

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>9 JULY 2014</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:

**note the items scheduled on the work programme for the Overview and Scrutiny Committee and Scrutiny Review Panels for 2014/15.**

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 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.
- 3.7 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.

**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** – Review of status of SRP topics for 2013/14

**Appendix 4** – SRP topics for 2014/15

**Appendix 5** – Long-list of potential future 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

Angelika Kaufhold  
Overview and Scrutiny Co-ordinator  
[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)  
0115 8764296

Jane Garrard  
Overview and Scrutiny Co-ordinator  
[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)  
0115 8764315

The 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.

## Appendix 1

### 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. The following items are all subject to final confirmation.

Date of meeting	Focus
3 September 2014 At 2.00 pm – confirmed	<b><u>The Nottingham Plan 2020</u></b> – progress of targets and identifying issues for further exploration in the One Nottingham and Scrutiny Panel Board (last considered 4 September 2013)
8 October 2014 at 2.00 pm confirmed	<b><u>Probation Reforms</u></b> How will the newly established probation service in Nottingham mitigate the risks associated with its transformation and what do these changes mean for the Council?
5 November 2014 TBC	<b><u>From “Good to great”</u></b> – changing the Council’s operating model – the realignment of council services: (i) Delivery of new city vision (ii) Enablers of transformation (iii) Business enablers 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?
3 December 2014 Update from previous year	<b><u>Nottingham Growth Plan</u></b> – progress in meeting targets to tackle youth unemployment in the City, Jobs Fund and Apprenticeships (last attended 2 October 2013)
7 January 2015 confirmed	<b><u>Citizen First/Customer Access Programme Implementation</u></b> – progress and what difference is this making to citizens? (last attended 8 January 2014)
4 February 2015	TO BE DETERMINED
4 March 2015	TO BE DETERMINED
8 April 2015	TO BE DETERMINED

## 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	

## Appendix 3

### Review of status of Scrutiny Review Panels 2013/14

<b>Date and Time</b>	<b>Topic</b>	<b>Chair /Membership</b>	<b>Lead Officer</b>
<b>Wednesday 2 April 2014 at 2.00 pm</b>  <b>Review temporarily suspended</b>	Exploring the implications of the changing educational landscape Part 2 (final meeting)	Glyn Jenkins (chair) Choudhry Sally Longford Thulani Molife Eileen Morley	Jane Garrard/Angelika Kaufhold
<b>23 September 2013 – completed</b>	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
<b>Friday 25 October - completed</b>	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
<b>Monday 11 November 2013 - completed</b>	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 published
<b>Thursday 28 November 2013 2.00 pm - completed</b>	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	Status: review report published
<b>Friday 13 December 2013 at 3.00 pm</b>  <b>Monday 20 January 2014 at 2.00 pm</b>	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	Status: response to recommendations received 29 May 2014
<b>Wednesday 22 January 2014 at 2.00 pm</b>	Is the funding available for tree management and maintenance being used in	Brian Parbutt (Chair) Glyn Jenkins Anne Peach	Status: Review report being drafted

	the most efficient and effective way possible? How is the Council managing the problems caused by tree roots, in particular damage to pavements/ roads?	Roger Steel	
<b>Monday 3 February 2014 at 2.00 pm</b>	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	Status : report being drafted
<b>Tuesday 25 February 2014 at 2.00 pm</b>	Exploring the implications of the changing educational landscape Part 1	Glyn Jenkins (chair) Choudhry Sally Longford Thulani Molife Eileen Morley	Jane Garrard/Angelika Kaufhold
<b>Wednesday 7 May 2014 at 2.00 pm</b>	Allotments	Mohammed Ibrahim (chair) Glyn Jenkins Anne Peach Roger Steel	Status : report being drafted



**Potential Scrutiny Review Topics 2014/15**

	<b>Topic</b>	<b>Comments</b>
1	<p><b>NOTTINGHAM CITIZEN'S SURVEY</b></p> <p>The results of the Nottingham Citizens' survey carried out in November and December 2013 have recently been published. The following slides show some of the findings of particular relevance to the Council.</p> <ul style="list-style-type: none"> <li>○ Potential areas for better understanding the implications of the Citizens' Survey 2013</li> </ul>	<p>CHAIR: Councillor C A Jones</p> <p><b>Colleagues being consulted and timing of review</b></p> <p>Take a more in depth look at the figures and the correlation between questions Explore the issues around why so many more disabled people expressed dissatisfaction with the Council</p>
2	<p>A review of commissioning and procurement as a way of promoting equality for potential inclusion in the 2014/15</p>	<p><b>Autumn 2014 - TBC</b></p> <p>Proposed at OSC Feb 2014 by Imoegen Denton referred by EFC Review the procurement strategy and ask how equality measures are included Scope being drafted</p>
4	<p><b>COMMERCIALISM</b></p> <p>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><b>Awaiting briefing and approval to include on SRP programme</b></p>
5	<p><b>DEMOGRAPHIC CHANGES,</b></p> <p>Trends and Challenges in Nottingham City – Understanding our changing population and potential implications to service delivery.</p> <p>Need to explore the changes in demography in Nottingham and how this will impact on : The ageing population; Council services; Health Services etc.</p>	<p><b>Awaiting briefing and approval to include on SRP programme</b></p>
6	<p><b><u>Housing in the City</u></b> – 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><b>Briefing note first and then approval to include on SRP programme</b></p>
7	<p><b><u>Impact of the Children and Education Act</u></b></p>	<p><b>Further information being sought proposed by Beverley Denby at OSC in June 2014.</b></p>

## Appendix 5

### Scrutiny Review Panels – long-list of potential future items

<p><b>FE COLLEGES</b> - 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?</p>	<p>Obtain more information/background to establish what the current picture is BEFORE deciding whether to pursue as a topic for an SRP</p> <ul style="list-style-type: none"> <li>• What are the current partnership arrangements/networking between FE colleges/Council/partners/local business</li> <li>• How can this be improved and what level of influence does the Council/local business sector have to encourage courses for core skills needed by the private sector?</li> <li>• How can the prospects for young people be improved and how can we build a strong partnership?</li> <li>• Need joined up thinking by all agencies/partners</li> <li>• Impact of youth unemployment figures and trends</li> </ul>
<p><b>IT</b> - How is the Council ensuring its IT infrastructure is fit for purpose and meets the requirements of citizens, colleagues and councillors?</p>	
<p><b>Tourism</b> – what is the Council doing to make Nottingham a tourist destination of choice and how does it know what citizens and tourists want?</p>	
<p><b>Staff engagement</b> – 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?</p>	
<p><b>Fixed odds gambling</b> – a recent article in the Nottingham Post highlighted research carried out by the Campaign for Fairer</p>	<p>Is this affecting some of Nottingham's most vulnerable residents, what research is available and is there any action that can be taken by the Council to address this given that the Association of British Bookmakers have</p>

<p>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.</p>	<p>said it will also introduce alerts when a customer has spent <u>£250 or played for 30 minutes</u> as part of a new code to tackle problem gambling.</p> <p>How accurate is the data and how was it collated?</p> <p>What is the profile of citizens?</p> <p>How prolific are premises offering this on Nottingham's streets?</p> <p>Will the companies in Nottingham adhere to the voluntary code?</p>
<p><b>Credit Unions</b> - An effective way of addressing citizen's increasing use of pay day lenders?</p>	