

At a meeting of the MANAGEMENT SCRUTINY COMMITTEE held in the CIVIC CENTRE on THURSDAY, 16TH JULY, 2009 at 5.30 p.m.

Present:-

Councillor Tate in the Chair

Councillors Copeland, A. Cuthbert, M. Forbes, P. Gibson, L. Martin, Mordey, J. Scott, T. Wright and Walker.

Apology for Absence

An apology for absence was submitted on behalf of Councillor D. Forbes.

Minutes of the Last Meeting of the Committee held on 23rd June, 2009

Scrutiny Committee Work Programmes 2009-2010

The Chairman asked that in response to the comment that it was important that the policy review topic selected by the Prosperity and Economic Development Scrutiny Committee looked at how the Council could kick-start the economy and come up with a 'Plan B', that it be noted that Councillor Mordey had confirmed at the meeting that the Scrutiny Committee would consider this.

1. RESOLVED that the minutes of the Scrutiny Committee meeting held on 23rd June, 2009, Part I (copy circulated), be confirmed and signed as a correct record subject to the above inclusion.

Declarations of Interest (including Whipping Declarations)

Item 5 - Asset Management Review

Councillor P. Gibson declared a personal interest in the report as Chairman of the Management Committee of Silksworth Community Centre.

Attendance Management

The Chief Executive submitted a report (copy circulated) providing information to Members of the Scrutiny Committee on the organisation's performance on the number of working days lost due to sickness absence for 2008/09.

(For copy report – see original minutes).

Ms. Sue Stanhope, Director of Human Resources and Organisation Development advised the Committee that performance was continuing to improve with sickness absence levels lower than they had been in the last six years. She highlighted significant improvements made in Health, Housing and Adult Services with the Directorate achieving a reduction of 2.26 days. The overall average per employee for the year ending 2008/09 was 11.31 days. Ms. Stanhope referred Members to the Directorate targets detailed at paragraph 3.0, advising that the overall Sunderland City Council target for 2009/10 was 10 days.

The Chairman enquired as to what arrangements the Council would be making to vaccinate staff against the H1N1 virus.

Ms. Stanhope advised that the Council vaccinated certain groups of employees, such as those working with older people, with the flu vaccine every year. The H1N1 vaccination programme was different and the Council would be working with the STPCT to identify the most appropriate groups to be vaccinated. There was potential for teachers to be in the target group as they would be coming into touch with a vulnerable grouping i.e. 4-14 year olds.

Councillor L. Martin enquired as to what the Council was doing differently to speed up performance, seeing as it had been stated that performance was at a slower rate than that required and also as to how it compared with that of other Authorities.

Ms. Stanhope advised that all Local Authorities measured in terms of working days lost. This had until recently been a Best Value Performance Indicator but it was no longer. Sunderland was in the top half of the bottom quartile as were like size Councils across the country. In Tyne and Wear, Sunderland was one of the better performers. Sickness levels had links with deprivation levels. In Sunderland, performance was not improving as quickly as the Council would have liked. There was a Business Improvement Programme project looking at a whole set of interventions. One of these interventions was to have a single point of reporting to be set up through HR and Payroll. Work was also being done to look at other forms of leave to avoid employees resorting to sick leave. Work was being done with the Shared Service Centre with the hope of bringing in a range of options by the end of September.

Councillor Gibson referred to Appendix 1 of the report which detailed the organisation's performance from 2003/04 to 2008/09 and requested that future reports provide details as to the target set as well as the figure achieved.

Ms. Stanhope advised that this information could be provided for a future report with the caveat that departments had changed and this would need to be borne in mind.

In response to Councillor Copeland, Ms. Stanhope advised that there were a whole range of reasons why staff were off sick and a range of interventions to be employed; this was the complexity of absence management. However better management and more training for managers would assist the Council to improve performance. Staff did receive pay when they were off sick; this was part of the national Conditions of Service. After 1 year's employment, staff were entitled to six months' sick leave on full pay and six months' sick leave on half pay. She reminded Members that half of the Council's total workforce had taken no days off on sick leave over the last year. In her opinion the sick pay scheme was not per se the reason for staff being on sick leave but was there to support staff financially when they were ill.

The Chairman advised the Committee that the Scrutiny Committee had done an in-depth study into absence management four years ago and had received regular update reports detailing the incentives to encourage staff not to be absent from work.

Councillor M. Forbes commented that gradually muscular skeletal illnesses/related absence should reduce as a direct result of the types of jobs people were doing. She stated that she would be interested to know where the biggest rise was in types of sickness and as a comparator, how the public sector fared against the private sector in terms of sickness levels.

Councillor A. Cuthbert enquired whether Council application forms asked applicants to provide details as to their sickness record.

Ms. Stanhope confirmed this was included in the standard application form and the Council also undertook a pre-employment health check before people started working for the Authority.

Councillor Walker commented that the number of long term sickness cases had a bearing on sickness performance in that it distorted the numbers, adding that not all employees had eleven days off on sick leave.

Ms. Stanhope confirmed that a lot of time and work had been carried out to bring staff back to work, looking at different duties they could undertake and early interventions.

Members having discussed the report fully it was:-

2. RESOLVED that:-

- (i) the performance for 2008/09 and the target set for 2009/10 be noted; and
- (ii) a further report be submitted to the September meeting of the Scrutiny Committee providing the following:-

- a) information as to the frequency and length of absences;
- b) the correlation between sickness absence and school holidays;
- c) information on what is the biggest rise in terms of sickness type;
and
- d) how the Council compares with the private sector.

Asset Management Review

The Director of Development and Regeneration submitted a report (copy circulated) providing an update to the Committee on a review undertaken of the Council's Industrial Portfolio.

(For copy report – see original minutes).

Mr. Colin Clark, Head of Land and Property briefed the Committee on the report. In response to Councillors L. Martin and M. Forbes, Mr. Clark advised that the Council's Industrial Portfolio refers to the industrial units held and options to reduce or expand the portfolio, which estates were suitable for job creation or retention in relation to the manufacturing sector and how they were performing financially. The Industrial Portfolio did not refer to broader issues such as industrial land in the City such as the Port of Sunderland. This was a separate issue.

Mr. Clark added that the Community Assets Review would be looking at how the Council's Property Portfolio was currently being used and how to use it in the future. The review would not include the Council's leisure facilities. The review would lead to the development of a policy for the provision and support of community development activities which are sustainable in the long term.

Full consideration having been given to the report; it was:-

3. RESOLVED that:-
- (i) the information contained in the report be noted;
 - (ii) the Committee agree to receive a further report on the review of the Industrial Portfolio in October 2009; and
 - (iii) the Committee agree to receive a further report on the review of Community Assets in due course.

Overview and Scrutiny Conference 2009

The Chief Executive submitted a report (copy circulated) providing feedback from the Scrutiny Conference held on 11th June, 2009 at the Stadium of Light, Sunderland.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Scrutiny briefed the Committee on the report. She informed Members that suggestions for next year's Scrutiny Conference included inviting the Council's partners to be represented and the introduction of world café style workshops. She also hoped to secure external speakers. A tentative date for the Conference of 20th May had been proposed in an attempt to get arrangements underway and was for Members to discuss at this meeting and to be considered further by the Scrutiny Chairs and Vice-Chairs at their informal meeting on 27th July, 2009.

Members discussed the proposed arrangements for the 2010 Conference and in an attempt to secure as many Members to attend as possible, the consensus was for the event to be held on an evening to allow those who worked the opportunity to attend.

It was recognised however that it was possible that there would be a General Election in June 2010 and likely that the Local Elections would be held the same day. If this was the case the Conference would be able to proceed to discuss potential items, however membership of the Scrutiny Committees would be subject to change.

Ms. Burnham advised that she would report the discussion around the date and time of the Scrutiny Conference for 2010 at the informal meeting of the Chairs and Vice-Chairs.

4. RESOLVED that feedback from this year's Scrutiny Conference be noted and that it be recommended that arrangements be made for next year's Conference to be held on 20th May with an evening start time.

Overview and Scrutiny Handbook

The Chief Executive submitted a report (copy circulated) providing the Scrutiny Committee with a progress report on the refresh of the Council's Handbook for Overview and Scrutiny.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Scrutiny highlighted to Members that it was proposed that revisions to the Handbook be taken in a phased approach and referred Members to the priorities to be addressed and implementation dates detailed in paragraph 4 of the report. Ms. Burnham advised Members that draft protocols would be submitted to the Management Committee for approval.

The Chairman suggested that the Schedule of Scrutiny meetings for the year ahead be included in the Handbook.

Ms. Burnham advised that the Vice-Chairman had suggested that information on the Centre for Public Scrutiny and the regional and national arrangements be included in the Handbook.

Ms. Burnham took the opportunity to inform the Committee that the two new posts of Assistant Scrutiny Officer and one new post of Trainee Scrutiny Officer would be advertised over the summer with a view to making appointments in September.

Ms. Burnham confirmed that the Handbook would also be available on the Council's website.

5. RESOLVED that:-

- (i) the phased approach to refreshing the new Handbook be endorsed; and
- (ii) the recommendation to use all seven Scrutiny Committees' budgets, in equal portion, to publish the new edition of the Handbook, be supported.

Developing Effective Roles and Relationships with Cabinet, Scrutiny, Officers and Partners

The Chief Executive submitted a report (copy circulated) updating Members on the work currently being undertaken with Professor Bovaird from the Institute of Local Government Studies, University of Birmingham, as part of the ongoing development of effective roles and relationships with Cabinet, Scrutiny, Officers and Partners.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Scrutiny commented that the Committee was very fortunate to secure the services of the nationally recognised Professor Bovaird from September 2009 who would assist the Council with the development of its Scrutiny arrangements.

6. RESOLVED that:-

- (i) the future involvement of Professor Bovaird, by way of external support and assistance in developing effective roles and relationships with Cabinet, Scrutiny, Officers and Partners be endorsed; and
- (ii) as a key area for improvement, the Committee agree to receive regular progress reports on such developments.

Enhancing Local Democracy Conference Feedback

The Chief Executive submitted a report (copy circulated) providing feedback from the Enhancing Local Democracy Conference.

(For copy report – see original minutes).

The Chairman and Vice-Chairman informed the Committee of the sessions they had attended some of which were beneficial, others being more geared to issues of relevance only to Local Authorities located in the South of England. It was felt that aspects of the Conference would have been useful if not for all Scrutiny Members, then certainly for all Chairmen and Vice-Chairmen and that Members would benefit from further Scrutiny training.

Ms. Charlotte Burnham, Head of Scrutiny commented that Conferences were one avenue of providing training and information to Members and that the work to be undertaken with Professor Bovaird would also provide an opportunity for Member development; together with the Scrutiny Network. Ms. Burnham advised that she had offered Sunderland as a venue for future Scrutiny Network meetings.

Ms. Burnham took the opportunity to update Members with regard to the improvements to be made to the sound system in Committee Room 1 with installation of the equipment anticipated to take place during the August recess.

The Chairman commented that this was a priority issue.

7. RESOLVED that feedback from the Conference together with the above information be noted.

Forward Plan – Key Decisions for the Period 1st July – 31st October 2009

The Chief Executive submitted a report (copy circulated) providing Members with an opportunity to consider the Executive's Forward Plan for the period 1st July – 31st October 2009 and seeking the views of Members on the value of the Committee continuing to receive the Forward Plan on a regular basis.

(For copy report – see original minutes).

Ms. Charlotte Burnham, Head of Scrutiny introduced the report and suggested that in future the Forward Plan include a reference on each entry as to the most appropriate Scrutiny Committee in terms of remit.

Ms. Burnham advised that the other Scrutiny Committees had asked to receive only those entries which fell into their particular remit.

Following discussion on the report and Members having recognised the value of the Scrutiny Committees continuing to receive the Forward Plan on a regular basis; it was:-

8. RESOLVED that the Management Scrutiny Committee continue to receive a full copy of the Forward Plan and the other Scrutiny Committees receive a copy of the entries only which fall into the individual Scrutiny Committee remits;

arrangements be made for the Forward Plan to be amended to identify the most appropriate Scrutiny Committee in relation to each entry.

Work Programme 2009-2010

The Chief Executive submitted a report (copy circulated) attaching for Members' information, the current work programme for the Committee's work during the 2009-10 Municipal Year.

(For copy report – see original minutes).

9. RESOLVED that the information contained in the work programme be received and noted.

(Signed) R.D. TATE,
Chairman.

Report of the Chief Executive

Attendance Management

1. Purpose of Report

1.1 To provide Members of the Management Scrutiny Committee with the further information requested at its meeting on the 16th July 2009 in relation to the organisations performance on sickness absence for 2008/09.

2. Sickness Statistics

2.1 At the meeting in July the performance for the council on sickness absence for the year ending 2008/9 was reported as an average of 11.31 days per employee; this was compared to 11.9 days at the end of 2007/8.

2.2 Further information was requested at the meeting in particular the cause of the largest increase in sickness absence between 2007/8 and 2008/9, comparisons with the private sector, sickness in categories of short, medium and long term and any evidence of correlation of absence with school holidays.

3.0 Absence data by reason for absence

3.1 The information requested in relation to causes of absence was focussed on a comparison between 2007/8 and 2008/9. The table below shows the twelve categories of classification of reason for absence. The reason for absence is that reported by the employees at the time they report themselves absent.

Reason for absence	2007/8 %	2008/9 %
Back and Neck problems	11.1	11.5
Other Musculo Skeletal Problems	12.0	15.0
Chest and Respiratory	4.4	5.3
Eye, Ear, Nose and Mouth	4.5	4.4
Genito-urinary	3.5	4.6
Heart, blood pressure and circulation	5.4	4.1
Infections	8.9	10.3
Neurological	3.0	2.9
Pregnancy related	0.9	1.1
Stomach, Liver, Kidney and digestion	11.2	13.0
Mental ill-health including stress	24.1	23.0
Other	11.0	4.8

- 3.2 Members will see from the above table that in overall terms the reasons for absence have remained fairly stable in as much as musculo skeletal and mental ill-health remain constant as the two largest reasons for absence.
- 3.3 The slight variations in figures from one year to another may be accounted for by the reduction in the number of absences categorised as other from 11% in 2007/8 to 4.8% in 2008/9. Further work is underway to reduce this figure further.

4.0 Comparison with the Private Sector

- 4.1 The latest information available that provides a comparison across sectors is from research published in August of this year by the Chartered Institute of Personnel and Development. In this research they report a private sector average of 6.4 days, public sector average of 9.7 days and health service average of 10.7 days.
- 4.2 In considering these figures it is important to note that these are figures reported by the sectors themselves and not necessarily using the same definition as a starting point.
- 4.3 The definition used by the council to report sickness absence is one that was established initially for local government as a suite of Best Value Performance indicators. It is no longer established as one of these national indicators however the decision was taken to continue to report absence in this way to ensure that we could track our performance relative to previous years. The definition used in this calculation is as follows:-

The number of working days/shifts, (which an employee is scheduled to work), lost due to sickness absence per full time equivalent employee (FTE), recorded to the nearest half day.

- 4.4 Members can be advised that the above definition includes any employees not in receipt of pay.

5.0 Categorisation of sickness absence by short, medium and long term

- 5.1 In considering the overall figures for the council Members requested information in relation to the breakdown of the above statistics by length of absence. The information detailed in the paragraph below shows absence categorised by short, medium and long term by month for the whole organisation for the period April 2008 to March 2009.

Month	Short Term Sickness %	Medium Term Sickness %	Long Term Sickness %
Apr-08	14.63%	18.98%	66.39%
May-08	15.67%	23.20%	61.12%
Jun-08	16.37%	19.45%	64.18%
Jul-08	11.02%	19.41%	69.56%
Aug-08	10.72%	15.52%	73.75%
Sep-08	15.92%	19.07%	65.00%
Oct-08	19.98%	21.27%	58.75%
Nov-08	26.30%	19.51%	54.20%
Dec-08	24.76%	18.57%	56.66%
Jan-09	20.65%	23.58%	55.78%
Feb-09	19.12%	18.25%	62.60%
Mar-09	16.26%	17.91%	65.83%

5.2 In considering the above information short term absence is 0 to 5 days, medium term is 6 - 20 days and long term is more than 20 days. Members will note from this information that the greatest percentage of absence is accounted for by long-term absence.

6.0 Correlation of absence with school holiday periods

6.1 Members asked for consideration to be given to whether there was any correlation between school holidays periods and absence. In considering the data for sickness absence within school holidays for non school based employees for the last financial year it shows that there is a very slight increase in comparison with the average figure for the whole year, however it is not significant enough to demonstrate any trend.

7.0 Conclusions and Recommendation

7.1 Members are asked to note the additional information provided.

Management Scrutiny Committee

Performance Report and Value for Money Self-Assessment 2008/2009

Report of the Chief Executive

1. Why has this report come to committee?

- 1.1 To provide members with a corporate overview of the value for money assessment for the period April 2008 to March 2009 as part of the committee's work programme. It includes findings from a range of performance information including spend, investment, improvements, residents perception and both national and local indicators including those within the Local Area Agreement.

2. Background

- 2.1 On an annual basis the Audit Commission's 'Use of Resources Assessment' considers how well organisations are managing and using their resources to deliver value for money and better and sustainable outcomes for local people. The Audit Commission provides a score and judgement on value for money in the use of resources which in turn contributes to an overall score for the council's Comprehensive Area Assessment (CAA) Organisational Assessment.
- 2.2 Although it is no longer a statutory requirement to produce a Value for Money Self Assessment to inform this judgement the council has chosen to do so to demonstrate how well we manage and use our financial resources to achieve value for money. The Audit Commission has continued to publish 'Value for Money Cost Profiles' which inform our assessment and are referred to within the report. The cost profiles are used to compare Sunderland's position relative to other Metropolitan Authorities and it's 'Nearest Neighbourhoods' (a group of other authorities which are assessed by the Chartered Institute of Public Finance and Accountancy (CIPFA) as having comparable demographics to Sunderland).
- 2.3 Members will recall that a new national performance framework has been implemented during 2008/2009. This includes 198 new National Indicators which replaces the Best Value Performance Indicators and Performance Assessment Framework Performance Indicators. As a consequence 2008/2009 has been a transition year as we develop baselines for the new indicators and ensure any corrective action will be effective in the new framework.
- 2.4 As part of this new framework 49 national indicators have been identified as key priorities to be included in the Local Area Agreement. Targets have been agreed for these indicators through a process of negotiation with partners and government. These improvement targets will also be a key consideration in the Comprehensive Area Assessment (CAA) in terms of the extent to which the partnership is improving outcomes for local people.
- 2.5 During 2008 the council has also undertaken the Place Survey. This is a statutory survey which takes place every two years. The results from the Place

Survey are used as the basis to calculate a number of new national perception indicators some of which are included in the LAA. This report contains results for those performance indicators.

3. Current position

3.1 In preparing the report Directorates have reviewed the Audit Commission's Value for Money cost profiles in addition to a whole range of other performance information including satisfaction levels, and benchmarking information in order to formulate a balanced assessment of the position of each service area.

3.2 During the first year of the implementation of the new national performance framework we are only required by government to set targets for those performance indicators we have chosen to form part of the Local Area Agreement. However to ensure we maintain a robust commitment to service improvement across the partnership in Sunderland both directorates and partners have, where possible, set targets for the other national and local performance indicators for 2008/2009. This cannot be done for all indicators as this is the first year of collection for a number of the new national indicator set and 2008/2009 needs to be used as a base lining year against which we can target future improvement. It is also important to note that in relation to many of the new National Indicator set data is available at different points of the year and will not always readily follow the quarterly monitoring cycle.

3.3 **Appendix 1** provides a value for money assessment of each service area within the committees remit. The information is structured in the following way:

- | | |
|-----------|--|
| Section 1 | Financial information – how our spend compares with other authorities and efficiency gains |
| Section 2 | Key improvements delivered – how we have spent the money including investment and progress in relation to those actions we identified in last years value for money assessment |
| Section 3 | What residents think of the services – results of the consultation exercises |
| Section 4 | Performance – how the service is performing including progress in relation to LAA targets including any areas of risk |
| Section 5 | Next steps – Plans to achieve greater value for money in 2009/2010 |

4. Recommendation

4.1 The Committee is asked to consider the content of the report and provide comment where relevant to be included in the 2008/2009 value for money assessment that will be presented to Cabinet in October 2009.

5. Background Papers

1. Value for Money Cost Profiles
2. Annual Report 2008/2009
3. Value for Money Self Assessment Summary 2008/2009

4. Value for Money detailed Directorate Self Assessment 2008/2009
5. Corporate Improvement Plan Summary 2008/2009

Appendix 1 Summary of Value for Money Assessment

Summary Council Overview

Section 1 Finance (comparative spend and efficiency)

1.1 The Value for Money Profiles Summary Report shows that our total spending on all services per head of population again continues to be slightly above median point compared to Metropolitan Districts and our CIPFA Nearest Neighbours.

1.2 The table below provides an overview of expenditure on services per head of population for 2008/2009 across all council services.

Service Area	2007/08	2008/09	Benchmarking Group	Latest Benchmark Position			
				Lower Quartile (less cost)	Lower Median Quartile	Upper Median Quartile	Upper Quartile (higher cost)
Education	£808.65	£844.63	Metropolitan authorities				
			Nearest Neighbours				
Children's Social Care	£111.27	£114.79	Metropolitan authorities				
			Nearest Neighbours				
Social Care	£242.18	£257.19	Metropolitan authorities				
			Nearest Neighbours				
Environment, Planning & Transport	£173.88	£190.37	Metropolitan authorities				
			Nearest Neighbours				
Housing Services	£52.51	£52.93	Metropolitan authorities				
			Nearest Neighbours				
Culture Total	£81.81	£86.48	Metropolitan authorities				
			Nearest Neighbours				
Benefits Services	£7.87	£7.97	Metropolitan authorities				
			Nearest Neighbours				
Central Services & Other	£59.96	£62.02	Metropolitan authorities				
			Nearest Neighbours				

1.3 Sunderland's total Council Tax for 2008/2009 was set at £1,288.75 (Band D), which continues to be the lowest Council Tax in Tyne and Wear, and also the lowest in the whole of the North East region. Nationally the council is ranked

36th lowest compared to all 354 English billing authorities on the same basis. This is an improvement on the previous year when the authority ranked 38th. The council collected 96.54% of Council Tax and 98.7% of Business Rates due in 2008/2009.

1.4 The incentive to maximise efficiencies is inherent within the Council's Budget Planning Framework and strong financial and performance management arrangements. The robust approach adopted through our Medium Term Financial Strategy and an annual cash limited approach to budget planning provides a transparent framework and incentives to maximise efficiency gains and savings. For example:

- Budget driven efficiencies arising from the budget planning framework whereby services are required to maintain the same level of service without full allowance for inflation amounted to £1.549m in 2007/2008 and £1.538m in 2008/2009
- The 2008/2009 budget was set after taking into account £2.466m efficiency savings. The savings had no adverse impact on front line services, involved no closure of facilities (unless there was an established and agreed policy), and minimised the effect on job losses.
- In 2008/2009 the council achieved in year ongoing cash-releasing efficiencies of £9.377million, and a further £3.819million was achieved over the CSR04 target meaning our NI179 submission totalled £13.196million. This includes:
 - Savings arising from procurement arrangements for Corporate Contracts;
 - An increase in the number of Housing and Council Tax benefit claimants processed with no associated cost increases;
 - A review and reconfiguration of back office and support functions and services.

Section 2 Investment and Key Improvements made during 2008/2009

- 2.1 In March 2009, the Audit Commission published the latest and final findings from its annual assessment of the performance of the council and the services it provides. This determined that once again the council is 'improving well' and demonstrating a '4 star' overall performance.
- 2.2 This means that the council is one of only 13 councils to have maintained the maximum rating (i.e. excellent / 4 star) throughout the seven years of Comprehensive Performance Assessment (CPA).
- 2.3 Key messages in the Audit Commission's annual audit and inspection letter are once again positive:

Sunderland City Council is improving well.

The council continues to improve outcomes for local people. Prosperity is being enhanced through the development of most key regeneration sites. Services for children and young people are all good, with education attainment improving at

most key stages. People are healthier, fewer people smoke, and the new Aquatic Centre is helping vulnerable groups become healthier. Services for adults are excellent with increasing numbers helped to live at home. Crime is reducing, less young people are re-offending, and domestic violence is being actively tackled. Streets are cleaner and the recycling and composting rates have improved, although remaining below average.

The council's strategies and objectives reflect those of the Local Area Agreement (LAA), with local partners positive about their interaction with the council. The council has good capacity to sustain improvement, delivers good value for money and has significant revenue and capital reserves allocated to improvement projects. It has invested in training for Councillors and staff to improve their ability to deliver change, with better project management skills in place, and a greater understanding of diversity, equality and community cohesion issues.

- 2.4 The council was once again awarded the highest possible score of 4 for 'Use of Resources', and reflects the significant efforts made across the council to continuously drive improvement in managing the council's financial resources. This means that the council is one of the top 33 performing councils in the country for its use of resources.
- 2.5 The council maintained a score of 4 for its Benefits service and Social Care (adults). All remaining service areas maintained their scores of 3. For the second consecutive year no services were rated lower than a 3, i.e. they are all performing well.
- 2.6 A programme of Corporate Efficiency Projects is in place with clear expected outcomes and savings.
- 2.7 Directorate specific Efficiency Reviews are being undertaken and are driven through the Improvement Agenda. The Service Transformation Project and Business Improvement Programmes are notable examples of how services across the board are being challenged to achieve service improvement and better use of resources. In addition, there are a variety of modernisation strategies being implemented across the council designed to improve services for the same or reduced cost e.g. 15 year plan for Adult Social Care, the Looked After Children's strategy, Leisure Services Review and School Places Review.
- 2.8 The Strategic Investment Plan, approved in March 2008, demonstrates the council's commitment to achieving value for money through the adoption of a robust framework to identify priority projects and programmes to which resources have been directed taking account of key data i.e. performance, satisfaction, perception, known future impacts on demand such as demographics and national policy impacts such as LATS.

Section 3 Customer Focus

- 3.1 The council launched its Customer Service and Access Strategy in 2008. This sets out how the council will ensure that customers and customer focus are at

the heart of the council's priorities. The document sets out the councils commitment to improve its customer service focus to achieve the ambitions set out in the Sunderland Strategy.

- 3.2 It is vital that the council and its partners understand the needs and preferences of local people so that we can design policies and services around them. Consultation and community engagement helps us to understand those needs and preferences so that we can make more informed decisions and ensure that services are relevant and are delivered equitably and in the most efficient and effective way. The council undertakes a range of corporate consultation and community engagement activity such as the Annual Residents Survey and consultation with the citizens' panel Community Spirit. In addition, individual services undertake a range of consultations such as satisfaction surveys and focus groups. Two residents surveys were undertaken during 2008/09, the councils annual residents survey which finds out residents views on council services and the Place survey which is statutory government survey which finds out residents views on all public services in the area.
- 3.3 The 2008 Residents Survey tells us that 42% of residents agree that the council asks for the views of local people and 28% of residents agree that the council listens to the views of local people
- 3.4 Two in three residents agree that the quality of council services is good overall, which is in line with 2007 results. 41% of residents agree that the council's performance has improved over the past 5 years which again is in line with 2007 (39%).
- 3.5 On the whole, satisfaction levels with local services remain high. The following services record user satisfaction levels of more than four in five residents:
- Primary schools (91%)
 - Refuse collection (88%)
 - Street lighting (88%)
 - Registrars (88%)
 - Theatres / cinemas (86%)
 - Beaches (85%)
 - Secondary schools (84%)
 - Tourist information centre (84%)
 - Events in the city (83%)
 - Services to help people feel safe at home (83%)
 - Green spaces in the neighbourhood (81%)
 - Recycling services (80%)

The Place Survey tells us that 44.6% of residents are satisfied with the way Sunderland City Council is running the city, which is in line with the North east average of 46.5% and England average of 45.5%.

When people were asked if they agreed or disagreed that the council gives local people good value for money 33.6% agree which is in line with the North East average of 35.2% and England average of 33.2%.

Section 4 Performance Information (outcomes delivered)

4.1 The council is part of Sunderland's Local Strategic Partnership which is a group of key organisations who provide a variety of services across the city. The Sunderland Partnership encourages and promotes joint working to achieve the collective vision set out in the Sunderland Strategy which provides a framework of five key priority areas for action which are

- Creating a prosperous city
- Improving health and social care
- Reducing crime and disorder and the fear of crime
- Raising standards and improving access and participation in learning
- Developing an attractive and inclusive city

4.2 Whilst the Sunderland Strategy sets out a long term vision for the delivery of its priorities, the partnership has developed a Local Area Agreement 2008-2011 (LAA) with Government which provides a short term focus for partnership activity and resource allocation. The LAA covers three themes: Prosperous and Learning City; Healthy City; and Developing High Quality Places to Live. The emphasis for the LAA is the things that matter most to local people and which present barriers to the achievement of our vision for the city. The partnerships performance in relation to the LAA indicators that are available during 2008/2009 is as follows;

NI	Performance Indicator	Performance 2008/09	Target 2008/09	Target achieved	Target 2009/10
NI 171	VAT registration rate	33.2 per 10,000 pop	34.7 per 10,000 pop	▼	36.1 per 10,000 pop
NI 152	Working age people on out of work benefits	17.45%	17.5%	◀▶	20.5%
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	29.75%	28.8%	◀▶	31.8%
NI 162	Learners achieving an Entry Level 3 qualification in Numeracy	204	114	▲	114
NI 161	Learners achieving a Level 1 qualification in Literacy	1661	973	▲	973
NI 163	Working age population qualified to at least level 2 or higher	68.6%	63%	▲	66%
NI 117	16-18 year olds not in employment, education or training	13.2%	10.8%	▼	9.6%
NI 120	All – age mortality rates	579 (females) 878(males)	562 (females) 777(males)	▼	546 (females) 748 (males)
NI 136	People supported to live independently through social services (all ages)	3124.19	3284	▼	3415
NI 130	Social care clients receiving Self Directed support (per 100,000 population)	328	303	▲	8.5%
NI 112	Under 18 conception rate (per 1000 females)	57.5	38.81	▼	-46.40%
NI 63	Stability of placements of looked after children: length of placement	67.30%	73%	▼	74%

NI 56	Obesity among primary school age children in year 6	21%	22%		22%
NI 39	Alcohol-harm related hospital admission rates	2378 per 100,000	2132 per 100,000		2207 per 100,000
NI 123	16+ current smoking rate prevalence	1100 per 100,000	1,337 per 100,000		1,437 per 100,000
NI 154	Net additional homes provided	299	260		90
NI 159	Supply of land ready to develop housing sites	145%	100%		100%
NI 195	Improved street and environmental cleanliness				
	a) litter	4	10		9
	b) detritus	5	8		7
	c) graffiti	4	4		3
	d) fly posting	0	1		1
NI 192	Household waste Recycled and composted	25.59%	28%		30
NI 175	Access to services and facilities by public transport, walking and cycling				
	(i) % of households within 20 minutes of closest secondary school	100%	100%		100%
	(ii) % of households within 20 minutes of closest primary school	100%	100%		100%
	(iii) % of households within 30 minutes of closest (A&E) hospital	88.50%	88.2%		88.20%
	(iv) % of households within 20 minutes of closest GP surgery	99.70%	99.8%		99.80%
	(v) % of households within 40 minutes of specific employment sites				
	(a) Doxford	86.60%	86.9%		86.90%
	(b) Nissan	78.30%	70.8%		70.80%
	(c) Pattinson	74.30%	83.7%		83.70%
	(d) City Centre	85.80%	89.7%		89.70%
NI 30	Reoffending rate of prolific and priority offenders (reduction in convictions)	1.10	1.12 (18% reduction in convictions)		17% reduction in convictions
NI 19	Rate of proven reoffending by young people	96 offences per 100 offenders	113 offences per 100 offenders (4% reduction)		110 offences per 100 offenders
NI 20	Assault with injury crime rate (per 1000 population)	8.84	9.32		5% reduction

4.3 Key Risks

In relation to the reporting period April to March 2009, the following indicators have not achieved the target set in relation to 2008/2009:

4.3.1 NI 171 VAT Registration rate

The VAT registration rate is a 3 year average covering 2006, 2007 and 2008 and is 33.2 per 10,000 population slightly below the target of 34.7 per 10,000 population

Performance is improving year on year, the number of VAT registered businesses in the city has risen from 4380 in 2007 to 4485 at the start of 2008 (latest information available). The City has a wide ranging programme of activities in place aimed at encouraging the formation and growth of businesses. 14.9% of VAT registered businesses in the area are currently showing growth which means that they reported higher employment numbers than the previous year.

4.3.2 NI112 Under 18 Conception rate

The teenage conception rate is 57.5 per 1000 females aged 15-17 compared to a previous years figure of 55.1. The target of 38.81 per 1000 females aged 15-17 has not been achieved.

Improvement Activity - In addition to a minimum core offer available to all children, young people and families in the strategy delivered within each locality area there will be specific targeted support in relation to both geographic communities and specific groups of children young people and their families including:

- Those from marginalised and disadvantaged communities including some black and minority ethnic groups
- Those who have ever been looked after by the local authority, fostered or homeless or have moved frequently (LAC and care leavers)
- Those with low educational achievement
- Those who disengage with education
- Those not in education employment or training
- Those from disadvantaged areas
- Those with emotional and mental health needs
- Targeting of teenage pregnancy “hotspot” wards

4.3.3 NI 63 The stability of placements of children

67.3% of children have been looked after in a stable placement i.e. looked after continuously for over 2.5 years in the same placement. The target of 73% has not been achieved. This indicator measures the ‘long-term’ stability of looked after children and has declined from 71.9% in 2007/2008. The total number of long term looked after children has been reduced from 185 (46%) in 2007/2008 to 171 (43%) in 2008/2009. Of these, 56 had not been in the same placement for 2 years or more compared to 55 in 2007/2008.

There has been a significant increase in the number of adoptions this year, from 32 (9%) in 2007/8 to 47 (14%) in 2008/2009, which removes these children from this performance indicator and reduces performance; however, on balance the outcome for children has been positive. Sunderland performance was well above average compared to both national and local peer groups in 2007/2008 and Sunderland is projected to continue to be above average when 2008/2009 peer group information is published this autumn. The associated outcome for those children with three placement moves or more in a year has remained stable and in the top performance band.

Improvement activity

Recent development of an improved risk assessment tool which enables placements to better meet children's needs, identifying risk of children moving and improved matching of carer to child.

Foster Carer Recruitment and Retention Strategy 2009 – 2012 describes the four year strategy which will ensure that Sunderland has the right number of foster carers with the right skills to meet the needs of looked after children. The strategy involves:

- The raising of foster care allowances to a national benchmark level
- Increasing the numbers of fee paid carers
- Investing more heavily in recruitment activity

A framework agreement for commissioned independent foster placements is now in place with requirements on providers to evidence good Every Child Matters outcomes for children in placement.

An evaluation is taking place of a pilot project for the outcomes from the Independent Fostering Agency placements and whether we could transfer that to our own fee paid carers

Permanence planning is under review with the creation of one fostering panel, to identify the most appropriate path for each child based on their individual circumstances. There is also a proposal to change the way carers currently caring for children in a temporary capacity are assessed when they ask to keep the child in placement through a new permanency planning panel.

4.3.4 **NI117 16-18 year olds not in employment, education or training**

13.2% of 16 to 18 year olds are not in education, training or employment, compared to 11.9% in 2007/2008. The 2008/2009 target of 10.8% has not been achieved.

Improvement activity includes the following –

- Ensuring young people have access to the fullest range of learning and support. The Youth Offending Service the Resettlement and Aftercare Programme will engage young people into substance misuse services, the New Direction Scheme will engage long-term unemployed in training and work with custodial settings ensures employment and training programmes are in place
- Concentrating on NEET programmes with high drop out rates/low rates of progression
- Implement multi agency packages to support 'at risk' young people
- Improve transition from pre to post 16 provision
- Implement full data sharing/tracking system for all partners
- Develop Intermediate Labour Market Programme
- Identify skill shortages/gaps in provision

4.3.5 **NI 192 The percentage of household waste sent for recycling and composting**

The percentage of household waste sent for recycling and composting has slightly declined from 26.86% during 2007/2008 to 25.59% in 2008/2009 and the target of 28% has not been achieved. Less household waste was collected during 2008/2009, 135,920 tonnes compared to 138,698 in 2007/2008. The 2009/2010 target aims to achieve 30% of waste recycled.

Improvement activity to achieve the 2009/2010 target and further improve performance includes;

As part of the Strategic Investment Plan (SIP) improvements will be made to council owned recycling bring sites across the city to encourage increased usage. Improvements will include making the sites more attractive and user friendly with improved housekeeping arrangements, signage, fencing, some refurbishment of containers and where possible the extension of the range of containers or commodities that can be recycled. In addition the project will pilot 'on street' litter recycling facilities to the city centre and public transport hubs.

Work is continuing with the South Tyne and Wear Waste Management Partnership to develop a treatment plant to treat and dispose of waste for Gateshead, South Tyneside and Sunderland. Also as part of the SIP a replacement household waste reception / recycling centre to replace the Beach street site will be established in addition to an additional smaller satellite facility in the Coalfield area. The intended outcome is to ease pressure on existing facilities, make facilities more accessible and user friendly, improve site health and safety arrangements, improve user satisfaction and recycling rates.

In relation to NI 192 'part v' the % of households within 40 minutes of specific employment sites Pattison and the city centre the target of 83.7% and 89.7% have not been achieved, currently 74.3% of households are within 40 minutes of Pattison and 85.8% within 40 minutes of the city centre.

Improvement activity - Cycling expenditure and infrastructure will be coordinated and developed in line with the Cycling Strategy and Local Transport Plan (LTP) for Tyne and Wear. Bus Network. Re-design will be undertaken to improve accessibility for local residential areas. Nexus have submitted a Draft Bus Strategy and the Council has provided it's feedback to the PTA. The Council is currently working with Nexus upon it's proposals for Bus Network Redesign which will result in an agreed standard of accessibility to public transport across all areas of the city.

4.3.6 **NI 120 All – age mortality rates**

Latest information relates to a three year average for 2005 to 2007. Average annual male mortality rates actually increased from 863 for 2004 – 2006 to 878/100,000, with the target to reduce mortality rates therefore not achieved. Although female mortality rates improved from 610 for 2004 - 2006 to 579/100,000, this is still below the target of 562.

Improvement activity - Progress has been made in commissioning of a comprehensive range of services to increase the life expectancy across Sunderland. These include a vascular checks programme ahead of the national programme, stop smoking services, weight management services and alcohol services. Good progress has been made in 2008/2009. The challenge has been the scale and number of services requiring new commissioning arrangements e.g. 45 contracts for weight management services. 74% of Sunderland GP Practices signed up to the delivery of vascular checks for patients in their practices. In addition comprehensive qualitative research has been carried out with local people to understand what they want from the vascular checks service and how they want it delivered. This included focus groups with men and members of the BME community who are least likely to access GP services. A pilot is being set up with Sunderland City Council Occupational Health Department to offer vascular checks to staff commencing in 2009. A comprehensive pathway for weight management has also been developed with substantial investment. This includes community level interventions up to bariatric surgery.

4.3.7 NI39 Alcohol-harm related hospital admission rates

During 2008/2009 alcohol harm related hospital admission rates have increased to 2378 per 100,000 population from 2038 in 2007/2008. The 2008/09 target of 2132 has not been achieved

Improvement activity – Expansion currently underway at all tiers of the treatment system (both specialist and non-specialist). Implementation of the Cardiff Model is underway following the regional conference in September (supporting the reduction of alcohol-related violence). The Alcohol hospital liaison project is to be enhanced via the provision of specialist nurse and further Brief Intervention workers within the hospital.

Implementation of Local and Directed Enhanced Services for GPs currently underway which is provision of brief interventions and further specialised treatment), though delayed for further consultation with clinicians and potential alignment with others.

4.3.8 NI 123 16+ current smoking rate prevalence

The number of smoking quitters has declined from the LAA baseline of 1134 to 1100 per 100,000 population during 2008/2009. The 2008/2009 target of 1337 per 100,000 pop has not been achieved.

Improvement activity - PCT has increased level of investment into Stop Smoking Services also increasing the number of intermediate advisers across Sunderland who can deliver NHS Stop Smoking Services. The local tobacco alliance has re-formed and is identifying how partners can contribute to the number of quitters e.g. Wellness, University, Back on the Map. A major marketing and media campaign was launched in November 2008 and third sector organisations are being commissioned to deliver brief intervention training. An approach is currently being developed in relation to embedding

stop smoking services and initiatives into area level arrangements. In addition trading standards are very proactive with regard to illicit regulatory activity.

4.3.9 **NI 136 People supported to live independently through social services (all ages)**

During 2008/2009 the number of people supported to live independently through social services was 3124.19 per 100,000 population, declining from 3188 per 100,000 population in 2007/2008. The target of 3284 per 100,000 population has not been achieved.

Improvement activity - An analysis of the reasons for the decline in the number of older people helped to live at home was conducted in 2008/2009 with a number of action points for improvement integrated into the 3 Year Delivery Plan, particularly within the Care Management & Assessment Project. However, a number of these action points were undertaken in 2008/2009, including making better use of available intelligence to target specific groups of individuals most likely to need support, including the Tele-care “case-finding” discussed above. The subsequent community care assessments for these “case found” individuals contributed to an increase in the number of older people helped to live at home during the latest quarter, which meant that the overall number of older people supported to live independently (the predominant client group for this measure) increased significantly.

Section 5 Plans to achieve greater value for money in 2009/2010

- 5.1 On 1 April 2009 CPA was replaced by the Comprehensive Area Assessment (CAA), which provides a new way of assessing local services to help local people hold them to account. Where CPA focused on services provided by local authorities, CAA looks at all public services in an area. This means that the assessment will look across the council, health bodies, police forces, fire and rescue services and others who are increasingly expected to work in partnership to tackle the challenges facing our communities. For the first time local public services are therefore being judged collectively on the impact they are having.
- 5.2 CAA will look at how well local services are working together to improve the quality of life for local people and provide a snapshot of life in the local area each year. It will help people answer the simple question ‘how well am I being served by local public services?’ and help them to understand whether they are getting value for money from their local services. The first CAA results will be reported on 10 December 2009 under the shorter, snappier, friendlier name of **oneplace**. The results will be updated on an annual basis.
- 5.3 As part of the Strategic Investment Plan Area Committees will commit funding to address priorities in their local area which will in turn lead to improved performance of the Local Area Agreement.
- 5.4 Total Place is a new initiative that looks at how a ‘whole area’ approach to public services can lead to better services at less cost. It seeks to identify and

avoid overlap and duplication between organisations – delivering a step change in both service improvement and efficiency at the local level, as well as across Whitehall. There are 13 pilot areas participating in the scheme, each area ensuring a diverse mix of economic, geographical and demographic profiles. Sunderland, Gateshead and South Tyneside are taking part in the North east pilot. Locally we are currently coming to the end of the planning and scoping stage of the pilot and are looking to develop a number of workshops including a Practitioner Event as well as the collection of background data on the first phase of the project which focuses on “Alcohol and Drugs Misuse”. All pilots are undertaking a “**Total Count**” of the area covered in their pilot. This process maps money flowing through the place (from central and local bodies) and make links between services, to identify where public money can be spent more effectively. The ‘Total Count’ exercise in our area has been ongoing over the past few weeks and has concluded and the draft report for the pilot area is being taken to the Executive Board for consideration prior to publication.

5.5 Development of the councils Business Operating Model will provide a clear, ‘big picture’ description of what the organisation does, across both business and its assets. An operating model is essential to support a modern organisations’ approach to both business planning and delivery and is used to examine the key relationships between:

- People – getting the right people in the right place to contribute to the development of the council and the services it delivers and ensuring their unique contribution is valued
- Functions and Structure – which parts of the council are responsible for and contribute to delivering and supporting excellent services
- Processes – the processes required to underpin the functions and the relationships between them

The development of the new operating model will support the council’s value for money and productivity agenda by:

- Developing an even greater understanding of the overall operational costs including cost to serve and unit costs
- Keeping service delivery at the centre of everything we do, and allowing service delivery professionals to spend more time on service delivery
- Reducing cost by pulling customers to the front end, actively managing customer contact and reducing avoidable contact
- Getting it right first time, and when it isn’t putting right immediately.

REFERENCE FROM CABINET – 25TH JUNE, 2009

REVENUE BUDGET AND TRADING SERVICES OUTTURN FOR 2008/2009
AND FIRST REVENUE BUDGET REVIEW FOR 2009/2010

Report of the Chief Solicitor

1. Why has this report come to this Committee?

- 1.1 To set out for advice and consideration of the Committee an aspect of the report on the Revenue Budget and Trading Services Outturn for 2008/2009 and First Revenue Budget Review for 2009/2010 namely requesting the Council to approve the virement of funds.
- 1.2 Members' views will contribute to the consultation process.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting on 25th June, 2009, gave consideration to a report of the Director of Financial Resources. The report gave details of the Revenue Budget and Trading Services Outturn for 2008/2009 and First Revenue Budget Review for 2009/2010.
- 2.2 Copies of 25th June, 2009 Cabinet agenda were circulated to all Members of the Council. The Cabinet approved:
 - (i) in relation to 2008/2009 the contingency and reserve transfers proposed at Appendix B, budget transfers and virement at Appendix C and the final account decisions as set out in the report.
 - (ii) in relation to 2009/2010 the proposed contingency transfers at Appendix L and budget transfers proposed at Appendix M of the report.
- 2.3 In accordance with the Council's Budget and Policy framework certain virements are referred to the Management Scrutiny Committee, for advice and consideration on the issues of virement only, prior to seeking Council approval. The attached extract refers to the virement of funds in respect of an earmarked reserve for budget pressures and approved priorities together with transfers to the Strategic Investment Reserve to provide for capital programme pressures and financing and also potential equal pay / single status issues, and to assist in funding aspects of the waste disposal strategic solution. Comments from the Scrutiny Committee will be reported to Council on 30th September, 2009.

3. Conclusion

- 3.1 The matter is referred to this Committee for advice and consideration. The comments of this Committee will be reported to the Council meeting on 30th September, 2009.

4. Recommendation

- 4.1 The Scrutiny Committee is invited to give advice and consideration to Council on the issues of virement as set out in the attached extract.

5. Background Papers

- 5.1 Cabinet Agenda, 25th June, 2009.
- 5.2 A copy of the Agenda is available for inspection from Chief Solicitor's or can be viewed on-line at:-

[http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?
meetingID=1277](http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?meetingID=1277)

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**REVENUE BUDGET AND TRADING SERVICES OUTTURN FOR 2008/2009
AND FIRST REVENUE BUDGET REVIEW FOR 2009/2010 – EXTRACT OF
REPORT**

**Cabinet Meeting – 25th June 2009
Virement over £55,000 for the Final Quarter 2008/2009**

	Transfer From £000	Transfer To £000
General Balances	6,749	
Earmarked Reserve for Budget Pressures and Approved Priorities		1,749
Transfer to the Strategic Investment Reserve to provide for capital programme pressures and financing and also potential equal pay / single status issues		3,000
Strategic Investment Plan to assist in funding the waste disposal strategic solution		2,000

REFERENCE FROM CABINET – 25TH JUNE, 2009

CAPITAL PROGRAMME OUTFURN 2008/2009 AND FIRST CAPITAL PROGRAMME REVIEW 2009/2010

Report of the Chief Solicitor

1. Why has this report come to this Committee?

- 1.1 To set out for advice and consideration of the Committee a report detailing the Capital Programme Outturn for 2008/2009, the outcome of the First Capital Programme Review for 2009/2010 taking account of the Capital Programme Outturn 2008/2009 and changes made to the Capital Programme 2009/2010 since its approval.
- 1.2 Members' views will contribute to the consultation process.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting on 25th June, 2009, gave consideration to a report of the Director of Financial Resources. The report advised of the Capital Programme Outturn for 2008/2009, the outcome of the First Capital Programme Review for 2009/2010 taking account of the Capital Programme Outturn 2008/2009 and changes made to the Capital Programme 2009/2010 since its approval.
- 2.2 Copies of 25th June, 2009 Cabinet agenda were circulated to all Members of the Council. The Cabinet approved the report and where necessary recommended to Council the inclusion of additional schemes for 2009/2010 since the Capital Programme was approved by Council in March 2009.
- 2.3 The matter is referred to the Management Scrutiny Committee, for advice and consideration in the context of inclusion of additional schemes and revised cost estimates for 2008/2009 and 2009/2010 which are set out in the attached extract. Comments from the Scrutiny Committee will be reported to Council on 30th September, 2009.

3. Conclusion

- 3.1 The report is referred to this Committee for advice and consideration. The comments of this Committee will be reported to the Council meeting on 30th September, 2009.

4. Recommendation

- 4.1 The Scrutiny Committee is invited to give advice and consideration to Council on the proposed additional schemes and revised cost estimates for 2008/2009 and 2009/2010 as set out in the attached extract.

5. Background Papers

- 5.1 Cabinet Agenda, 25th June, 2009.
- 5.2 A copy of the Agenda is available for inspection from Chief Solicitor's or can be viewed on-line at:-

<http://www.sunderland.gov.uk/committees/CmisWebPublic/Meeting.aspx?meetingID=1277>

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CAPITAL PROGRAMME OUTTURN 2008/2009 AND FIRST CAPITAL PROGRAMME REVIEW 2009/2010 – EXTRACT OF REPORT

	£000
Revisions to Scheme Costs 2008/2009 - Fully Funded	
Southern Radial Route	
Costs of scheme funded through earmarked Local Transport Plan resources.	941
Aquatic Centre	
Costs of scheme funded through earmarked reserves.	903
Additional schemes from those reported in the Original Programme 2009/2010 Capital Programme – Fully Funded	
Farringdon School Artificial Turf Pitch (ATP)	
Cost of the scheme funded from a Specialist Sport School Standards Fund Grant	350
Building Schools for the Future programme	
Additional costs comprise two elements	
<ul style="list-style-type: none"> ▪ £2.047 million (£1.747 million in 2009/2010 and £0.300 million in 2010/2011) relating to additional costs at St Roberts in respect of irrecoverable VAT (as reported to Cabinet on 11th February 2009). Partnerships for Schools (PfS) have acknowledged the need to fund this cost and have increased the BSF grant funding accordingly ▪ £0.466 million relating to the network costs for the ICT Managed Service for Academy 360, Castle View Enterprise Academy and Washington School which is to be funded from general 'Other ICT Resources' through supported borrowing and the Harnessing Technology Standards Fund grant. 	2,213

MANAGEMENT SCRUTINY REVIEW COMMITTEE 24TH SEPTEMBER, 2009

REFERENCE FROM CABINET – 9TH SEPTEMBER, 2009

PROPOSALS FOR BUDGET CONSULTATION 2010/2011

Report of the Chief Solicitor

1. Why has this report come to the Committee?

- 1.1 To seek the views of this Committee on a report considered by Cabinet on 9th September, 2009.

2. Background and Current Position

- 2.1 The Cabinet, at its meeting on 9th September, 2009 gave consideration to the attached joint report of the Chief Executive and the Director of Financial Resources. The report outlined proposals for the budget consultation strategy and a framework to inform the preparation of the 2010/2011 budget.
- 2.2 Copies of the 9th September, 2009 Cabinet agenda have been circulated to all Members of the Council. Recommendations from the meeting will be reported orally to the Scrutiny Committee.
- 2.3 The report is referred to the Management Scrutiny Committee, for its views, in the context of the budget framework. Comments from the Scrutiny Committee will be reported back to Cabinet at its meeting on 7th October, 2009.

3. Recommendation

- 3.1 The Scrutiny Committee is invited to consider and forward its views to Cabinet on the attached joint report of the Chief Executive and the Director of Financial Resources.

4. Background Papers

- 4.1 Cabinet agenda, 9th September, 2009.

R.C. Rayner,
Chief Solicitor.

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CABINET MEETING – 9th September 2009

EXECUTIVE SUMMARY SHEET- PART I

Title of Report:

Proposals for Budget Consultation 2010/2011

Author(s):

Chief Executive and Director of Financial Resources

Purpose of Report:

To propose the budget consultation strategy and framework to inform the preparation of the Budget for 2010/2011.

Description of Decision:

Cabinet is recommended to approve the budget consultation strategy and framework as set out in this report and refer it to the Management Scrutiny Committee for consideration.

Is the decision consistent with the Budget/Policy Framework? *Yes

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

To comply with the constitutional requirements taking account of central government guidance.

Alternative options to be considered and recommended to be rejected:

There are no alternative options recommended.

Is this a “Key Decision” as defined in the Constitution?

No

Is it included in the Forward Plan?

No

Relevant Scrutiny Committee:

Management

Cabinet - 9th September 2009

Proposals for Budget Consultation 2010/2011

Report of the Chief Executive and Director of Financial Resources

1. Purpose of Report

- 1.1 To propose the budget consultation strategy and framework to inform the preparation of the Budget for 2010/2011.

2. Description of Decision

- 2.1 To approve the budget consultation strategy and framework as set out in this report and refer it to the Management Scrutiny Committee for consideration.

3. Introduction and Background

- 3.1 The Budget and Policy Framework procedure rules contained within the Constitution of the Council requires consultation on budget proposals to take place. This report sets out proposals for budget consultation as part of the 2010/2011 budget process.
- 3.2 For a number of years the Council has recognised consultation as an important part of planning and delivering services that meet peoples' needs. Consultation by the City Council is already very wide-ranging and intensive. Examples range from:
- consultation in relation to major strategies;
 - in depth satisfaction surveys such as the Annual Residents Survey;
 - project specific consultation e.g. the plans for the new River Wear Bridge.

Comprehensive Area Assessment

- 3.3 The Comprehensive Area Assessment for the Use of Resources 2009 Key Lines of Enquiry for the 'Managing Finances' element seeks evidence of engagement with stakeholders and local people in the financial planning process. For example a level 3 'Performing Well' Council will meet the following test:

'The Council involves external stakeholders in the financial planning process'

'The council consults local people and communities effectively on significant spending decisions.....The council can demonstrate involvement of local people in setting priorities with examples of how feedback is taken account of in its plans.'

Community Empowerment

- 3.4 The Local Government and Involvement in Health Act 2007 introduced the new 'duty to involve' which came into force on 1st April 2009. The new duty seeks to ensure people have greater opportunities to have their say. The duty requires authorities to take appropriate steps to involve representatives of local persons in the exercise of any of their functions where they consider it appropriate to do so.

The Duty to Involve is included within the statutory guidance 'Creating Strong, Safe and Prosperous Communities' (published in July 2008) which sets out guidance on how to involve representatives of local persons.

- 3.5 In addition the Government published 'Giving More People A Say In Local Spending: Participatory Budgeting - A National Strategy' in September 2008. This strategy sets out the government's aim of working towards their ambition for Participatory Budgeting to be used in every local authority area by 2012.
- 3.6 In July 2009 the Council undertook an IDeA peer challenge in order to assess its performance in relation to 'Community Empowerment'. Feedback from the challenge exercise is awaited and will be reported to Cabinet in due course. However it is anticipated the feedback will include recommendations on areas where the Council might further develop its current practices. At this stage it is envisaged that one such area for further development may be in relation to Participatory Budgeting. Research is currently being undertaken as to what techniques might be employed and for what purposes. In addition, following the peer challenge exercise, the IDeA will facilitate the council's access to, and learning from, current best practice elsewhere. This research will be used to inform proposals for consideration of Members.

Budget and Council Tax Consultation

- 3.7 Central Government highlighted the need for local authorities to establish the views of local taxpayers before they take budget decisions with the publication of guidance in 2002 on conducting budget and council tax consultation.
- 3.8 The 'Council Tax Consultation: Guidelines for Local Authorities' sets out the issues that local authorities should consider when designing their own individual approach to council tax consultation and identifies different methodologies and approaches which might be taken. The following suggested approach draws on this guidance.

3.9 It should be noted that the Council remains the ultimate decision making body regardless of the valuable consultation undertaken in relation to budget setting. The process of consultation is about providing Members with more information in order to help them to come to an informed judgement when making budget decisions.

4. Government Guidance on Council Tax Consultation

4.1 There are numerous options set out in the Government guidance for developing a dialogue with the public and stakeholders on budget matters. This is simply a menu of methodologies available and there is not in any sense a requirement to pursue most, or all of them (to do so would be impractical and wasteful of resources). The approaches set out are:

- Surveys of citizens panel members e.g. in Sunderland, Community Spirit;
- Community workshops;
- Quantitative surveys;
- Budget conferences / public meetings;
- Interactive websites;
- Focus groups / forums;
- Referenda.

4.2 The guidance recommends against relying solely on a single methodology to ensure that a full range of public opinion can be tested and suggests adopting a staged approach to consultation:

- Initial stage – this should be early in the budget setting process and involve discussions about priorities for different services;
- Later stage – this should take place later in the budget setting process once a firmer picture of the financial position is known. This will consider in more detail specific issues, spending priorities and impact on Council Tax levels.

5. Proposed Arrangements

5.1 The current arrangements for undertaking budget consultation are already extensive and involve:

Consultation – Non Budget Specific

5.2 Whilst not budget specific, there are numerous other wide ranging consultations that take place which help to inform the priorities included in the budget consultation process. The Corporate Consultation Strategy seeks to streamline and make maximum use of consultation undertaken

including the annual MORI survey, service review specific consultation, and lower level scheme specific consultation. These are all taken into account and used intelligently to help inform the resource allocation process.

Trades Unions and Chamber of Commerce

- 5.3 A briefing is provided in October / November on the emerging budget resource position, the spending pressures faced by the Council, the provisional priorities which may attract additional funding together with an indication of the impact on services and on council tax provided an informed judgement can be made.
- 5.4 A further consultation is undertaken on the provisional budget proposals during January/February where the priorities, impact on services, and indicative council tax increases are shared. Traditionally, if a formal response is to be received to the consultation it is made at this point, prior to the final consideration of the budget by Cabinet and Council.

Schools Forum, Governors and Head Teachers

- 5.5 Following a similar approach to that adopted for the Trades Unions and the Chamber of Commerce, the Schools Forum, Governors Association and Head Teachers are consulted at meetings held in October / November and again in January. Issues covered at these meetings include the overall budget position, but also the Children's Services specific issues e.g. Dedicated Schools Grant implications, other specific grants, and spending pressures.

Citizens' Panel

- 5.6 A postal self-completion questionnaire survey is undertaken in October / November of Community Spirit to ascertain views of our citizens panel on strategic priorities. This includes questions around relative spending priorities. An explanatory booklet setting out the background to local government finance called 'Working Out the Council's Budget' accompanies the questionnaire. For the 2010/2011 Budget Consultation process consideration will be given to ways of increasing participation in the survey by 18-34 year olds, which was an underrepresented group in the Budget Consultation for 2009/2010.

Citizens' Panel Focus Group workshop sessions

- 5.7 Further detailed feedback is sought from the citizens' panel in the form of budget consultation focus group workshops. The purpose of this element

- is to add to the feedback gathered from the Citizens Panel questionnaire to provide enhanced information to assist in reaching budget decisions.
- 5.8 For the 2009/2010 budget consultation process, the approach included workshops where members of the Citizens Panel were invited to attend Focus Group events held in November at four locations throughout the City. A number of locations and varying times are used in order to encourage a wider representation of attendance from across the city with sessions held at locations North of the River, South of the River, and in the Coalfields and Washington.
- 5.9 Attendance is limited by necessity to manageable numbers of Citizens Panel representatives at each group i.e. approximately 30 – 40 participants per session. However, the mixture of day and evening sessions ensures options on attendance for participants.
- 5.10 The events are arranged in two stages:
- Stage 1 provides a briefing on the financial context for the coming Budget, the purpose of the session being to enable participants to understand the broad issues facing the Council so that they can provide more informed feedback at the second stage session. This stage includes a question and answer session with senior officers which participants have indicated is a valued part of the process.
 - Stage 2 takes the form of breakout focus groups where a wide range of issues are considered and exercises undertaken designed to distil the priorities in each of the focus groups. The aim is to enable a more in depth analysis of local residents' views to be ascertained.
- 5.11 Summary feedback from the events informs the budget decision making process.
- 5.12 Very positive feedback was received from those involved in the Focus Group events in preparing the 2009/2010 revenue budget and it is proposed that this approach be repeated for the 2010/2011 budget process with minor improvements following feedback received.

Independent Advisory Groups (IAG's)

- 5.13 These citywide groups were formed to provide an opportunity for marginalized or hard to reach people in the city to contribute their views on public services and policy development. There are seven groups looking at different themes - disability, gender, BME (race), older people, younger people, LGB (lesbian, gay and bisexual) and faith.

- 5.14 As part of the 2009/2010 budget consultation process IAG members were asked to partake in the same survey as undertaken with the Citizens Panel. In addition a separate workshop session was held with representatives of the IAGs to enable further informed feedback to be gained.
- 5.15 It is proposed to further develop the involvement of the IAGs for the 2010/2011 Budget Consultation process and the IAG members will be involved in agreeing this year's approach through the Inclusive Communities Thematic Group.

Elected Members

- 5.16 As ward councillors elected members gather the views of local people and are able to feed these views into the political decision making process on priorities and council tax levels.

Partners

- 5.17 It is proposed to consult partners during October / November on the emerging budget position and specifically the service and financial context, with the overriding aim of prompting thinking as to how resources may be used more efficiently and effectively through greater collaboration across the partners to the benefit of Sunderland citizens. It is proposed that the existing governance arrangements and appropriate Board and groupings be used for this purpose.

A further consultation is proposed when the provisional budget proposals are available during January/February where the proposed priorities and impact on services can be shared.

Timetable

- 5.18 A timetable for the proposed consultation is set out at Appendix A.

Budget Consultation 2010/2011 and Beyond

- 5.19 The Council has developed its budget consultation approach over a number of years. Following this years' consultation exercise it is intended to gather feedback on the effectiveness of both the Citizens Panel survey and the focus group workshops and use this to inform the budget consultation process for 2011/2012.

5.20 Officers will continue to explore ways in which the process can be improved for future years including through exploring the potential for implementing participatory budgeting for specific budget areas as referred to at paragraphs 3.5 and 3.6.

6. Other Proposed Consultation

6.1 In accordance with the Council's stated commitment during the 2009/2010 budget setting process, it is also proposed to consult on the potential introduction of a Council Tax Discount. Proposals for the consultation are currently being developed and will include consideration of the scope including:

- What the aims and intended outcomes from the scheme should be including the socio-economic benefits;
- Who the target beneficiaries of such a scheme should be.

7. Involvement of Management Scrutiny Committee

7.1 In relation to the consideration of the budget, the constitution places a responsibility on the Cabinet to 'canvas the views of local stakeholders as appropriate'. The Management Scrutiny Committee is then required to consider the process proposed and undertaken and ensure its adequacy. It is therefore proposed to refer this consultation strategy and framework to the Management Scrutiny Committee for consideration.

8. Reasons for Decision

8.1 To comply with the constitutional requirements taking account of central government guidance.

9. Alternative Options

9.1 There are no alternative options recommended.

Background Papers

Council Tax Consultation - Guidelines for Local Authorities (publication of the former ODPM June 2002)

Use of Resources 2009 – Key Lines of Enquiry (Audit Commission)

Creating Strong, Safe and Prosperous Communities (CLG – July 2008)

Giving More People A Say In Local Spending: Participatory Budgeting - A National Strategy (CLG - September 2008)

Budget Consultation – Proposed Timetable

As recommended by the government it is suggested that a two stage approach to budget and council tax consultation be continued. The timetable below is proposed:

September 2009

- Carry out analysis of existing consultation feedback and use to help inform determination of priorities to be consulted on during next stages of consultation.
- Agree approach with IAGs via the Inclusive Communities Thematic Group.

October 2009

- Commence consultation with Trade Unions, representatives of Business Rate Payers, the Schools Forum, Head Teachers, Governors, and the Sunderland Youth Parliament. Consultation covers the anticipated budget constraints and spending priorities identified in the Medium Term Financial Strategy following adoption of the budget planning framework by Cabinet.
- During late October / early November a survey is to be undertaken using Community Spirit and Independent Advisory Groups. This will include questions around relative spending priorities.

November 2009

- In late November it is proposed to hold four budget consultation focus group workshops for representatives of the Citizens Panel using an Area based approach covering North of the River, South of the River, Coalfields and Washington.
- Workshop with Independent Advisory Groups

January 2010

- Feedback from the consultation exercises in October / November will be collated and reported to Cabinet and the Management Scrutiny Committee to inform the budget decision-making process at that time.

Late January early February 2010

- Final consultations take place with Trades Unions, Chamber of Commerce, the Schools Forum, Headteachers, Governors, and the Youth Parliament regarding the budget.

March 2010

- Feedback to the public generally on:
 - the outcomes of the budget setting process;
 - how the decision-making process was informed by the consultation.

It is proposed to communicate through Sunrise, the Council Tax Leaflet and direct to the participants of Community Spirit and through the Internet.

MANAGEMENT SCRUTINY COMMITTEE

DRAFT PROTOCOL – SCRUTINY AND EXTERNAL PARTNERS

REPORT OF THE CHIEF EXECUTIVE

24 September 2009

1. Purpose of Report

- 1.1 To seek the Committee's endorsement of the draft external scrutiny protocol, for inclusion in the Scrutiny Handbook, to support future working arrangements in line with good practice.

2. Introduction

- 2.1 To recap, the Local Government and Public Involvement in Health Act 2007 extends the powers of Overview and Scrutiny by introducing a number of new provisions and opportunities. The new 'Duty to co-operate' requires named partners to participate in the Local Area Agreement (LAA) and to co-operate with Scrutiny regarding the delivery of local improvement targets by providing information and having regard to the recommendations made by Scrutiny.
- 2.2 Based upon good practice, a protocol has been drafted on the future arrangements for the scrutiny of external partners (**Appendix A refers**). Having a protocol in place should ensure that there are 'no surprises' in how local external scrutiny will take place, providing all partners with clear and consistent information on how they will be scrutinised and timescales for being invited, submission of reports and responses to recommendations.
- 2.3 The draft protocol has been shared with the Delivery and Improvement Board (the Management Group of the Sunderland Partnership) at its meeting on 16 September 2009 and thereafter by the Sunderland Partnership Board at its meeting on 22 September 2009. The comments of which will be shared verbally with this Committee during the presentation of this report.

3. Draft External Scrutiny Protocol

- 3.1 The development of Health Scrutiny in Sunderland provides a good model for the scrutiny of an organisation other than the City Council. The engagement and co-operation of local health partners and the approach taken by the City Council's Health and Well Being Scrutiny Committee has informed this protocol. Recent Scrutiny Policy Reviews into the Economic Challenges and Fear of Crime have also informed this protocol.

3.2 The protocol has been developed in consultation with key stakeholders to ensure that all partners have a common understanding of the aims of scrutiny. Specifically, it outlines:

- (a) the requirements for partner organisations to provide information to scrutiny;
- (b) notice of required attendance and submission of written reports;
- (c) the style and conduct of meetings; and
- (d) how partners will respond and 'have regard to' scrutiny recommendations.

4. Adding Value from the Role of Scrutiny

4.1 It is proposed that the approach to developing external scrutiny in Sunderland should be based upon the premise that the key driver to effective external scrutiny is the ongoing development of constructive partnership relations, to secure the best outcomes for the local community.

4.2 To this end, effective external scrutiny should aim to add value through positive outcomes which could include:-

- (a) contribution to policy and strategy development and 'the story of the place' on which the Local Area Agreement (LAA) targets are based;
- (b) enhancing local democratic accountability and openness locally in relation to public services through open scrutiny investigations;
- (c) reviewing and improving what is achieved by the LAA (performance management role); and
- (d) solution finding and problem solving: engaging Members, community and users, partner organisations and experts in findings new ways to tackle complex problems reflected in particular LAA targets.

5. Next Steps

5.1 As discussed during recent informal meetings of Scrutiny Chairs and Vice Chairs and during the Delivery and Improvement Board's Away Day back in July 2009, it was agreed that a phased approach be undertaken to support the external scrutiny future working arrangements as outlined overleaf:-

- (a) An external scrutiny protocol be established for consideration by the Delivery and Improvement Board on 16 September 2009, the Sunderland Partnership Board on 22 September 2009 and thereafter the City Council's Management Scrutiny Committee on 24 September 2009 for endorsement, to ensure all partners and stakeholders share a common understanding of scrutiny's aims by setting out the roles and responsibilities that relate to the parties concerned;
- (b) A 'Meet and Greet' Event be arranged for early October 2009 between Scrutiny Chairs, Scrutiny Vice Chairs and members of the Sunderland Partnership Board to build effective partnerships relations; and
- (c) Consideration of the five Delivery Partnerships' individual Annual Delivery Plans be presented to the relevant City Council's Scrutiny Committee in February 2010 to ensure open and transparent accountability in the delivery of agreed LAA targets.

6. Conclusion

- 6.1 In conclusion, it is essential that there is an understanding of the role, function and practice of the City Council's Scrutiny Function and the ways and means for external scrutiny to take place through a locally agreed protocol, as part of a phased approach to future working arrangements.

7. Recommendations

- 7.1 Members of the Management Scrutiny Committee are requested to:-
 - (a) Consider the comments of the Delivery and Improvement Board and Sunderland Partnership Board to be verbally provided during the presentation of this report; and
 - (b) approve the draft protocol at **Appendix A** for inclusion within the Scrutiny Handbook.

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DRAFT SUNDERLAND EXTERNAL SCRUTINY PROTOCOL

1. Introduction

- 1.1 The role of Overview and Scrutiny is to hold the Executive to account, to review and develop policy and to scrutinise the work and impact of external agencies on the local community. Since the original legislation in 2000 that introduced Overview and Scrutiny to local authorities, Councils have been granted additional powers under the Health and Social Care Act 2001 in order to scrutinise the provision of health services.
- 1.2 New legislation (the Police and Justice Act 2006 and the Local Government and Public Involvement in Health Act 2007) now grants similar powers to local authorities to enable them to scrutinise effectively both crime and disorder matters and the work of Local Strategic Partnerships (LSPs)¹. The Councillor Call for Action provision of the Local Government and Public Involvement in Health Act 2007 also provides a 'last resort' mechanism for overview and scrutiny to try to resolve persistent local service delivery issues of genuine community concern, where all efforts by a local councillor to find a solution through local action and discussion have been unsuccessful.
- 1.3 These powers are all intended to enable the Overview and Scrutiny Function to hold service providers² to account for their performance, including their work with a local authority to meet specific local targets.
- 1.4 These are positive developments: if there is to be further devolution of public service delivery to enable residents' needs to be met more effectively, local government needs to strengthen its structures and processes of local accountability.
- 1.5 In order for the exercise of these new scrutiny powers to be effective, it is vital that all partners and stakeholders are engaged in the process and share a common understanding of Overview and Scrutiny's aims. This protocol has therefore been developed to embody that understanding and set out the rights and responsibilities that relate to the parties concerned.
- 1.6 Scrutiny of other organisations external to the Council – whether in the public, private or voluntary and community sector – is also a key element of Overview and Scrutiny's work and likely to increase in importance as Councils and Councillors develop their community leadership and place shaping role.

¹ In Sunderland, this involves the work of two partnerships: Safer Sunderland Partnership (the Crime and Disorder Reduction Partnership) and the Sunderland Partnership (the LSP).

² For the purposes of this protocol, the term 'service providers' refers to all local agencies organisations whose activity affects the people who live, work or learn in the City of Sunderland.

- 1.7 For Overview and Scrutiny, this includes:
- (a) involving local people and community organisations in scrutiny activity;
 - (b) developing a dialogue with service providers and other stakeholders outside the council;
 - (c) taking up issues of concern to local people;
 - (d) reviewing whether goals are being achieved; and
 - (e) examining what can be done to solve problems and enhance performance and achievement.
- 1.7 This protocol is based on good practice principles for scrutiny and the standards set out below are intended to be applicable to all scrutiny activities involving organisations external to the Council.
- 1.8 A list of documents underpinning this protocol is set out at the end of this document.

2. Aims of Scrutiny

- 2.1 The overall aims of Scrutiny in Sunderland are:
- (a) To scrutinise the impact of the Council's own services and those of key partnerships and other service providers on those who live and work in or visit Sunderland, with a view to improving their well-being, improving services and helping to deliver the aims of the Sunderland Strategy 2008-25.
 - (b) To undertake the above work in accordance with the relevant legislation governing the operation of Overview and Scrutiny and with regard to best practice.

3. Underlying Principles of Scrutiny

- 3.1 The following underlying principles of Scrutiny have been proved, in Sunderland and elsewhere, to assist in securing effective outcomes and adding value:

Collaboration

- (a) Improvement in service delivery can best be achieved through partnerships between the Council and other service providers. This

shared responsibility should be acknowledged in any scrutiny activity undertaken.

- (b) Increasingly services are provided jointly or as the result of partnerships between the local authority and other public sector organisations or other partners. Scrutiny activities should therefore also reflect shared priorities, find shared solutions and be of mutual benefit.
- (c) While Scrutiny should be constructive and challenging, it will only be successful if all partners work together considerately, within a climate of mutual respect and good faith. Partners should be able to raise issues openly with the Scrutiny Team with a view to agreeing a mutually acceptable resolution.
- (d) Although collaboration is an underlying principle, Sunderland's Overview and Scrutiny Committees are independent of other service providers and partners.

Added Value

- (e) It is vital that Scrutiny brings something new to reviews of local service provision and does not duplicate the many other forms of performance management and inspection that exist for public service providers.
- (f) Scrutiny activities should make a distinct and positive impact and only be carried out where objective review by elected lay representatives will help progress to be made.
- (g) Scrutiny activities should have a clear purpose. There should be a focus on improving services for and improving the well-being of those who live and work in Sunderland.
- (h) The Scrutiny process should be proactive in seeking out issues to examine that will add most value.
- (i) Scrutiny should be prepared to examine issues that cross service or agency boundaries and make appropriate recommendations to tackle such issues, while being mindful of their potential implications for external organisations.
- (j) Scrutiny should aim to develop feasible recommendations providing value for money by securing benefits that outweigh the costs of implementation.

Clarity

- (k) Scrutiny should be a transparent process and encourage open and honest discussion.
- (l) Scrutiny activities should be well planned and timely.

- (m) Scrutiny of particular issues should be time-limited.
- (n) Processes and reports should be clear and accessible to the public.

Knowledge

- (o) Scrutiny reports must be evidence-based in order to provide credible conclusions and recommendations.
- (p) Although Members of scrutiny reviews will want to be informed, and training should be provided where appropriate, the Scrutiny process is not meant to be an 'expert' review.
- (q) The Scrutiny process should also be impartial, in the sense that it should be driven by the evidence rather than by a particular standpoint.

Accessibility

- (r) It is a fundamental role for the Scrutiny process to ensure that there is full and equal access to the democratic process through public involvement and engagement.
- (s) The views and ideas of service users (and non-users), service providers and organisations and other agencies with an interest in the subject under review are all valuable in effective scrutiny. Scrutiny should involve all stakeholders and take account of views of service users and the public, with particular efforts to engage groups that are harder to reach.
- (t) Constructive engagement and clear lines of communication should enable a two-way flow of information between scrutiny and all those involved, including feedback of results.

4. Providing information to Scrutiny

- 4.1 Overview and Scrutiny will respect the requirements and provisions of the Data Protection Act 1998. The provision of information to scrutiny will be governed by relevant legislation³ and established protocols for the sharing of data.
- 4.2 Requests for information from Scrutiny will clearly identify why the information is needed and what it is to be used for to enable the request recipient(s) to identify the appropriate information to be provided.
- 4.3 To facilitate the Scrutiny process, relevant information will be pro-actively provided and requests for information promptly dealt with.

- 4.4 Where information requested is readily available and routinely collected, it will be provided within two weeks of receipt of the request.

³ For example, under the Police and Justice Act 2006 (c. 48), Schedule 9 Amendments to the Crime and Disorder Act 1998, 5 (4), the provision to overview and scrutiny panels of personal data (within the meaning of the Data Protection Act 1998) is excluded; and under the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, Statutory Instrument No.3048 (2002), so is the provision of confidential information which relates to and identifies a living individual.

5. Notice of required attendance at Scrutiny meetings and/or submission of written reports

- 5.1 Forward planning of the Management Scrutiny Committee and the six Scrutiny Committees' work programmes will normally ensure the provision of reasonable notice of requests for information/ the submission of written reports and/or required attendance of partners' personnel at meetings.

- 5.2 All requests will contain a clear explanation setting out what is required and will be accompanied by information about the purpose and nature of the scrutiny. Advice from participating organisations will be taken by the Management Scrutiny Committee and the Scrutiny Committees as to who is best placed to attend on their behalf in view of the issue to be scrutinised.

- 5.3 While some organisations (such as local NHS bodies under the Health and Social Care Act 2001 and the bodies deemed to be 'responsible authorities' under the Police and Justice Act 2006) are required by legislation to attend scrutiny meetings if summoned, it is hoped that other organisations not under such obligation will be willing to engage constructively with scrutiny and attend when requested to do so.

6. Format, sign-off and final deadlines for written reports

- 6.1 Sunderland City Council's standard scrutiny report format should be used for all written reports to the Scrutiny Committees. An electronic copy of the scrutiny report format, including advice to report authors, will be provided by a Democratic Services officer whenever a report is being requested.

- 6.2 All reports to the Scrutiny Committees must be submitted, in the first instance, to the relevant Scrutiny Officer by the deadline stated in the timetable provided by the Democratic Services Officer to meet the requirements of Access to Information legislation.

- 6.3 Once received, the Scrutiny Officer will arrange internal sign-off of the covering report. This may include the addition of information on any legal, financial or other significant implications of the report for Sunderland City Council.

7. Availability of meeting papers

- 7.1 Papers for meetings of the Scrutiny Committees will be sent by the Democratic Services Officer to the appropriate partner scrutiny lead and also to those who are providing reports and/or making presentations at each particular meeting. Papers are despatched so as to allow at least five full working days between dispatch and the scrutiny meeting, in order to meet the requirements of Access to Information legislation and enable interested parties to read the documents.
- 7.2 Arrangements will be made with partnerships to ensure that participating Organisations / member bodies receive agendas and relevant papers. Any other organisations wishing to receive papers on a regular basis can ask the Democratic Services Officer to add them to the distribution list.
- 7.3 Meeting papers can also be viewed on the Council's website at www.sunderland.gov.uk/committees/cmiswebpublic/

8. Style and conduct of meetings

- 8.1 Where external organisations are invited to attend scrutiny meetings, the meetings will be conducted in accordance with the principles and procedures set out in the Scrutiny Procedure Rules and Access to Information Procedure Rules of Sunderland City Council's Constitution. In particular:
- (a) those attending scrutiny meetings will be given an indication of the likely time they will be asked to participate and the duration of their involvement in the meeting: as far as possible, all members of the Committee will ensure that this is honoured;
 - (b) those assisting a Scrutiny Committee by giving evidence will be treated with respect and courtesy;
 - (c) meetings will be conducted fairly and non-aggressively and in a manner that seeks out information, rather than placing blame;
 - (d) all members of the Committee will be given the opportunity to ask questions of attendees, and to contribute and speak;
 - (e) attendees are expected to maintain a positive and objective style of discussion and answer questions honestly and openly;
 - (f) everyone who attends meetings is expected to use jargon-free language as far as possible; and

- (g) every person who attends a meeting to give evidence or answer questions shall identify themselves, state the capacity in which they attend and their authority to speak on behalf of any body or organisation and if required declare any personal interest in the business of the meeting.

8.2 Most Scrutiny Committee meetings are 'open' and held in public in order to be as transparent as possible. But there is provision for meetings or parts of meetings to be held in private, with the press and public excluded, in order to consider exempt or confidential information (as defined by the Local Government Act 1972).⁴ Advice is available from the Scrutiny Team if all or some of evidence to be submitted to a Committee might fall into either of these categories.

9. The involvement of other organisations/groups and members of the public

9.1 The input of other organisations and groups is recognised as being essential to the success of scrutiny.

9.2 Where organisations or groups are formally invited, in advance of the relevant Scrutiny Committee meeting, to make a presentation to - or ask questions at - the Committee on a scrutiny matter, the appropriate partner lead(s) will normally be notified at the earliest opportunity. In any event, formal presentations should normally be indicated on the agenda.

9.3 Organisations/groups and any other members of the public attending meetings (as either representatives of organisations/groups or as individuals) will not be required to provide their questions in advance of the meeting.

9.4 Where scrutiny seeks to engage with the third sector (voluntary and community groups), it will respect the principles of the Sunderland Compact.

10. Reports and recommendations

10.1 Where the Management Scrutiny Committee and Scrutiny Committees makes a written report, including any recommendations, to a partner organisation, the report shall include:

- (a) an explanation of the matter reviewed or scrutinised;
- (b) a summary of the evidence considered;
- (c) a list of the participants involved in the review or scrutiny exercise; and

- (d) any recommendations on the matter reviewed or scrutinised.
- 10.2 The written report provided to a relevant partner authority must exclude any confidential information, and may exclude any relevant exempt information (as defined in the Local Government Act 1972). The Overview and Scrutiny Commission or Scrutiny Panel may replace so much of the document as discloses the information with a summary which does not disclose that information. The Scrutiny Committees must do so if, in consequence of excluding the information, the published document or the copy provided to the partner authority would be misleading or not reasonably comprehensible.
- 10.3 Where appropriate and possible, draft reports will be circulated to the relevant body/bodies with an invitation to comment, in writing and to a deadline, on the report's factual accuracy.
- 10.4 Final reports and recommendations may also be forwarded to other Council committees, organisations and to the media, as the Scrutiny Committee may determine.
- 10.5 Partner organisations receiving reports and recommendations from the Overview and Scrutiny Commission/Scrutiny Panels are expected to respond within a period of two months (except for statutory health bodies which are obliged by legislation to respond within four weeks). Arrangements will be made to ensure that relevant bodies receive copies of such reports or recommendations directly, in advance of their appearing on the next available partnership agenda.
- 11. How partners will 'have regard to' and/or consider and respond to Overview and Scrutiny reports and recommendations**
- 11.1 The Local Government and Public Involvement in Health Act 2007 gives the Council's overview and scrutiny function specific new powers to require relevant partners to have regard to a scrutiny report or any of its recommendations that relate to a local improvement target which (a) is specified in Sunderland's Local Area Agreement; and (b) relates to a relevant partner authority. These powers are in addition to powers (under the Health and Social Care Act 2001 and the Police and Justice Act 2006) that already exist requiring consideration of reports and recommendations and a response from health service bodies and the authorities responsible for crime and disorder strategies.
- 11.2 However, it is expected that all organisations will, in support of the aims of scrutiny and in the spirit of the principles set out in paragraph 10?, consider and respond to all Overview and Scrutiny reports and recommendations addressed to them, irrespective of whether they are legally obliged to do so.

12. Review of Protocol

- 12.1 This protocol will be reviewed jointly on an annual basis or more frequently if experience and circumstances highlight that amendments may need to be made.

13. Availability of support

- 13.1 Further advice or information on any aspect of this protocol or on overview and scrutiny at Sunderland City Council is available from the Scrutiny Unit, Office of the Chief Executive, Civic Centre, Sunderland, SR2 7DN.

Telephone: 0191 561 1004 / 1006 / 1396 / 1147

E-mail: scrutiny@sunderland.gov.uk

Website: www.sunderland.gov.uk/citycouncil/scrutiny/scrutinycommittees

14. Background Documents

- 14.1 The following documents underpin this protocol:

- (a) Local Government Act 2000
- (b) Health and Social Care Act 2001
- (c) Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, Statutory Instrument No. 3048 (2002)
- (d) Health and Social Care Act 2001 – Directors to Local Authorities (Overview and Scrutiny Committees, Health Scrutiny Functions) (2003)
- (e) Local Government Act 2002
- (f) Police and Justice Act 2006
- (g) Local Government and Public Involvement in Health Act 2007
- (h) Overview and Scrutiny of Health –Guidance (2003)
- (i) Sunderland City Council's Constitution
- (j) Overview and Scrutiny Handbook, Sunderland City Council
- (k) Data Protection Act 1998

OVERVIEW AND SCRUTINY HANDBOOK

REPORT OF THE CHIEF EXECUTIVE

1. Purpose of Report

- 1.1 To seek the Committee's comments on the draft protocol for the appointment of Co-opted Members to the Council's Scrutiny Committees, for inclusion in the Scrutiny Handbook.

2. Background

- 2.1 Local authorities are able to nominate co-optees to serve on scrutiny committees who are not councillors. This is in addition to co-optees for school governors and diocesan representatives co-opted with voting rights onto education scrutiny committees.
- 2.2 Recent drivers for change around the benefits of co-option include government democracy proposals, specifically around the functions of overview and scrutiny, which include creating a strong connection between scrutiny committees and local people and greater use of co-option onto scrutiny committees, particularly in relation to involvement in policy reviews is an example of how this can be achieved.
- 2.3 There is also a general power to include additional non voting members under section 21(10) LGA and paragraph 5 of Schedule 8 to the Police Justice Act 2006. This allows for co-option directly onto the Crime & Disorder Scrutiny Committee (in Sunderland the Community & Safer City Scrutiny Committee) by that Committee.

3. Draft Co-option Protocol

- 3.1 A Protocol has been developed to :
- (a) provide guidance to each Scrutiny Committee considering co-option (**Appendix 1**)
 - (b) define the roles and responsibilities of co-opted members (**Appendix 2**)
- 3.2 It is intended that the Protocol will provide a consistent approach across all Scrutiny Committees and enable the most useful contribution from co-opted representatives. It is intended to be a positive approach to make the most of the contribution of a co-opted member, if the Scrutiny Committee decided to use this option, in addition to other contributions.
- 3.3 The Protocol attached includes advice regarding the balance of membership on each Scrutiny Committee (Protocol Para. 4.4) and recommends that the co-opted representation should not outnumber the elected member representation. In that respect the Protocol has particular implications for the Children, Young People and Learning Scrutiny Committee.

4. Children, Young People and Learning Scrutiny Committee

4.1 Children, Young People and Learning Scrutiny Committee is currently the only Scrutiny Committee to have co-opted members and has both voting and non-voting representation.

4.2 Current co-opted membership is as follows:

At Annual Council on 13 May 2009 the following 6 positions were confirmed as co-opted members of the committee dealing with education matters as voting representatives:

1 Church of England diocese representative;
1 Roman Catholic diocese representative;
3 parent governor representatives; and
1 representative of other faiths or denominations.

4.3 The Committee has previously appointed the non-voting representatives (listed below) under the provisions of Part 4 Section 5 of the constitution "*Each overview and scrutiny committee or sub-committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees*".

4.4 At Annual Council in May the nine non-voting posts (as set out below) who were co-optees in the previous year were not re-appointed. This approach was taken so that the Scrutiny Committee could retain flexibility to consider options for co-option that would best meet the needs of the newly formed Scrutiny Committee with a revised remit.

Teacher representative of Primary Sector
Teacher representative of Secondary Sector
1 Rep. from the City of Sunderland College
1 Rep. from the University of Sunderland
1 Rep. of Sunderland Teaching Primary Care Trust
1 Person who is a Chairman of Governors of a school maintained by the Council of the City of Sunderland Education Authority
1 Rep. of the Sunderland Community Matters
1 Rep. of non-teaching employees in schools and social care
1 Rep. of Diversity and Inclusion

4.5 While the positions listed in Paragraph 4.4 do not necessarily fully meet the current needs of the Scrutiny Committee's remit and work programme, the Committee has already begun delivering its work programme, and the individuals concerned have been in attendance at committee. It is felt to be helpful for them to continue to support the committee for the remainder of this municipal year.

4.6 All Scrutiny Committees need to be advised that in considering nominations for appointment the relevant sections of the Local Government Act 1972 must be heeded. This refers to disqualifications for election and holding office as a

member of a local authority. Section 80 states that disqualification shall apply to a person being appointed to a committee of the local authority if the person is in the employment of the local authority. There is a limited exception for teachers or others employed in any school or educational institution maintained or assisted by a l.e.a. who may be appointed to Committees dealing with education and library matters.

5. Conclusion

- 5.1 It is appropriate that all Scrutiny Committees begin to consider whether they would benefit from co-option in light of the recent changes in legislation, new powers for scrutiny and the democratic engagement agenda.
- 5.2 In the lead up to the next municipal year, 2010/11, and the development of new work programmes, all Scrutiny Committees, including the Children, Young People and Learning Scrutiny Committee will have the opportunity to consider the appropriate use of co-option guided by the new Protocol and in support of emerging review and scrutiny business.

6. Recommendation

- 6.1 It is recommended:
- (a) that the draft Protocol for appointing Co-optees is referred to all Scrutiny Committees in the next cycle of meetings for comment. Substantive suggestions for change will be referred back to this Committee;
 - (b) subject to the comments received from the Scrutiny Committees, the draft Protocol is endorsed and is included in the new Handbook; and
 - (c) the Committee receives a further progress report on the development of the Handbook at its October meeting to include Role Descriptions for Scrutiny Chairs, Vice-Chairs and Scrutiny Members.

7. Background Papers

Overview and Scrutiny Handbook report to MSC 16 July 2009

Contact Officer: Charlotte Burnham, Head of Scrutiny
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charlotte.burnham@sunderland.gov.uk

Protocol for the Appointment of Coopted Members to Scrutiny Committees

Part 1. Background

- 1.1 The Council's constitution says that
- "Each overview and scrutiny committee or sub-committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees."*
- 1.2 This protocol is a guide for Scrutiny Committees in helping with:
- Why a scrutiny committee might want to co-opt
 - When not to co-opt
 - Who to co-opt
 - How to co-opt
 - What are the steps to follow
- 1.3 A separate paper is available describing the role of a co-opted member, the responsibilities and the support available.
- 1.4 Co-opted members can be recruited for the municipal year or the duration of a working group.
- 1.5 There are two variations to this arrangement.
- (a) The Children, Young People and Learning Scrutiny Committee deals with education matters and that Committee is *obliged* to include in its membership co-opted representatives from the Diocesan Boards and Parent Governors as voting members of the Committee for 3-year terms.
- (b) The Community and Safer City Scrutiny Committee deals with crime and disorder matters and *may itself* co-opt additional members to serve on the committee where it considers this appropriate.

All other Scrutiny Committees, in accordance with the Protocol below will refer nominations to Council to appoint to the Committees.

Part 2. Why a scrutiny committee might want to co-opt

- 2.1 Co-opted members can make a considerable and valuable contribution to the work of a Scrutiny Committee through broadening the range of experience, skills and knowledge available to support elected members in their deliberations.
- 2.2 A Scrutiny Committee that is considering whether to recommend the appointment of co-opted Members should identify, in the context of its terms of reference and the Work Programme for the year ahead:

- The range of skills and knowledge the Committee will need to effectively deliver its work-programme
- The range of skills and knowledge the existing (elected and co-opted) Members of the Committee are already able to bring to the Committee
- Where there are gaps in the required skills and/or knowledge that a co-opted Member could fill
- Whether the need for these skills and knowledge is time-limited

Part 3. When *not* to co-opt

- 3.1 When considering whether and who to co-opt, the Committee will consider the range of arrangements available to the Committee to gather information to inform its deliberations or whether the Committee requires the additional expertise of a co-opted member's attendance throughout the year.
- 3.2 Other arrangements include the calling of expert and other witnesses, and consultation through a range of means designed to reach members of the city's communities, receiving evidence or hearing from interested parties (from one or several witnesses or experts, and on one or more occasions).
- 3.3 In many circumstances, the temporary attendance of a member of the community who has a particular knowledge of the issues under consideration can be an appropriate way of including and gathering information about how Council policies are working for the city's communities, and identifying ways of improving. Members should bear in mind that many representatives of the city's communities may find the formality of appointment to a Council Committee more daunting than this more informal involvement.
- 3.4 In coming to a decision the Committee is referred to the table below.

Coopted Member	External Witness	Expert Witness
Consistent access to a broader perspective across the work programme	Impartial evidence for any topic in the work programme or as part of a policy review	Professional Expertise provided on consultancy basis to advise on policy review
Balanced representation of community experience on the Committee	Flexibility to contribute to one-off issues	Specialist topics approached with appropriate guidance
Commitment to working with community representatives and partner organisations and building close working relationships	Wide range of witness options across all topics	Validates conclusions through expert perspective
Capacity increased for work outside the formal Committee meeting	Personal experience of service or policy implications	
External challenge and perspective on issues under consideration	Independent of the Council	
Understanding of Local Authority and Partners	Single-issue / lobby group perspective on issues	

Diversity of knowledge and experience		
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Part 4. Who to co-opt

- 4.1 When seeking nominations, the Committee should consider how representative the Committee’s elected membership is of the experience of the community as a whole with particular regard to the 6 equality strands; age, faith, gender, ethnicity, disability, sexual orientation.
- 4.2 The co-opted nominee should be a member of a representative group, sector or organisation relevant to the scope of the Committee or project being undertaken or be a resident in the Sunderland area.
- 4.3 The Committee should:
 - Determine the number of nominations to be sought.
 - Identify the range of experience, skills, knowledge and expertise the committee is seeking and seek nominations from organisations and individuals who demonstrate they have these
 - Guard against seeking nominations from organisations or individuals with a single issue perspective or personal agenda
 - Identify organisations which represent interest groups that fill identified gaps
 - Consider approaching voluntary and community sector organisations to seek nominations where there is an identified need to balance the membership to reflect the experience of all sectors of the community.
- 4.4 In determining the number of co-opted Members to be invited to serve, the committee should ensure that membership achieves a balance between the representative role of elected Members and the value that can be added through bringing a range of skills and perspectives to the work of the Committee. To avoid the Committee becoming unwieldy, the number of co-opted members should be kept to the minimum necessary. The number of additional co-opted members should not in any case be greater than the number of permanent committee members.

Part 5. How to co-opt

- 5.1 The Committee should follow these steps :
 1. At the point of determining the Annual Work Programme and project plan for Policy Review, the Committee will consider whether the business of the committee may require the input of co-opted member/s.
 2. When the Committee has considered the range of nominations to be sought the Scrutiny Officer will on behalf of the Committee:
 - Seek and receive nominations on behalf of the Committee, ensuring prospective co-opted members are aware of the requirements of the

role and that information put forward in support of their application will be considered in a public meeting of the Committee.

- Methods may include writing directly to organisations and individuals or advertising for individuals able to serve as co-opted members, using local press, and/or website.
 - Report nominations to the next available meeting of the Committee.
3. When selecting co-opted members the Committee should:
- Evaluate these against the requirements identified.
 - Give preference to individuals able to make the broadest contribution to the required skills and knowledge base.
 - Propose nominations to be put to Council
4. Appointment by Council
- Committee reports its preferred nominations to full Council
 - Council considers nominations and makes appointments of co-opted members for the Council year

Role of a Co-opted Member

1. Background

- 1.1 The following is not an exhaustive description but gives a guide to what may be required from a co-opted representative.
- 1.2 There are some things for which training and support can be given e.g. understanding of local government, the scrutiny process, agendas etc but other things such as ability to speak up, consult with the organisation being represented etc are skills which a representative should be bringing with them.
- 1.3 Co-opted members will be representing a group, sector or organisation on the Scrutiny Committee or working group and will be expected to voice opinions on behalf of the represented body.

2. Contribution of Coopted Members

- Be able and willing to attend monthly Scrutiny Committee meetings and additional meetings and or/working parties outside of the normal Committee cycle
- Prepare in advance of the meeting, by reading the published agenda and papers
- Be able to assimilate agenda reports and other documents and to raise questions from them in order to help the committee to make practical suggestions for improvements to services
- Play an active role in contributing to discussions on policies, bringing the point of view of the represented body or any specialist knowledge on all matters, not just those of the specialist area
- Bring an element of external challenge to the Committee discussions for example, through the representational role and also by relating issues more as the general public may view issues
- Be willing and able to report back regularly to the represented body and bring back their concerns and observations
- Be willing and able to consult with the represented body in order to ensure that proposed policies or reviews reflect their voices and concerns
- Have an understanding of the role and function of overview and scrutiny
- Be willing to attend and participate in relevant training
- Promote awareness, understanding and interest in the work of the Scrutiny Committee

3. Qualities of a Co-opted Members

- Effective communication skills, with the ability to listen and question effectively
- Ability to interpret and assess information to identify issues and propose solutions

- Ability to consider an issue from a range of points of view
- An open-minded approach to people and issues
- Ability to work cooperatively and as part of a team in both formal and informal settings
- A commitment to improving outcomes for people in Sunderland

4. General principles for co-opted members

- 4.1 Before taking up appointment co-optees will be expected to sign a declaration that they will observe the principles of the Code of Conduct, including the Nolan principles of involvement in public life. This includes a requirement for the co-opted member to declare interests in issues under consideration, and to withdraw from any part of a meeting where they have a personal and prejudicial interest in the same way as an elected Member.
- 4.2 Co-opted members with voting rights will need to:
- Complete an entry in the Register of Interests within 28 days of taking office.
 - Abide by the Council's Constitution and the Scrutiny handbook in terms of rules and procedures for Scrutiny Committee proceedings
- 4.3 If a co-opted member fails (without the agreement of the Council) to attend throughout a period of 6 months, they will cease to be a co-opted member.
- 4.4 No co-opted member may be involved in scrutinising a decision in which he/she has been directly involved.
- 4.5 Co-opted members may need to declare a personal or prejudicial interest in specific agenda items – guidance will be given on this.
- 4.6 As a member of a scrutiny committee co-opted members may volunteer, or be asked by the Committee to take part in task and finish working groups. These are time-limited, set up to carry out specific pieces of work within agreed terms of reference. They make recommendations and report back to the main committee.

5. Support arrangements for Co-opted Members

- 5.1 Co-opted members of the Committees will be provided with the following to support their participation in the work of the Committee, and of working groups established by it.
- 5.2 Before taking up a place on the Committee, a co-optee will be given an induction into the requirements of the Members' Code of Conduct, including the registration and declaration of interests before signing acceptance of the Members' Code of Conduct and advice on how the Committee operates and fits into the Council's decision-making process.
- 5.3 Upon appointment, co-optees will be given copies of, and a brief explanation of:

- The Council's Constitution,
- The Corporate Improvement Plan
- The Scrutiny Handbook
- Key documents relevant to the Scrutiny Committee including terms of reference, current forward work programme, planned meeting dates, and recent committee papers.

5.4 Scrutiny Officer support is available to all Scrutiny Committee co-opted members in the same way as scrutiny committee councillors. Each scrutiny committee has a named Scrutiny Officer with access to the rest of the scrutiny team for wider requests for information or guidance. Briefing before or after scrutiny meetings can be available on request.

5.5 In line with legal requirements, paper copies of agendas and reports for meetings will be issued at least 5 working days before the date of the meeting.

6. Car Parking

3.1 Scrutiny Committee meetings are usually held in the late afternoon. For meetings started after 5.00 pm co-opted members will be able to park in the secure underground car park of the Civic Centre. For meetings at other times arrangements can be made through the Democratic Support Officer.

7.1 Access

3.1 All meeting rooms at the Civic Centre are fully accessible and hearing loops are installed in some rooms. If you have any particular requirements or access needs to enable you to participate in meetings, please contact the Democratic Services Officer for your committee. With reasonable notice, we will also provide information in other formats, for example, large print or on tape – please contact the Democratic Services Officer for details.

8. Expenses

3.1 All co-opted members are entitled to claim reasonable travel expenses (for instance bus fares or mileage and parking). For those with carer responsibilities, it is also possible to claim an allowance for the care of a dependent relative. Co-opted members should, where possible, obtain receipts for any expenditure. The Democratic Services Officer will be able to give advice on making a claim for expenses.

9. Access to information

9.1 You are entitled to access to all information available to the scrutiny committee, sub-committee or working party on the same 'need to know' basis as elected councillors.

10. How do I become a co-opted member?

- 10.1 If you are a member of a group or have specific experience or knowledge and you think you can make a contribution as a co-opted member to a Scrutiny Committee please contact the Scrutiny Team on 0191 561 1004/1006/1396 or overviewandscrutiny@sunderland.gov.uk

MANAGEMENT SCRUTINY COMMITTEE

FORWARD PLAN – KEY DECISIONS FOR THE PERIOD 1 SEPTEMBER – 31 DECEMBER 2009

REPORT OF THE CHIEF EXECUTIVE

24 SEPTEMBER 2009

1. Purpose of the Report

- 1.1 To provide Members with an opportunity to consider those items on the Executive's Forward Plan for the period 1 September – 31 December 2009 which relate to the Management Scrutiny Committee.

2. Background Information

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Forward Plan) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 To this end, it has been agreed that the most recent version of the Executive's Forward Plan should be included on the agenda of this Committee. The Forward Plan for the period 1 September – 31 December 2009 is attached marked **Appendix 1**.

3. Current Position

- 3.1 In considering the Forward Plan, Members are asked to consider only those issues which are under the remit of the Management Scrutiny Committee. These are as follows:-

Corporate Improvement Plan; Sunderland Strategy; Partnerships (including relations with external bodies); enhancing the role and reputation of Sunderland regionally, nationally and internationally; co-ordination and development of the Scrutiny Function; Asset Management, Property Services and Building Maintenance; Area Frameworks; Corporate Communications; External Assessments; Public Protection and Trading Standards; Governance; Emergency Planning (to refer to appropriate Scrutiny Committee); Budget, financial resources and value for money; and to review any matter not falling within the remit of the other Scrutiny Committees.

- 3.3 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

4. Recommendations

- 4.1 To consider the Executive's Forward Plan for the period 1 September – 31 December 2009.

5. Background Papers

None

Contact Officer : Charlotte Burnham, Head of Overview and Scrutiny
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**Forward Plan -
Key Decisions for
the period
01/Sep/2009 to
31/Dec/2009**



**R.C. Rayner,
Chief Solicitor,
Sunderland City
Council.**

14th August 2009

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01288	To consider outcome of feasibility work for the Sunderland Strategic Transport Corridor Phase 2 (new Wear bridge) project.	Cabinet	09/Sep/2009	Leader, Portfolio Holders, CX	Meetings, memos and emails	Via contact officer by 20 August 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report	Burney Johnson	5611503
01309	To approve the commencement of the Responsive Local Services project	Cabinet	09/Sep/2009	Cabinet, Portfolio Holder, Chief Executive, Executive management Team	Briefings, Meetings, e mail	Via the Contact Officer by 20th August 2009 - Management Scrutiny Committee	Community Leadership Programme PID	Mike Poulter	5617549
01189	To consider a request from Gentoo to amend its borrowing powers.	Cabinet	09/Sep/2009	Director of Financial Resources	correspondence	Via Contact Officer by 20th August 2009 - Sustainable Communities Scrutiny Committee	Cabinet Report	Bob Rayner	5611001

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01227	To approve a Young Persons Supported Housing Project.	Cabinet	09/Sep/2009	Cabinet Portfolio Holders, Health, Housing & Adult Services Staff, Children's Services, Partner Agencies	Briefings and/or meetings with interested parties.	Via the Contact Officer by the 20th of August 2009 - Sustainable Communities & Children, Young People and Learning Scrutiny Committees	Report	Alan Caddick	5662690
01245	To approve Individual Budgets RAS Model Pilot for Individualised Budgets and incorporating DP Development.	Cabinet	09/Sep/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff and Health Partners.	Briefings and/or meetings with interested parties.	Via the Contact Officer by the 20th August 2009 - Health and Wellbeing Scrutiny Committee	Report	Graham King	5661894
01290	To seek Cabinet approval for the Compact Codes of Practice for Older People and Disabilities	Cabinet	09/Sep/2009	LSP, S/land VCS website. Management Scrutiny Committee, EMT, Portfolio holder, VCS WG	Working Groups; Consultation to all partners advertised electronically	Via the contact officer by 20th August 2009 - Management Scrutiny Committee	Report; Codes of Practice	Jane Hibberd Assistant Head of Community Services (Community Development)	5614587

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01224	To approve the Single Programme Investment Plan for Sunderland 2009/11	Cabinet	09/Sep/2009	Director of Financial Resources, Sunderland arc	Meetings, e mail	Via the Contact Officer by 20th August 2009 - Management Scrutiny Committee	Draft Single Programme Investment Plan for Sunderland 2009/11	Gordon Bell	5611155
01270	To approve the Council becoming a member of Phase V of the World Health Organisation European Healthy City Programme 2009/2013	Cabinet	09/Sep/2009	Members, LSP, Community and Voluntary Sector Organisations, Older Peoples Forums	Presentations to the LSP Health Thematic Partnership and the Older Peoples Partnership Action Group	Via the Contact Officer by 20th of August 2009 - Health and Wellbeing Scrutiny Committee	Cabinet Report	Dave Leonard	5611653
01254	To agree Central Area Multi Storey Car Park proposals.	Cabinet	09/Sep/2009	City Treasurer	Report, Briefings, Meetings	Via the contact officer by the 20 August 2009 - Environment and Attractive City Scrutiny Committee	Cabinet Report	Ed Wallage	5611277

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01272	To approve the council's contribution to the Houghton PCT Development on the Houghton Sports Complex site.	Cabinet	09/Sep/2009	Portfolio Holders; Ward Members; Director of Financial Resources; Centre Users; Coalfield Community	Individual briefings; Community Consultation Days	Via the Contact Officer by 20th August 2009 - Management Scrutiny Committee	Cabinet Report	Mike Poulter	5617549
01273	To approve the development of a Supported Housing Unit for people who misuse alcohol	Cabinet	09/Sep/2009	Service Users, Carers, Portfolio Holder, staff and Health Partners	Briefings and/or meetings	Via Contact Officer by 20 August 2009 - Sustainable Communities & Health and Wellbeing Scrutiny Committees	Report	Alan Caddick	5662690
01301	To agree the procurement of SWIFT enhancements.	Cabinet	09/Sep/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via the Contact Officer by 20 August 2009 - Health and Wellbeing Scrutiny Committee	Cabinet Report	Graham King	5662690

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01280	To agree the sale of land at Farringdon Row, Sunderland to HMCS for a new Justice Centre.	Cabinet	09/Sep/2009	Chief Solicitor and Director of Financial Resources	Meetings and emails	Via contact office by 20th August 2009 - Sustainable Communities Scrutiny Committee	Cabinet report	Nick Wood	5612631
01305	To approve a policy on Older People's Services - Provision of Personal/ Nursing Care within a Care Home.	Cabinet	09/Sep/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via contact officer by 20th August 2009 - Health and Wellbeing Scrutiny Committee	Report	John Fisher	5661876
01307	To agree the Port of Sunderland Proposed Governance Arrangements.	Cabinet	09/Sep/2009	Chief Solicitor, Director of Financial Resources	Emails	Via contact officer by 20 August 2009 - Management Scrutiny Committee	Cabinet Report	Colin Clark	5611507

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01291	To agree Proposed Arrangement for the Highway Maintenance Term Contract.	Cabinet	09/Sep/2009	Cabinet portfolio holder, City Solicitor, Director of Financial Resources	Meetings, correspondence	Via Contact officer by 20 August 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report	Graham Carr	5611298
01296	To agree proposed lease of Unit 4 Rainton Bridge South	Cabinet	09/Sep/2009	none	n/a	Via contact Officer by 20th August 2009 - Management Scrutiny Committee	Cabinet Report	Nick Wood	5612631
01287	To approve the letting of a Highway Maintenance Resurfacing and Reconstruction Contract.	Cabinet	09/Sep/2009	Portfolio Holder and Procurement Manager	Meeting with the Director and his staff	Via Contact Officer by 20th August 2009 - Environment and Attractive City Scrutiny Committee	Cabinet Report	Graham Carr	5611298

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01289	To agree to make a scheme under s106 (3) Highways Act 1980 for the Sunderland Strategic Transport Corridor Phase 2 (new Wear bridge) project.	Cabinet	09/Sep/2009	Chief Solicitor	Meetings, memos and emails	Via contact officer by 20th August 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report	Keith Atkinson	5611562
01304	To approve and support the continued implementation of XL Youth Villages across the City	Cabinet	09/Sep/2009	Elected Members, young people, key partners	Area Committee Workshops and consultation events held with young people in all five regeneration areas	Via contact officer by 20th August 2009 - Children, Young People and Learning Scrutiny Committee	Outcomes from consultation events	Kath Butchert, Youth Development Group Manager	5617413
01308	To approve NE Home Loans Partnership: 'Helping to improve the housing conditions of vulnerable people'	Cabinet	09/Sep/2009	Cabinet Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties.	Via the Contact Officer by 20 August 2009 - Health and Wellbeing Scrutiny Committee	Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01306	To approve Older People's Services - Provision of Personal/Nursing Care within a Care Home.	Cabinet	09/Sep/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties.	Via the contact officer by 20 August 2009 - Health and Wellbeing Scrutiny Committee	Report	John Fisher	5661876
01268	To consider any key decisions arising from the Capital Programme and Treasury Management Second Quarterly Review 2009/2010	Cabinet	07/Oct/2009	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via Contact Officer by the 21st September 2009 - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01300	To agree Learning Disabilities Campus Capital Investment	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via Contact Officer by 21 September 2009 - Health and Wellbeing Scrutiny Committee	Cabinet Report	Graham King	5661894

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01294	To approve the Household Alterations and Extensions draft Supplementary Planning Document for the purposes of consultation.	Cabinet	07/Oct/2009	Portfolio Holders, Chief Solicitor and Director of Financial Resources	Meetings, briefings and email	Via contact officer by 21 September 2009 - Sustainable Communities Scrutiny Committee	Cabinet Report and Household Alterations and Extensions draft Supplementary Planning Document.	David Giblin	5611540
01303	To agree Neighbourhood Management & Selective Licensing Policy	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via Contact Officer by 21 September 2009 - Community and Safer City & Sustainable Communities Scrutiny Committees	Report	Alan Caddick	5662690
01302	To approve Redhouse Core & Cluster	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via Contact Officer by 21 September 2009 - Sustainable Communities Scrutiny Committee	Report	Alan Caddick	5662690

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01284	To endorse the Anti Social Behaviour Review	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via Contact Officer Report by 21 September 2009 - Community and Safer City Scrutiny Committee		Graham King	5661894
01285	To endorse the work on the Provision of Public Services to People with Learning Disabilities	Cabinet	07/Oct/2009	Cabinet, Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners	Briefings and/or meetings with interested parties	Via Contact Officer Report by 21 September 2009 - Health and Wellbeing Scrutiny Committee		John Fisher	5661883
01278	To agree to the council entering into a Joint Venture Agreement and to the acquisition of industrial units at Stadium Village regeneration area.	Cabinet	07/Oct/2009	Director of Financial Resources and Chief Solicitor	Meetings and emails	Via contact officer by 21 September 2009 - Prosperity and Economic Development Scrutiny Committee	Cabinet report	Nick Wood	5612631

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01242	To approve the amended Holmeside Development Framework and adopt it as a Supplementary Planning Document	Cabinet	07/Oct/2009	Statutory consultees, businesses, property owners and occupiers, Sunderland arc, local Members and relevant Portfolio Holders	Meetings, briefings, letters and memos, sunderland.gov.uk	Via contact officer by 21 September 2009 - Environment and Attractive City Scrutiny Committee	Report on consultations and amended Holmeside Development Framework	Dave Giblin	5611540
01203	To agree to the relocation of the Port workshops and to offer the site to Tyne Slipway.	Cabinet	07/Oct/2009	Portfolio Holder, Chief Solicitor, Director of Financial Resources	Correspondence and meetings	Via contact officer by 21 September 2009 - Management Scrutiny Committee	Cabinet report	Nick Wood	5612631
01293	To approve the St Peters Riverside and Bonnersfield Planning Framework draft Supplementary Planning Document for the purposes of public consultation.	Cabinet	07/Oct/2009	S/land arc, S/land University, ONE, HCA, English Heritage, Wearmouth Jarrow Partnership, Portfolio Holders, Chief Officers	Meetings, briefings and email	Via contact officer by 21 September 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report and St Peters Riverside and Bonnersfield Planning Framework: draft Supplementary Planning document.	David Giblin	5611540

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01267	To consider any key decisions arising from the Revenue Budget Second Quarterly Review 2009/2010	Cabinet	07/Oct/2009	Directors and third parties affected by the virement proposals	Report will be made available on the Intranet and e-mailed to Directors	Via Contact Officer by the 21st of September - Management Scrutiny Committee	None	Sonia Tognarelli	5611851
01292	To approve proposals for Phase 3 of the Tyne and Wear Bus Corridor Improvement Programme.	Cabinet	04/Nov/2009	Portfolio Holder, Nexus, Director of Financial Resources, Chief Solicitor	Briefings, meetings, emails	Via contact officer by 26 October 2009 - Environment and Attractive City Scrutiny Committee	Cabinet Report	Bob Donaldson	5611517
01264	To endorse Sunderland Quality Standards - Nursing and Residential Homes for Older People	Cabinet	04/Nov/2009	Cabinet Service Users and Carer Groups, Portfolio Holder, Adult Services Staff, Health Partners.	Briefings and/or meetings with interested parties	Via Contact Officer by 26 October 2009 - Health and Wellbeing Scrutiny Committee	Officer Report	John Fisher	5661876

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01114	To agree a joint approach to improving Access to Social Housing	Cabinet	04/Nov/2009	Cabinet, Service Users and Carer Groups, Portfolio Holders, Adult Services Staff and Partners	Briefings and/or meetings with interested parties	Via contact officer by the 26 of October 2009 - Sustainable Communities Scrutiny Committee	Cabinet Report	Alan Caddick	5662690
01090	To approve the submission document and sustainability appraisal for development in the Hetton Downs area to form part of the Council's Local Development Framework.	Cabinet	04/Nov/2009	Local residents, stakeholders, service providers, community reference group, Members	Meetings, briefings, letters, email, public exhibition, sunderland.gov .uk	Via contact officer by the 26 October 2009 - Environment and Attractive City Scrutiny Committee	Cabinet report, report on preferred option consultation responses, submission document for Hetton Downs Area Action Plan, formal sustainability report.	Dave Gilblin	5531564
01241	To approve the amended Stadium Village Development Framework and adopt it as a Supplementary Planning Document	Cabinet	04/Nov/2009	Statutory consultees, businesses property owners and occupiers, S/land arc, local Members and Portfolio Holders.	Meetings, briefings, letters and memos, exhibition, sunderland.gov.uk	Via contact officer by 26 October 2009 - Environment and Attractive City Scrutiny Committee	Report on consultations and amended Stadium Village Development Framework SPD.	Dave Giblin	5611540

Forward Plan: Key Decisions from - 01/Sep/2009 to 31/Dec/2009

No.	Description of Decision	Decision Taker	Anticipated Date of Decision	Principal Consultees	Means of Consultation	When and how to make representations and appropriate Scrutiny Committee	Documents to be considered	Contact Officer	Tel No
01295	To approve the Sunnyside (Sunderland Central) Conservation Area Character Appraisal and Management Strategy as Planning Guidance.	Cabinet	04/Nov/2009	Statutory consultees, businesses, residents, local Members, relevant Portfolio Holders, Chief Officers	Meetings, briefings, letters, memos and emails, public exhibition, sunderland.gov.uk	Via contact officer by 26 October 2009 - Sustainable Communities Scrutiny Committee	Cabinet report and Sunnyside Conservation Area Character Appraisal and Management Strategy	David Giblin	5611546

MANAGEMENT SCRUTINY COMMITTEE

WORK PROGRAMME 2009-10

REPORT OF THE CHIEF EXECUTIVE

24 September 2009

Strategic Priority: ALL

Corporate Improvement Objective : ALL

1. Purpose of the Report

- 1.1 The report attaches, for Members' information, the current work programme for the Committee's work during the 2009-10 Municipal Year.
- 1.1 Members of this Committee, carrying out their Overview and Scrutiny role, contribute to the development of the full range of work undertaken by the Council and its' partners across the City in delivering the Strategic Priorities of Prosperous, Healthy, Safe, Learning, Attractive and Inclusive City. Members' contribution supports the Council's corporate improvement objectives in assuring the delivery of customer focussed services (CI01), through One Council (CI02) working effectively and efficiently (CI03) and improving its ways of working with partners (CI04) to deliver improved quality of life for all across the City.

2. Background

- 2.1 The work programme is a working document which the Committee can develop throughout the year. The work programme allows Members and Officers to maintain an overview of work planned and undertaken during this Municipal Year.

3. Current position

- 3.1 The work programme reflects on-going discussions that have taken place during the last meeting of this Committee held on 16 July 2009. The current work programme is attached as **Appendix A** to this report.

4. Conclusion

- 4.1 The work programme developed from earlier committee meetings will form a flexible mechanism for managing the work of this Committee in 2009-10.

5. Recommendation

5.1 That Members note the information contained in the work programme .

6. Glossary

n/a

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MANAGEMENT SCRUTINY COMMITTEE WORK PROGRAMME 2009/10										
REASON FOR INCLUSION	JUNE 23.6.09	JULY 16.7.09	SEPTEMBER 24.9.09	OCTOBER 22.10.09	NOVEMBER 19.11.09	DECEMBER 17.12.09	JANUARY 21.1.10	FEBRUARY 18.2.10	MARCH 18.3.010	APRIL 29.4.10
Policy Review										
Scrutiny		Absence Management (SS) Asset Management Review (CC)	Absence Management – Additional Information (SS)			Health & Safety Annual Report (SS)				
Scrutiny (Performance)			Performance & VfM Assessment (SR)				Performance Management Q2 (SR)			Performance Management (Q3) (SR) Annual Audit Letter
Ref Cabinet			Proposal for Budget Consultation 2010/11 (KB) Budget Variations 1 st Q (KB)	Budget Variations 2 nd Q (KB) Budget Planning Framework (KB)	Comprehensive Area Assessment		Council Tax 2010/11 (KB) Budget Variations 3 rd Q (KB)	Budget & Service Reports - RSG 09/10 - Council Tax - CIP Ongoing CAA	Article 4: Sunderland Strategy LAA	Ongoing CAA
Committee business	Annual Work Programme & Policy Review 2009/10 (CB) Scrutiny Committee Work Programme 2009/10 (CB)	Feedback from conference (CB) Refresh of Scrutiny Handbook (CB) Relationship Building / INLOGOV (CB) Forward Plan Pilot (CB)	Draft Protocol – Scrutiny and External Partners (CB) Draft Protocol – Appointment of Co-opted Members to the Council's Scrutiny Committees (CB)	Relationship Building / INLOGOV: Finalised Proposals / Future Work with Tony Bovaird (CB) Draft Role Descriptors for Scrutiny Chair, Vice Chair and Scrutiny Member (CB) Finalised Protocol – appointment of Co-opted Members to the Council's Scrutiny Committees (CB)						
CCFA/Members items/Petitions										
Other Business			Forward Plan (CB)	7 x Scrutiny Chairs' Progress Reports						Annual Report (CB)