2) Impact of Budget Cuts
    - Impact on services / community / service users
    - Equality Impact Assessments
    - Future proofing – what are we doing next and are we resilient enough?

### 3) Community Access to Services

- How well can Communities and individuals access Council services?
- How well is the Council doing on customer service across the organisation?
- How can the Council more closely with communities and individuals in providing services?

## 2.0 Scrutiny Reviews – Progress Report 2011/12

2.1 Progress of the Task and Finish Groups that have been commissioned by the Overview and Scrutiny Board during 2011/12 is attached at Appendix B. The Task and Finish Groups that are currently live are, as follows:

- Paediatric and Maternity Services
- Post-16 Transport
- Older Adult Mental Health Services
- Street Lighting Energy Saving Plan
- Safeguarding Improvement Plan
- Quality Accounts

2.2 As the new municipal year has now commenced, all ongoing Task and Finish Groups will be transferred to a new 2012/13 progress report, which will be presented to all future Board meetings.

2.3 A copy of the scoping document for the Post 16 Transport Task and Finish Group is attached at Appendix C for the Board's approval. Members will recall that the Board approved the establishment of the Task and Finish Group at its meeting on 25<sup>th</sup> January 2010.

## 3.0 New Task and Finish Groups

3.1 The Chair and Spokespersons of the Overview and Scrutiny Board agreed at their meeting on 24<sup>th</sup> April 2012 that future requests and proposals regarding Task and Finish Groups could be approved 'virtually' by the Board, in addition to the formal approval at a meeting of the Board. This is to avoid unnecessarily delaying the commencement of scrutiny reviews.

3.2 Following this agreement, the following proposals for Task and Finish Groups were circulated:

- **Health and Wellbeing Board (C&YP OSC)**  
To explore the role of the Health and Wellbeing Board in improving outcomes for children and young people.
- **Academies / Free Schools**  
To explore how the local authority will work with academies and free schools in the future, considering issues such as:
  - Access to information (how will we monitor attainment data, admissions etc)
  - School governance arrangements (local authority representation on governing bodies)

- Traded services arrangements (managing risks around supply and demand)
- Contingency plans for academies that fail

3.3 The Chair of the Overview and Scrutiny Board has requested greater clarification on the above proposals and has requested that members consider the proposals further at the meeting before a decision is reached.

#### 4.0 Overview and Scrutiny Board Action Plan

4.1 An Action Plan for the Overview and Scrutiny Board had been created to track any recommendations and actions that are agreed by members at meetings of the Board. The document is attached at Appendix D for information.

#### 5.0 Forward Plan

3.1 Members are reminded of the Cabinet and Portfolio Holder Decisions appertaining to the remit of the Overview and Scrutiny Board, as outlined at Agenda Item 3.

#### 6.0 Briefing Notes

6.1 There have not been any Briefing Notes circulated since the last meeting of the Board.

#### 7.0 Dates of Future Meetings

4.1 Future meetings of the Overview and Scrutiny Board have been scheduled for 2.00 p.m. on the following dates:

- 25<sup>th</sup> July 2012
- 3<sup>rd</sup> October 2012
- 12<sup>th</sup> December 2012

#### Appendices:

Appendix A – Draft Work Programme 2012/13

Appendix B – Progress Report on Task and Finish Groups 2011/12

Appendix C – Post 16 Transport Scoping Document

Appendix D – Recommendations and Actions raised by Overview and Scrutiny Board

	Name	Contact details
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**Overview and Scrutiny Board  
Work Programme 2012/13**

Item	Report detail	Date of last report	Date of next report
Questions to the Portfolio Holders / Forward Plan decisions	<p>Report which includes Forward Plan decisions relevant to the remit of the Board. (Georgina Atkinson)</p> <p>* 30<sup>th</sup> May – Question to Cllr Cockburn regarding the Growing Places Fund and the applications received.</p>	N/a	* Standing item for every meeting
Transformation through Strategic Commissioning Programme	<ul style="list-style-type: none"> <li>• To scrutinise the delivery of the Programme, including timescales and updates on service reviews.</li> <li>• Final Business Cases to be presented at the discretion of the Chair – additional Board meetings may need to be arranged. (Phil Evans)</li> </ul> <p>*30<sup>th</sup> May – report to include update on recommendation / actions agreed by the Board at 5<sup>th</sup> April meeting.</p>	N/a	* Standing item for every meeting
Overview and Scrutiny review	<ul style="list-style-type: none"> <li>• To consider the CfPS interim report</li> <li>• To consider the results of the O&amp;S Member Survey</li> <li>• To consider any key messages / recommendations regarding the existing O&amp;S arrangements (Janet Purcell)</li> </ul>	N/a	30 <sup>th</sup> May 2012
Social Media Board	<ul style="list-style-type: none"> <li>• What is the Social Media Board – it's rationale and remit;</li> <li>• Level of member involvement;</li> <li>• Long-term proposals (Anne Goodey / Kushal Birla)</li> </ul>	N/a	30 <sup>th</sup> May 2012

**Overview and Scrutiny Board  
Work Programme 2012/13**

Public Health	<ul style="list-style-type: none"> <li>• Overview of the Health and Well-Being Board</li> <li>• Role of the HWBB in the Joint Strategic Needs Assessment</li> <li>• How each OSC can feed into the health agenda. (John Linnane)</li> </ul>	N/a	30 <sup>th</sup> May 2012
Performance Management (Phil Evans)	<ul style="list-style-type: none"> <li>• Feedback from the OSCs</li> <li>• Key proposals for improvements to performance management</li> <li>• Proposals regarding complaints reporting</li> <li>• <b>Appointment of Member Working Group</b> (Phil Evans / Karen Smith)</li> </ul>	20 <sup>th</sup> December 2011	30 <sup>th</sup> May 2012
Roll out of iPads and similar devices	<ul style="list-style-type: none"> <li>• When members and officers will be receiving the new kit</li> <li>• What advantages can be expected compared with the existing tablets</li> <li>• What are the associated costs</li> <li>• Possible samples to pass along (Tonino Ciuffini)</li> </ul>	N/a	30 <sup>th</sup> May 2012
Financial Overview of the County Council	<ul style="list-style-type: none"> <li>• Summary of the overall financial position of the County Council</li> <li>• Key trends over time and the reasons for significant changes. (Virginia Rennie)</li> </ul>	N/a	30 <sup>th</sup> May 2012
OSC Work Programmes 2012/13	<ul style="list-style-type: none"> <li>• Reminder of the Terms of Reference of the Board</li> <li>• Copies of each final OSC 2012/13 Work Programme</li> <li>• Identify any issues relating to duplication and coordination. (Georgina Atkinson)</li> </ul>	N/a	25 <sup>th</sup> July 2012
Property Rationalisation Programme	<ul style="list-style-type: none"> <li>• Update on the Programme</li> <li>• Information on Local Centres (Steve Smith)</li> </ul>	20 <sup>th</sup> December 2011	25 <sup>th</sup> July 2012
Scrutiny Action Plans	Update on the implementation of recommendations arising from the two Task and Finish Groups. (Georgina Atkinson)	14 <sup>th</sup> March 2012	25 <sup>th</sup> July 2012

**Overview and Scrutiny Board  
Work Programme 2012/13**

Scrutiny Recommendations Spreadsheet	Twice yearly update on overall progress of scrutiny recommendations, arising from previously completed TFGs. (Georgina Atkinson)	14 <sup>th</sup> March 2012	3 <sup>rd</sup> October 2012
Big Society Fund	<ul style="list-style-type: none"> <li>• Scrutinise the impact of the Fund</li> <li>• Scrutinise the performance of the community groups</li> <li>• Scrutinise the effectiveness of the services (Nick Gower-Johnson)</li> </ul>	20 <sup>th</sup> December 2011	12 <sup>th</sup> December 2012
Review of the ICT Strategy	<ul style="list-style-type: none"> <li>• Scrutinise the impact of the Strategy</li> <li>• Key performance measures achieved (Tonino Ciuffini)</li> </ul>	5 <sup>th</sup> April 2012	TBC
Police and Crime Panels	<ul style="list-style-type: none"> <li>• Composition and role</li> <li>• Member involvement</li> <li>• Link with CSP scrutiny (Jane Pollard / Georgina Atkinson)</li> </ul>	N/a	TBC – once the PCP composition has been clarified.





**Progress on Task and Finish Groups  
2011/12**

Topic	Reports to Parent Committees	Status	Comments
<p><b>Paediatric and Maternity Services</b> Cllr Peter Balaam (Chair), Cllr Martyn Ashford, Cllr Carolyn Robbins, Cllr Barry Longden, Cllr Sonja Wilson, Cllr Jim Foster, Lesley Hill (LINK)</p>	<p>This is expected to report to Adult Social Care &amp; Health OSC in February 2012</p>	<p><b>Live</b></p>	<p>Despite the HOSC's recommendation that there should be a period of informal engagement, rather than full formal consultation, the Arden Cluster Board approved the commencement of a 12-week full formal consultation from 14 May 2012. The Task &amp; Finish Group will review progress of the consultation at 30 days and 60 days to consider: where the consultation document has been issued; what meetings have taken place and are planned; the level of responses received so far etc. It will also produce a draft response to the consultation on behalf of the HOSC, which would need to be approved and submitted by the closing date of 6 August 2012.</p>
<p><b>Older Adult Mental Health Services</b> Cllr Jerry Roodhouse (Chair), Cllr Peter Fowler, Cllr Sid Tooth</p>	<p>Adult Social Care and Health OSC – 15 February 2012</p>	<p><b>Live</b></p>	<p>On 10<sup>th</sup> March 2011 the Overview and Scrutiny Board commissioned a Task and Finish Group to scrutinise a Coventry and Warwickshire Partnership Trust consultation regarding proposed changes to Older Adults Mental Health Services in Warwickshire. The consultation was due to start in April 2011 but suffered a number of delays and as of 1<sup>st</sup> March 2012 still hasn't started.</p> <p>A report went to the February meeting of the Adult Social Care and Health OSC asking how to proceed. Members agreed that due to the importance of the issue, the Task and Finish Group should continue. A letter was sent from Councillors Les Caborn and Jerry Roodhouse to Stephen Jones, Chief Executive of the Arden Cluster, to highlight the problems experienced so far and ask him when the consultation will be starting. The Task and Finish Group is awaiting draft consultation documents from the PCT.</p>

**Progress on Task and Finish Groups  
2011/12**

Topic	Reports to Parent Committees	Status	Comments
<p><b>Post 16 Transport</b> Cllr Peter Balaam (Chair), Cllr Martyn Ashford, Cllr Richard Chattaway, Cllr Tim Naylor, Cllr Clive Rickhards, Cllr Chris Saint</p>	<p><b>To be confirmed</b></p>	<p><b>Live</b></p>	<p>A copy of the Scoping Document is attached to the Work Programme report for the Board to consider. The Post 16 Task and Finish Group has now met with Heads of Sixth Forms, Reps from Colleges, and will be sending a questionnaire to all of the secondary schools and colleges, as well as head teachers and governors to understand the impact that the change in policy had on their pupils. The Group will also be engaging with the Youth Council and MYPs to get their views.</p> <p>The Group will be collating feedback to all of this, which will be the primary evidence base for making recommendations and the final report is planned to be finalised by the end of July.</p>
<p><b>Street Lighting Energy Saving Plan</b> Cllr Jim Foster (Chair), Cllr Martyn Ashford, Cllr Richard Chattaway, Cllr Jose Compton, Cllr David Johnston, Cllr Barry Longden, Cllr Carolyn Robbins, Cllr Martin Shaw, Cllr Ray Sweet</p>	<p><b>To be confirmed</b></p>	<p><b>Live</b></p>	<p>Amendments have been made to the public consultation documents, based on feedback from the Group. Following a recommendation from the Group, a briefing was given to members following the Full Council AGM on 15<sup>th</sup> May 2012. Research and benchmarking data is being gathered from other Local Authorities who have already implemented part-night street lighting.</p> <p>Public consultation and engagement is due to begin at the next round of Community Forums and then the feedback from that will be collated by the Observatory and analysed by the Task and Finish Group.</p>
<p><b>Safeguarding Improvement Plan</b> Cllr Peter Balaam, Cllr Robert Hicks, Cllr Carolyn Robbins, Cllr Kate Rolfe, Cllr June Tandy, Cllr Sid Tooth</p>	<p><b>To be confirmed</b></p>	<p><b>Live</b></p>	<p>Weekly meetings are being held during May looking at different aspects of the Action Plan to address Ofsted's area for improvement (Child Protection, Health, Looked After Children). Members will meet on 30 May to draw together conclusions and agree content for a report to the Children and Young People OSC on 20 June. Based on the</p>

**Progress on Task and Finish Groups  
2011/12**

Topic	Reports to Parent Committees	Status	Comments
			meetings held so far, it is clear that not all action points will be complete or measurable by 20 June 2012, so members would like this to be an interim report, followed by further review meetings and a final report to be produced later in the year.
<b>Quality Accounts</b> Cllr Martyn Ashford, Cllr Penny Bould, Cllr Angela Warner and Cllr Claire Watson	<b>To be confirmed</b>	<b>Live</b>	A Task and Finish Group was set up to consider the Quality Accounts for South Warwickshire Foundation Trust, University Hospitals Coventry and Warwickshire and West Midlands Ambulance Service. These meetings have taken place and the responses of the TFG will be agreed by the full Committee.  A special meeting of the ASC&H O&S has been arranged for Thursday 24 May to consider the Quality Accounts for George Eliot Hospital and Coventry and Warwickshire Partnership Trust.
<b>Communication with the public and financial accountability</b> Cllr Tim Naylor (Chair), Cllr Carol Fox, Cllr Julie Jackson, Cllr Clive Rickhards, Cllr Angela Warner	Overview & Scrutiny Board 20 <sup>th</sup> July 2011	<b>Completed</b>	Phase 1 recommendations agreed by Cabinet 27.1.2011. Recommendations from Phase 2 agreed by OSB at meeting on 20.07.2011 and were reported to Cabinet on 08.09.2011. Revised recommendations agreed 14 <sup>th</sup> September 2011.
<b>Quality Accounts</b> Cllr Dave Shilton (Chair), Cllr Peter Balaam, Cllr Jeff Clarke, Cllr Jim Foster, Cllr Sid Tooth, Cllr Angela Warner	Adult Social Care and Health OSC 7 <sup>th</sup> June 2011	<b>Completed</b>	Single Issue meeting held on 07.06.2011. The Committee's commentary on the Quality Accounts were circulated to providers following the meeting

**Progress on Task and Finish Groups  
2011/12**

Topic	Reports to Parent Committees	Status	Comments
<b>Paediatric Cardiac Surgery Services in England</b> Cllr Martyn Ashford, Cllr Peter Barnes, Cllr Sarah Boad, Cllr Richard Chattaway	This was agreed “virtually” by the Adult Social Care and Health OSC	<b>Completed</b>	The response was sent to the Department of Health before the deadline of 5 October 2011.

Scrutiny Review Outline

<b>Review Topic</b> (Name of review)	<b>Post 16 Transport</b>
<b>Task and Finish Group Members</b>	Councillors; Martyn Ashford, Peter Balaam (Chair), Richard Chattaway, Tim Naylor, Clive Rickhards and Chris Saint
<b>Key Officers / Departments</b>	Craig Pratt, Sophie Thompson, Kevin McGovern, Andy Stokes, Yvonne Rose
<b>Lead Scrutiny Officer</b>	Martyn Harris
<b>Relevant Portfolio Holder(s)</b>	Councillor Heather Timms
<b>Relevant Corporate Ambitions</b>	"Raising educational attainment and improving the lives of children, young people and families"
<b>Type of Review</b>	Evidence gathering through questionnaires, possible visits, possible select committee
<b>Timescales</b>	Review should be completed by 31 <sup>st</sup> July 2012
<b>Rationale</b> (Key issues and/or reason for doing the review)	<p>A change in post 16 transport policy has meant the complete removal of the subsidy for post 16 transport. From September 2011, students were charged £660 a year to use County Council transport. Members have concern that the charges will impact on the education of young people in the County.</p> <p>The focus of the review is to assess the impact of the changes on the opportunities for education and achievement of young people, particularly those in rural areas.</p>
<b>Objectives of Review</b> (Specify exactly what the review should achieve)	<p>The review should ascertain whether the change in policy has disadvantaged young people in Warwickshire, their educational opportunities and/or attainment and to what extent.</p> <p>The review should consider what steps the Council, along with schools and colleges could take to ensure that transport is not a barrier to post 16 education in the County, and make recommendations to the Overview and Scrutiny and Cabinet.</p>
<b>Scope of the Topic</b> (What is specifically to be included/excluded)	<p><u>Include</u> The following is included in the scope of the review:</p> <ul style="list-style-type: none"> <li>• Evidence gathering from Schools, Colleges, Special Schools, Members of the Youth Parliament (MYP's), the Youth Councils (Vox) and the Coventry Solihull and Warwickshire Partnership (CSWP).</li> </ul> <p><u>Excluded</u> The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> <li>• Transport for pre-16 students</li> <li>• Denominational Transport</li> </ul>

<p><b>How will the public be involved?</b> (Community Forums, consultation, community groups / clubs, etc)</p>	<ul style="list-style-type: none"> <li>• Meetings with heads of post 16 education</li> <li>• Meeting with Travel to Learn Forum</li> <li>• Consultation with students and possibly parents</li> <li>• Contact with other groups such as the Youth Councils.</li> </ul>
<p><b>How will our partners be involved?</b> (Relevant stakeholders, District / Borough reps)</p>	<ul style="list-style-type: none"> <li>• Schools</li> <li>• Colleges</li> <li>• Transport operators may be involved at a later stage (tbc)</li> </ul>
<p><b>How will the scrutiny achieve value for money for the Council / Council Tax payers?</b></p>	<p>It is fair to say that any recommendations with financial implications will no longer be approved by Cabinet and so for scrutiny be in line with Council priorities and perceived as a useful / credible tool, it needs to be more innovative and look for solutions that will either save money or will improve services without additional costs.</p> <p>The Review will seek to find ways of working smarter between Council services, relationships with schools and possibly transport operators to find solutions. This should ensure Post 16 students and their parents are getting better value for money, and schools and colleges are not disadvantaged by the change in policy.</p>
<p><b>What primary / new evidence is needed for the scrutiny?</b> (What information needs to be identified / is not already available?)</p>	<ul style="list-style-type: none"> <li>• Questionnaire responses and other feedback from stakeholders</li> </ul>
<p><b>What secondary / existing information will be needed?</b> (i.e. background information, performance indicators, complaints, existing reports, legislation, central government information and reports)</p>	<ul style="list-style-type: none"> <li>• Information regarding the low income criteria used in the post 16 transport policy</li> <li>• Information about how the 16-19 bursary has been distributed amongst students, particularly to cover transport costs</li> <li>• Data from the Warwickshire Observatory relating to Post 16 Students</li> <li>• Information from transport operators on their sales of young person tickets, including term and annual passes</li> </ul>
<p><b>Indicators of Success –</b> (What factors would tell you what a good review should look like? What are the potential outcomes of the review e.g. service improvements, policy change, etc?)</p>	<ul style="list-style-type: none"> <li>• The review should quantify the impact (if any) the new transport policy has had on the educational opportunities for Post 16 students in the County.</li> <li>• The review should be able to recommend measures which improve access to education for post 16 students</li> </ul>
<p><b>Other Work Being Undertaken</b> (What other work is currently being undertaken in relation to this topic, and any appropriate timescales and deadlines for that work)</p>	<ul style="list-style-type: none"> <li>• There is currently work being undertaken on the raising of the participation age for young people, from 16 to 17 years in 2013, rising to 18 years in 2015. This could have a large impact on Post 16 education in the County, as young people will have to remain in school, college or work with training until 17 or 18. This could increase the numbers of students attending post 16 education in the County.</li> <li>• The Council carries out continuing work on NEETS, and the current contract with CSWP for IAG services will be renewed in the near future.</li> </ul>

**Recommendations and Actions raised by Overview and Scrutiny Board  
2012/13**

Date raised by the Board	Recommendation / Action	Lead Member / Officer	Board Update	Progress Notes
5 <sup>th</sup> April 2012	Request that the Leader of the Council advise on the Council's strategic position with regard to the future of schools and academies.	Cllr Farnell	TBC	The request has been forwarded to the Leader for response.
5 <sup>th</sup> April 2012	Recommend that the Audit and Standards Committee consider the decision regarding the 'Review of Anti-Fraud Corruption Strategy'.	Martyn Harris, Dem Services	<b>Completed</b>	The Committee will consider the Strategy at its 28 <sup>th</sup> June meeting and any key outcomes will be reported back to the Board.
5 <sup>th</sup> April 2012	<ol style="list-style-type: none"> <li>1. Stress to Cabinet the importance of increased productivity and improved service delivery, as the overall vision of the ICT Strategy.</li> <li>2. Stress to Cabinet the importance of social media and the role of Elected Members in promoting and being aware of social media as a form of communication.</li> <li>3. Request that the annual review of the ICT Strategy include a number of key indicators that would demonstrate to members the value of the Strategy in respect of improved service delivery and the achievement of the Council's corporate ambitions.</li> </ol>	Tonino Ciuffini and Cabinet	30 <sup>th</sup> May 2012	These recommendations will be incorporated into the Cabinet report as 'Recommendations from the O&S Board'. The report is due for approval on 24 <sup>th</sup> May (was deferred from April).

**Recommendations and Actions raised by Overview and Scrutiny Board  
2012/13**

5 <sup>th</sup> April 2012	Recommend to Cabinet that the decision to delegate powers to Nuneaton and Bedworth Borough Council to remove unauthorised signs from the highway be rolled out across all authorities within the county, if successful.	Cabinet	30 <sup>th</sup> May 2012 <b>Completed</b>	This has been noted as part of the Leader's Decision Notice. The Board may wish to explore in future whether any progress has been made with the other authorities.
5 <sup>th</sup> April 2012	Request that performance information regarding the impact of the Strategy be available at a future meeting.	Georgina Atkinson	<b>Completed</b>	This has been added to the Board's Work Programme.
5 <sup>th</sup> April 2012	<p>1. Request that future scoping documents clearly outline the role of the Portfolio Holders in the service review process.</p> <p>2. Request that other documents, such as the initial options appraisal, also include comments of the Portfolio Holder to clearly demonstrate that they had been involved at decision making stages.</p> <p>3. Request that direct communication be improved with Elected Members with regard to overall progress of the programme and decisions taken at key stages of the service reviews.</p>	Phil Evans and Programme Office	30 <sup>th</sup> May 2012	The requests have been forwarded to Phil Evans and Programme Office to action.
5 <sup>th</sup> April 2012	Request that the Overview and Scrutiny Committee Spokesperson always appoint a substitute if they were unable to attend scheduled meetings to discuss the proposed scope of service reviews.	Georgina Atkinson	<b>Completed</b>	All the O&S Spokes have been directly notified of this request.