

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>6 APRIL 2016</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 agree the items scheduled on the work programme for the Overview and Scrutiny Committee and Scrutiny Review Panels for 2016/17.

## **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** – List of scrutiny review panel 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. 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 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 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>  <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 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 No – apply other criteria and consider inclusion.

### List of Overview and Scrutiny Committee topics

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.

<b>Date</b>	<b>Topic</b>
<b>9 May 2016</b>	<b>Overview and Scrutiny Committee terms of reference Sub-Committee terms of reference</b>
<b>8 June 2016</b>	<b>Portfolio Holder for Leisure and Culture – Council Plan priorities and overview Air Quality in Nottingham Work Programme</b>
<b>6 July 2016</b>	<b>Portfolio Holder for Early Years and Early Intervention – Council Plan priorities and overview Trading Standards in Nottingham Work Programme</b>
<b>7 September 2016</b>	<b>Portfolio Holder for Resources and Neighbourhood Regeneration – Council Plan priorities and overview Crime and Drugs Partnership and Police and Crime Commissioner Update Work Programme</b>
<b>5 October 2016</b>	<b>Portfolio Holder for Community Services – Council Plan priorities and overview Library Services in Nottingham Work Programme</b>
<b>9 November 2016</b>	<b>Portfolio Holder for Energy and Sustainability – Council Plan priorities and overview Flood Risk Mitigation Strategy in Nottingham Work Programme</b>

<b>Date</b>	<b>Topic</b>
<b>7 December 2016</b>	<b>Update from the Leader of the Council – Council Plan priorities and overview Community Grants and the Voluntary Sector Work Programme</b>
<b>4 January 2017</b>	<b>Portfolio Holder for Planning and Housing – Council Plan priorities and overview Nottingham City Safeguarding Children’s Board Annual Report Update on Council’s response to actions arising from Ofsted Inspection in May 2014 Work Programme</b>
<b>8 February 2017</b>	<b>Portfolio Holder for Jobs, Growth and Transport – Council Plan priorities and overview Tourism in Nottingham and Nottinghamshire Work Programme</b>
<b>8 March 2017</b>	<b>Portfolio Holder for Schools – Council Plan priorities and overview Neighbourhood Strategy in Nottingham Work Programme</b>
<b>5 April 2017</b>	<b>Work Programming session for 2017/18</b>

### List of Scrutiny Review Panel topics

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
	Deprivation in Nottingham	Links to the drop in Indices of Deprivation figures released in 2015 as identified in the Nottingham Plan
	Effectiveness of the City Council's consultation processes	
	Fracking in Nottingham and Nottinghamshire – cross boundary impact	
	Private rented sector in Nottingham	
	Scrutiny of 2% precept for adult social care – cost analysis and benefit	
	Cost benefit analysis of Council input into the election process – what has the Council done to encourage people to vote in the city	
	Use of food banks in Nottingham	
	Parking enforcement in Nottingham	Assessment of officers' ability to enforce parking restrictions in the city
	Cycling in Nottingham	