

OVERVIEW AND SCRUTINY COMMITTEE
8 OCTOBER 2014
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 on the work programme for the Overview and Scrutiny Committee;**
- (b) **to remind Scrutiny Panel chairs that they will be chairing the following Overview and Scrutiny Committee meetings:**
 - **12 November 2014 – From “Good to Great” – Councillor Gul Khan to chair**
 - **3 December 2014 – Nottingham Growth Plan – Councillor Glyn Jenkins to chair**
 - **7 January 2015 – Nottingham City Safeguarding Children’s Board Annual Report and action plan following OfSTED inspection – Councillor Carole Jones to chair**
- (c) **to note that the following items should be scheduled annually to provide updates and to respond to specific questions from the Overview and Scrutiny Committee or a commissioned Scrutiny Review Panel:**
 - **Nottingham City Safeguarding Children Board (NCSCB) Annual Report**
 - **Annual update on pupil attainment, governance and the role of councillors**
 - **Flood Risk Management – the Council is the Lead Local Flood Authority (LLFA) and responsible for bringing the partners together (the Council, Environment Agency and Severn Trent), all of whom have a duty to co-operate under the legislation. This includes feedback requested relating to how community engagement is carried out by the Council’s partners and the recommendations arising from the Scrutiny Review Panel held 20 January 2014.**
- (d) **to appoint the Scrutiny Review Panel Chairs and membership of the following Scrutiny Review Panels:**

(i) How can the Council advance equality and fairness through its commissioning and Procurement practices?

(ii) To review the responses of sub-groups of the population, including the differing views by area and demographic factors such as age, ethnicity and disability.

Chair – Councillor Carole Jones

(iii) To review the Council's implementation of the Children and Families Act 2014 Act, focusing on school attendance and the transitioning arrangements to the new Educational Health and Care Plans previously known as 323 assessments or Statement of Special Educational Needs

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 Councillors are asked to note that a new Senior Governance Officer has been appointed who is responsible for scrutiny and that one of the Scrutiny Review Panels will now be progressed but only 1 at a time.

3.3 As a development opportunity for the Scrutiny Review Panel chairs agreed to chair a single meeting of the Overview and Scrutiny Committee. This includes preparation and discussion at the chairs briefing, as well as being supported and mentored by Councillor Parbutt (and the scrutiny team), on best practice how to draw together key points, a conclusion and any recommendations.

3.4 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 fewer, but more in depth reviews which will enable panels to explore and challenge more.

Commissioning scrutiny reviews

3.5 Delivery of the programme will primarily be through the commissioning of time-limited (2 to 3 meetings maximum) 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.

- 3.6 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.
- 3.7 The Committee has already been provided with background information on potential scrutiny review items which were discussed at the meeting held on 5 March 2014. The scopes, chair and memberships will need to be agreed for these at forthcoming meetings.
- 3.8 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

- 3.9 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 however, on occasion it may be necessary to have an additional 'topical' or 'urgent' item on the agenda. 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

- 3.10 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

- 3.11 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.

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

Appendix 3 - SRP topics for 2014/15

Appendix 4 - Status of SRP topics for 2013/14

Appendix 5 - Long-list of potential future OSC/SRP topics

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:

Decision making and being a critical friend	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
Public Interest and relevance	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
Ability to change or influence	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
Range and scope of impact	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>. 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
Avoidance of duplication of effort	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.

Overview and Scrutiny Committee agenda - List of 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 for 2014/15. 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.

Date of meeting	Focus
<p>12 November 2014 Date changed</p> <p>Chair: Councillor Gul Khan</p>	<p><u>From “Good to great”</u> – changing the Council’s operating model – the realignment of council services: What is the focus for restructure and how are public services being realigned to deliver more customer focused services and how will this improve services to citizens?</p> <p><u>What Rotherham and Mid- Staffordshire tell us about scrutiny, and where it’s lacking</u> – initial reaction to Professor Alex Jay’s report on abuse in Rotherham, produced by the Centre for Public Scrutiny</p>
<p>3 December 2014 Chair: Councillor Glyn Jenkins</p>	<p><u>Nottingham Growth Plan</u> – progress in meeting targets to tackle youth unemployment in the City, Jobs Fund and Apprenticeships (last attended 2 October 2013)</p>
<p>7 January 2015 Chair: Councillor Carole Jones</p>	<p>Nottingham City Safeguarding Children Board (NCSCB) Annual Report 2012 – 13 and progress on actions following the publication of the OfSTED report in May 2014.</p>
<p>4 February 2015 Moved from 7 Jan 2015</p>	<p><u>Citizen First/Customer Access Programme Implementation</u> – progress and what difference is this making to citizens? (last attended 8 January 2014)</p>
<p>4 March 2015</p>	<p>Overview and Scrutiny workshop to identify possible topics for review for 2015/16</p>
<p>8 April 2015</p>	<p>TO BE DETERMINED</p>

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
TBA	Individual Electoral Registration	

Scrutiny Review Topics 2014/15

	Topic	Comments
1	<p>How can the Council advance equality and fairness through its commissioning and Procurement practices?</p>	<p>Status – to be scheduled</p> <p>Proposed at OSC Feb 2014 by Imoegen Denton referred by EFC Review the procurement strategy and ask how equality measures are included</p> <ul style="list-style-type: none"> • Chair and membership needs appointing by OSC in October 2014 • Imoegen Denton and Chair of EFC or representative to contribute • Scope to be finalised and approved by OSC
2	<p><u>NOTTINGHAM CITIZEN’S SURVEY</u></p> <p>To review the responses of sub-groups of the population, including the differing views by area and demographic factors such as age, ethnicity and disability</p>	<p>Status – to be scheduled</p> <p>CHAIR: Councillor C A Jones</p> <ul style="list-style-type: none"> • Identified as a review at the Overview and Scrutiny workshop held in March 2014 • Scope needs to be finalised with chair and submitted for approval to OSC • Membership needs to be appointed
2	<p><u>CHILDREN AND FAMILIES ACT 2014</u></p> <p>To review the Council’s implementation of the Children and Families Act 2014, focusing on school attendance and the transitioning arrangements to the new Educational Health and Care Plans previously known as 323 assessments or Statement of Special Educational Needs</p>	<p>Status – to be scheduled</p> <p>Proposed by Beverly Denby, 3rd Sector Advocate</p> <ul style="list-style-type: none"> • Chair and membership needs appointing at OSC in October 2014 • Panel will include the co-opted representatives for educational issues • Scope to be finalised and submitted for approval to OSC
	<p>Exploring the implications of the changing educational landscape Part 2 (final meeting)</p> <p>Last met on Wednesday 2 April 2014 at 2.00 pm Review temporarily suspended by OSC at July 2014 meeting</p>	<p>Glyn Jenkins (chair) Azad Choudhry Sally Longford Thulani Molife Eileen Morley</p>

Review of status of Scrutiny Review Panels 2013/14

* Please note that the recommendations were discussed during the SRP meetings and acknowledged by the contributors at that time. All the minutes, review reports and responses to recommendations have been published on the Council's website on each meeting agenda. A summary of the recommendations and the responses to all the reviews has been published as an information item on the agenda for this meeting (8 October 2013).

Date and Time	Topic	Chair /Membership
23 September 2013	Tackling anti-social behaviour caused by irresponsible dog owners	Mohammed Ibrahim (Chair) Glyn Jenkins Gul Khan
Friday 25 October	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
Monday 11 November 2013	What is the Council doing to monitor and if applicable tackle parking congestion around educational establishments?	Brian Parbutt (chair) Mohammed Ibrahim Glyn Jenkins Roger Steel
Thursday 28 November 2013	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
Friday 13 December 2013 at 3.00 pm Monday 20 January 2014 at 2.00 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) Mohammed Ibrahim Gul Khan Brian Parbutt Roger Steel
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?	Brian Parbutt (Chair) Glyn Jenkins Anne Peach Roger Steel
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) Glyn Jenkins Neghat Khan Sally Longford
Wednesday 7 May 2014 at 2.00 pm	Allotments	Mohammed Ibrahim (chair) Glyn Jenkins Anne Peach Roger Steel

2014/15 long-list of possible future items for the Overview and Scrutiny Committee and/or Scrutiny Review Panels

<p>ANNUAL UPDATE ON PUPIL ATTAINMENT, Governance and the role of councillors (arising from discussions being held at OSC on 8 October 2014)</p>
<p>ANNUAL FLOOD RISK MANAGEMENT Required annually, carried out by an SRP in January 2014 (next proposed date 18 months from Jan 2014)</p>
<p>NOTTINGHAM CITY SAFEGUARDING CHILDREN BOARD (NCSCB) ANNUAL REPORT (being considered at OSC in January 2015 – need to decide best time of year for this to be scheduled at the meeting)</p>
<p>POTENTIAL ITEMS</p>
<p>THE COUNCIL'S BUDGET PROCESS New scrutiny councillors will need to have training on how to effectively scrutinise the Council's budget process prior to scheduling this item after the new Council is elected and members are appointed. (Previously an SRP was carried out in November 2011 on the budget consultation process used by the Council)</p>
<p>FUEL POVERTY What actions are being taken by the Council to support its citizens who in fuel poverty since the Scrutiny Review Panel published its recommendations in 2011?</p> <ul style="list-style-type: none"> • focus on enabling citizens to reduce their energy bills through insulation schemes • the development of the Council's energy company • the pilot being run by Nottingham City Homes and Experian to enable tenants to develop a credit score by using the rent account data. This should enable tenants to move from pre-payment meters and access better energy tariffs with energy companies
<p>HOUSING IN THE CITY How is the Council addressing the issue of creating family housing and social/affordable housing Given the census data showing families moving out of city to find suitable family housing?</p>
<p>COMMERCIALISM With significant budgetary pressures expected for local government until 2019/20 how can Nottingham City Council engender a 'commercial culture' to help manage these pressures? How can we maximise the benefits of grants/charitable funding for the city?</p>
<p>DEMOGRAPHIC CHANGES, EXPLORING TRENDS AND CHALLENGES IN NOTTINGHAM CITY Understanding our changing population and potential implications to service delivery. Need to explore the changes in demography in Nottingham and how this will impact on : The ageing population; Council services; Health Services etc.</p>

FE COLLEGES - How far is Nottingham City Council supporting Nottingham's Further Education (FE) colleges in order to equip young people with the right skills for local employment?

IT - How is the Council ensuring its IT infrastructure is fit for purpose and meets the requirements of citizens, colleagues and councillors?

TOURISM – what is the Council doing to make Nottingham a tourist destination of choice and how does it know what citizens and tourists want?

STAFF ENGAGEMENT – how can the councillors be sure that colleagues are fully engaged with changes in work practices (commercialism) and need for leaner cost efficient services and structural changes (Good to Great). How are staff morale being measured and their views being sought? When was the last staff questionnaire and when is the next one due? What lessons have been learnt? Are these changes and austerity measures impacting on staff retention?

FIXED ODDS GAMBLING – a recent article in the Nottingham Post highlighted research carried out by the Campaign for Fairer Gambling, gamblers in Nottingham spent £40,896,139 on the machines. Nottingham is amongst the 55 most deprived English boroughs which lost £470m on the gaming machines last year, against £231m in the 115 most affluent areas in the country.

CREDIT UNIONS - An effective way of addressing citizen's increasing use of pay day lenders?