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| <b>OVERVIEW AND SCRUTINY COMMITTEE</b>       |
| <b>9 SEPTEMBER 2015</b>                      |
| <b>PROGRAMME FOR SCRUTINY</b>                |
| <b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b> |

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

2.1 note the items scheduled on the work programme for the Overview and Scrutiny Committee and Scrutiny Review Panels for 2015/16.

2.2 agree a date, appoint a scrutiny review panel chair and members to the following scrutiny review panel:

To consider the use of enforcement agents (bailiffs) by Nottingham City Council.

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.

3.4 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 held a workshop session in March 2015 and identified a number of areas for consideration during 2015/16. These topics have been identified and are listed in Appendix 1 to this report.
- 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.

#### 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.
- 3.10 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** – Feasibility criteria for topics

**Appendix 2** – Long list of main scrutiny topics

**Appendix 3** – Policy Briefing topics

**Appendix 4** - 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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**Appendix 1 - feasibility criteria includes:**

|                                                    |                                                                                                                                                                                                                                                                                             |                                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision making and being a critical friend</b> | <b>Is it a topic/key decision which requires consultation with Overview and Scrutiny <u>prior</u> to the decision being taken.</b>                                                                                                                                                          | Yes – include.<br>No – apply other criteria and consider removing                                                             |
| <b>Public Interest and relevance</b>               | <b>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?</b>                                                                                                                 | Yes – apply other criteria and consider inclusion<br>No – apply other criteria and consider removing                          |
| <b>Ability to change or influence</b>              | <b>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?</b>                                                               | Yes – apply other criteria and consider inclusion<br>No – apply other criteria and consider removing                          |
| <b>Range and scope of impact</b>                   | <b>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></b><br><br><b>Is there interest from partners and colleagues to undertake and support this review and will it be beneficial?</b> | Yes – apply other criteria and consider inclusion<br>No – apply other criteria and consider removing                          |
| <b>Avoidance of duplication of effort</b>          | <b>Is this topic area very similar to one already being scrutinised in another arena or has it already been investigated in the recent past?</b>                                                                                                                                            | Yes – consider involvement in the existing activity or consider removing<br>No – apply other criteria and consider inclusion. |

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|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>9 September 2015</b></p> | <ul style="list-style-type: none"> <li>• <b>Review of Nottingham City Council’s Summer of Engagement Programme – 2015</b><br/>To consider the Council’s plans to improve its workforce and its journey from good to great.<br/><br/>(Organisation and Transformation, Nottingham City Council)</li> <li>• <b>Review of Nottingham City Council’s Citizen Survey 2014 and proposals for 2015</b><br/><br/>(Engagement and Consultation, Nottingham City Council)</li> <li>• <b>Work Programme</b><br/>To agree a draft work programme for 2015/16</li> </ul> |
| <p><b>7 October 2015</b></p>   | <ul style="list-style-type: none"> <li>• <b>Review of combined local and parliamentary elections 2015</b><br/>To consider the effect of the change to the electoral registration process and the management of the 2015 election process. To include input from a number of political parties and their staff, Portfolio Holder and Democratic Services staff<br/><br/>(Democratic Services, Nottingham City Council)</li> <li>• <b>Work Programme</b><br/>To agree a draft work programme for 2015/16</li> </ul>                                           |
| <p><b>4 November 2015</b></p>  | <ul style="list-style-type: none"> <li>• <b>Nottingham City Safeguarding Children Board Annual Report and actions arising from Ofsted inspection in May 2014</b><br/>To consider the NCSCB’s annual report and progress against the actions arising from the Ofsted inspection in May 2014<br/>(NCSCB Independent Chair, Corporate Director for Children and Adults, Portfolio Holder for Early Years and Early Intervention)</li> <li>• <b>Nottingham Plan – Annual Report</b></li> </ul>                                                                  |

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|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>• <b>Work Programme</b><br/>To agree a draft work programme for 2015/16</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>9 December 2015</b></p> | <ul style="list-style-type: none"> <li>• <b>Nottingham Growth Plan</b><br/>To consider an update from the Portfolio Holder for Job, Growth and Transport on the progress of the Growth Plan in Nottingham.<br/>(Economic Development, Portfolio Holder for Jobs, Growth and Transport)</li> <li>• <b>Council Plan and Priorities</b><br/>To consider an update from the Leader of the Council on his Council plans and priorities<br/>(Leader of the Council)</li> <li>• <b>Work Programme</b><br/>To agree a draft work programme for 2015/16</li> </ul>                 |
| <p><b>6 January 2016</b></p>  | <ul style="list-style-type: none"> <li>• <b>Good to Great Operating Model</b><br/>To consider an update from the Chief Executive on the Council's transition from 'Good to Great' and the resulting changes to the Council's operating model.<br/>(Chief Executive, Nottingham City Council)</li> <li>• <b>Housing Strategy in Nottingham</b><br/>To consider the development of the housing sector in the city of Nottingham<br/>(Major Programmes, Nottingham City Council)</li> <li>• <b>Work Programme</b><br/>To agree a draft work programme for 2015/16</li> </ul> |
| <p><b>3 February 2016</b></p> | <ul style="list-style-type: none"> <li>• <b>Adoption of Children with complex needs, disabilities or from minority/ethnic backgrounds</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>To consider the process for the adoption of children.<br/>(Children in Care, Nottingham City Council)</p> <ul style="list-style-type: none"> <li>• <b>Combined Authority</b><br/>To consider the process and plans for the formation of a combined authority in Nottingham.<br/>(Development and Growth, Nottingham City Council)</li> </ul>                                                                                                |
| <b>9 March 2016</b> | <ul style="list-style-type: none"> <li>• <b>CDP Annual Partnership Plan</b><br/>To consider an update on the CDP's partnership plan.<br/>(Crime and Drugs Partnership)</li> <li>• <b>Commercialisation of Council Services</b><br/>To consider an update on the commercialism agenda, with a view to identifying a number of topics requiring closer scrutiny.<br/>(Commercial and Neighbourhood Services, Nottingham City Council)</li> </ul> |
| <b>5 April 2016</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## APPENDIX 2

### List of potential policy briefings

The Committee can 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 Topics 2015/16**

|    | <b>Topic</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>To review school attendance for children with disabilities or special education needs and the support mechanisms in place to support them to improve attendance and the progress of the transition from the Statement of Special Educational Needs or 323 assessments to the new Educational Health and Care Plans arising from the Children and Families Act 2014 Act</b> | <p><b>Status – to be scheduled</b></p> <p>Proposed by Beverly Denby, 3<sup>rd</sup> Sector Advocate</p> <ul style="list-style-type: none"> <li>• Chair and membership needs appointing at OSC</li> <li>• Panel will include the co-opted representatives for educational issues</li> <li>• Scope to be finalised and submitted for approval to OSC</li> </ul> |
| 2  | <p><b>NOTTINGHAM CITIZEN'S SURVEY</b></p> <p><b>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</b></p>                                                                                                                                                          | <p><b>Status – to be scheduled</b></p> <p>CHAIR: To be determined</p> <ul style="list-style-type: none"> <li>• Identified as a review at the Overview and Scrutiny workshop held in March 2014</li> <li>• Scope needs to be finalised with chair and submitted for approval to OSC</li> <li>• Membership needs to be appointed</li> </ul>                     |
| 3  | <b>Equalities within the Commissioning and Procurement process</b>                                                                                                                                                                                                                                                                                                            | First review held in December 2014, follow up review planned for June 2016 with Cllr Jenkins to chair                                                                                                                                                                                                                                                         |
| 4  | <b>Kin fostering regulations</b>                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |
| 5  | <b>The changing landscape of demographics of children in care</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |
| 6  | <b>The specialist skills required for adoption and foster families</b>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |
| 7  | <b>The wider impact of commercialism on services and the balance between delivering outcomes for citizens</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |
| 8  | <b>The commercialisation of garage services</b>                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |
| 9  | <b>The commercialisation of cemeteries and crematoriums</b>                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |
| 10 | <b>Term time holidays</b>                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |

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| 11 | <b>Correlation between school attendance and behaviour and the impact on attainment</b> |  |
|----|-----------------------------------------------------------------------------------------|--|