

**NOTTINGHAM CITY COUNCIL**  
**OVERVIEW AND SCRUTINY COMMITTEE**

**Date:** Wednesday 12 June 2013

**Time:** 2.00pm (there is a pre-meeting at 1.30 pm for Councillors in LB31/32)

**Place:** LB 31/32 at Loxley House, Station Street

Councillors are requested to attend the above meeting on the date and at the time and place stated to transact the following business.



**Deputy Chief Executive/Corporate Director for Resources**

**Overview and Scrutiny Review Co-ordinator: Angelika Kaufhold Direct dial - 8764296**

**A G E N D A**

- |          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>  |           |
| <b>2</b> | <b>DECLARATIONS OF INTERESTS</b>  |           |
| <b>3</b> | <b>MINUTES</b><br>Meeting held on 20 May 2013 (for confirmation)        | Attached  |
| <b>4</b> | <b>CRIME AND DRUGS PARTNERSHIP</b>                                      |           |
|          | (a) <b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>                        | Attached  |
|          | (b) <b>PARTNERSHIP PLAN - YEAR 3</b>                                    | Attached  |
| <b>5</b> | <b>WAYS OF WORKING 2013/14</b><br>Report of Head of Democratic Services | Attached  |
| <b>6</b> | <b>WORK PROGRAMME</b><br>Report of Head of Democratic Services          | To follow |

**IF YOU ARE UNSURE WHETHER OR NOT YOU SHOULD DECLARE AN INTEREST IN A PARTICULAR MATTER, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING, WHO WILL PROVIDE ADVICE IN THE FIRST INSTANCE.**

**CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT  
LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE  
ISSUED WITH VISITOR BADGES.**

**COUNCILLORS ARE REMINDED THAT THERE WILL BE A PRE-  
MEETING AT 1.30 PM IN LB31/32**

Agenda, reports and minutes for all public meetings can be viewed online at:-  
<http://open.nottinghamcity.gov.uk/comm/default.asp>

**NOTTINGHAM CITY COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**MINUTES of the meeting held at the Council House on 20 May 2013 from 6.34 pm to 6.45 pm.**

- ✓ Councillor Brian Parbutt (Chair)
- ✓ Councillor Azad Choudhury
- ✓ Councillor Mohammed Ibrahim
- ✓ Councillor Glyn Jenkins
- ✓ Councillor Ginny Klein
- ✓ Councillor Gul Khan
- ✓ Councillor Sally Longford
- ✓ Councillor Thulani Molife
- ✓ Councillor Toby Neal
- ✓ Councillor Mohammed Saghir
- ✓ Councillor Tim Spencer
- ✓ Councillor Roger Steel
- ✓ Councillor Marcia Watson

✓ indicates present at meeting

**Colleagues, partners and others in attendance:**

Rav Kalsi - Constitutional Services Officer, Resources

**1 APOLOGIES FOR ABSENCE**

None.

**2 DECLARATIONS OF INTERESTS**

None.

**3 APPOINTMENT OF VICE-CHAIR**

**RESOLVED to appoint Councillor Jenkins as Vice-Chair for the Municipal Year 2013-14.**

**4 MINUTES**

Subject to including a record of Councillor Molife's apologies, the Committee confirmed the minutes of the meeting held on 10 April 2013 as a correct record and they were signed by the Chair.

**5 TERMS OF REFERENCE**

The Committee considered the terms of reference of the Overview and Scrutiny Committee agreed at Annual Council on 20 May 2013.

**RESOLVED to note the terms of references for the Overview and Scrutiny Committee.**

## **6 ESTABLISHMENT OF COMMITTEES**

The Committee considered the appointments and terms of reference of its sub committees (the Call-in Panel, and Scrutiny Review Panels) and the appointment of the five scrutiny chairs. The Committee also considered the scopes and membership for the next two Scrutiny Review Panels.

**RESOLVED**

**(1) to appoint the following Councillors as Chairs of the Scrutiny Review Panels:**

**Councillor Azad Choudhury  
Councillor Mohammed Ibrahim  
Councillor Glyn Jenkins  
Councillor Ginny Klein  
Councillor Brian Parbutt**

**(2) to approve the terms of reference and membership of the Call-in Panel and to appoint the following Councillors as Chair and Vice-Chair:**

**Councillor Brian Parbutt (Chair)  
Councillor Gul Khan (Vice-Chair)**

**(3) to approve the terms of reference for Scrutiny Review Panels;**

**(4) to approve the scopes and membership of Scrutiny Review Panels for the tree management and maintenance review and for the schools and academies review.**

## **7 APPOINTMENT OF CO-OPTEEES**

The Committee considered the arrangements for co-option to the Overview and Scrutiny Committee and/or its sub committees.

**RESOLVED**

**(1) to appoint David Richards (as Church of England Diocese representative) and Ken Daly (as Roman Catholic Diocese representative) for scrutiny of education matters;**

**(2) to note that Claire Smith has one further municipal year remaining as a statutory co-opted Parent Governor Representative for scrutiny of education matters;**

**(3) to note that Assim Ishaque has 3 years remaining as a statutory co-opted Parent Governor Representative for scrutiny of education matters;**

- (4) to appoint Beverley Denby as a non-statutory co-opted Third Sector Advocate for the municipal year 2013/14 and to note that nominations will be sought for 2014/15.

**8 DATES OF FUTURE MEETINGS**

The Committee considered the dates for future meetings.

**Resolved to meet on the following Wednesdays at 2.00 pm:**

<b>2013</b>	<b>2014</b>
<b>12 June</b>	<b>8 January</b>
<b>3 July</b>	<b>5 February</b>
<b>4 September</b>	<b>5 March</b>
<b>2 October</b>	<b>9 April</b>
<b>6 November</b>	
<b>4 December</b>	



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>12 JUNE 2013</b>
<b>CRIME AND DRUGS PARTNERSHIP – ANNUAL SCRUTINY</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

Representatives of the Crime and Drugs Partnership (CDP) will be attending to provide an overview of the progress against delivery of priorities of the Nottingham Crime and Drugs Partnership – Partnership Plan 2011/12 – 2012/13 – Year 3 and development of future objectives and targets.

**2. Action required**

The Committee is asked to use the information received at the meeting to inform questioning and scrutiny of the activity of the CDP, its progress against targets to date and future priorities. The Committee is also asked to identify any potential areas for further scrutiny activity for inclusion in the work programme.

**3. Background information**

3.1 The Overview and Scrutiny Committee has a statutory duty to scrutinise the work of and progress against targets of the CDP on an annual basis under the Police and Justice Act 2006. The CDP comprises multi-agency organisations who are responsible for tackling and addressing crime and substance misuse in Nottingham including: the Police, City Council, Crown Prosecution Service, Fire and Rescue Service, Probation Service, the National Health Service, Drug and Alcohol Action Team, the City's two universities, Nottingham City Homes, the Business Community and voluntary sector organisations such as Victim Support and Neighbourhood Watch.

3.2 The Nottingham Crime and Drugs Partnership Plan 2011/12 – 2013/14 Year is attached at appendix 1.

3.3 The overall aims and targets of the Partnership are to:

- reduce All Crime by 36% (over a 2010/11 baseline) by March 2014;
- reduce ASB Calls to the Police by 50%. (The ASB target was originally to achieve a 39% reduction (over 2006/07) by March 2014. This equates to a target of 17,138 which has already been achieved and so the target has been stretched to -50%). Successful completion of the stretch target would mean the manifesto pledge of reducing ASB by 50% would be achieved a year ahead of target (over a 2006/07 Baseline) by March 2014;
- increase the number of people successfully completing treatment from 14.28% (2010/11 Baseline) to 20.5% by March 2014;

- reduce Alcohol Related Hospital Admissions to 1,400 (per 100,000 population) by March 2020;
- reduce the proven re-offending rate from 29.9% to 26.6% by March 2014.

3.4 To meet the Partnership's aims focus will be given strategically in 2013/14 to:

- Violence (inc. Domestic violence)
- Anti-Social Behaviour
- Substance Misuse (Drugs and Alcohol)
- Reactive Response to emerging issues and volume crime
- Mental Health
- Reoffending

3.5 To achieve positive outcomes against the Strategic focus for 20/13/14 strategic delivery will be based on:

- Leadership
- Early Intervention
- Prevention
- Harm Reduction

3.6 The areas of focus are:

<b>Area of Strategic Focus</b>	<b>Delivery</b>	<b>Key Performance Measure</b>
<b>Violence</b>	Domestic and Sexual Violence Strategy The City Centre Plan Ending Gang and Youth Violence	Reduce 'all crime' to the average for Nottingham's family of similar CSPs and the Core Cities by 2020
<b>Reactive Response to emerging issues and Volume Crime</b>	Problem Solving at CDP Executive Problem Solving at Locality Boards Neighbourhood Partnership Tasking	Our current target is to reduce All Crime by 36% (over a 2010/11 baseline) by March 2014
<b>Substance Misuse (Drugs and Alcohol)</b>	The Drug Strategy and Treatment Plan The Alcohol Strategy and Treatment Plan	Increase the number of people successfully completing treatment to 20.5% by March 2014 Reduce alcohol related hospital admissions to 1,400 per 100,000 population by March 2020
<b>Re-offending</b>	Reducing Re-offending Strategy	Reduce the total 'proven reoffending rate' to the 2009 national average



<b>Anti-Social Behaviour</b>	Problem Solving at CDP Executive Problem Solving at Locality Boards Respect for Nottingham Strategy	Reduce ASB calls to the Police by 50% by March 2014
<b>Mental Health</b>	Further work required to scope the extent to which mental health impacts on crime and ASB	Benchmark the impact of mental health on crime

3.7 Colleagues attending today's meeting will be providing the Committee with information on how well the partnership has performed against its targets.

**4. List of attached information**

None.

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None.

**6. Published documents referred to in compiling this report**

Further information relating to Nottingham Crime and Drugs Partnership can be found on their website via this link: <http://www.nottinghamcdp.com/>.

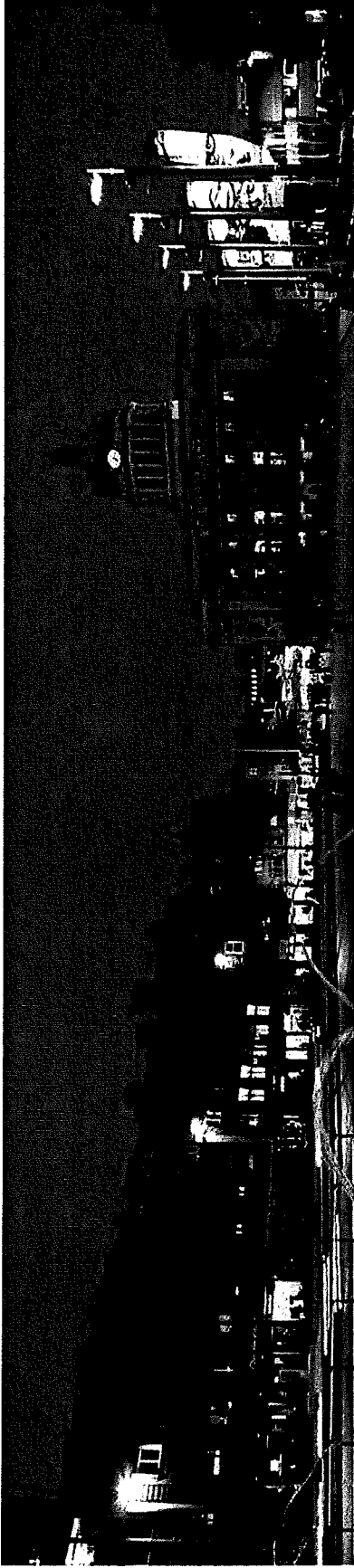
**7. Wards affected**

Citywide.

**8. Contact information**

Contact Colleague  
Angelika Kaufhold - Overview and Scrutiny Review Co-ordinator  
Email: [angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)  
Telephone: 0115 8764296





# Nottingham Crime & Drugs Partnership

## Partnership Plan 2011/12 - 2013/14

Year 3

Working together to reduce Crime, Disorder and the misuse of Drugs

[www.nottinghamcdp.com](http://www.nottinghamcdp.com)

Nottingham  
Crime & Drugs Partnership

# Crime and Drugs Partnership Plan (2011/12 – 2013/14)

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## FOREWORD

“Nottingham has seen some significant changes over the last three years in relation to how our partner agencies work together. Most notably, neighbourhood policing continues to be strengthened through the delivery of key public services at a local level based on shared boundaries. We have seen vast improvements, not only in terms of lower levels of crime, anti-social behaviour and drug use but also in relation to the root causes including deprivation, teenage pregnancy and educational attainment. We know that long-term crime reduction is only sustainable by addressing problems locally and by tackling those root causes and that is why Nottingham is committed to a long-term strategy of early intervention and prevention. Our Partnership Plan sets out our priorities and how we will work together, and with our communities, in order to make Nottingham safer and healthier for all residents and visitors to our city”

Pete Moyes, Director of the Nottingham Crime and Drugs Partnership

## THE PARTNERSHIP BOARD

This plan has been agreed by our Partnership Board who are:

Nottingham City Council	Nottinghamshire Fire and Rescue Service
Nottingham City Homes	Nottinghamshire Probation Trust
Nottinghamshire Police	Nottinghamshire County Council
One Nottingham	Nottingham Community and Voluntary Sector
HMP Nottingham	The University of Nottingham
Nottinghamshire Police	Nottingham NHS CityCare Partnership
Nottingham Trent University	Nottingham Clinical Commissioning Group

## INTRODUCTION

The Nottingham Crime and Drugs Partnership (CDP) is a multi-agency organisation responsible for tackling and addressing crime and substance misuse in Nottingham. We are made up of a number of statutory and non-statutory agencies including the Police, the City Council, the Fire and Rescue Service, the Probation Service, Public Health and the Clinical Commissioning Group, Health providers, the Drug and Alcohol Action Team, the City's two universities, Nottingham City Homes, the Business Community and voluntary sector organisations such as Victim Support and Neighbourhood Watch.

We are a statutory partnership under the Crime and Disorder Act 1998, which requires all key agencies in Nottingham to work together in the prevention of crime. These partnerships are known nationally as Community Safety Partnerships (CSPs) and they were established on the understanding that the causes of crime are complex and that no single agency holds the key to reducing crime and its impact on society. Thus, crime reduction and prevention is not the sole responsibility of the police and the key to tackling crime is through multi-agency working that addresses not only enforcement but prevention as well.

Crime and drug related offending in Nottingham has dropped significantly over recent years. Since 2002 crime in the city has reduced by over 56% (representing over 39,000 less crimes) and the gap between Nottingham's crime rate and that of the average amongst other similar cities has reduced by 84%. Furthermore, the number of offenders testing positive for heroin/cocaine under 'test on arrest' has reduced by almost half. These significant achievements are the result of strong partnership working between all the partners in the CDP. We want to build on this success and make Nottingham even safer and help more people live productive and healthy lives free from the harms of drugs and alcohol misuse. This plan sets out our strategic vision for the future and outlines how we, as a collective group of partners, will continue to work together in order to achieve our objectives.

## THE NOTTINGHAM PLAN TO 2020

The Crime and Drugs Partnership is one of the thematic partnerships working towards achieving the long-term 2030 vision for the city:

**SAFE, CLEAN, AMBITIOUS, PROUD**

Nottingham by 2030 will be a city which has tackled deprivation and inequality by:

- o Being one of Europe's top ten cities for science and innovation; sport and culture.
- o Making every neighbourhood a great place to live.
- o Giving the best start in life to all of our children and young people.
- o Making poverty history
- o We will do this by being radical, bold and daring to be different.

In moving towards our 2030 vision, the Crime and Drugs Partnership takes the lead on delivery of the 'Safer' agenda of the Nottingham Plan.

By 2020 the GDP will:

- o Reduce 'all crime' to the average for Nottingham's family of similar CSPs and the Core Cities
- o Reduce ASB calls to the Police by 50%
- o Increase the number of people successfully completing treatment to 20.5%
- o Reduce the total 'proven reoffending rate' to the 2009 national average

The Plan is also linked into other key strategies and work streams like the Youth Crime Action Plan, the Nottingham City Homes Crime Plan, the Priority Families Programme and the Safe from Harm Review.

## THE COMMISSIONER'S PLAN

The first publically elected Police and Crime Commissioner for Nottinghamshire, Paddy Tipping, took office in November 2012. The Commissioner has responsibility for developing and implementing the Police and Crime Plan for Nottinghamshire. The Crime and Drugs Partnership was consulted on the development of the Plan and our Partnership Plan for Nottingham was developed with due regard to the objectives and priorities of the Commissioner as outlined in his Plan. As a result our plan seeks to compliment the work of the Commissioner in making Nottingham safer.

## THE PARTNERSHIP SUPPORT TEAM

The role of the Partnership Support Team will be to continue supporting the Partnership with a clear remit to:

- o Look for best practice
- o Develop understanding of problems
- o Develop and build strategic as well as tactical options
- o Enable partners in delivering tactical plans
- o Monitor performance and identify risks
- o Provide a coordinating function
- o Evaluate initiatives and seek funding opportunities

## THE STRATEGIC ASSESSMENT 2012/13

In order to ensure that we are tackling the community safety issues that you and your community are most concerned about, the Partnership conducts an annual assessment of crime and substance misuse in Nottingham. The assessment looks at levels and patterns of offending and substance misuse so that solutions and interventions can be developed on a robust evidential basis. The assessment includes consultation with communities in order to make sure that we are addressing the issues that matter the most to Nottingham's residents. The Partnership's 2012/13 assessment was published in February 2013 and can be found on our website<sup>ii</sup>.

The assessment highlighted various priorities including violence (particularly domestic and alcohol-related violence), the impact of alcohol, drug related offending and anti-social behaviours as key issues for the City. Furthermore, the sustained reductions in crime over the last ten years has seen Nottingham's crime profile change dramatically with, what are often perceived to be, 'less serious' forms of crime now accounting for the highest volume offences. Offending is now spread more evenly across a much wider range of offence types and as a result, a purely thematic approach will no longer provide the reductions required in order to meet the Partnership's ambitious targets.

In response the Partnership will continue to address the priorities highlighted whilst also addressing volume crime and any emerging issues through a partnership problem-solving approach at a local level. In order to provide additional support to the Partnership's approach, a focus will also be on those areas most affected by crime and anti-social behaviour. The analysis highlighted that half of all crime and almost half of anti-social behaviour occurs in 5 wards of the city. These 'High Impact Neighbourhoods' represent the areas where a strategic partnership focus can have the most impact.

The assessment also highlighted that people aged 18 to 29 continue to represent the CDP's key demographic group accounting for a disproportionate amount of crime in terms of offending (45%) and victimisation (42%)<sup>iii</sup>. In response 18 to 29 year-olds will be a key element of the Partnership's approach.

The results of the assessment have shaped our priorities for the next 12 months and informed our strategic planning so that we can work towards the 2030 Vision for the city and the 2020 Nottingham Plan.

## THE PARTNERSHIP APPROACH FOR 2013/14

The Crime and Drugs Partnership Board and Executive recently held a development day and agreed its strategic and operational focus for 2013/14. Much of the plan was developed based on the findings of the 2011/12 Strategic Assessment but partners also highlighted a need to look at the impact of mental health on offending and victimisation. Scoping work regarding mental health and its impact on crime has therefore been added to the plan.

### Overall Aims

The overall aims of the Partnership are to:

- Reduce All Crime
- Reduce Anti-Social Behaviour
- Reduce Substance Misuse
- Reduce Reoffending

### Strategic Focus and Delivery

To meet the Partnership's aims focus will be given strategically in 2013/14 to:

- Violence (inc. Domestic violence)
- Anti-Social Behaviour
- Substance Misuse (Drugs and Alcohol)
- Reactive Response to emerging issues and volume crime
- Mental Health
- Reoffending

To achieve positive outcomes against the Strategic focus for 20/13/14 strategic delivery will be based on:

- Leadership
- Early Intervention
- Prevention
- Harm Reduction

### Operational Focus and Delivery

To convert strategic planning into operational activity the Partnership will continue to build a delivery model aligned to local areas and organisational structures, working to build inter-organisational links.

This approach is based on:

- The Four Tier Model<sup>iv</sup>;
- Embedding locality working across partner services<sup>v</sup>; and,
- Emphasis on the 5 'C's: Co-Location, Communication, Coordination, Collaboration and Co-Production.

The Partnership's operational focus will be delivered through a problem solving approach, which recognises the importance of addressing:

- 18 to 29 year-olds presenting a high risk
- 18 to 29 year-olds presenting the most vulnerability
- Locations which deliver the highest impact (High Impact Neighbourhoods)
- Repeat victimisation
- Our strategic priorities through a risk based performance management approach



## DELIVERY AND PERFORMANCE FRAMEWORK

The Partnership will deliver its overall aims through the following delivery framework:

Area of Strategic Focus	Delivery	Key Performance Measure
Violence	Domestic and Sexual Violence Strategy The City Centre Plan Ending Gang and Youth Violence	Reduce 'all crime' to the average for Nottingham's family of similar CSPs and the Core Cities by 2020 Our current target is to reduce All Crime by 36% (over a 2010/11 baseline) by March 2014
Reactive Response to emerging issues and Volume Crime	Problem Solving at CDP Executive Problem Solving at Locality Boards Neighbourhood Partnership Tasking	
Substance Misuse (Drugs and Alcohol)	The Drug Strategy and Treatment Plan The Alcohol Strategy and Treatment Plan	Increase the number of people successfully completing treatment to 20.5% by March 2014 Reduce alcohol related hospital admissions to 1,400 per 100,000 population by March 2020
Reoffending	Reducing Reoffending Strategy	Reduce the total 'proven reoffending rate' to the 2009 national average
Anti-Social Behaviour	Problem Solving at CDP Executive Problem Solving at Locality Boards Respect for Nottingham Strategy	Reduce ASB calls to the Police by 50% by March 2014
Mental Health	Further work required to scope the extent to which mental health impacts on crime and ASB	Benchmark the impact of mental health on crime

## TARGETS AND PROGRESS

Target	Baseline	2011/12 (Year 1)		2012/13 (Year 2)		2013/14 (Year 3)	
		Target <sup>^</sup>	Actual <sup>^</sup>	Target <sup>^</sup>	Actual <sup>^</sup>	Target <sup>^</sup>	Actual <sup>^</sup>
To Reduce All Crime by 36% (over a 2010/11 baseline) by March 2014	36,202 (2010/11)	31,025 -14%	33,578 -7%	27,514 -18%	30,403 -9.5%	23,169 -24%	
To Reduce ASB Calls to the Police by 50% <sup>vi</sup> (over a 2006/07 Baseline) by March 2014	28,095 (2006/07)	21,422 <sup>vii</sup> -10%	23,402 -1.7%	19,280 -18%	15,489 -32%	14,048 -9%	
To Increase the Number of People Successfully Completing Treatment From 14.28% (2010/11 Baseline) to 20.5% by March 2014	14.28% (2010/11)	18.17%	18.38%	19.17%	18.15%*	20.5%	
To Reduce Alcohol Related Hospital Admissions to 1,400 (per 100,000 population) by March 2020	1,778 per 100,000 pop. (2007/08)	2,007	Data yet to be release due to time lag <sup>viii</sup>	2,023	Data yet to be release due to time lag	2,039	
To Reduce the Proven Re-Offending Rate From 29.9% to 26.6% by March 2014	29.9% (2009)	28%	Data yet to be release due to MoJ time lag <sup>ix</sup>	27.3%	Data yet to be release due to MoJ time lag	26.6%	

<sup>^</sup>All targets and actual performance are shown as % change over the previous year unless stated otherwise

\*Based on Feb 2013 data (rolling 12 months)

<sup>i</sup> The number of people testing positive for 'trigger offences' (mainly made up of acquisitive crimes like theft and burglary) reduced from 44% in 2007/08 to 23% (last 12 months ending Dec 2012).

<sup>ii</sup> [http://www.nottinghamcpcb.com/perf\\_pol\\_gov/jсна\\_10\\_11.aspx](http://www.nottinghamcpcb.com/perf_pol_gov/jсна_10_11.aspx)

<sup>iii</sup> Those aged 18 to 24 represent 30.5% of all offenders and 28% of victims.

<sup>iv</sup> The four tier model embodies a problem solving approach at the lowest possible local level with escalation of issues where required. The model is made up of Neighbourhood Structures (e.g. Neighbourhood Action Teams), Locality Boards, the CDP Executive and the CDP Board.

<sup>v</sup> A central element of the 4 tier model is problem solving, leadership and performance management at a local level. Key partners recently realigned boundaries in order to deliver local services in coterminous areas. The ASB target was originally to achieve a 39% reduction (over 2006/07) by March 2014. This equates to a target of 17,138 which has already been achieved and so the target has been stretched to -50%. Successful completion of the stretch target would mean the manifesto pledge of reducing ASB by 50% would be achieved a year ahead of target.

<sup>vi</sup> The All ASB figure for 2010/11 was 23,802

<sup>vii</sup> The North West Publish Health Observatory publishes the data but there is a significant time lag. Most recent data is for 2010/11 and shows an upward trend locally (2397.97) and nationally

<sup>ix</sup> The Ministry of Justice changed the formula for measuring reoffending in 2011. The new measure is now much more inclusive (encompassing all those who come into contact with the criminal justice system as opposed to just statutory offenders managed by probation) and tracks offenders over 12 months (plus 6 months allowed for re-conviction) (as opposed to 3 months under the old formula). As a consequence there is an 18 month time-lag on data released by the MoJ.

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>12 JUNE 2013</b>
<b>OVERVIEW AND SCRUTINY 2013/14 – WAYS OF WORKING</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To make sure all members of the Overview and Scrutiny Committee understand how the overview and scrutiny structure operates and the ways of working required to help ensure the maximum potential is achieved from its implementation. This understanding will support the Committee in effectively carrying out its role in setting and managing the programme for scrutiny and commissioning work to deliver the programme.

**2. Action required**

The Committee is asked to note the ways of working within the new overview and scrutiny structure (as outlined at Appendix 1), and support the implementation of this approach throughout the year.

**3. Background information**

A new structure for overview and scrutiny was adopted in 2011/12 and an Overview and Scrutiny Committee was established to set and manage the whole scrutiny work programme. The Committee will commission time-limited reviews to be carried out by scrutiny review panels to deliver its programme for scrutiny. The Committee is also required to establish a Call-in Panel, to respond to the call-in of Executive decisions prior to implementation and a separate Health Scrutiny Panel was established with responsibility for its own work programme at Annual Council May 2013 to focus on the statutory health scrutiny role.

Details on how this structure will operate and the ways of working required to support its effective implementation are outlined at Appendix 1. It is intended that this document will provide a reference guide to ways of working throughout the year. Where necessary, there will be scope to develop and refine these ways of working in response to how things progress.

**4. List of attached information**

4.1 The following information can be found in the appendices to this report:

**Appendix 1 – ‘overview and scrutiny – ways of working 2013/14’**

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

Report to and minutes of the Annual Meeting of the City Council 20 May 2013

7. **Wards affected**

Citywide

8. **Contact information**

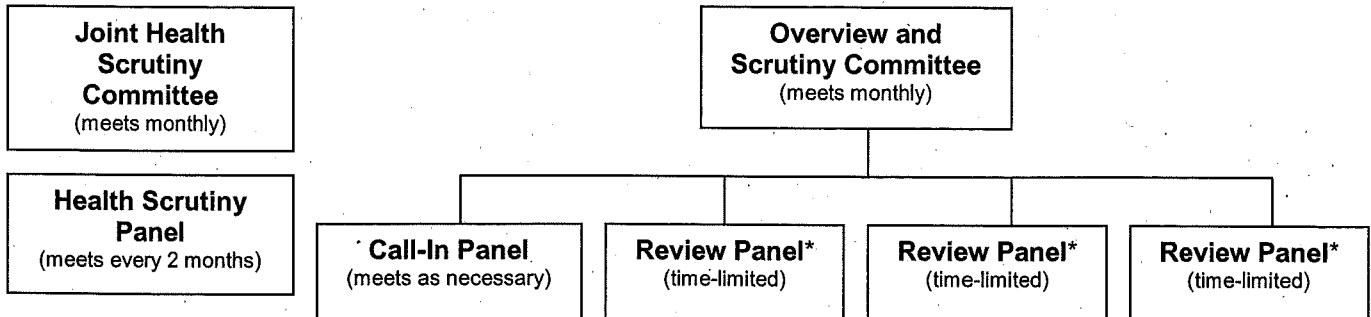
Contact Colleagues

Angelika Kaufhold  
Overview and Scrutiny Co-ordinator  
[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)  
0115 8764296

Jane Garrard  
Overview and Scrutiny Co-ordinator  
[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)  
0115 8764315



## overview and scrutiny: ways of working 2013/14



\* Number of review panels varies as commissioned by Overview and Scrutiny Committee (depending upon issues prioritised for scrutiny and available resources)

### **Overview and Scrutiny Committee** **14 councillors** **1 co-opted member**

The Overview and Scrutiny Committee (OSC) takes an overview of key strategic issues relevant to Nottingham to ensure that decision-makers are held to account for their decisions and actions. It sets and manages the overall overview and scrutiny work programme and can commission review panels and / or refer matters to the Health Scrutiny Panel to support delivery of the work programme.

- The OSC has responsibility for the statutory roles and responsibilities, and associated powers accorded to overview and scrutiny, including crime and disorder and flooding – the OSC may fulfil these roles itself or commission a review panel to do so. The exception is the statutory responsibility for health scrutiny and scrutiny of social care, which is held by the Health Scrutiny Panel (see below). The Overview and Scrutiny Team will provide advice on ensuring all relevant duties of overview and scrutiny are covered.
- At each meeting the OSC will look in more depth at one key strategic issue – for example, the annual crime and disorder meeting (required to meet statutory guidance); discussion with a portfolio holder about issues within their portfolio; scrutiny of the Nottingham Plan, the Children and Young People's Plan etc. In addition to providing an opportunity for scrutiny of key strategic issues, it will support OSC members to have a good understanding of key issues affecting Nottingham to inform work programming decisions. The number of 'overview / strategic' issues on each meeting agenda will be limited (ideally to one) to enable a thorough and in-depth approach. This will be complemented by separate activity to provide policy briefings to councillors and co-optees.
- The OSC will prepare an outcome focused, achievable work programme with clear priorities to a timetable matched against resources. The timescale will be realistic but challenging, with reviews having a clear beginning, middle and end. In determining the

programme for scrutiny, particularly commissioning review panels, the OSC will need to take into account available resources and the importance of prioritising work, and aim for a balance between topic areas and a mix of in-depth and sharper, focused work. There will be flexibility to include unplanned scrutiny work requested in-year but only after a reassessment by the OSC of priorities across the work programme and after considering the impact on existing reviews of the diversion of resources.

- In commissioning review panels, the OSC will set out a brief for the work, including an initial timescale and membership of the panel, determining the size of the panel (usually 6-8 councillors) on a case-by-case basis. The OSC will appoint the chair of the panel from the pool of five scrutiny chairs who are members of the OSC.
- The OSC can commission policy briefing sessions. The purpose of the sessions will be to inform councillors and co-optees about a current key issue, not for scrutiny to be carried out. If as a result of a policy briefing, a need for scrutiny is identified then this will be considered by the OSC and a suitable focus and brief for the scrutiny could be identified if it is agreed to include it in the work programme. These policy briefings will not be part of OSC meetings, but will be organised and held separately as informal internal policy briefing sessions and open to all councillors and relevant scrutiny co-optees.

### **Review Panels 6-8 councillors**

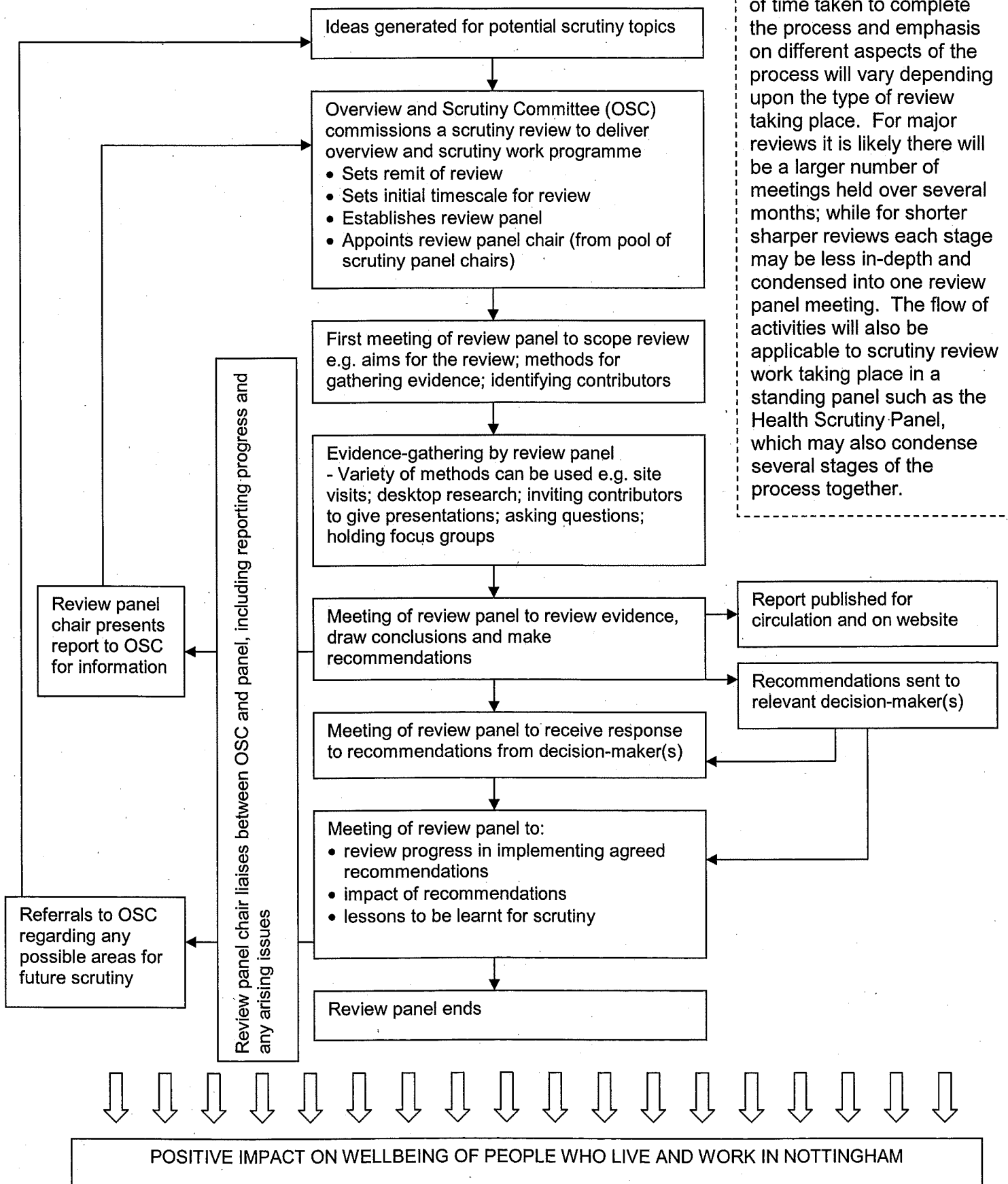
Review Panels are sub-committees of the Overview and Scrutiny Committee (OSC), established as required by the OSC to support delivery of the overview and scrutiny work programme. Chaired by a member of the OSC (from the pool of five scrutiny chairs), a panel will carry out a time-limited review into an issue of concern to Nottingham with a view to making recommendations for improvement.

- Following establishment of a panel by the OSC, the Overview and Scrutiny Team will seek appointments from the Chief Whips accordingly. A timescale for making appointments and subsequently for holding the first meeting of the panel will be set.
- The review panel will be responsible for:
  - scoping the review within a brief and timescale set by the OSC;
  - carrying out review work according to the scope;
  - writing a report on the findings of the review, including any recommendations;
  - receiving the response(s) to recommendations;
  - reviewing progress against agreed recommendations;
  - referring any further issues / possible areas of work to the OSC.
- Any non-executive councillor can be a member of a review panel. Where matters being considered by the panel relate to education, the statutory education co-optees will be full and equal members of the panel, with voting rights. The Overview and Scrutiny Committee can also choose to appoint additional co-opted members to sit on scrutiny review panels, in accordance with agreed arrangements governing overview and scrutiny co-option. No substitutes are allowed to ensure that all councillors involved in making recommendations have heard all the relevant evidence gathered

over the period of the review. Review panels may also invite relevant individuals to attend meetings in an advisory capacity.

- As a part of their role, the chair of the review panel will be responsible for liaison between the OSC and the panel, including reporting progress of the panel and any issues to the OSC and presenting the panel's final report (see below).
- There will be a presumption of openness in review panel work, with the intention of holding as many meetings as possible in public. All evidence will be reported publicly. At the very minimum, meetings held to scope the review; agree conclusions and recommendations; receive responses to recommendations; and review progress on agreed recommendations will be held in public.
- It will be open for review groups to meet more informally to gather evidence to give flexibility in both method and timescale for gathering evidence, so that work can be done more quickly and more creative methods of evidence gathering used. Every effort will be made to keep the work of the panel open and the public informed of work and progress.
- It is important that the OSC is fully aware of the outcomes of the review work it commissions. Each review panel will prepare a short report for the OSC on its findings and recommendations for information (not for approval) at the completion of the review. This will be presented to a meeting of the OSC.
- In parallel, the review panel will send its findings and recommendations directly to relevant decision-makers for their response. If relevant, decision-makers will be invited to present their response to a further meeting of the review panel, within 2 months (and usually sooner) after the recommendations have been issued. Any further progress against agreed recommendations will be reported to the review panel at one further meeting at a relevant time to be agreed by the panel. At this point the review panel will cease to exist and if it feels further monitoring / work is necessary then this will be referred back to the OSC for its consideration and commissioning as appropriate.

## Outline of scrutiny review process



This process outlines the principal stages and activities of a scrutiny review process. The length of time taken to complete the process and emphasis on different aspects of the process will vary depending upon the type of review taking place. For major reviews it is likely there will be a larger number of meetings held over several months; while for shorter sharper reviews each stage may be less in-depth and condensed into one review panel meeting. The flow of activities will also be applicable to scrutiny review work taking place in a standing panel such as the Health Scrutiny Panel, which may also condense several stages of the process together.



## **Call-in Panel**

### **8 councillors**

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee (OSC) and meets as required to consider requests to 'call-in' a decision. 'Call-In' refers to the power of overview and scrutiny to ask the Council's Executive to reconsider a decision made by either the Executive Board or a Portfolio Holder, but which has not yet been implemented.

- Any non-executive councillor can be a member of the Call-in Panel. The Chair and Vice-Chair of the Call-In Panel will be appointed by the OSC at the start of the municipal year and the Chair must be from the pool of five scrutiny chairs.
- The Panel will meet in public as required to consider any valid call-ins. If, as a result of considering the issue called-in the Panel makes any recommendations it will send these directly to the decision-maker (and report them to the OSC) and it will hold a further meeting (expected to be held within 2 months, but usually sooner) to receive the response(s) to those recommendations. The Panel will then hold one further meeting (at a timescale agreed by the panel) to review progress against agreed recommendations. Following this meeting, if the Panel concludes that further work is required on this topic it will be referred to the OSC for its consideration and commissioning as appropriate.
- The full call-in procedure is set out in a separate document available from the Overview and Scrutiny Team.

## **Health Scrutiny Panel**

### **10 members**

The Health Scrutiny Panel is chaired by a member of the Overview and Scrutiny Committee. The Panel sets its own work programme but matters can be referred between the Panel and OSC to ensure work is carried out in the most effective way. Health scrutiny has a statutory basis and there are specific powers available to overview and scrutiny in relation to this. Any non-executive councillor can be a member of the Health Scrutiny Panel. The Overview and Scrutiny Committee can also choose to appoint co-opted members to sit on the Health Scrutiny Panel, in accordance with agreed arrangements governing overview and scrutiny co-option.

In summary, the role of the Panel is to:

- Carry out the statutory role in relation to proposals for substantial developments or variations (as outlined above)
- Respond to consultations from local health service commissioners and providers
- Scrutinise the commissioning and delivery of local health services to ensure reduced health inequalities, access to services and the best outcomes for citizens
- Hold the Health and Wellbeing Board to account for its work to improve health and wellbeing and reduce health inequalities
- Carry out the overview and scrutiny role for social care matters.
- The Health Scrutiny Panel will determine its own methods for delivering its work programme. This can include establishing a review panel on a particular issue.

- As a part of their role, the Chair will be responsible for liaison between the OSC and the Health Scrutiny Panel, for example ensuring work programmes are co-ordinated and avoid duplication and gaps.
- The Vice-Chair of the Health Scrutiny Panel will be appointed at the first meeting of the Health Scrutiny Panel from the membership of the Panel.
- The Health Scrutiny Panel will meet in public every two months, unless an additional meeting is required in relation to statutory consultation.

**City and County Joint Health Scrutiny Committee**  
**8 Nottingham City councillors**  
**8 Nottinghamshire County councillors**

The Joint Health Scrutiny Committee carries out a similar health scrutiny role to that of the Health Scrutiny Panel, but for matters that cover the Greater Nottingham area.

- Allocation of seats is determined by the two authorities involved and chairing of the committee alternates between the two councils every year, as does the location and administration of meetings. The Vice Chair will always be appointed from the authority not holding the Chair. The Chair of the Health Scrutiny Panel will be the Chair or Vice Chair of the Joint Health Committee as appropriate.
- The role of the Joint Health Scrutiny Committee is:
  - to fulfil the statutory roles and responsibilities accorded to overview and scrutiny in accordance with sections 7 and 8 of the Health and Social Care Act 2001 and associated regulations and guidance where proposals cover the Greater Nottingham area (ie both the Nottingham City Council area and the Gedling, Broxtowe, Hucknall and Rushcliffe areas of Nottinghamshire) - this means where a decision will impact on both Nottingham City and Nottinghamshire County residents;
  - to scrutinise health matters which impact on the Greater Nottingham area, focusing on issues relating to public health, with particular regard to health inequalities and access to services;
  - where an NHS Trust operates in an area wider than the Greater Nottingham area, the Joint Committee will scrutinise any health matter that affects the Greater Nottingham area and the wider area, but will defer to the relevant City or County Health Overview and Scrutiny function if requested by that health scrutiny committee / panel.
- The Committee sets its own work programme and meets monthly. Notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the authority which holds the Chair, or such Standing Orders which may be approved by the parent authorities. Meetings will be open to members of the public.
- A detailed protocol for joint working guides the conduct of the Committee and is reviewed annually. This is available from the Overview and Scrutiny Team.

## **Principles of good scrutiny**

The national Centre for Public Scrutiny (CfPS) has developed four principles of good, effective scrutiny. These can be summarised as:

1. Be a 'critical friend'
2. Reflect the most important issues for the public and local communities
3. Be an independent champion, acting on behalf of the public
4. Make an impact on the delivery of public services

These core principles should be applied throughout overview and scrutiny activity.

