

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

1. Purpose

To consider and set the overall programme and timetable for scrutiny activity for the forthcoming year.

2. Action required

The Committee is asked to:

- a) **note the items scheduled for forthcoming meetings of the Overview and Scrutiny Committee;**
- b) **to appoint members to forthcoming scrutiny review panels;**
- c) **to put forward ideas for scoping potential review topics for meetings to be held in February, March and April 2014;**
- d) **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 and memberships need to be agreed for these.
- 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

Angelika Kaufhold
Overview and Scrutiny Co-ordinator
angelika.kaufhold@nottinghamcity.gov.uk
0115 8764296

Jane Garrard
Overview and Scrutiny Co-ordinator
jane.garrard@nottinghamcity.gov.uk
0115 8764315

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
4 December 2013	<p>Child Sexual 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>Customer Access Programme, Citizen First and Have your say To explore the council's existing procedures for dealing with complaints - processes and learning, how this links in with and progress of both Citizen First and the Customer Access Programme.</p>
5 February 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 the EFC and the Overview and Scrutiny.</p>
5 March 2014	<p>Provision of advice to citizens (tbc) 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</p>
9 April 2014	<p>Overview and Scrutiny Workshop to identify topics for scrutiny review panels the 2014/15 Municipal Year</p>

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

Date and Time	Topic	Chair /Membership	Lead Officer
Thursday 28 November 2013 2.00 pm	How effective is the action being taken by the Council to communicate and enforce its policies relating to wheelie bins on pavements?	Azad Choudhury (Chair) Mohammed Ibrahim Glyn Jenkins Sally Longford Toby Neal	Angelika Kaufhold Richard Antcliff Daniel Ayrton – Waste and Recycling Manager (A Vaughan)
Friday 13 December 2013 at 3.00 pm	Gully Cleaning – since the implementation of the 3 Cities Good Practice Guide for gully cleansing in 2012/13, how effective is this proving and how are customer's expectations being managed?	Glyn Jenkins (chair) Toby Neal Brian Parbutt Roger Steel	Angelika Kaufhold Chris Capewell – Team Leader Bridges/Drains Paul Daniels - Senior Drainage Engineer (A Vaughan)
Wednesday 22 January 2014 at 2.00 pm	Is the funding available for tree management and maintenance being used in the most efficient and effective way possible? How is the Council managing the problems caused by tree roots, in particular damage to pavements/ roads?	Brian Parbutt (Chair) Roger Steel	Angelika Kaufhold Eddie Curry – Head of Parks and Open Spaces - communities (John Kelly)
Monday 3 February 2014 at 2.00 pm	How are the Council and its partners managing responsibilities for the management and upkeep of local public waterways?	Azad Choudhry (chair) Sally Longford	Angelika Kaufhold John Lee – Snr Rights of way officer – Development (David Bishop)
Tuesday 25 February 2014 at 2.00 pm	Topic to be confirmed	Glyn Jenkins (chair)	Jane Garrard
Friday 28 March 2014 at 3.00 pm	Topic to be confirmed	Brian Parbutt (chair)	Angelika Kaufhold
Wednesday 23 April 2014 at 2.00 pm	Topic to be confirmed	Mohammed Ibrahim (chair)	Angelika Kaufhold
23 September 2013 – completed	Tackling anti-social behaviour caused by irresponsible dog owners report of the Anti-social behaviour of irresponsible dog owners - Review Panel	Mohammed Ibrahim (Chair) Glyn Jenkins Gul Khan	Status: review report published

Friday 25 October - completed	Ash die back – to review the council's response to the prevalence of ash die back and what methods of monitoring and action are taking place.	Glyn Jenkins (Chair) Gul Khan Mohammed Ibrahim Roger Steel	Status: review report published
Monday 11 November 2013 - completed	What is the Council doing to monitor and if applicable tackle parking congestion around educational establishments?	Brian Parbutt (chair) Glyn Jenkins Roger Steel	Status: review report being drafted

Unscheduled scrutiny review panels:

Date and Time	Topic	Chair /Membership	Lead Officer
Monday 30 September 2013 completed	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 – response to recommendations	Brian Parbutt Georgina Culley	Angelika Kaufhold Tony Vardy Alex Norris
Ongoing and merged Exploring the implications of the changing educational landscape	How is the changing relationship between schools and the Council being managed and who will be responsible for educational performance outcomes for children? What action is the Council taking to address the shortage of school places for primary and secondary stage – current and planned activity and how will this address parental choice?	Glyn Jenkins Azad Choudhry Sally Longford Thulani Molife Eileen Morley	Jane Garrard Jane Garrard Jonny Kirk – Project Manger School Org Team (Nick Lee – Head of School Access and Improvement)
<i>Ongoing</i>	How effective is drug education in schools in reducing drug use amongst young people, and how are those young people who do not attend school reached?	Glyn Jenkins	Angelika Kaufhold

<i>March – to be confirmed</i>	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?	<i>Not needed</i>	<i>To be confirmed</i>
--------------------------------	--	-------------------	------------------------