OVERVIEW & SCRUTINY MANAGEMENT BOARD – 12 AUGUST 2013

A meeting of the Overview and Scrutiny Management Board will be held at 5.30pm on Monday 12 August 2013 in Committee Room 1, Town Hall, Rugby.

Councillor Shera
Chairman of Overview & Scrutiny Management Board

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.
   To confirm the minutes of the meeting held on 17 June 2013.

2. Apologies.
   To receive apologies for absence from the meeting.

3. Declarations of Interest.
   To receive declarations of –
   (a) non-pecuniary interests as defined by the Council’s Code of Conduct for Councillors;
   (b) pecuniary interests as defined by the Council’s Code of Conduct for Councillors; and
   (c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest the Member must withdraw from the room unless one of the exceptions applies.
Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary 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 declaration.

4. Call-Ins and Motions.

To receive any Call-Ins from Cabinet and any Motions referred by Council.

5. Minutes of Customer and Partnerships Committee on 20 June 2013, Corporate Performance Committee on 27 June 2013 and Crime and Disorder Committee on 25 July 2013 (to follow) – for noting only.


7. Overview and Scrutiny Evaluation.


PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

Any additional papers or relevant documents for this meeting can be accessed here via the website.

The Reports of Officers (Ref. OSMB 2013/14-03) are attached.

Membership of the Board:

Councillors Dr Shera (Chairman), Mrs Avis, Butlin, M Francis, Miss Lawrence, Mahoney, Roodhouse, Sewell and Helen Walton.

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic and Scrutiny Services Officer (01788 533523 or e-mail Linn.Ashmore @rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic and Scrutiny Services Officer named above.
# AGENDA MANAGEMENT SHEET

**Name of Meeting**  
Overview and Scrutiny Management Board

**Date of Meeting**  
12 August 2013

**Report Title**  
Overview and Scrutiny Review Action Plans

**Ward Relevance**  
All

**Contact Officer**  
Paul Ansell  
(01788) 533591  
paul.ansell@rugby.gov.uk

**Summary**  
The Board has requested an exception report every six months on the progress of overview and scrutiny review action plans. This paper reports on the actions that are currently overdue and on the monitoring carried out by the other scrutiny committees.

**Financial Implications**  
There are no financial implications arising from this report.

**Risk Management Implications**  
There are no risk management implications arising from this report.

**Environmental Implications**  
There are no environmental implications arising from this report.

**Legal Implications**  
There are no legal implications arising from this report.

**Equality and Diversity**  
No new or existing policy or procedure has been recommended.
Summary

The Board has requested an exception report every six months on the progress of overview and scrutiny review action plans. This paper reports on the actions that are currently overdue and on the monitoring carried out by the other scrutiny committees.

1. SCRUTINY REVIEW ACTION PLAN REPORTING PROCESS

To avoid duplication of work, the Board agreed in March 2012 that action plan progress reports in future should be considered as follows:

OSMB: August and January (exception reports)

Scrutiny Committees: June and November (full action plan reports)

It was also suggested at that time that the Board should not put follow-up work from its six-monthly exception report on its own subsequent agendas, but instead refer any further investigation work to the relevant scrutiny committee.

2. COMMITTEE SCRUTINY

Customer and Partnerships Committee and Corporate Performance Committee received reports on the actions plans within their remit in June 2013.

The action plans submitted in June 2013 were:

- Employee Wellbeing
- Housing Stock and Housing Need
- Localisation of Council Tax Support
- Inward Investment
- Multi-storey flats (now complete)
- Planning for Play
- Risk Management of Play Spaces (now complete)

In December 2012, the Crime and Disorder Committee received a report on progress in implementation of the review of the Impact of Reduced Capacity, and the outcome
of this was reported to the Board in January 2013. The Crime and Disorder will receive a further progress report on 28 November.

4. **EXCEPTION REPORTS**

Those actions currently overdue in the ‘live’ scrutiny action plans are detailed at Appendix 1, for consideration by the Board.

Notes are provided by the responsible officers to explain the reasons why the actions are overdue. The overdue actions are reported to the Board so that any areas of concern or common themes may be identified. Board members are reminded that, if they consider that any follow-up scrutiny work on any of the overdue actions is required, this should be performed by one of the other scrutiny committees and not by the Board itself.
LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.
Appendix

Overview and scrutiny review action plans which have overdue actions

Localisation of Council Tax Support

Note: The Head of Resources reported to CORP on 27 June that there was no requirement for the county council and police and crime commissioner to reimburse the cost of transaction charges. It was agreed that, if the Head of Resources is unable to negotiate a contribution at the next Warwickshire Finance Officers’ meeting, the outstanding actions should be cancelled on the grounds that there is no realistic prospect of carrying them out.

<table>
<thead>
<tr>
<th>SCR-LCTS Localisation of Council Tax Support</th>
<th>Progress</th>
<th>Due Date</th>
<th>Responsible Officer</th>
<th>Managed By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>66%</td>
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<td></td>
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<table>
<thead>
<tr>
<th>LCTS12-01 Recharge council tax payment transaction charges to county council and police and crime commissioner</th>
<th>Progress</th>
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<th>Responsible Officer</th>
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<td></td>
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<td>31-Mar-2013</td>
<td>Chryssa Burdett</td>
<td>Adam Norburn</td>
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<table>
<thead>
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<th>LCTS12-01.1 Explore practicality of recharging a proportionate part of council tax payment transaction charges to county council and police and crime commissioner</th>
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<th>Responsible Officer</th>
<th>Managed By</th>
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<table>
<thead>
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<th>LCTS12-01.2 Establish basis for recharging a proportionate part of council tax payment transaction charges to county council and police and crime commissioner</th>
<th>Progress</th>
<th>Due Date</th>
<th>Responsible Officer</th>
<th>Managed By</th>
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<tbody>
<tr>
<td></td>
<td>0%</td>
<td>31-Mar-2013</td>
<td>Chryssa Burdett</td>
<td>Adam Norburn</td>
</tr>
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</table>
### Planning for Play

NOTE: CUSP has asked the relevant officers to report on progress to its meeting on 12 September

<table>
<thead>
<tr>
<th>PPR12-02 Recommendation 2: Achieving the most satisfactory location for safe and accessible play areas within housing developments</th>
<th>Progress</th>
<th>Due Date</th>
<th>Responsible Officer</th>
<th>Managed By</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>35%</td>
<td>30-Apr-2012</td>
<td>Tomas Parker</td>
<td>Anna Rose</td>
</tr>
</tbody>
</table>

**Latest Note**

Tomas Parker 13-May-2013 - Have written strategy, awaiting on other documents from Colin Horton regarding section 106 money for future developments (community infrastructure Levy) and play space audit information before can present Strategy to cabinet

<table>
<thead>
<tr>
<th>PPR12-02.2 Append the report of this review to the revised Play Strategy</th>
<th>Progress</th>
<th>Due Date</th>
<th>Responsible Officer</th>
<th>Managed By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35%</td>
<td>30-Apr-2012</td>
<td>Tomas Parker</td>
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</tbody>
</table>

**Latest Note**

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### Inward Investment

<table>
<thead>
<tr>
<th>PC322 Redesign and expand commercial property guide into a showcase pack for potential investors.</th>
<th>Progress</th>
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<th>Responsible Officer</th>
<th>Managed By</th>
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<tr>
<td></td>
<td>50%</td>
<td>31-May-2013</td>
<td>John Dale</td>
<td>Sarah Fisher</td>
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</table>

**Latest Note**

John Dale 18-Jun-2013 - the website has been redesigned and is available to the public - there may be more upgrades made in the near future. - the showcase pack is at the designers now and due early July.
**AGENDA MANAGEMENT SHEET**

<table>
<thead>
<tr>
<th><strong>Name of Meeting</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Meeting</strong></td>
<td>12 August 2013</td>
</tr>
<tr>
<td><strong>Report Title</strong></td>
<td>Overview and Scrutiny Evaluation</td>
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<tr>
<td><strong>Ward Relevance</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Contact Officer</strong></td>
<td>Debbie Dawson, Tel: 01788 533592</td>
</tr>
</tbody>
</table>

**Summary**

This paper outlines the results of the recent member survey on overview and scrutiny at the council and feedback from a recent member training event. It sets out key challenges to be addressed, for discussion by the Board.

**Financial Implications**

There are no financial implications arising from this report.

**Risk Management Implications**

There are no risk management implications arising from this report.

**Environmental Implications**

There are no environmental implications arising from this report.

**Legal Implications**

There are no legal implications arising from this report.

**Equality and Diversity**

No new or existing policy or procedure has been recommended.
Public Report to the Overview and Scrutiny Management Board

12 August 2013

Overview and Scrutiny Evaluation

Summary
This paper outlines the results of the recent member survey on overview and scrutiny at the council and feedback from a recent member training event. It sets out key challenges to be addressed, for discussion by the Board.

1. BACKGROUND

The Democratic and Scrutiny Services team issued a questionnaire to all members on 6 June 2013 to establish the views of members and their current levels of satisfaction in relation to the council’s scrutiny function in comparison to previous years. This is to inform the future development of the overview and scrutiny function. Members have been surveyed about overview and scrutiny every two years since the new scrutiny support arrangements were put in place in 2005.

In addition to the member survey, the member training event on overview and scrutiny on 13 June provided an opportunity to gain feedback from those councillors who attended about the impact of scrutiny work and future challenges. The feedback from this is attached at appendix 1.

This year 11 members completed the survey form. In addition, four councillors who attended the member training event had not completed survey forms, but their views are reflected in the feedback from that event. The response rate compares with 9 responses in 2011 (as well as informal feedback from 3 other councillors), 14 responses in 2009, 13 in 2007 and 12 in 2005.

2. SURVEY RESULTS

The questions in the survey repeated those asked in previous years, in order that progress could be assessed and any trends identified. This included a series of ‘member satisfaction’ questions where members were asked to rate how satisfied they felt with the role of scrutiny on a scale of five, from “poorly” to “very well”. Members were also asked a number of open questions about the successes and challenges of overview and scrutiny in Rugby.

The results are outlined below. The comments in respect of the open questions also reflect the feedback from the member training event.
The graphs at appendix 2 to the report present the comparative results for each of the survey questions.

2.1 Member satisfaction

- Overall satisfaction

The number of positive responses overall increased compared with 2011, when all of the responses to all of the questions are totalled. 52 responses out of a total of 63 (83%) were ‘very well’ or ‘fairly well’, compared with 39 responses out of a total of 51 (76%) in 2011. However, within this it should be noted that the proportion of “very well” responses, as compared to “fairly well” has reduced significantly, as highlighted by comparing the charts below:
• **Overview and scrutiny roles**

The last survey reported significantly reduced satisfaction with one of the key roles of overview and scrutiny – holding Cabinet to account – with only two positive responses. It is encouraging that this has been reversed, with 9 of the 11 responses being positive in the latest survey. The survey also indicated high levels of satisfaction with the role of supporting improvement in council services, with 10 of the 11 responses stating that the council fulfils this role fairly or very well.

However, there was a slight dip in satisfaction with the other roles of overview and scrutiny – policy review and engaging with external agencies. 72% and 70% of responses (respectively) were positive compared with 80% positive responses in the last survey. It is also notable that only one respondent stated that the council fulfils its role in engaging with external agencies very well, compared with four in the previous survey. The variance in satisfaction with the policy review role is more marginal.

• **Support for scrutiny and member confidence**

The responses to the questions on the support received and the contribution members feel able to make in their overview and scrutiny role continue to be broadly positive overall. However, this masks a significant shift in satisfaction levels. Whereas in 2011 seven of the respondents said that they felt “very well” supported in this role compared with two in 2013, with the remaining eight stating they felt “fairly well” supported. Similarly, only one respondent stated that they were “very well” satisfied with the contribution they were able to make in their overview and scrutiny role, compared with six in 2011.

2.2 **Scrutiny successes and contribution to improvement**

Members at the training event spoke confidently about the value and impact of overview and scrutiny work that has been carried out in Rugby, and the survey responses broadly reflected this view. Members cited a number of successes in recent years, including:

- improvements to the local area as a result of reviews of inward investment and play provision in new developments, and potentially the current review of recycling centres, for example, as well as the key role played by scrutiny task groups in the major capital projects to build a new leisure centre and crematorium
- significant social policy work relating to housing which “has led to strategically-led improvements to the housing provision in the Borough”, and valuable work around the impact and implementation of benefits reform
- corporate improvements within the council supported by the reviews of systems thinking, procurement and the customer service reception area.

The housing reviews in particular have led to some tangible outcomes, including the “demolition of flats in Hillmorton and new build of houses that are more in keeping with requirements”, and investigation of more efficient and cost-effective heating systems in the high rise flats. A Portfolio Holder who responded to the survey
commented that “the input and experience of members on these and other issues has been invaluable”.

Members also referred to there now being evidence available (through action plan monitoring) to demonstrate that review recommendations have been implemented, and that changes have been made as a result of scrutiny work.

More generally, members value the role of overview and scrutiny committees and task groups in making decision-making more transparent, in providing “checks and balances” for those commissioning and delivering services in the borough, and in helping the council to stay in touch with the views of local people. The point was also made that scrutiny has brought a sharper focus on value for money and has helped to cut out waste within the authority. Members spoke of the improvements in the scrutiny process, and expressed the view that the focus has improved and the work programme workshop is now more effective in ensuring that the topics chosen for scrutiny are those where it is clear that tangible outcomes can be achieved.

It is accepted that as the number of responses to the survey is relatively low, it cannot be assumed that all councillors share this positive view. Indeed, in response to the question about what evidence there is to show that scrutiny has contributed to improvement in the past 2 years, one member stated, “at a strategic level very little” and argued that “this still feels like an old-fashioned committee way of working”.

2.3 Challenges for overview and scrutiny

The survey and member training event provided further insights into the areas of challenge for scrutiny, and these are detailed below. By way of context, it may be worth reflecting on the areas of challenge that were highlighted in the last member survey:

- Relationship between scrutiny and cabinet
- Effective prioritisation of scrutiny topics
- Review scoping and focus
- Accountability
- Reduced resources
- Improving member participation

Some of these appear to be no longer areas of concern as they have been addressed – for example, the relationship between scrutiny and cabinet and the effectiveness of scrutiny’s accountability role have improved, there is better member participation (31 out of 36 non-executive members were involved in 2012/13) and better prioritisation of scrutiny topics. However, some of these areas remain a challenge.

Key challenges emerging from the current evaluation are discussed below:

- **Relevance and focus of scrutiny reviews**

Members responding stressed the importance of keeping scrutiny reviews focused and tied to a tight brief, particularly in the context of ensuring that maximum value is gained from the investment of officer resource in supporting scrutiny reviews. One respondent strongly expressed the need to make sure we “scrutinise the right things
at the right time”. Review topics must be relevant, and we should not revisit topics that have already been reviewed. That said, members at the training event felt that this was an area of improvement, and that the work programme planning process was increasingly effective in selecting topics where scrutiny can achieve tangible outcomes.

- **Engagement with external bodies**

Engaging with relevant outside agencies was cited as one of the biggest challenges for scrutiny and another member echoed this, saying that it was a challenge to get outside bodies to take an interest in scrutiny, though their input is valuable to avoid scrutiny becoming too Town Hall-centric. Another respondent highlighted the particular challenge of ensuring that reviews deliver improvements to services, when the service is shared with other agencies or partnerships. A concern that scrutiny of external organisations is not happening very much was also expressed at the member training event.

- **Communication**

Communication emerged as a common theme in both the survey and the member training event, and has already been identified as an area for improvement by the Overview and Scrutiny Management Board. Members highlighted the need to better communicate the outcomes of scrutiny work to local communities and the challenge to demonstrate to local residents the need for scrutiny and that it is an effective means of holding local government (and others responsible for delivering local public services) to account.

A point that emerged from the member training event was about the poor profile of overview and scrutiny on the council’s website. This led to a discussion about how overview and scrutiny work should be presented on the website, with the suggestion that it should be in a different, simpler format, focusing on the work of councillors and the topics covered, rather than the concept of overview and scrutiny, which members of the public were unlikely to recognise.

More generally, members felt that care is needed to avoid raising unrealistic expectations about what scrutiny can achieve. The lack of review proposals from members of the public, and the types of topic suggested, highlighted the need for better communication with local communities and residents about the role of non-executive councillors and where overview and scrutiny can make a difference.

- **Reduced resources**

Members at the training event identified budget pressures as one of the biggest challenges facing the Council, with non-executive councillors having a key role in helping the council to prioritise its spending. The survey responses echoed this, highlighting the need for scrutiny work to identify continued savings whilst supporting improvements in services. This was also the context of comments about the need for scrutiny work to make the best use of officer resource (“officer time is valuable”) and that “we should be concentrating our efforts on ensuring the council gets maximum value out of every service.”
In this regard, it is worth recording the very positive conclusion of one respondent who argued that “in spite of continued financial restraints, Rugby has bucked the trend and improved its services. The improvement in scrutiny has also played its part and helped to create a more sustainable and proactive council”.

- **Politics / member contribution**

One respondent commented that the biggest challenge for overview and scrutiny is to keep the politics out and make this a more fulfilling role for councillors. It was notable that in the survey results there was also a decline in the level of satisfaction members expressed with the contribution they felt able to make in this role. One member commented that “members involved in the scrutiny process should be more challenging”, adding that “this is dependent on members being fully informed (this is a two-way process)”.

- **Role of Overview and Scrutiny Management Board (OSMB)**

One member queried whether there is an ongoing role for the OSMB. It was suggested that it duplicates work carried out elsewhere – for example, the annual workshop identifies review topics, the committees oversee the review groups and report outcomes directly to Cabinet and the committees also have a role in checking on the progress of recommendations.

It is worth noting that, while there are many examples of councils with overview and scrutiny boards that have a similar coordinating role, this structure is by no means universal. In fact, the latest research from the Centre for Public Scrutiny on overview and scrutiny in local government found evidence to suggest that councils with fewer committees tend to be more effective. Warwickshire County Council undertook a review of its overview and scrutiny structure in 2012 and as a result of feedback from members recently decided to disband its overview and scrutiny board. It was felt by county council members that the overview and scrutiny committees managed their own work programmes effectively and that the Board had become, in effect, a rubber stamping group which sometimes caused delays.

- **Remit of overview and scrutiny**

Two respondents made comments relating to the remit of overview and scrutiny work. One suggested that, while scrutiny works well, it “could do with a wider remit”. Another argued that “there should be no areas which are outside the scrutiny process” and that efforts should be made to ensure that all aspects of the services provided to Rugby citizens should be subject to scrutiny. While these comments need to be considered in the context of reduced resources, it is worth reflecting that there are now wider formal powers available to district councils to engage in overview and scrutiny of local partners and for overview and scrutiny to look at public services delivered across a locality and not just those for which the council is directly responsible. This should be considered in the context of the comments relating to engagement of external agencies above.

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1 Annual Survey of Overview and Scrutiny in Local Government 2012/13, Centre for Public Scrutiny, 2013
3. NEXT STEPS

At the meeting officers will present the key issues generated by this evaluation exercise and facilitate a discussion by Board members.

The Board is asked to:
• prioritise areas for improvement; and
• identify key actions that should be taken as a result of this report.
<table>
<thead>
<tr>
<th>Name of Meeting:</th>
<th>Overview and Scrutiny Management Board</th>
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<tbody>
<tr>
<td>Date of Meeting:</td>
<td>12 August 2013</td>
</tr>
<tr>
<td>Subject Matter:</td>
<td>Overview and Scrutiny Evaluation</td>
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There are no background papers relating to this item.
Appendix 1

Overview and Scrutiny Update, 13 June 2013

Feedback from discussion

Councillors present
Howard Avis
Claire Edwards
Belinda Garcia
Leigh Hunt
Kathryn Lawrence
Carolyn Robbins
Ramesh Srivastava
Claire Watson

Overview

Members present were given an update on national policy developments relevant to scrutiny and a reflection from officers on overview and scrutiny in Rugby – where we have come from and where we are now. Members were invited to discuss a number of questions to evaluate current work and identify future areas for development. Key points from this discussion are recorded below.

What difference has overview and scrutiny made in Rugby?

Provides checks and balances, and greater focus on value for money.
Cut out waste
More in touch with local people / local views

Generally, members felt that overview and scrutiny is becoming more focused. The work programme workshops have improved and in general the topics chosen for scrutiny are those where it is clear that tangible outcomes can be achieved.

What has changed for local people as a result of overview and scrutiny?

O&S makes decision-making transparent. (Value of detailed minutes for O&S meetings – makes scrutiny transparent)

eg. of Planning for play review – improved play provision in new developments.

What difference would it make if we didn't have overview and scrutiny?

Absence of accountability and transparency in decision-making, less focus on value for money

What is the biggest challenge facing the Council? What is the role of councillors in this?

Key challenges include:
• Localism
• Expanding population – meeting needs (eg education, health)
• Ageing population
• Budget pressures
• Changes in education - lack of transparency of new Academies, does Ofsted lack local knowledge to inform judgments on schools now outside of LA control?

Role of councillors:
• Looking ahead and being proactive, not reactive
• Making sure we have a say in changes in our community
• Helping council to prioritise (in context of cuts in public funding)

Do we need to do anything differently?

Are we effective in holding the executive to account? – Suggestion that this doesn’t have to be restricted to scrutiny meetings, for example each portfolio holder could give an annual report to full council, with an opportunity for questions and debate.

Scrutiny of external organisations not happening very much.

Better communication about implementation of scrutiny recommendations and feedback to those involved. Promotion of scrutiny / public engagement. The recent advert about the recycling centre consultation was a good example of what could be done.

Implementation of recommendations is a key challenge - recommendations and action plans need to be SMART.

We need better ideas for scrutiny topics from local people. This means better communication and advice for local people about what we do. (But also need to avoid raising unrealistic expectations).

The website needs to be improved – it is difficult to find out about O&S on the website. But perhaps this should be in a different, simpler format – focusing on the work of councillors and the topics covered, rather than the concept of overview and scrutiny. Members of the public are unlikely to search for ‘overview and scrutiny’ on the website.
Comparative Results of Member Survey 2013

How well does overview and scrutiny currently fulfil its policy review role?

How well does overview and scrutiny currently fulfil its role of holding the Cabinet to account?
Appendix 2

How well does overview and scrutiny currently engage with external agencies?

How well does overview and scrutiny currently support improvement in council services?
Appendix 2

If you are involved in overview and scrutiny, how well supported do you feel in this role?

If you are involved in overview and scrutiny, how satisfied are you with the contribution you are able to make in this role?
AGENDA MANAGEMENT SHEET

Name of Meeting  Overview and Scrutiny Management Board

Date of Meeting  12 August 2013

Report Title  Overview and Scrutiny Work Programme Progress Report

Ward Relevance  All

Contact Officer  Debbie Dawson, Tel: (01788) 533592

Summary  The Board is asked to:

1. review progress in task group reviews;
2. note the work programmes of the scrutiny committees;
3. endorse the Crime and Disorder Committee’s proposed approach to the scrutiny of alcohol misuse
4. determine the future work programme of the Board;
5. note the proposals for the deferred scrutiny forum meeting; and
6. endorse the proposals for the parish and schools councils meetings.

Financial Implications  There are no financial implications arising from this report.

Risk Management Implications  There are no risk management implications arising from this report.

Environmental Implications  There are no environmental implications arising from this report.

Legal Implications  There are no legal implications arising from this report.

Equality and Diversity  No new or existing policy or procedure has been recommended.
Overview and Scrutiny Work Programme

Summary

The Board is asked to:

1. review progress in task group reviews;
2. note the work programmes of the scrutiny committees;
3. endorse the Crime and Disorder Committee’s proposed approach to the scrutiny of alcohol misuse;
4. determine the future work programme of the Board;
5. note the proposals for the deferred scrutiny forum meeting; and
6. endorse the proposals for the parish and schools councils meetings.

1. REVIEWS

Current progress in the programme of overview and scrutiny reviews is reported below.

Corporate Performance Committee

<table>
<thead>
<tr>
<th>Current reviews</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Recycling Centres</td>
<td>The task group concluded Phase 1 of the review on 18 July and will report to Cabinet on 19 August. CORP authorised the committee chairman (who is a member of the task group) to agree the submission of the review’s recommendations to Cabinet in the absence of a meeting of the committee before that date. The task group has agreed a one-page strategy for Phase 2, which will be treated as a separate review, though with the same task group members. It will focus on future options for recycling and refuse collection in new developments. The review will also follow up several topics touched on during Phase 1 but which were outside the scope of that phase. Corporate Performance Committee will consider the one-page strategy on 19 September.</td>
</tr>
</tbody>
</table>
The task group plans to have four meetings: on 10 October, 31 October, 7 November and 5 December.

Leisure Centre
Continuing to oversee project implementation. Last meeting on 4 July included a presentation from the General Manager of the new leisure centre on mobilisation plans. Final meeting to be held on 26 September 2013.

Later in the year
Meeting the needs of the customer – meaningful measures of success
Light-touch review at November 2013 meeting. The light touch review will look at meaningful measures of success in customer service and will extend its scope to the quality of customer care across the council.

Best value in service charge contracts
Light touch review scheduled for February 2014 meeting, with initial scoping taking place in November 2013.

Crime and Disorder Committee

New review
Alcohol Misuse
Further to the Board’s discussion on 17 June (Minute 8 – 2013/14 refers), the committee on 25 July explored the scope for scrutiny of alcohol misuse in the subject areas of: street drinking, underage drinking, domestic violence, the night-time economy and public health. Taking into account the degree of actual and potential success of various measures already in place, the committee concluded that the most fruitful subject for scrutiny would be the use of the powers proposed in the Anti-Social Behaviour, Crime and Policing Bill. Among other things, this legislation will give local authorities the right to outlaw certain activities in designated “public spaces protection areas”. The committee will agree a one-page strategy for this review on 28 November.

The committee concluded that the overview and scrutiny of health issues associated with alcohol misuse was more appropriately within the remit of CUSP. Involvement of the Crime and Disorder Committee would further complicate the still-evolving arrangements for health scrutiny.

Customer and Partnerships Committee

Current reviews
Universal credit and welfare reform
The next meeting of the task group will be held at 5.30pm on Monday 9 September. The agenda for this meeting will include an update on the impact measures, a further policy update on universal credit and welfare reform, and preparation for meetings with partners and stakeholders planned for November and January.
New reviews

| Health services | It was anticipated that by the meeting of CUSP in June there would be a clear picture emerging regarding potential areas for scrutiny. However, it has become apparent that there is no specific issue for a task group to focus on at this time, and that work around county-wide health scrutiny arrangements has not progressed as far as anticipated. The Committee therefore agreed that the need for a dedicated task group should be reviewed later in the municipal year, and in the meantime the Committee should continue to develop its own scrutiny role in relation to local health services. |
| Fixed-term tenancies | One-page strategy agreed by CUSP on 20 June, with addition of co-option of a member of the tenant representative panel. Expressions of interest have been invited from councillors and seven councillors have put their names forward. Membership will be confirmed shortly, in discussion with the CUSP chairmen. It is hoped that the first meeting of the task group will take place in September. |

Later in the year

| Road surface condition and response of WCC, combined with footpath/pavement repairs | This was proposed as a joint review with Warwickshire County Council. On 20 June CUSP considered a detailed update on scrutiny work already carried out on the new Highways Maintenance Contract by WCC’s Communities Overview and Scrutiny Committee. CUSP agreed to review the proposal later in the year, as well as to consider the possibility of proposing an alternative focus regarding the maintenance of unadopted roads. |
| Neighbourhood Planning | Light touch review scheduled for January 2014 or when there are results from the Coton pilot |

2. COMMITTEE WORK PROGRAMMES

To complete the picture of scrutiny activity during the coming year, the most recently produced work programme tables for Corporate Performance Committee and Customer and Partnerships Committee are attached at Appendix 1. These are subject to amendment as the year progresses. Crime and Disorder Committee sets its agenda on a meeting by meeting basis.

3. OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Following the discussion around the evaluation of overview and scrutiny (agenda item 7), members are asked to consider whether there are any items that should be scheduled for further consideration at a future meeting of the Board.

In previous years the Board has also invited the Leader of the Council and Executive Directors to attend a meeting to talk on key issues facing the council and to
participate in discussion arising from this. In 2012/13 this was included in the January meeting of the Board. Members are asked to confirm that they wish to include this in their programme of work for 2013/14.

The Board is asked to consider if there are any further agenda items it wishes to include in its future work programme.

4. SCRUTINY FORUM

The Scrutiny Forum is an annual meeting involving all overview and scrutiny committee chairmen and vice-chairmen, group leaders, Cabinet members and senior officers. This forum offers a formal opportunity for dialogue between scrutiny and the Executive about future priorities and a chance to reflect on the effectiveness of overview and scrutiny work at the council.

This year’s meeting had been timetabled for 1 July, but has had to be deferred. It is suggested that a meeting be scheduled instead in the autumn and that one of the items for discussion would be any outcomes and issues arising from the overview and scrutiny evaluation.

5. PARISH AND SCHOOLS COUNCILS MEETINGS

Members may recall that when the Board considered the recommendations from the Overview and Scrutiny Work Programme Workshop at their meeting in June, it was agreed that the Board would organise and lead a scrutiny meeting with parish councils to address a number of issues and concerns that had been raised by Parish Councils during the work programme consultation process. These included flooding, planning and localism issues. It is intended to hold this meeting in the autumn and a date and draft outline for the meeting will be circulated to members shortly for comment.

Similarly, following a submission from Rugby High School as part of the work programme consultation, the Board agreed that all local secondary school councils would be invited to an event at the Town Hall linked to Local Democracy Week 2013. The Customer and Partnerships Committee chairman and vice chairman have discussed this, and have proposed that the event be held on the afternoon of 14 November 2013, and that those attending be invited to stay for the subsequent meeting of the committee that evening. It is suggested that a small working group of councillors be formed to plan for the event, to include the Children and Young People’s Champion and the Customer and Partnerships Committee chairmen.
There are no background papers relating to this item.
Committee Work Programmes

Corporate Performance Committee

19 September 2013

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Who to involve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance report – Sustainable Environment</td>
<td>Discussion of performance with the portfolio holder.</td>
<td>Portfolio holder</td>
</tr>
<tr>
<td>Performance Report – Environment</td>
<td>Covalent reports</td>
<td>Head of Business Transformation</td>
</tr>
<tr>
<td>Finance and Performance Monitoring Q1 (Cabinet 19 August)</td>
<td>Include monitoring of staff absence</td>
<td>Head of Resources</td>
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<td></td>
<td></td>
<td>Head of Business Transformation</td>
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21 November 2013

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Who to involve</th>
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</thead>
<tbody>
<tr>
<td>Performance report – Resources and Corporate Governance</td>
<td>Discussion of performance with the portfolio holder.</td>
<td>Portfolio holder</td>
</tr>
<tr>
<td>Performance Report – Council</td>
<td>Covalent reports</td>
<td>Head of Business Transformation</td>
</tr>
<tr>
<td>Customer Services</td>
<td>Review of the volume and origin of value and failure work being dealt with by Customer Services, and the measures that should be taken in response.</td>
<td>Head of Customer and Information Services</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
<td>Who to involve</td>
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<tr>
<td>--------------------------------------------</td>
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</tr>
<tr>
<td>Business rates pooling</td>
<td>Examination of the arguments for and against continuation non-domestic rates pooling</td>
<td>Head of Resources</td>
</tr>
<tr>
<td>Finance and Performance Monitoring Q2 (Cabinet 18 Nov)</td>
<td></td>
<td>Head of Resources, Head of Business Transformation</td>
</tr>
<tr>
<td>Review of action plan progress</td>
<td>To monitor progress in review action plans.</td>
<td>Scrutiny Officer</td>
</tr>
</tbody>
</table>

**6 February 2014**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
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<tbody>
<tr>
<td>Performance report – Sustainable Inclusive Communities</td>
<td>Discussion of performance with the portfolio holder.</td>
<td>Portfolio holder</td>
</tr>
<tr>
<td>Performance Report – People</td>
<td>Covalent reports</td>
<td>Head of Business Transformation</td>
</tr>
<tr>
<td>Finance and Performance Monitoring Q3 (Cabinet 3 Feb)</td>
<td>Include monitoring of staff survey</td>
<td>Head of Resources, Head of Business Transformation</td>
</tr>
<tr>
<td>Carbon Management Plan</td>
<td>Progress review</td>
<td>Corporate Property and Building Control Manager</td>
</tr>
</tbody>
</table>
# Customer and Partnerships Committee

## 12 September 2013

<table>
<thead>
<tr>
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<th>Budget considerations</th>
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<tr>
<td>Rugby Youth Council</td>
<td>Standing item</td>
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</table>
| Health and wellbeing update | Standing item
Introduction to Coventry and Rugby CCG and future plans | Esther Peapell, Coventry and Rugby CCG
Councillor Health Champion and council representative on WCC Adult Social Care and Health Overview and Scrutiny Board. | |
| Feedback from Children and Young People’s Champion | | Children and Young People’s Champion, Cllr Belinda Garcia | |
| Play | Update on to present the new Play Strategy and the impact of the recommendations of the planning for play review in practice | Play Development Officer
Green Spaces Officer | |
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<td>Standing item</td>
<td>Councillor Health Champion and council representative on WCC</td>
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<td>Health and wellbeing update</td>
<td>To include consideration of county-wide Health Partnership protocol.</td>
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<tr>
<td>Progress against scrutiny review</td>
<td>Routine 6-monthly review, as agreed at OSMB (agenda item 11) 19 March 2012</td>
<td>Scrutiny officers, Heads of Service and responsible officers as required</td>
<td></td>
</tr>
<tr>
<td>Disused Garages</td>
<td>Officer report on work undertaken by the housing service in relation to garage sites owned by the council.</td>
<td>Housing and Regeneration Manager</td>
<td></td>
</tr>
<tr>
<td>Rugby World Cup 2013 and 2015</td>
<td>Feedback from working group on activities to promote economic development opportunities arising from the events</td>
<td>Economic Development Officer</td>
<td></td>
</tr>
</tbody>
</table>
| Neighbourhood planning – light    | Scoping this review (to be carried out in January 2014)                     | Head of Planning and Culture Development Strategy Manager
| touch review                      |                                                                             | Economy, Development and Culture Portfolio Holder                             |                      |
### 30 January 2014

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<td>Health and wellbeing update</td>
<td>Standing item Coventry and Warwickshire Partnership Trust</td>
<td>Councillor Health Champion and council representative on WCC</td>
<td></td>
</tr>
<tr>
<td>Neighbourhood planning – light touch review</td>
<td>This review light touch will capture learning from the Coton pilot about the benefits and resource implications of supporting local areas to produce a neighbourhood plan and help to inform the council’s approach to neighbourhood planning across the borough. The timing of the review is dependent on when there are outcomes to report from the Coton pilot.</td>
<td>Head of Planning and Culture Development Strategy Manager Economy, Development and Culture Portfolio Holder</td>
<td>The committee might consider undertaking this light touch review in Coton or another ‘neighbourhood’ setting, which may incur costs of room hire etc.</td>
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### 3 April 2014

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