

OVERVIEW AND SCRUTINY COMMITTEE
4 SEPTEMBER 2013
PROGRAMME FOR SCRUTINY
REPORT OF HEAD OF DEMOCRATIC SERVICES

1. **Purpose**

To consider the briefing papers for the items raised at the last meeting and to set the overall programme and timetable for scrutiny activity for the forthcoming year.

2. **Action required**

The Committee is asked to:

- a) **consider the briefing papers for remaining topics and allocate to dates set;**
- b) **agree a schedule of 'overview' items for future meetings of the Overview and Scrutiny Committee; and**
- c) **identify any topics to be put forward as ideas for potential policy briefing sessions.**

3. **Background information**

3.1 One of the main roles of the Overview and Scrutiny Committee is setting, managing and co-ordinating the overall programme of scrutiny work.

This includes:

- mapping out an initial programme for scrutiny at the start of the municipal year
- monitoring progress against the programme throughout the year, and making amendments as required
- evaluating the impact of scrutiny activity and using lessons learnt to inform future decisions about scrutiny activity.

3.2 At this meeting, the Committee will have the opportunity to discuss topics for scrutiny review; making sure they have a clear focus; and set the programme of scrutiny activity accordingly.

3.3 In setting the programme for scrutiny activity, the Committee should aim for an outcome-focused work programme that has clear priorities and is matched against the resources available to deliver the programme. It is intended to hold reviews in single session meetings with topics that lend themselves to this style of review.

Commissioning scrutiny reviews

3.4 Delivery of the programme will primarily be through the commissioning of time-limited review panels to carry out reviews into specific, focused topics. All reviews must have the potential to make a positive impact on

improving the wellbeing of local communities and people who live and/or work in Nottingham; and to ensure resources are used to their full potential, reviews must have a clear and tight focus and be set a realistic but challenging timetable for their completion.

- 3.5 In setting the programme of scrutiny reviews, it is important that the programme has flexibility to incorporate unplanned scrutiny work requested in-year. However, the Committee will only be able to schedule unplanned work after it has reassessed priorities across the scrutiny programme and considered the impact on existing reviews of the diversion of resources. When the Committee monitors the overall programme for scrutiny at each meeting there will be opportunity to do this.
- 3.6 The Committee has already agreed the review items until November, so at this meeting the Committee will need to establish review panels to take place from December 2013 onwards.
- 3.7 When establishing a review panel, the Committee needs to decide on:
- a clear and tight remit for the review
 - a timescale within which the review should be carried out
 - size of review panel, including whether any co-opted members should be involved
 - chair of the review panel (to be appointed from the pool of five scrutiny chairs)
- and should have regard to the need over the year to engage as many councillors as possible in the scrutiny process.

Schedule of 'overview' items

- 3.8 The Committee also needs to agree a schedule of 'overview' items to come to future Overview and Scrutiny Committee meetings which is shown at Appendix 1. At each meeting, the Committee will look in-depth at one key strategic issue. In addition to providing an opportunity for scrutiny of strategic issues, this approach will support Committee members in having an overview of key current issues affecting Nottingham to inform work programming decisions.

Policy briefings

- 3.9 Through the process of developing the programme for scrutiny, the Committee may identify issues which call for a policy briefing. The purpose of these briefings is to inform councillors about a current key issue or to prepare councillors for review work that has been commissioned. These informal briefings will not be occasions for scrutiny to be carried out, although they may result in a suggestion for a new scrutiny topic, which would need to be considered by this Committee against the current programme for scrutiny and available resource. Policy briefings will not form part of the Overview and Scrutiny Committee's agenda but will be held separately and be open to all councillors to attend.

Monitoring programme for scrutiny

- 3.10 On an ongoing basis the Committee will be responsible for managing and co-ordinating the programme for scrutiny and assessing the impact of scrutiny activity. At all future meetings the Committee will monitor the progress of the programme, making amendments as appropriate.
- 3.11 The Health Scrutiny Panel will be setting its programme of work, focused around the statutory health scrutiny role and scrutiny of social care issues (a change to its terms of reference) and agreed its work programme at its first meeting held on 29 May 2013. When monitoring the programme for scrutiny, the Overview and Scrutiny Committee will need to take the work of the Health Scrutiny Panel into consideration to avoid duplication and make sure work is carried out in the most effective way.

4. **List of attached information**

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

Appendix 1 – Overview and Scrutiny Committee agenda

Appendix 2 - Policy Briefing sessions

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

None

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

None

7. **Wards affected**

Citywide

8. **Contact information**

Contact Colleagues

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The feasibility criteria includes:

<p>Decision making and being a critical friend</p>	<p>Is it a topic/key decision which requires consultation with Overview and Scrutiny <u>prior</u> to the decision being taken. Yes – include. No – apply other criteria and consider removing</p>	
<p>Public Interest and relevance</p>	<p>Is the topic still relevant in terms of it still being an issue for citizens, partners or the council in terms of performance, delivery or cancellation of services? Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing</p>	
<p>Ability to change or influence</p>	<p>Can the Committee actively influence the council or its partners to accept recommendations and ensure positive outcomes for citizens and therefore be able to demonstrate the value and impact that scrutiny can have? Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing</p>	
<p>Range and scope of impact</p>	<p>Is this a large topic area impacting on significant areas of the population and the council’s partners <u>or significant impact on minority groups.</u></p> <p>Is there interest from partners and colleagues to undertake and support this review and will it be beneficial? Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing</p>	
<p>Avoidance of duplication of effort</p>	<p>Is this topic area very similar to one already being scrutinised in another arena or has it already been investigated in the recent past? Yes – consider involvement in the existing activity or consider removing No – apply other criteria and consider inclusion.</p>	

Overview and Scrutiny Committee agenda - List of potential topics for 'overview' items

Below is a list of 'overview' items (based on background research and intended to encompass the broad remit of Overview and Scrutiny) to be included on the agendas for meetings of the Overview and Scrutiny Committee during 2013/14. It is intended that the Committee will consider one strategic overview item at each of its meetings. Agreed items will be scheduled depending upon timeliness for the item and availability of contributors – a schedule will be brought to the next Overview and Scrutiny Committee meeting.

Date of meeting	Possible item and focus
12 October 2013	<p>Nottingham Growth Plan To review progress and targeted action taking place</p>
6 November 2013	<p>Nottingham Community Voluntary Sector To receive feedback from NCVS relating to the State of the Sector Survey and how the voluntary sector is adapting and coping with the changing economic climate and how partnership working has been affected.</p>
4 December 2013	<p>Child Exploitation To discuss the work of the Council and its partners on the activities, partnership working and legal framework to combat child sexual exploitation</p>
8 January 2014	<p>Equality and Fairness Commission This item has been proposed to consider the work of the Equality and Fairness Commission and development of a protocol between this and the Overview and Scrutiny.</p>
5 February 2014	<p>Provision of advice to citizens <i>To review the impact of current economic climate on welfare advice provided by the Council and Citizens Advice etc and what has changed in terms of the advice sought, how it is provided and where</i></p>
5 March 2014	
9 April 2014	

APPENDIX 2

List of potential policy briefings

Below is a list of potential topics for policy briefings that have been put forward by councillors to date. The Committee will need to identify any topics to be put forward as ideas for potential policy briefing sessions at this stage – this process can be ongoing throughout the year.

Date	Topic	Comments

Scrutiny Review Panels 2013/14

Remit for review (as set by Overview and Scrutiny Committee)	Progress/ notes	Chair
<p>1. How is the changing relationship between schools, academies and the Council being managed and who will be responsible for educational performance outcomes for children?</p>	<p>Scoping carried out and evidence gathering being organised Membership: Councillors Choudhry, Morley, Mollife, Watson. Claire Smith (Parent Governor Representative Statutory Co-opted Member) Assim Ishaque (Parent Governor Representative Statutory Co-opted Member) David Richards (Church of England Diocese Representative Statutory Co-opted Member) Ken Daly (Roman Catholic Diocese Representative Statutory Co-opted Member)</p>	Glyn Jenkins
<p>2. How well are partners working together on effective resettlement and rehabilitation and resettlement within Nottingham's communities of adult male and female prisoners following release from prison?</p>	<p>Meeting held on 25 March to receive responses to recommendations. Next meeting in 12 months to review progress of implementation of agreed recommendations</p>	(Emma Dewinton)
<p>3. Personal budgets – Are there tensions between choice and autonomy for the individual and the Council's ability to provide the level and range of services that enable choice?</p>	<p>Final meeting to receive responses to recommendations scheduled to take place September 2013</p>	Brian Parbutt
<p>4. How effective is drug education in schools in reducing drug use</p>	<p>Meeting to review progress in</p>	Glyn Jenkins

Remit for review (as set by Overview and Scrutiny Committee)	Progress/ notes	Chair
amongst young people, and how are those young people who do not attend school reached?	implementation of agreed recommendations due October 2013	
5. To evaluate the effectiveness of existing and new powers available to the Council and its partners to tackle anti-social behaviour of dogs and irresponsible dog owners?	23 September 2013 at 1.00 pm Single session review	Mohammed Ibrahim
6. What is the Council doing to monitor and if applicable tackle parking congestion around educational establishments?	25 October 2013 Single session review	
7. How effective is the action being taken by the Council to communicate and enforce its policies relating to wheelie bins being left on pavements	11 November 2013	
8. Primary and Secondary School Place Planning – Current Position and Actions	13 December 2013	
9. How effectively is the funding for tree management and maintenance being used and how is the Council managing the problems caused tree roots and damage to pavements/roads?	22 January 2014	
10. Gully cleaning - expectations of the service; frequency of cleaning; length of time taken to respond to requests for cleaning; effectiveness of the revised cleaning approach introduced in 2012/13	3 February 2014	
11. Access to, and responsibility for management of local waterways	25 February 2014	
12.	28 March 2014	
13.	23 April 2014	