

AGENDA MANAGEMENT SHEET

Name of Committee Overview And Scrutiny Co-ordinating Group
Date of Committee 17 January 2007

Report Title Developing the Work Programme

Summary This report contains suggestions for developing the work programme for overview and scrutiny, in particular the development of a core work programme and the criteria for choosing topics to review.

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 No.

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

Background papers

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s) N/A
- Other Elected Members Cllr Ken Browne
- Cabinet Member Cllr Bob Stevens
- Chief Executive Jim Graham
- Legal Sarah Duxbury
- Finance
- Other Chief Officers David Carter
- District Councils
- Health Authority
- Police

Outline Annual Work Programme 2007/08 – Overview and Scrutiny

Issue	Timescale	Method
Adult & Community		
Supporting People Inspection	Various Dates	Monthly monitoring reports
Direct Payments Scheme Cost Benefit Analysis	January 2007	Report
A review of Home Care	During 2007	Small Panel/Working Group
Support for Carers	During 2007	Small Panel/Working Group
Older People and Residential Care	May 2007 September 2007	Select Committee follow ups
Vision for Libraries, Learning and Culture	During 2007	Small Panel/Working Group
Human Resources	January 2007	
Mental Health Partnership Trust arrangements	February 2007	
Joint Commissioning with Health – Governance arrangements	During 2007	Possible joint exercise with Coventry OSC
Residential Payments – in context of costs and comparison against cost of independent provision		
Children Families and Young People		
Alcohol and Young People	January to June 2007	Series of select committees
Children Act – effective partnership working	April 2007	Select Committee
Looked After Children	November 2007	Possible scrutiny review
Bullying in Schools	During 2007	Youth representatives
Stuffed and Restuffed Spend of vocational grant monies	No dates set	Monitoring Reports?
ICT in Schools	During 2007	Joint Panel with RP&D OSC
School Meals	During 2007	Joint Panel with RP&D OSC
Hear By Rights/Youth Engagement	During 2007	

Issue	Timescale	Method
Community Protection		
Safety of older people	Jan –Feb 2007	Select Committee
Regional Control Centre	March 2007	Monitoring/Progress Report
Review of Anti-counterfeiting policy for Trading Standards	March 2007	Officer report
Civil Contingencies Act 2004	January 2007	Progress report
Domestic Violence Action Plan	January 2007	Progress report
CDRP Performance	January 2007	Monitoring Report
Economic Development		
Peugeot closure –review of position	Various dates 2007	Regular updates
Regional economic development strategy	January 2007	Select committee
Regional Spatial Strategy	January 2007	Select Committee
Rural Strategy	During 2007	Joint Working Group with Environment OSC
Draft European and International Strategy	March 2007	
Skills and development component of LAA	March 2007	
Education Business Partnership	May 2007	
EPIC Centre	May 2007	
Building sustainable neighbourhoods project	Not timetabled	
Sub-regional economic assessment/GVA concerns	Not timetabled	

Issue	Timescale	Method
Environment		
Verge Maintenance	January 2007	
LUMP Scheme	During 2007	Monitoring Report
Climate Change Strategy	During 2007	
Highway Liability	During 2007	Monitoring Report
Rural Strategy	TBA	Joint Panel with Economic Development
Warwickshire Waste Partnership – review of aims and achievements	TBA	Possible select committee
Street Lighting –hours of operation	TBA	Possible select committee
Hours of summertime – making the most use of daylight in the wintertime	TBA	Possible select committee
Resources Performance & Development		
Customer Service and Access	January 2007	Monitoring reports
Local Area Agreement	January 2007	Update report
Budget consultation 2007/08	January 2007	Feedback report
Member computing	January 2007	Progress report
Corporate Property Strategy Review	TBA	
ICT Strategy Review	TBA	
Single Status	TBA	Progress report
HRMS	TBA	Progress report
School Meals	During 2007	Joint Panel with CYP&F OSC
ICT in Schools	During 2007	Joint Panel with CYP&F OSC

Issue	Timescale	Method
Health		
Childhood Obesity Review	Starts Oct 2006 – finish June 2007	Panel
Phase II Mental Health Services	January 2007	Final report
Falls Prevention	March 2007 – November 2007	Panel
Equity of Access – Cancer Services (Palliative Care)	January 2007 to September 2007	Panel
Dentistry Revisit	February 2007	Panel
Local Delivery Plans	January 2007	
Acute Services Review	January 2007	
NHS Core Standards	28 March 2007	
Community Pharmacies Review	Scheduled start December 2007	

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

Agenda No

Overview And Scrutiny Co-ordinating Group - 17 January 2007.

Developing the Work Programme

Report of the Strategic Director of Performance and Development

Recommendation

That the Group

- (a) Comments on the issues that should be included in the Core Work programme for 2007/08.
- (b) Requests the Strategic Director of Performance and Development to consult the Cabinet, other county councillors/Council and our key partners on the issues to be included in the Core Work Programme
- (c) Approves the criteria for selecting topics for review

Introduction

1. The feedback from the review was that most members felt that the arrangements for agreeing the work programme were okay or better and that the work programme reflected the significant issues facing relevant services reasonably well. However most members felt that policy was too officer driven and that there was a role for overview and scrutiny to be more pro-active and contribute to key policy issues affecting the delivery of public services.
2. Similarly members had a role in challenging whether our key performance targets are robust enough -do they take the council to where it needs to be within an appropriate timescale? Overview and Scrutiny Committees have received reports in the last cycle specifically asking this question and undoubtedly the new performance information system will provide an invaluable tool for assessing not only whether there is improvement but the pace of improvement in comparison with others.
3. A well-designed work programme contains a mixture of projects some of which require an overview to be kept of an area of the council's activity and others that will closely scrutinise a particular policy or area of work. The work programme needs to be fluid with topics being added to or removed from the work programme as priorities change. Occasionally an urgent matter may need to be added to the work programme at short notice.

4. It is important to remember that with the increased emphasis on partnership working, items for overview and scrutiny can be identified from a number of different sources. Elected members have a wealth of knowledge that they can bring to the overview and scrutiny table. It is very much their role to help shape the work programme as one that has been developed solely by officers may well not meet the needs of the committee or of our partners.

Developing a Core Work Programme

5. Whilst there was a common view that the work programme should be member led and that committees should be able to develop their own work programmes, there was an acknowledgement that there should be agreement about a core annual work programme to ensure that the key issues were tackled in a timely way and allocated appropriately. The number of items included in a core work programme should be small to enable Committees to retain some flexibility and accommodate issues that may arise during the course of the year. It should reflect the key issues that must be addressed by Overview and Scrutiny over the next financial year whatever else it does.
6. The Council agreed a vision on 12 December 2006 this sets eight priorities
 - Giving every Child and Family the best opportunities in life and raising levels of educational attainments
 - Improving Community Safety and reducing fear of Crime
 - Promoting Healthy Lifestyles
 - Supporting Older People to live independently
 - Strengthening the Warwickshire Economy
 - Improving and Sustaining our Environment
 - Strengthening our Communities and celebrating our Heritage
 - Raising standards of Customer Service and Access to our Services
7. The Appendix shows the topics that currently have been identified by the various Overview and Scrutiny Committees for consideration in 2007. Some items within the Appendix may be appropriate to include in a 'Core Work Programme' for 2007/08, others may not and there may be issues not currently included which need to be prioritised as part of a core work programme e.g.
 - Directorate Report Cards
 - Medium Term Financial Planning
 - Joint Scrutiny relating to the Local Area Agreement
8. The Group is asked to comment on the issues which should form part of any core work programme which needs to be planned for during 2007/08.
9. It is suggested that it would be appropriate to consult more widely on the issues which should form part of any core work programme with both Cabinet members, other councillors/council and our partners.

Selecting Topics

10. Member time is finite and therefore there is a need to prioritise the topics any committee will look at. It is suggested that whether or not any particular issue will be addressed is determined using the following criteria.
 - Does this 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 strategic and/or partnership plan?
 - Is it a key performance area where the Council needs to improve?
 - Is there a legislative requirement to undertake the review?

11. Secondly if members want to ensure that reviews add value/ make a difference members will also need to consider whether it is practicable to undertake the review by asking the following questions-
 - Are there adequate resources available to do the activity well?
 - Is the overview and scrutiny activity timely?
 - Is there a clear objective for scrutinising this topic?
 - Is there evidence to support the need for overview and scrutiny?
 - What are the likely benefits to the council and its customers?
 - Are we likely to achieve a desired outcome?
 - What are the potential risks?

Reasons to Reject Items for Overview and Scrutiny

12. There will sometimes be very compelling reasons why an item should not be subject to overview and scrutiny. Most commonly this arises where
 - An issue is being examined elsewhere - e.g. by the cabinet, working group, officer group, other body
 - An issue was dealt with less than 2 years ago
 - New legislation or guidance is expected within the next year
 - There is no scope for overview and scrutiny to add value/ make a difference

- There is a risk that the objective cannot be achieved in the specified timescale
13. If members consider the criteria for selecting topics is appropriate it may wish to recommend that Committees have a fresh look at their work programmes against the criteria to ensure they are maximising the use of their time.

DAVID CARTER
Strategic Director of
Performance and
Development

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28 December 2006