



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Overview and Scrutiny Committee

Date: **Monday 19 March 2018**

Time: **5.30 pm**

Place: **Chappell Room**

For any further information please contact:

Helen Lee

Democratic Services Officer

0115 901 3894

Overview and Scrutiny Committee

Membership

Chair Councillor Meredith Lawrence

Vice-Chair Councillor Paul Feeney

Councillor Bruce Andrews
Councillor Sandra Barnes
Councillor Tammy Bisset
Councillor Kevin Doyle
Councillor Roxanne Ellis
Councillor Kathryn Fox
Councillor Helen Greensmith
Councillor Marje Paling
Councillor Stephen Poole
Councillor Alex Scroggie
Councillor John Truscott

AGENDA

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 22 January 2018

Councillor Meredith Lawrence (Chair)

Councillor Paul Feeney	Councillor Kathryn Fox
Councillor Bruce Andrews	Councillor Stephen Poole
Councillor Sandra Barnes	Councillor Alex Scroggie
Councillor Kevin Doyle	Councillor Muriel Weisz
Councillor Roxanne Ellis	

Apologies for absence: Councillor Tammy Bisset, Councillor Helen Greensmith, Councillor Marje Paling and Councillor John Truscott

Officers in Attendance: H Barrington, D Wakelin, David Jayne and Helen Lee

Guests in Attendance Councillor D Ellis, Portfolio Holder Public Protection

10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies were received from Councillors Greensmith, Paling, Truscott and Bisset.

11 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

12 DECLARATION OF INTERESTS.

None.

13 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

The committee welcomed Councillor David Ellis, Portfolio Holder for Public Protection to discuss a range of issues relating to his area of responsibility. David Wakelin, Director of Health and Community Wellbeing and David Jayne, Community Safety and Safeguarding Manager also attended the meeting.

Councillor Ellis gave a presentation which updated on the areas reviewed in January 2017. This included:

- Hate crime analysis. Strands recorded by the police now include misogyny. The Safer Nottingham Board Action Plan monitors this
- Closer working with Notts. County Council Family Service. Links have improved, the Anti-social behaviour coordinator is based half a day with the Family Service and the Family Service coordinator attends monthly meetings.
- Co – location with the Police. Police now working in the Carlton Ambulance Station where there is a customer service point one day a week. The Police are now co located at Jubilee House. Currently there is no Police presence in the Civic Centre, but as there has been no Police Station in Arnold for some time this is not seen as a priority. There are ongoing discussions with the Gedling response team which should bring about improvements in response times in Gedling. Yellow phones inside and outside the Civic Centre to the control room will be provided.
- A single point of contact for both fly tipping and abandoned vehicles has been introduced.
- There has been an expansion of food hygiene training with new tests developed locally.

Councillor Ellis explained there is no one single reliable measurement of crime, data is developed from a range of indicators including the National Crime Survey and local police statistics. There has been a steady decrease in crime levels from 2004 onwards to 2014 when it has gradually started to rise. Real increases have been seen in digital, acquisitive (burglary, shop theft, vehicle crime) and violent crime. There have been some changes to the recording of violent crime but this does not account for all the increase. Terrorism and domestic extremism has also increased, levels of anti-social behaviour have remained constant. Young people, students, single parent households, unemployed and people living in urban areas are more likely to be a victim of crime. Different types of crime, honour based, FGM and modern slavery result in hidden victims.

Emerging organised crime groups involved in drugs, cybercrime and child sexual exploitation pose a significant threat across the country. Knife crime is of particular concern.

Locally in Gedling there has been a 26% increase in crime for quarter 2 a 21% increase this calendar year.

The Nottingham Police and Crime Plan, Strategic Framework has four main objectives for protecting people from harm, helping and supporting victims, tackling crime and ASB and transforming services. Gedling Borough is reviewing its own objectives to align with the framework.

The South Nottingham Community Safety Partnership last year reviewed its structure. It has a strategic group and operational delivery group which looks at what need addressing, local operational groups include a whole range of partners and consider individual cases and local complex needs panels meet monthly and undertake detailed work with individual cases.

Councillor Ellis than informed Members about the introduction of Selective Licensing where all private rented homes must be licensed within a designated area. Currently consultations on designating Netherfield ward are being undertaken. This would result in inspection of all properties and an improvement in property conditions. Ashfield already has this scheme and Nottingham City is considering implementing it. There will be a Cabinet report on the results of the consultation with possible implementation in the autumn.

Taxi Licensing has been of some concern and all drivers registered in Gedling have been reminded that plying for hire outside the borough is an offence.

Councillor S Barnes left the meeting at 7.00pm.

During discussion Councillor Ellis addressed questions sent in advance of the meeting and the following issues were highlighted.

- Vehicle crime is predominantly theft from vehicles rather than theft of vehicles. Proactive work is undertaken to warn motorist not to display items in vehicles, this is particularly relevant for van drivers who carry tools. A small number of offenders have a great effect on the numbers of thefts.
- Illegal traveller encampments are dealt with quickly and should it be necessary parish councils are contacted. The City/County wide encampment group has developed an action plan to successfully manage any occurrences.
- It is not possible to say what the 298 less antisocial behaviour offences comprised of, currently there is no data at ward level but it is hoped this will be available in the future.
- There are no statistics available for the use of the Carlton Police desk.
- Food hygiene ratings are displayed on the Food Standards Website, ratings do not have to be displayed in the premises, and Members considered that this should be made mandatory.
- Work is undertaken with shops to try and reduce the number of shoplifting incidents. However some shops are not very proactive in preventing this crime.
- The Youth Council is developing an anti-bullying strategy. Cyber bullying is a growing problem and a pilot of police officers working

in four schools in Gedling to tackle a range of issues including bullying and child sexual exploitation is underway...

- Neighbourhood wardens do not wear stab vests as they don't want to get into situations where it is necessary, they do not want to look like police officers. In future they will however be getting access to police radio messages.
- Police officer numbers have reduced by 24%. At its peak there were 2,500 officers this has now reduced to 18,000. There have been £350 million in savings and a further £16 million have to be made even though demand is high and the population is increasing.
- If there is a serious incident the Police ring David Wakelin who will then contact the Leader. There currently no procedure to contact Ward members.

RESOLVED to:

- Thank Councillor Ellis for an interesting and informative report
- Note the report

14 COUNCIL PLAN 2017/19: OVERVIEW OF QUARTER 2

The Director of Organisational Development and Democratic Services presented a report, which had been circulated in advance of the meeting, informing the committee about the position against Improvement, Actions and Performance Indicators in the 2017/2018 Gedling Plan.

Five of the 83 Gedling Plan actions are completed, with the remaining either in progress or assigned to an Officer. As this only refers to the first two quarters of the financial year it is expected over time that the majority of these actions will be completed.

There has been particularly strong performances in some areas and of the 9 indicators showing red for the end of quarter 2, 5 are expected to be on target by the end of the year. Three indicators are of concern.

- Crime levels – level of overall crime
- Homelessness – the average time to process homeless applications Officers are aware of this problem and this will not improve in Quarter three. Two very complex cases have contributed this
- Housing – net additional homes provided. Houses have been started completion will fall into following quarter data.

During discussion the following points were raised:

- Many achievements are due to partnership working.
- Although the indicator referring to the number of people receiving job seekers allowance falls mainly to the Department of Work and pensions, Economic Development has a role in increasing business activity in the borough and creating jobs.
- There needs to be more communication with Parish Councils regarding illegal encampments.
- Service managers provide this information for the key achievements report, most of this information is provided by Community Relations.

RESOLVED to:

- Note the progress against actions and performance indicators in the Gedling Plan 2017/2018.

15

SCRUTINY WORK PROGRAMME

COMPLETED SCRUTINY REVIEWS

Income Generation Working Group

The report and recommendations arising from the working group were presented to Cabinet on the 12th October; the response to the recommendations was discussed. All recommendations were accepted or partially accepted and a six month update on the progress of the recommendations was requested.

INFORMATION UPDATES FROM PREVIOUS ITEMS AT COMMITTEE

Members discussed and noted the additional information.

SCRUTINY REVIEWS 2017/18

Gedling Councillor Standard

This working group which will be developing a set of guidance which will determine standards of behaviour expected from elected members will be starting shortly.

Improving the effectiveness of scrutiny.

As part of the evidence gathering process for this review Councillor Lawrence considered the findings of the Communities and Local Government Report on the Effectiveness of Local Authority Overview and Scrutiny and discussed with the committee how they considered the profile of the committee could be raised and member engagement with the scrutiny process increased. The final report and recommendations arising from this working group will be available for the March Committee meeting.

Promoting transparency of the Council

The working group decided that due to lack of interest that this review would not proceed. The outstanding issue regarding the recording of meetings, which Cabinet has asked the committee to reconsider, would, however, be brought back to the March committee for further discussion. To assist members of the committee with their discussion all members of the Council are to be asked for their opinion about the resumption of the audio recording of Council and Planning Committee.

SCRUTINY IN COMMITTEE

Programme of Portfolio Holder Attendance

The forward plan for Portfolio Holder attendance was noted and agreed.

RESOLVED:

- I. To note the response to the Income Generation Working Group and ask for a six month update on the progress of recommendations
- II. To note the information from earlier committees
- III. That the proposed review into the openness and transparency of the Council would not proceed.
- IV. That the resumption of recording of meeting would be discussed at the March committee; and
- V. That to assist Members with the discussion the Committee the wider membership of the Council would be contacted to gather opinions about resuming the recordings.

OVERVIEW AND SCRUTINY COMMITTEE AS REQUIRED UNDER THE CONSTITUTION OR LAW.

Members considered a report, which had been circulated in advance of the meeting, which included information on items referred to the Chair as required by the Constitution.

17 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None

The meeting finished at 8.00 pm

Signed by Chair:
Date:

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Report to: Overview and Scrutiny Committee

Subject: Programme of Portfolio Holder Attendance

Date: 19 March 2018

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

- I. To consider the areas of responsibility of the Portfolio Holder for Growth and Regeneration Councillor Jenny Hollingsworth, as part of the rolling programme of Portfolio Holder attendance.
- II. To discuss areas for examination in the Community Development Portfolio for the March committee.

2. BACKGROUND

At the 20th July 2015 Overview and Scrutiny Committee, Members agreed to continue with a programme of attendance by Portfolio Holders, and relevant officers, at committee. Areas of performance, within each portfolio for examination, would be identified, and questions for Portfolio Holder submitted in advance of each meeting. 'Ad hoc' questions could also be put forward at the meeting itself. Non-executive members have also been invited to submit questions for the Portfolio Holder.

3. 2016/2017 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

Councillor Jenny Hollingsworth, Portfolio Holder for Growth and Regeneration is attending the Committee to give Members the opportunity to examine areas of responsibility in this Portfolio which include:

- Planning policy, development management and building control

- Transportation
- Town Centre management and development
- Inward investment, business engagement, promotion and support
- Housing Development
- Employment and Skills

A customised report detailing performance outcomes for Q3 for the above Portfolio is attached at **Appendix 1**.

3.1 Questions received in advance of the committee

The following questions and areas for discussion were submitted in advance from Members:

Questions received in advance of the committee

Employment and Skills

I. LI 181

What happens to our apprentices once their time with Gedling Borough Council ceases? Are there any statistics or information available regarding apprentices finding employment after completing the apprenticeship programme? How successful has the programme been?

- II.** In which departments have there been work experience placements. What preparation is made to ensure that the placement is of value, and is there any follow up evaluation to find out if the placement was beneficial?

Inward investment, business engagement, promotion and support

- III.** What business support is given to small and medium businesses?

Housing Development

IV. NI 154

The Housing Delivery Workshop produced a very good and comprehensive "Planning Protocol" document, which lists various commitments and subsequent actions to be undertaken by planners and others in order to enhance and improve housing delivery. Is this being used by the Portfolio Holder as a working document, and has tracking been implemented to ensure the commitments are fulfilled? Would it be feasible and reasonable

for this to be built into the next Performance Report as a separate item and action and allocated a number?

V. Review and Improve Temporary Housing

Please elaborate on the "council owned property" being used as temporary accommodation?

VI. Proactively promote the sale of Council owned land for the purpose of creating new homes.

What is being done when "proactively promoting the sale of council owned land...etc." Where and what is this land?

VII. Delivery of allocated housing sites.

Can you please elaborate on what has been done to progress stalled sites?

VIII. Secure provision of more affordable housing including homes for rent in the social housing sector.

What is the definition of affordable?

IX. Gedling Housing Development Company?

What progress has been made in the development of the Gedling Housing Development Company, what will it hope to achieve?

Transportation

X. Secure Construction of the Gedling Access Road.

Update on progress of the Gedling Access Road.

XI. Any news on a planned route of a tram line for Gedling Borough?

Town Centre management and development

XII. What is happening to the old Carlton Police Station? What are the delivery options and development delivery plans for the regeneration of the Carlton Square area?

4. FUTURE PORTFOLIO HOLDER ATTENDANCE

Councillor Gary Gregory, Portfolio Holder for Community Development will be attending the next meeting of the committee to give Members the opportunity to examine areas within his Portfolio.

This includes:

- Community Centres
- Neighbourhood Wardens
- Community Events
- Arts, culture and play
- Community engagement and consultation, including liaison with the voluntary sector and Parish Councils.
- Equalities
- Members' services, including member training and development.

Members are asked to consider which service areas they would like to examine in this Portfolio. If they have any specific issues they would like Councillor Gregory address Members are requested to submit questions in advance of the meeting.

A customised report detailing performance outcomes for Q3 for the above Portfolio is attached at **Appendix 2** to assist Members' identify areas for consideration.

5. RECOMMENDATION.

The Overview and Scrutiny Committee is recommended to:

- consider, ask questions and comment on the information provided
- thank Councillor Hollingsworth and other guests for their attendance
- identify areas in the Community Development Portfolio for examination at the March meeting

APPENDICIES

Appendix 1: Q3 Growth and Regeneration

Appendix 2: Q3 Community Development

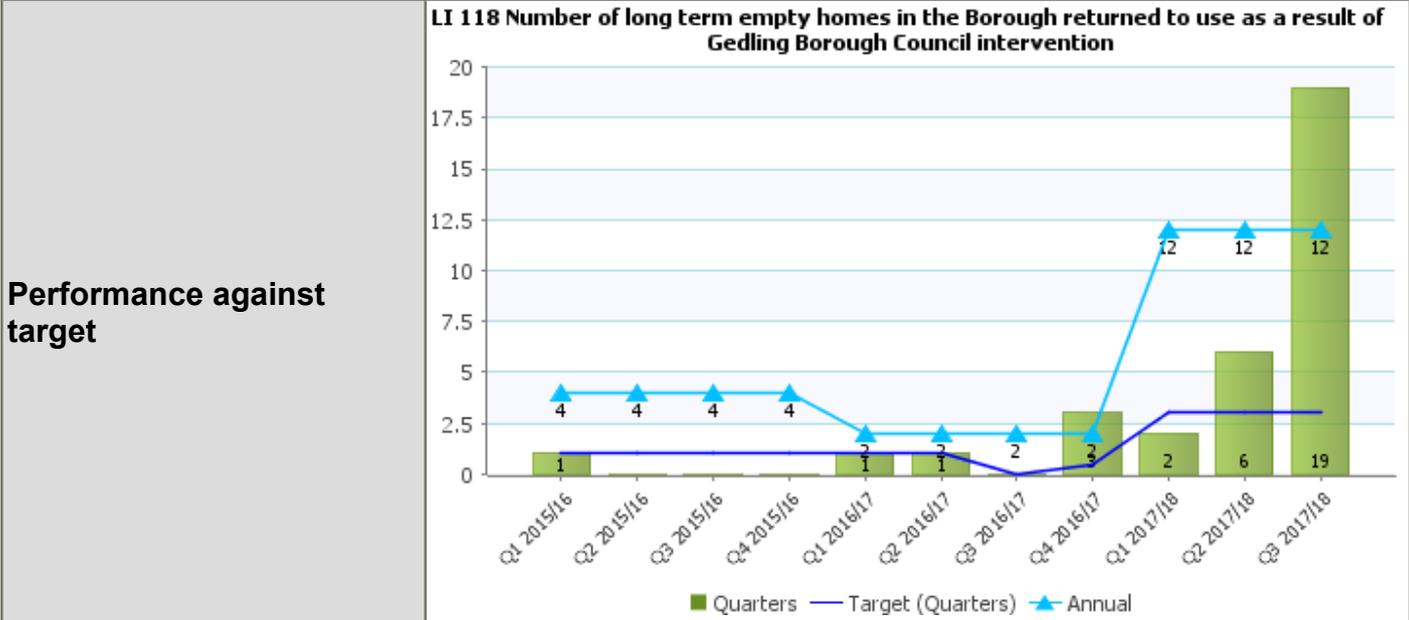
Growth and Regeneration Portfolio Performance Report Quarter 3 2017/18



LI 118 Number of long term empty homes in the Borough returned to use as a result of Gedling Borough Council intervention

Managed By	Andy Callingham	Status	✔
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
19	3	↑	↑

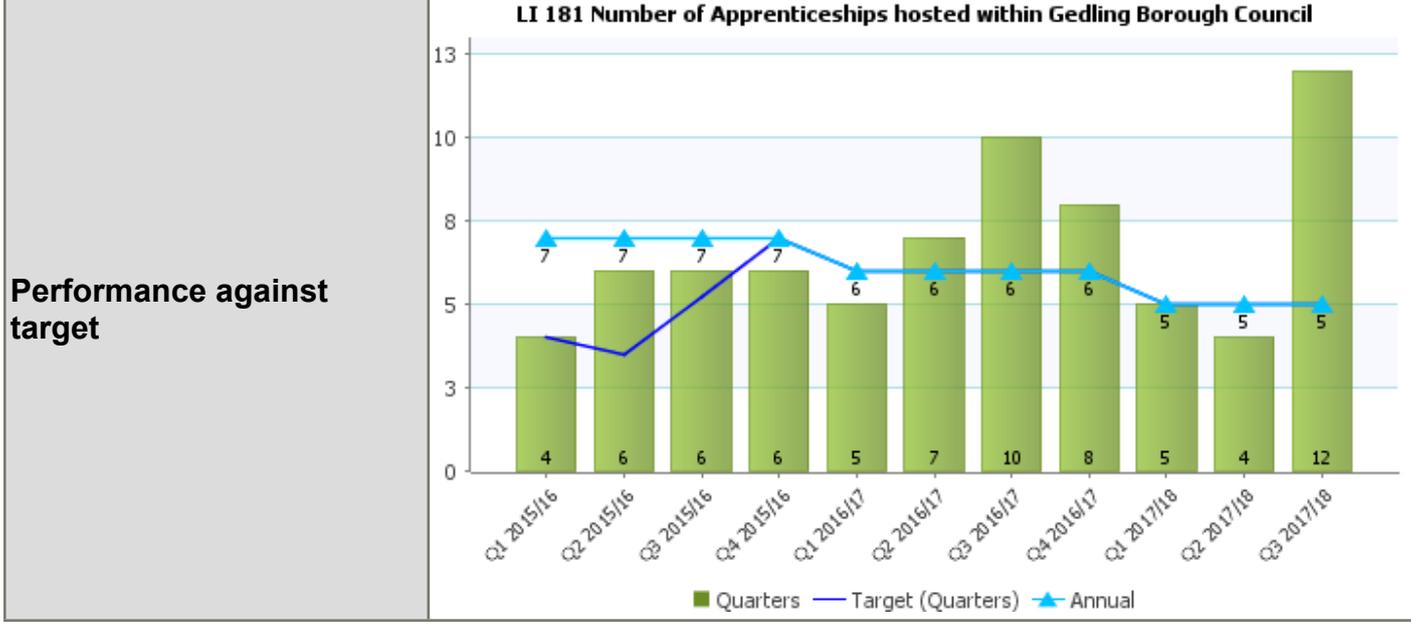
Latest Note
27 properties brought back into use so far this year.
19 this quarter. Empty Homes Officer working on a further 149 cases.



LI 181 Number of Apprenticeships hosted within Gedling Borough Council

Managed By	David Archer	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
12	5		

Latest Note
 The council's programme of apprenticeships has commenced. 12 Candidates have started their training including three new apprentices that have been employed by the council.

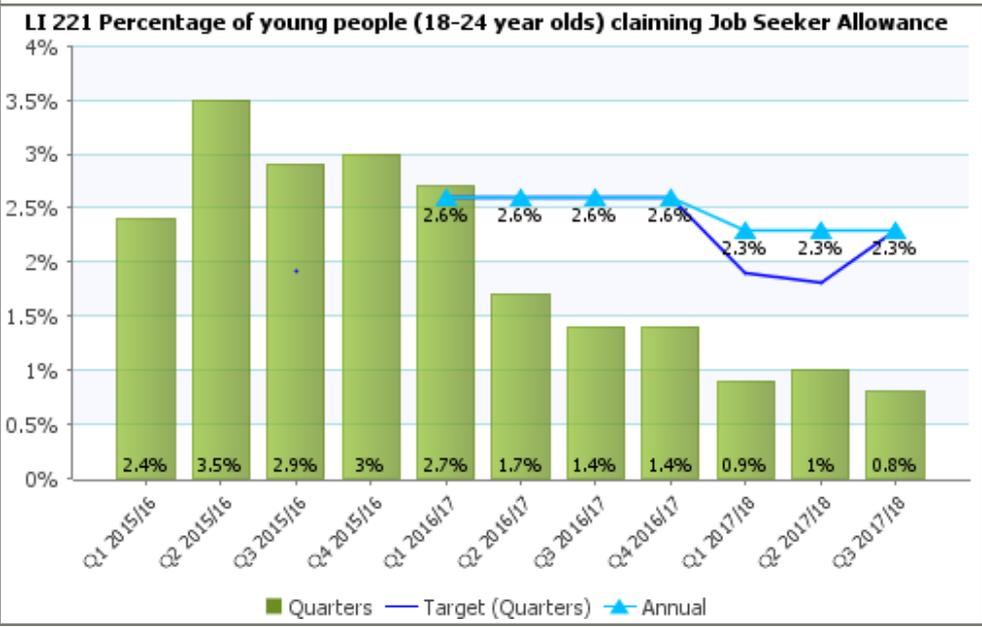


LI 221 Percentage of young people (18-24 year olds) claiming Job Seeker Allowance

Managed By	Dawn Alvey	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
0.8%	2.3%		

Latest Note Figure for November 2017 Gedling 0.8%. Compared with the East Midlands and GB at 0.7%

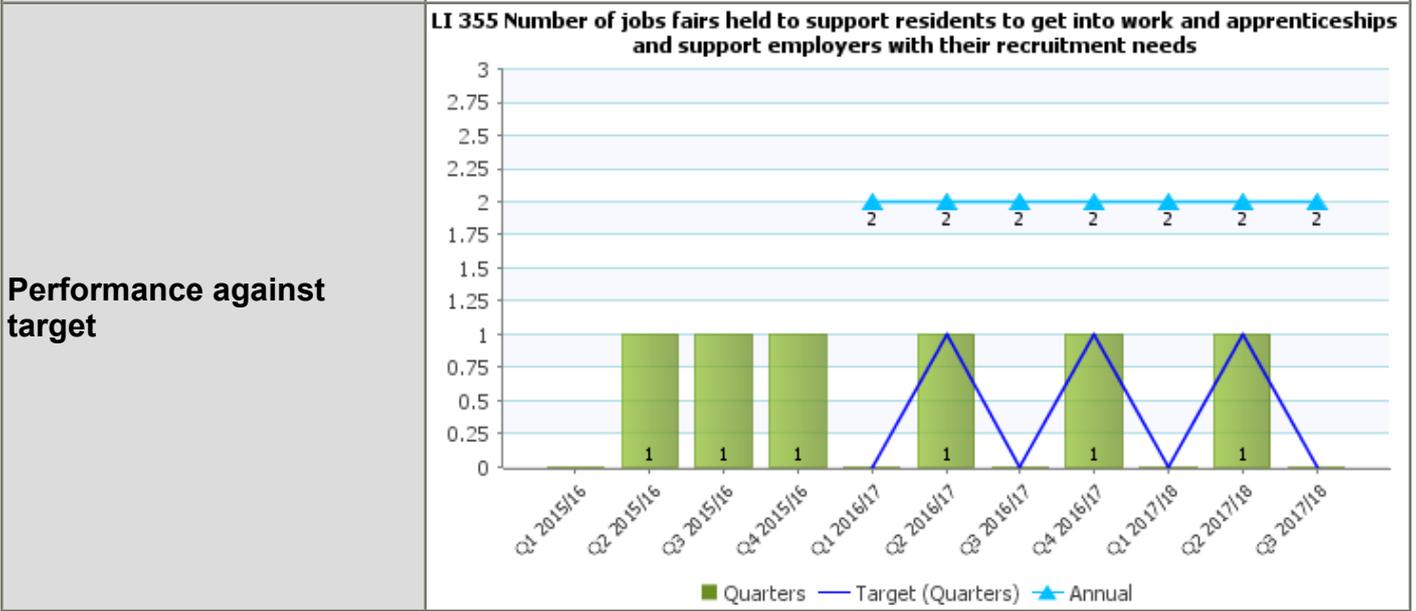
Performance against target



LI 355 Number of jobs fairs held to support residents to get into work and apprenticeships and support employers with their recruitment needs

Managed By	Dawn Alvey	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
0	0		

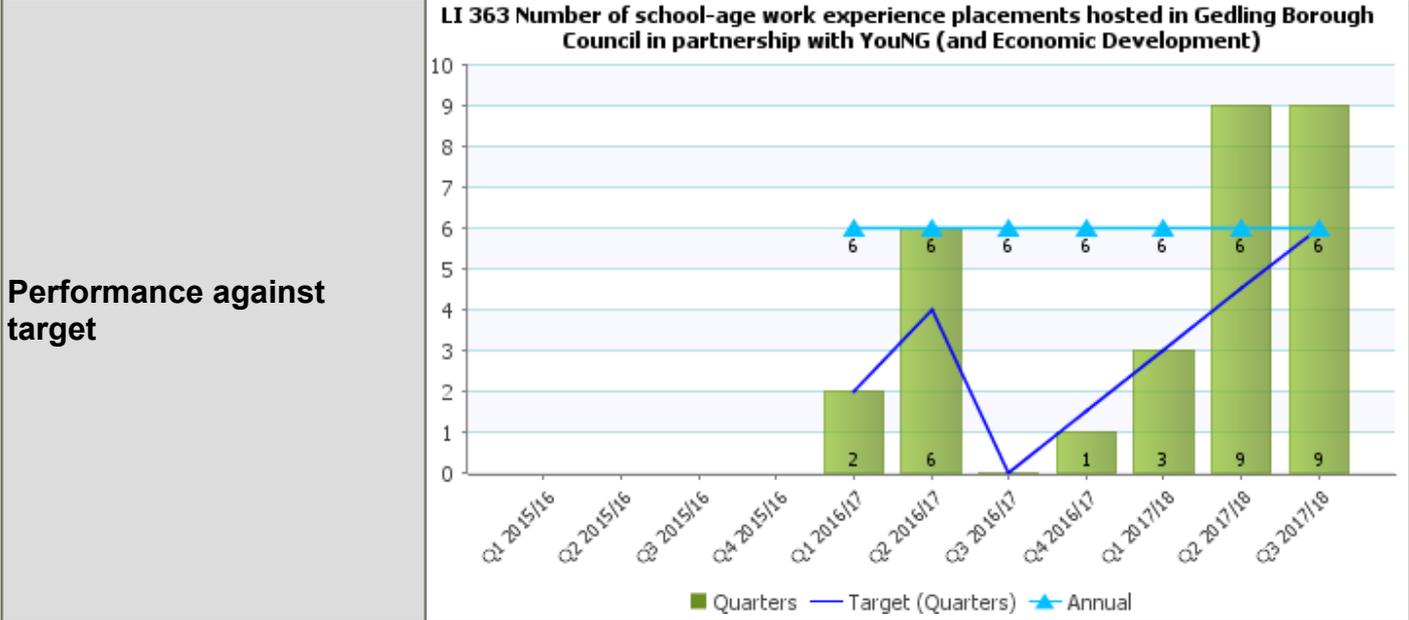
Latest Note
 Invites were sent to employers and providers for the annual Gedling Apprenticeship Fair in quarter three, which will take place on Tuesday 27 February 2018 from 3.30pm-7pm at the Arnold Methodist Church.



LI 363 Number of school-age work experience placements hosted in Gedling Borough Council in partnership with YouNG (and Economic Development)

Managed By	David Archer	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
9	6		

Latest Note

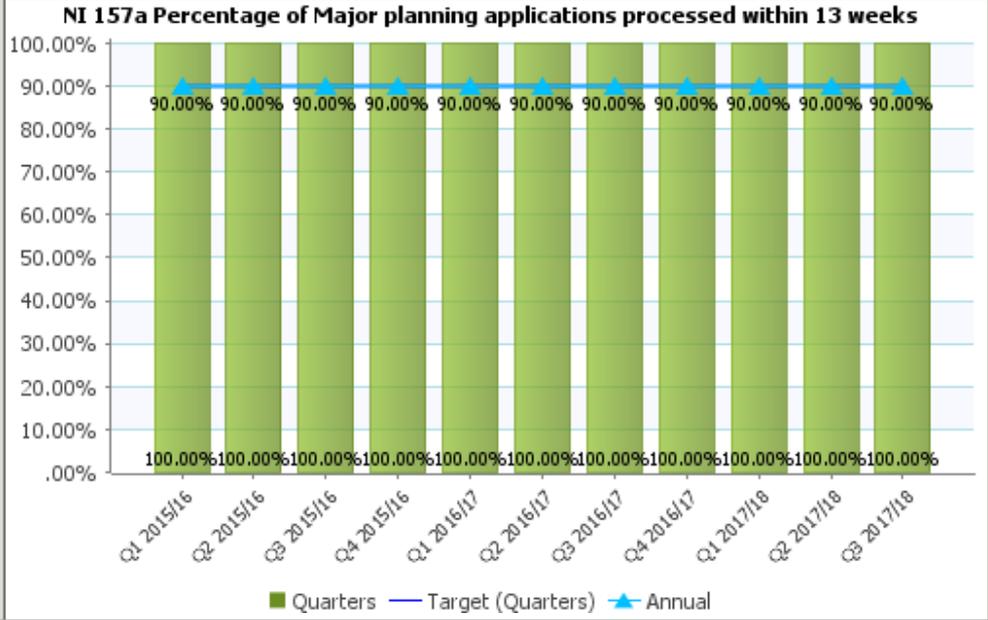


NI 157a Percentage of Major planning applications processed within 13 weeks

Managed By	Mike Avery	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
100.00%	90.00%		

Latest Note

Performance against target

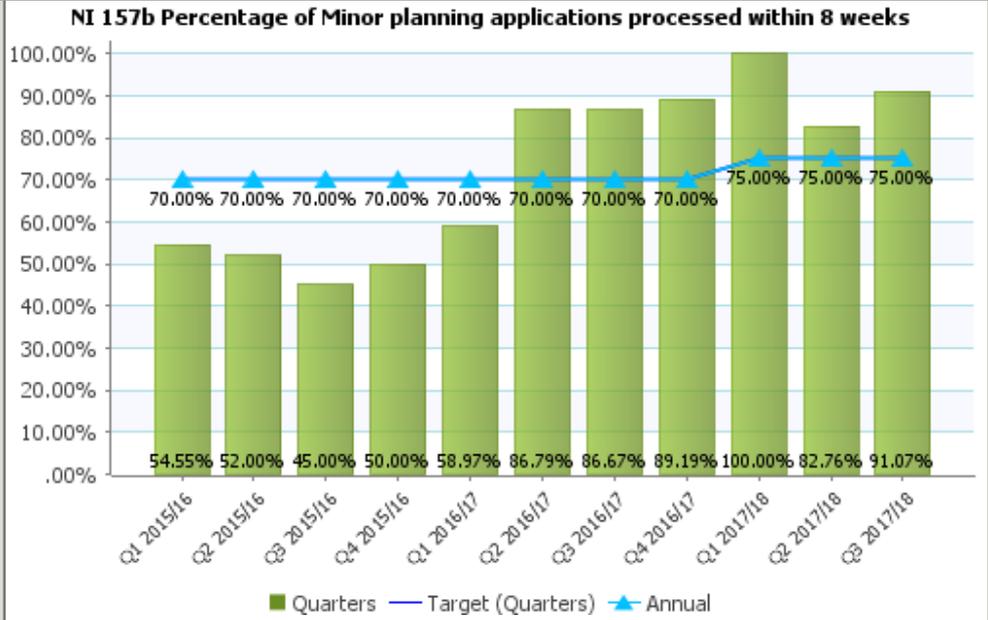


NI 157b Percentage of Minor planning applications processed within 8 weeks

Managed By	Mike Avery	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
91.07%	75.00%		

Latest Note

Performance against target

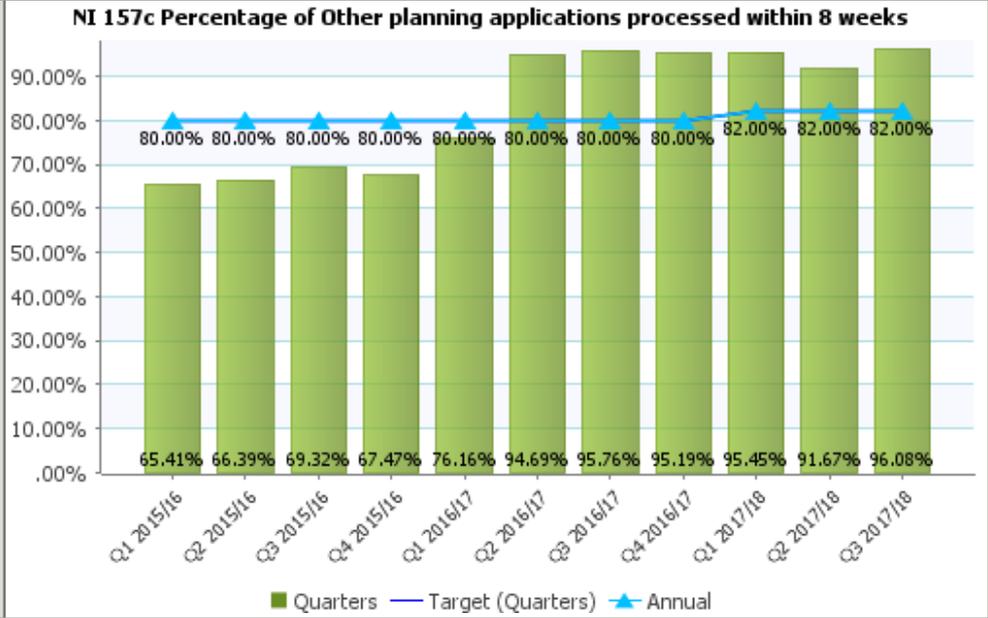


NI 157c Percentage of Other planning applications processed within 8 weeks

Managed By	Mike Avery	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
96.08%	82.00%		

Latest Note

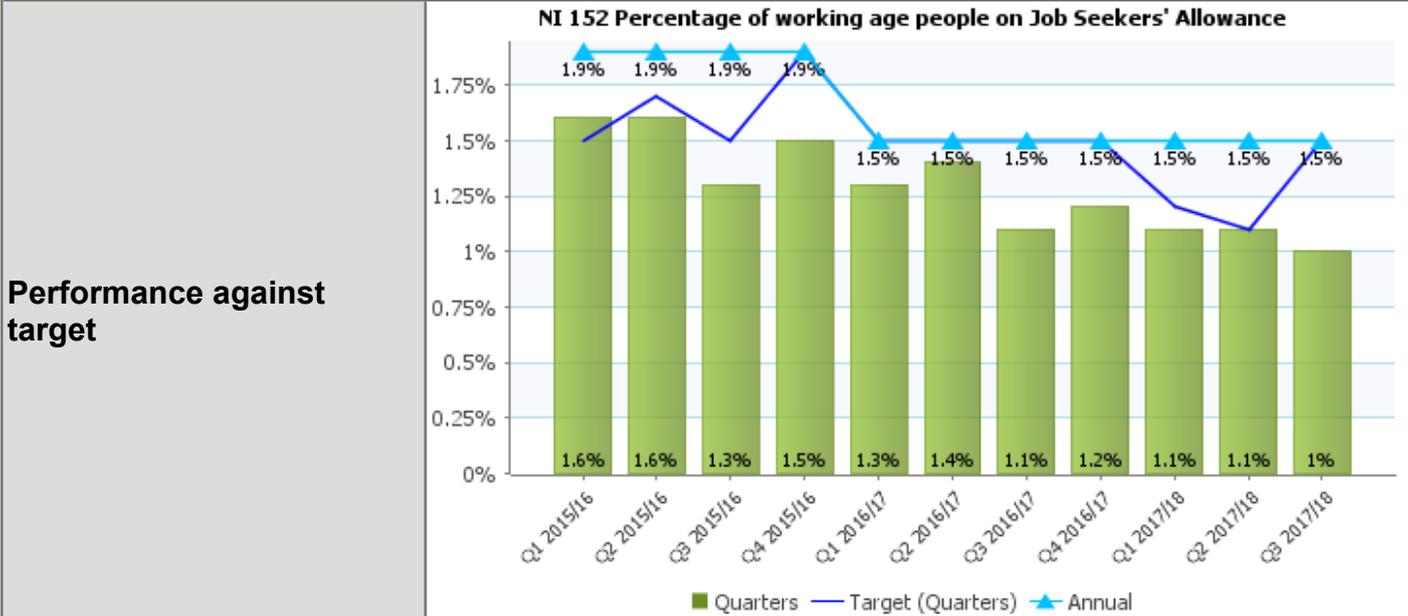
Performance against target



NI 152 Percentage of working age people on Job Seekers' Allowance

Managed By	Dawn Alvey	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
1%	1.5%		

Latest Note
 The percentage of working age people claiming Job Seekers Allowance in November 2017 was 1.0% for Gedling, this is equal to Nottinghamshire and GB but above the East Midlands average at 0.9%.

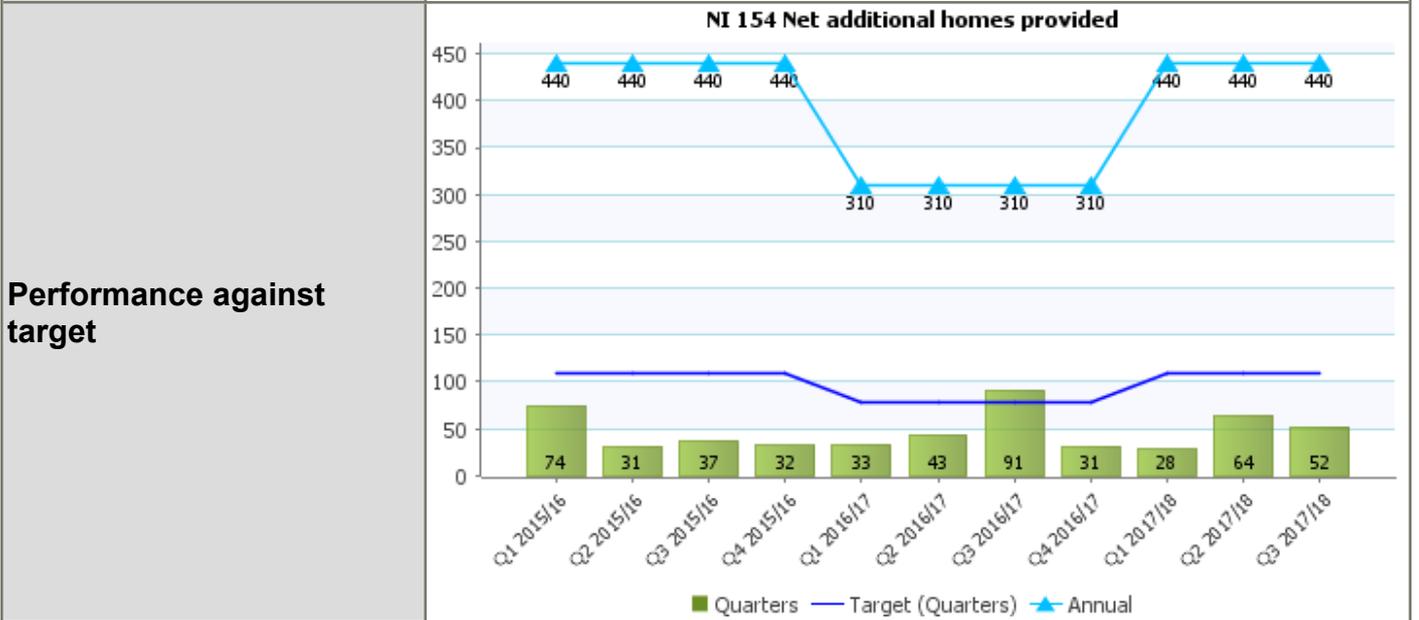


NI 154 Net additional homes provided

Managed By	Alison Gibson; Joanna Gray	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
52	110		

Latest Note

We are working with developers to identify blockages in the development process and consider ways in which the Council can assist. A Housing Delivery Workshop hosted by GBC on behalf of the Greater Nottingham authorities took place on 12th October 2017. The adoption of the emerging Local Plan Document (anticipated summer 2018) will also release additional sites for development which will help to increase completions

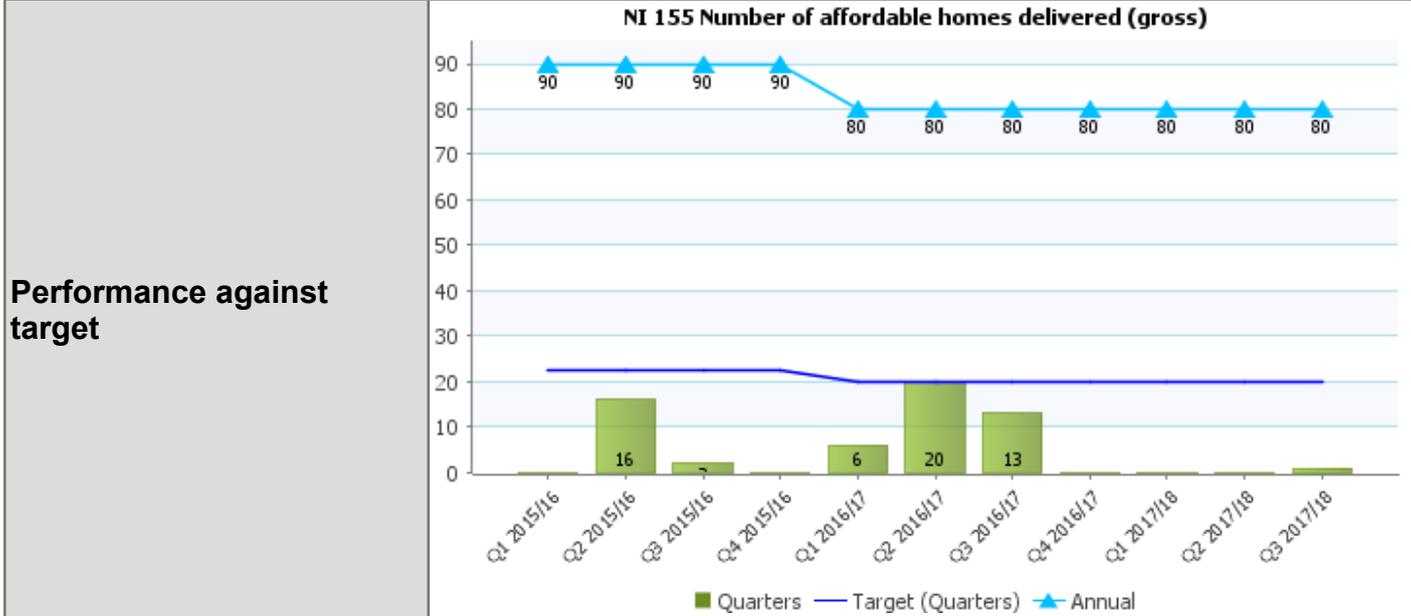


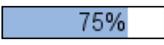
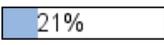
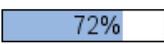
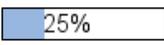
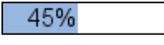
NI 155 Number of affordable homes delivered (gross)

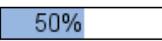
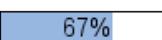
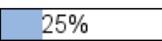
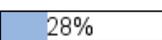
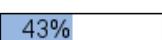
Managed By	Dawn Alvey	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
1	20		

Latest Note

First home completed on the Cavendish Road site which will deliver 41 new homes on total. The scheme is due to complete within the current financial year plus a further 43 new homes from Gedling Homes developments sees a strong potential to achieve the target at year end.



Title	Managed By	Status	Completion Date	Progress Bar	Notes
Develop and implement a local programme of job fairs	Dawn Alvey		31-Mar-2019		
Provide business support for small and medium businesses	Dawn Alvey		31-Mar-2019		
Encourage and incentivise local businesses to offer work experience and apprenticeships	Dawn Alvey		31-Mar-2019		
Continue to implement employment agreements and pre-employment arrangements to maximise job opportunities for our residents linked to new developments	Dawn Alvey		31-Mar-2019		
Identify and implement practical initiatives to support long term unemployed people back into work	Dawn Alvey		31-Mar-2019		<p>The ESF programmes that went live at the beginning of year to support individuals with multiple barriers to move closer to the labour market have been widely promoted within the Borough. Opportunities to promote and refer into these programmes is on-going.</p> <p>Two meetings have taken place with the newly appointed Building Better Opportunities Stakeholder Manager to make stronger links with skills, housing and health.</p> <p>Work programme being developed to support the smooth transition of Universal Credit full roll out</p>

Title	Managed By	Status	Completion Date	Progress Bar	Notes
					in November 2018. An Autumn Job Shop was delivered in partnership with CT Skills in October to support 11 16-24 year olds currently NEET to move closer to the labour market.
Review and improve temporary housing	Dawn Alvey		31-Mar-2019		The potential to lease some new build flats from Gedling Homes has been raised for discussion as a means of reducing the Councils reliance on B&B. In addition a council owned property is being used by the Housing Needs team as temporary accommodation.
Progress Integrated Transport Plan for Gedling with a particular focus on improving access to employment	Dawn Alvey		31-Mar-2019		
Deliver allocated housing sites	Dawn Alvey		31-Mar-2019		
Finalise business case and source funding for delivery of Gedling Mineral Line Cycleway and Walkway	Dawn Alvey		31-Mar-2019		
Maximise delivery of the allocated employment sites	Dawn Alvey		31-Mar-2019		
Investigate the feasibility and funding opportunities for housing led regeneration at priority estates	Dawn Alvey		31-Mar-2019		

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Deliver improvements in the image and 'offer' of Arnold Town Centre including Arnold Market	Dawn Alvey		31-Mar-2019	<div style="width: 75%;"><div style="background-color: #4F81BD; height: 10px; width: 75%;"></div></div> 75%	
Explore options and develop delivery plans for regeneration of Carlton Square area	Dawn Alvey		31-Mar-2019	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%	
Explore potential benefits of creating a Gedling Housing Development Company	Dawn Alvey		31-Mar-2018	<div style="width: 75%;"><div style="background-color: #4F81BD; height: 10px; width: 75%;"></div></div> 75%	Working group established as part of the Dynamic Council Programme. Brief completed and sent to consultant. Response expected during January 2018. A revised completion date of 31 March 2018 is requested due to slippage in confirming and issuing brief to consultants.
Secure the provision of more affordable housing including homes for rent in the social housing sector	Dawn Alvey		31-Mar-2018	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 0%;"></div></div> 0%	
Gedling Borough Council to continue to offer a minimum of 16 pre-employment work experience placements a year.	David Archer		31-Mar-2018	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%	
Implement a rolling programme of apprenticeships within Gedling Borough Council	David Archer		31-Mar-2018	<div style="width: 66%;"><div style="background-color: #4F81BD; height: 10px; width: 66%;"></div></div> 66%	
Co-ordinate range of work experience placements for school children, as part of the National Curriculum	David Archer		31-Mar-2018	<div style="width: 66%;"><div style="background-color: #4F81BD; height: 10px; width: 66%;"></div></div> 66%	

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Proactively promote the sale of council owned land for the purpose of creating new homes	Katie Walters		31-Mar-2018	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 25% </div>	
Secure adoption of Local Planning Document	Alison Gibson; Joanna Gray		30-Sep-2018	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 70% </div>	The additional hearing sessions took place between 28th November and 5th December 2017. The schedule of changes will be consulted on during February/March 2018 and it is anticipated that the Inspector will issue her report in spring 2018. Subject to her conclusions, the plan will be taken to Council for adoption in summer 2018.
Reduce the number of empty homes in the Borough	Andy Callingham		31-Mar-2018	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 54% </div>	
Secure construction of the Gedling Access Road	John Robinson		31-Mar-2018	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;"> 50% </div>	

Key

Action Status	
	Cancelled
	Overdue
	Check Progress
	In Progress
	Completed

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Community Development Portfolio Performance Report Quarter 3 2017/18

There are no quarterly indicators identified for this Portfolio

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Target actions to support the most deprived communities within the Borough	Lance Juby		31-Mar-2019	<div style="width: 41%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 41%	
Implement actions to support the Council's Armed Forces Community Covenant	Lance Juby		31-Mar-2018	<div style="width: 42%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 42%	
Deliver a programme of community events	Lance Juby		31-Mar-2018	<div style="width: 58%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 58%	
Progress asset transfer or disposal of the Council's community centres	Lance Juby		31-Mar-2018	<div style="width: 46%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 46%	
Promote and encourage employee and community volunteering and residents' involvement in local activities	Lance Juby		31-Mar-2018	<div style="width: 69%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 69%	
Support further development of Gedling Youth Council and ensure young people are an integral of the Council's decision making process	Lance Juby		31-Mar-2018	<div style="width: 8%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 8%	
Build a positive relationship with our Parish Councils and rural communities	Lance Juby		31-Mar-2018	<div style="width: 26%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 26%	

Develop and implement Gedling Elected Members Standard	Alec Dubberley		31-Mar-2018	<div style="border: 1px solid black; background-color: #ADD8E6; width: 25%; text-align: center;">25%</div>	
Complete the Community Governance Review of Bestwood St Albans Parish	Alec Dubberley		31-Mar-2018	<div style="border: 1px solid black; background-color: #ADD8E6; width: 66%; text-align: center;">66%</div>	
Bid for Heritage Lottery funding for a heritage centre and heritage trail at Gedling Country Park	David Wakelin		31-Mar-2018	<div style="border: 1px solid black; background-color: #ADD8E6; width: 76%; text-align: center;">76%</div>	

Key

Action Status	
	Cancelled
	Overdue
	Check Progress
	In Progress
	Completed



Report to: Overview and Scrutiny Committee

Subject: Scrutiny of the Crime and Disorder.

Date: 19th March 2018

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

To inform Members about the requirement of the Overview and Scrutiny Committee to scrutinise the local Community Safety Partnership (CSP), and to provide members with information about how the CSP communicates with the public.

2. BACKGROUND

Under the Police and Justice Act 2006, local authorities are required to have a Crime and Disorder Committee to scrutinise how the local Community Safety Partnership (CSP), is tackling crime and disorder for the benefit of the local community; looking at the work of the partnership as a whole rather than on the work of individual organisations represented on the partnership. These requirements were enacted by the Crime and Disorder (Overview and Scrutiny) Regulations 2009 which came into force for local authorities in England on 30 April 2009.

Under the Act the Committee can:

- Review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder function
- Make reports or recommendations to the local authority with respect to the discharge of these functions
- Request information from the responsible authorities
- Require attendance of officer or employees or responsible authorities to answer questions or to provide information.

At the last meeting of the Overview and Scrutiny Committee Members learnt about current work undertaken by the CSP and raised concerns about how the

CSP communicates with the public, how it provides information about what it does, if it is meeting its targets and is making a difference. A report attached at **Appendix 1** outlines the changing landscape for community safety, the decline in funding and the necessity to consider its spending priorities.

3. RECOMMENDATION

The Overview and Scrutiny Committee is recommended to:

- Use the report provided to inform discussion and consider if they require any further information.

South Nottinghamshire Community Safety Partnership

1. Community Safety Partnerships (CSPs) were established under the Crime and Disorder Act 1998 with statutory responsibility for reducing crime and disorder, substance misuse and re-offending in each local authority area. Subsequent legislation changed the role of and responsibilities of CSPs
2. Although initially established on an individual local authority basis many CSPs have merged and cover wider areas. This has the advantage of reducing the resource demands on organisations that cover wider areas and enabling sharing of experience across wider areas.
3. The South Notts CSP covers Broxtowe, Gedling, and Rushcliffe boroughs. In addition the Safer Nottinghamshire Board provides a strategic overview for the whole County.
4. The landscape for community safety has changed significantly over recent years. The early years of CSPs was accompanied by significant financial investment in crime and community safety which meant that there was scope for CSPs to seek funding for a range of projects. This funding has dried up since 2010. Many of the funding streams which supported CSP activities are allocated to the PCC who may pass funding to CSPs.
5. The core functions of the Police and Crime Commissioners are to secure the maintenance of an efficient and effective police force within their area, and to hold the Chief Constable to account for the delivery of the police and crime plan. PCCs are statutorily required to produce the Police and Crime Plan
6. There are reciprocal duties on CSPs and PCCs to co-operate. A member of the PCC's office sits on the South Notts CSP.
7. In Nottinghamshire the PCC produces his Police and Crime Panel following a process of needs assessment and community and stakeholder consultation. There is a risk of different community safety organisations having different plans and potentially conflicting objectives. The Chief Constable has been clear in discussions that his sole priority is delivering the PCC's Police and Crime Plan.
8. The Chair of Overview and Scrutiny has asked about how the South Notts CSP communicates with the public and how it provides information about what it does or if it is meeting targets and making a difference.
9. The South Notts CSP took a decision several years ago to stop maintaining its website. This reflected the lack of interest from the community in the CSP and the costs of maintaining the website. It was agreed that any communication needed would be undertaken through specific media campaigns and social media messaging.
10. A search for websites across the County indicates that other CSPs have taken a similar decision. For example, the most recent information on the Bassetlaw, Newark & Sherwood CSP website relates to the 2008-2011 Plan. In Ashfield and

Mansfield each partnership has been renamed as Community Partnership with individual plans.

11. Given the publication of the refreshed Police and Crime Plan the South Notts CSP has commissioned some work from the community safety teams to review each council's community safety plans to ensure that the plans align and that responsibilities are clear. The Council's Community Safety Manager is producing a plan setting out how the priorities mesh and the contribution to be made locally to the Crime and Safety deliverables.
12. It is arguable that the delivery mechanism for community safety in each area is the relevant agency. As discussed at Overview and Scrutiny in January the CSP is a useful mechanism for the agencies involved in community safety in the South of the County. The Safer Notts. Board serves a similar function in addressing issues that have significance across the County where there are synergies.
13. The Council's performance on community safety is reported quarterly and examined annually by Overview and Scrutiny. Similarly, the Police and Crime Panel holds the PCC to account for performance against the police and Crime Plan. This provides a direct line of accountability.

David Ellis, Portfolio Holder, Public Protection



Report to: Overview and Scrutiny Committee

Subject: Recording of Meetings

Date: 19th March 2018

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

To inform members of the Overview and Scrutiny Committee of the request by Cabinet to consider the audio recording of meetings and to assist in making a decision when considering whether to introduce a permanent arrangement to record meetings.

2. BACKGROUND INFORMATION

2.1 A trial of audio recording started January 2016 in response to the issue being raised by the Overview and Scrutiny Committee. Following the introduction of the Openness of Local Government Bodies Regulations 2014, members of Overview and Scrutiny Committee had expressed concern about the potential for members of the public to record meetings and then edit the content out of context. In response to the concerns raised, a report was taken back to Overview and Scrutiny Committee in July 2015 detailing options relating to the recording of meeting. In summary the report gave three options: Recording meetings for the Council's own use, Video recording and broadcasting of meetings or Audio recording and broadcasting of meetings. The report confirmed that, to Officers' knowledge, there had been no reported instances of members of the public recording meetings and editing them out of context.

2.2 Scrutiny Councillors discussed the options available and decided to recommend to Cabinet that a system of audio recording and broadcasting of meetings should be trialled. At the Cabinet meeting held in September 2015 it was decided to endorse the recommendations of Overview and Scrutiny Committee and to begin a six month trial of "audio minutes" software as a means to broadcast meetings of the Planning Committee and Full Council for live and subsequent playback. This option was chosen

to make Council and Planning Committee meetings more accessible to a greater number of citizens and provide a definitive record of those meetings. At the time, audiominutes was chosen because of its cost effectiveness and the ease of making one publically available copy of the recording instantly available for playback. The content could be removed and edited via the system relatively simply.

- 2.3** Cabinet requested that a further report be brought back following the trial to consider whether audio webcasting should continue. The trial commenced in January 2016 and since then 15 meetings have been broadcast on the Council's website with varying degrees of success. Due to technical problems, the trial took longer than six months and the last recorded meeting took place in November 2016. An attempt was made to record the Council meeting of 31 January 2017, however this did not work due to technical issues.
- 2.4** On the occasions that the microphone system and software worked correctly the sound quality had been good. Officers found that the system was easy to use and that it was fairly simple to navigate online to the appropriate recording.
- 2.5** In view of the fact that the system had been in trial mode, no proactive publicity or promotion of the audio webcasting had taken place aside from the inclusion of an Audio Webcasting Notice in relevant agenda papers and an announcement at the beginning of each meeting. During the trial period, there were a small number of users of the live and "listen again" facilities. Most of the listens were to one particularly contentious meeting of Planning Committee. These figures do include an unspecified number of internal network users.
- 2.6** At the request of Senior Leadership Team and in order to understand if there was demand for audio recording, a small scale survey amongst residents was undertaken through the Council's social media channels where residents were asked if they would value or use such a facility. Disappointingly, no feedback either positive or negative was received.
- 2.7** A report was taken to the May 2017 meeting of the Overview and Scrutiny Committee where it was recommended that the recording of meetings should not continue and that a working group should be established to consider options available to promote the openness of the Council. The Committee recommended that the Council does not record audio meetings because:
- There was very little evidence of any demand for this service from the public;

- There have been no reported instances of members of the public recording meetings and editing them out of context;
- The costs of the service have increased significantly since the trial began, resulting in the service becoming unaffordable within the agreed budget. The service is non-statutory and the Council must prioritise existing resources towards services and we have a duty to deliver and are valued by residents; and
- That other options for promoting the openness of the Council should be explored by a scrutiny working group.

2.8 Cabinet was updated on the trial of audio recordings in July 2017 and requested that the proposed scrutiny working group which would be considering options to promote the openness of the Council considers the recording of meetings and as part of that work consults all Members for their views.

2.9 At the last meeting of the Overview and Scrutiny Committee members were informed that due to a lack of interest in the proposed review to consider options available to promote openness of the Council would not proceed. However, the outstanding issue regarding the recording of meetings would be brought back to the March Committee for further discussion. To assist with this discussion all members of the Council were invited to submit their views to the Committee. Responses received will be reported to this meeting.

2.10 Separate to the scrutiny process and as further background information to assist the Committee's deliberations, a motion to full council was submitted by the Conservative Group asking Council to asking that "In future, all meetings of the Council to which the public are entitled to attend should be recorded and provision be made for such in the Council 2018/19 budget." The motion as submitted was not agreed and instead an amended motion was approved as follows: (that Council) 1. Notes that Cabinet has specifically asked the Scrutiny Working Group set up to explore options for promoting the openness of the Council to consider recording of meetings and as part of that work to consult all Members; 2. Requests that the Scrutiny Working Group specifically considers whether, in future, all meetings of the Council to which the public are entitled to attend should be recorded and provision be made for such in the Council 2018/19 budget; and 3. Urges all Members of council to engage in this cross-party process in order that their views can be taken into account when Scrutiny Committee makes a recommendation to Cabinet on this issue.

3 Options available

3.1 To record and broadcast meetings

The cost of this service has increased significantly since the trial began, resulting in the service becoming unaffordable within agreed budget. The service is non-statutory and the Council must prioritise existing resources towards services that we have an actual duty to deliver and are valued by residents. Should a decision be made to use this system a request for additional budget would need to be made.

Currently there is a fee of £100 per meeting plus a hosting fee of £50.00 per month. Should a decision to record Planning Committee and Council be agreed this would cost around £2,300 annually. Should Members decide that additional meetings need recording then a fee of £325 per month, £3,900 per year would include unlimited meetings. If this is the preferred option all meetings would have to be held in the Council Chamber where microphones are already in place. Alternatively additional costs would be incurred to install sound systems in other meeting rooms to support the audio recording system. If this is Members' preferred option enquires will be made to establish the costs installing systems in the Chappell Room and Committee Room.

3.2 Recording of meetings for the Council's own use.

It is anticipated that there would only be limited cost and technical work in setting up the equipment needed to record the meetings which could be managed from existing budget. The Council and Members would have a definitive record of meeting events, hopefully allaying fears expressed about potential 'malicious recordings'.

A system of recording meetings to deposit into storage would do nothing to comply with the spirit of openness and transparency agenda. Public access to the meetings would not be enhanced in any way. Officer time taken to administer the recordings, storage and access to the finished recordings would not be insignificant. A process would need to be put in place to give public access to such recordings, which would be releasable under the Freedom to Information Act. If a recording proved popular significant resources and officer time would be needed to copy and distribute the hard copy recordings.

3.3 Not to record meetings

The final option available would be to maintain the status quo and not record any meetings of the Council as previously recommended by the

Overview and Scrutiny Committee.

- 4 The wider membership of the Council has been asked for their opinions on the reinstatement of a system to record meetings and disappointingly there has been very little response to date. Of the responses received so far there is no clear agreement on if recordings should be made, about which committees should be included, and if they should be available to the public or just kept for the Council's own use. All responses received from Councillors will be reported to the meeting.
- 5 The Overview and Scrutiny Committee is asked once again to consider the audio recording of meetings and in doing so
 - I. which system they would prefer, and
 - II. which committees they consider should be included

6 Recommendation

The Overview and Scrutiny Committee considers and discusses this report and makes a recommendation to Cabinet to assist it in making a decision whether to introduce a permanent arrangement to record meetings.

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Report to: Overview and Scrutiny Committee

Subject: Scrutiny Work Programme

Date: 19th March 2018

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

To provide an update on the scrutiny work programme and discuss the 2017/2018 programme of scrutiny reviews.

2. COMPLETED SCRUTINY REVIEWS 2017/18

2.1 Improving the Effectiveness of Scrutiny Working Group

Working Group members: Councillor Paling, Lawrence, Doyle, Poole, Miller

This working group has now completed its discussions and developed a draft report with recommendations attached at **Appendix 1**. Prior to attending the Committee Members are asked to consider if they have any observations that can be incorporated in the recommendations. To assist with this relevant sections from the Constitution, regarding the roles and responsibilities of the Overview and Scrutiny Committee, are attached at **Appendix 2**. Members will have the opportunity to discuss and comment on the recommendations made by the working group.

2.2 The Gedling Councillor Standard

Working Group members: Councillor Adams, Barnfather, Paling, Parr, Collis.

This working group held two meetings and concluded that there was little value in further discussion of the creation of a 'Gedling Councillor Standard' document but felt it would be more appropriate to make a

number of broader recommendations for consideration. The report and recommendations from this working group are attached at **Appendix 3**.

3.1 SCRUTINY WORKING GROUPS

The completion of the two scrutiny reviews means that currently there are no scrutiny working groups. The Committee may want to consider establishing a working group to carry out a scrutiny review which would focus on a particular issue.

Members are asked to discuss::

- If there are issues they would like to look at in depth; or
- if they would like to receive information to determine if there is an issue they would like to examine further prior to establishing a working group

SCRUTINY IN COMMITTEE

4.1 Programme of Portfolio Holder Attendance

At the Overview and Scrutiny Committee in 8th May 2017, the continuation of the programme of Portfolio Holder attendance was discussed. It was agreed to continue with the programme, and also that as previously agreed areas of performance within each Portfolio would be identified, and questions for Portfolio Holders submitted in advance of each meeting. Councillor Gregory will be attending the May Committee and this will conclude the programme of Portfolio Holder attendance for this year.

The Overview and Scrutiny forward plan is attached at **Appendix 4**

5. RECOMMENDATION

The Overview and Scrutiny Committee is recommended to:

- Discuss and agree the reports and recommendations of the:
 - I. Effectiveness of Scrutiny Working Group
 - II. Councillor Standard Working Group

- Consider how they want to take the programme of scrutiny reviews forward
- Note the information relating to the continuation of the Portfolio Holder Programme.
- Note the forward plan.

APPENDICES

Appendix 1: Draft Report Effectiveness of Scrutiny Working Group

Appendix 2: Roles and Responsibilities

Appendix 3: Draft Report the Gedling Councillor Standard

Appendix 4: Overview and Scrutiny forward plan.

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Report to Overview and Scrutiny Committee

Subject: Scrutiny Report:
Report and Recommendations Effectiveness of Scrutiny Working Group

Date: 19 March 2018

Author: Councillors Paling, Lawrence, Doyle, Poole, Miller

1. Purpose of the Report

To present the final report and recommendations of the improving the Effectiveness of Scrutiny Working Group

2. Background

The scrutiny structure at Gedling Borough Council was established as part of the modernising agenda in 2002 and consisted of an overarching Overview and Scrutiny Committee and two sub committees one for performance and one for policy. Since May 2015 there has been a single Overview and Scrutiny Committee which is made up of thirteen members who are appointed annually by Council. The Overview and Scrutiny Committee holds no executive authority over the business of the council; their role relating wholly to scrutiny and review. The committee provides Councillors with the opportunity to examine the various functions of the Council, to ask questions about how decisions are made and to consider if service improvements can be achieved. It provides Members with the opportunity to question the Executive, and senior officers, enabling them to understand specific issues and gather evidence to support recommendations for improvement. The process requires members of the Committee to agree a manageable work programme, receive information relating to service areas, monitor performance, hold Executive Members to account and take an active part in reviews.

The Overview and Scrutiny structure is made up of two elements:

- The Overview and Scrutiny Committee which develops the work programme and is able to carry out scrutiny examinations in the committee itself; and

- Ad hoc working groups - time limited task and finish groups that review a specific topic agreed by the Overview and Scrutiny Committee.

Membership of the committee is drawn from Councillors who are not members of the Executive. All members of the Committee have a collective responsibility to take an active part in the meetings by reading agenda papers, asking questions, contributing to discussions and suggesting areas for examination.

The Overview and Scrutiny Committee established this scrutiny review to consider and evaluate the effectiveness of the Overview and Scrutiny Committee work programme, explore ways to improve the impact of the scrutiny function and how to increase member engagement in the Scrutiny process. The need to develop mechanisms to improve engagement with the process by committee members, and the wider council membership, to enable the Committee to make a real difference to local people's lives was recognised as a focus for the review.

3. Method of Investigation

Discussion with Members and Officers

Desktop research

Councillors own experiences

4. Information

The Overview and Scrutiny Committee allows Members to champion issues of public concern, facilitate debate about priorities, scrutinise performance to ensure the Council is meeting its agreed targets and review and scrutinise the performance of the activities of outside bodies that impact on the residents of Gedling. It was acknowledged that although the Committee undertakes and fulfils this role it was missing opportunities to adopt a more proactive and dynamic approach raising the profile of the Committee. The Committee is only as good as its members and if members are not fully engaged with the process it will not be fully effective. The need to 'add value' and examine issues that can make a difference to the lives of local residents was seen as paramount, and choosing issues to examine that result in recommendations that are 'doable' and effect change was seen as crucial. Members of the working group identified a number of key areas where they felt modifications to current practices could be made, which that could result in members of the Overview and Scrutiny Committee becoming more committed to and interested in the scrutiny function.

4.1 Overview and Scrutiny Committee meetings

The need for Members to fully understand the role and function of the Overview and Scrutiny Committee was discussed and importance for members of the

Committee not to just regard it as an information gathering meeting. To be effective Members need to understand their role as a critical friend and to recognise how scrutiny can make a difference. It was felt that some members of the Committee did not fully appreciate their role and that all members should be involved in questioning, particularly if the Committee is going to provide an effective challenge to the executive. Asking questions and actively listening is one of the basic responsibilities of committee members and member training to develop this skill, plus development opportunities to foster a deeper understanding of their role as a committee member, could encourage greater engagement. Scrutiny has the tools to examine issues in greater detail than it does and it could utilise their right to access information much more effectively. Working group members were concerned that newly elected Councillors were not fully aware of the role of scrutiny or indeed the expectations of them once elected, and considered strongly that that information to prospective councillors, including the time commitment and responsibilities, should be made available before nominations take place.

A reduction in the number of members of the committee was discussed. It was felt that the recruitment of members who actively want to sit on the committee would encourage greater enthusiasm and participation; any reduction would have to be politically proportional balanced. Councillors selected for the Overview and Scrutiny Committee should be aware of the time commitment involved and enthusiasm needed to make the committee work effectively.

Committee meetings need to be managed effectively and agenda planning should not include too many items, meetings should be kept to an appropriate time with a two hour maximum. The Chair needs to be clear about the purpose of the meeting, keep the meeting focused and ensuring that members of the Committee are aware of what is expected from them in the time available. . Any outstanding agenda items not considered should be passed to a working group to discuss and report back to the following meeting.

The Overview and Scrutiny Committee acknowledge that Executive Members, when invited, always attend the Committee to answered questions about their responsibilities as a Cabinet Member. They, however, feel that those Portfolio Holders who assign Directors or other Senior Officers to directly provide information and answer questions as not fulfilling the remit of being held to account. Whilst recognising that Portfolio Holders cannot know every detail of the work undertaken within their Portfolio, as most questions are notified in advance, it was felt the Portfolio Holder should make themselves fully conversant with the areas being examined. The working group concluded that those areas where poor performance was evidenced should be looked at in more depth; currently issues of concern are not always picked up or robustly questioned.

Recommendations:

That information about the roles and responsibilities of becoming a Councillor should be available for prospective Councillors.

That comprehensive training is available for all Overview and Scrutiny Committee Members, but in particular new members, to ensure that they fully understand their role on the Committee and which will assist them when questioning representatives.

A reduction in the number of members of the committee should be considered.

Committee meetings are managed more effectively. Agendas should not include too many items and meetings should be kept to the appropriate time of two hours.

4.2 Work Programme

When developing the work programme the Committee should be clear about what is the focus, have clear reasons for selecting issues and what it is hoping to achieve. When developing a work programme it is necessary to have regard to the capacity of the Committee to deliver the programme, both Member and officer time, it is better to do a few topics well. Some items included in the work programme are regular scheduled items such as the annual Crime and Disorder examination, the rolling programme of Portfolio Holder attendance and the Executive responses to recommendations from working groups.

When prioritising issues for review it is important to ensure that recommendations will make a difference. To enhance this process a review selection template should be developed and any topics chosen need to be carefully planned to make the best use of Member's time. Work programming should involve Member input and involve long listing and short listing topics prior to prioritisation; this should include selecting topics for both the full committee and for working groups. Members could use examples from their own casework to assist in this process. There needs to be a greater focus on outcomes that will lead to improvements and, although important to scrutinise the work of partner organisations any recommendations made do not have to be acted upon and may therefore not be the most efficient use of Member time.

The inclusion of Portfolio Holders and Senior Managers when prioritising topics for in depth review was considered, Members agreed this could be useful and could be used as a mechanism that could enable the Committee to act as consultants when new policies and procedures are being implemented. The Gedling Plan, the Forward Plan, Performance reports and the results of the

Gedling Conversation were also identified as documents that could all be used when agreeing issues for in depth examination. The effectiveness of planning the work programme was considered and it was agreed that more time should be programmed into the Committee agenda when developing the work programme and items for working group examination were chosen.

The regularly scheduled Quarterly Performance reports were identified as a duplication of areas discussed by the Portfolio Holder, and the working group concluded that a more effective way to consider this would be to focus on those areas where targets were not met or were of concern. Members are able to access comprehensive details about current performance, both positive and negative on the website and concluded that areas of concern could be identified prior to the committee; any indicators of note could be brought to the committee along with information about how the underperformance would be addressed. It was felt this if this information could be included in the papers circulated prior to the meeting it would enable Committee members to consider issues in advance and result in more in depth questioning. The working group are aware that time constraints may impact on doing this but concluded that it could be trialled to see if it is possible. As with the questioning of Portfolio Holders, areas of poor performance are sometimes not fully identified and followed up and this may help to alleviate this problem. Areas of poor performance could also be identified not only through the use of performance data but also from looking at complaints, the results of the Gedling Conversation and discussions with the Senior Leadership Team.

Recommendation

That a streamlined/simplified way to monitor performance is developed.

4.3 Working Groups

One function of the Overview and Scrutiny Committee is to undertake in-depth review of services available to the public provided by this authority and other local organisations. These reviews can look at a particular services or thematic areas as for example the Income Generation review. The overall purpose of a review is to bring about improvements for the community and to advance this working groups collect evidence through a variety of mechanisms to inform their work. Recommendations are reported to the Overview and Scrutiny Committee who will then refer to the Cabinet. Portfolio Holders are fully engaged with the process and respond to recommendations, implementing recommendations when accepted. Topics for review are made to the Committee; suggestions can be made by Councillors, officers and members of the public. In choosing a topic for review the Committee should focus on things that matter to the public and that will have outcomes that make a real difference. Recommendations have to be realistic and acknowledge the budget constraints the Council has to work

within. The Committee in its role as critical friend should act objectively and recommendations to improve the lives of people in the borough should be done by supporting and influencing, whilst managing expectation.

Each working group nominates a chair. This role is key if the working group is going to be effective and ensure the best use of the time available is made. The responsibilities are not defined but include assisting in the development of the project plan, exploring different ways of gathering evidence, identify options for improvement and developing conclusions that can be used to form the basis of recommendations. Working group chairs have discretion as to how they want to fulfil this role; however, the development of a definition detailing responsibilities may assist members when deciding if they would like to undertake this role.

Recommendation

That a template for the selection of topics for review is introduced.

That the role and responsibilities of becoming working group chair are defined.

4.4 Public Involvement

Currently there is little public involvement in the scrutiny process. Members of the Youth Council are invited to be included in the working groups and have participated if the issue is also of a concern to them. There are a number of ways this could be developed including:

- Suggesting a topic for scrutiny. This could be done by the inclusion of a form on the Council's website
- Contributing to reviews. Again this requires an invite to go on the public website inviting interested people to contribute to current reviews
- Inviting the public to committee meetings. Members of the public can attend the Overview and Scrutiny Committee and can be invited to contribute to reviews. However currently this does not happen and mechanisms to encourage this need to be considered.

These initiatives would require the development of a dedicated web page for the Overview and Scrutiny Committee.

Recommendation

Mechanisms to increase the level of engagement and participation with the Youth and Elders Council and the wider public are improved. A guide to scrutiny which explains the role of the Overview and Scrutiny Committee for members of the public should be developed; this should also include a form which could enable topic suggestions for examination to be put forward.

4.5 The Communities and Local Government Select Committee – The Effectiveness of local authority overview and scrutiny. First report 2017-2019

This report heard evidence from across the country of considerable failings in current scrutiny arrangements and proposed revisions to Government guidance on scrutiny committee. One proposal recommended that Overview and Scrutiny Committees should report to an authority's Full Council meeting rather than to the executive, thus mirroring the relationship between Select Committees and Parliament. Currently the Committee reports to the Cabinet and the Portfolio Holder who responds back to the Committee within 28 days.

Recommendation

Revision of the current reporting mechanisms for the Overview and Scrutiny Committee should be considered.

5. Conclusions

The committee undertakes worthwhile areas of work but could have a bigger influence on service development and should have a greater focus on outcomes that will lead to improvement. It is necessary to ensure that the Committees work makes a positive contribution to the lives of people living in Gedling and focuses on issues where their role as 'critical friend' can assist service areas to improve. There is some lack of engagement of Members monitoring the day to day performance of the Council in delivering services and looking at issues in-depth to look for ways to bring about improvement. Members considered they were sometimes hampered by a lack of skills to take forward this work and there is a need for opportunities for personal development to assist them with their work on the committee. The working group concluded that improvements could be made and developed the following recommendations to progress change.

5. Recommendations

Overview and Scrutiny Committee Meetings

- 1. That information about the roles and responsibilities of becoming a Councillor should be available for prospective Councillors.**
- 2. That comprehensive training is available for all Overview and Scrutiny Committee Members, but in particular new members, to ensure that they**

fully understand their role on the Committee and which will assist them when questioning representatives.

3. A reduction in the number of members of the Committee should be considered.
4. Committee meetings are managed more effectively. Agendas should not include too many items and meetings should be kept to the appropriate time of two hours.

Work Programme

5. That a streamlined/simplified way to monitor performance is developed.

Working Groups

6. That a template for the selection of topics for review is introduced.
7. That the role and responsibilities of becoming working group chair are defined.

Public Involvement

8. Mechanisms to increase the level of engagement and participation with the Youth and Elders Council and the wider public are improved. A guide to scrutiny which explains the role of the Overview and Scrutiny Committee for members of the public should be developed; this should also include a form which could enable topic suggestions for examination to be put forward.

The Communities and Local Government Select Committee – The Effectiveness of local authority overview and scrutiny. First report 2017-2019

9. Revision of the current reporting mechanisms for the Overview and Scrutiny Committee should be considered.

Overview and Scrutiny Review Scoping Report

Review Title: Effective Scrutiny Working Group

Chair of the review group: Councillor Paling

Working Group members: Councillors Lawrence, Doyle, Miller, Parr and Poole

Portfolio Holder: Cllr.

Corporate Director: Helen Barrington, Director of Organisational Development and Democratic Services.

Lead Officer: Helen Lee

Reason for the review

To evaluate the effectiveness of the Overview and Scrutiny Committee work programme, explore ways to improve the impact of the scrutiny function and how to increase Member engagement in the scrutiny process.

Specific focus of the review

How the work of the Overview and Scrutiny Committee can be reviewed and improved to make a difference to local people's lives. This will include:

- How well the committee hold the Executive to account?
- How well the Committee identifies important local issues
- How well the committee finds weaknesses in policy or service delivery?
- The value of, and Member engagement with, the programme of holding the Portfolio Holder to account and the quarterly performance report. Is there a better way to do this?
- How the committee selects issues for, and scopes, reviews. Should these be aligned with Cabinet priorities
- How to increase Member input into developing the work programme
- Expectations of Cabinet and Council – what do they expect from scrutiny?

What we hope to achieve?

Improve the effectiveness of the Overview and Scrutiny Committee's work programme and increase Member engagement in the scrutiny process.

Information required from whom.

Scrutiny Members
 Non scrutiny members
 Senior Leadership Team

How we will get the information.

Discussions with relevant Members and officers.

Public Involvement.

None

Equalities issues.

There should be no adverse effect on the groups which fall within the protected categories as defined in the Equalities Act 2010.

Timescales for the review

Action		Date
Approval from O & S	The formal process prior to commencing the review	17 th July 2017
Drafting the scoping document		11 October 2017
Meeting and evidence gathering meetings		15 th November 2017 19 th December
Drafting the recommendations and report		14 th February 2018
Report to Overview Committee		19 th March 2018
Report to Cabinet		
Response to Overview (within 28 days)		
Six month update		

Article 6 – Overview and Scrutiny Committee

6.01 Terms of Reference

The Council will from time to time appoint the Overview and Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations under section 32 of the Local Government Act 2000.

6.02 General role

Within their terms of reference, the Overview and Scrutiny Committee will:

- i) review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- ii) make reports and/or recommendations to the full Council and/or the executive and/or any policy, joint or area committee in connection with the discharge of any functions;
- iii) consider any matter affecting the area or its inhabitants including in particular the provision of services or exercise of functions by other public sector bodies or agencies in the Borough; and
- iv) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the executive and/or any policy committees.

6.03 Specific functions

(a) Policy development and review

Overview and Scrutiny Committee may:

- i) assist the Council and the executive in the development of the budget and policy framework by in-depth analysis of policy issues;
- ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

- iv) question members of the executive and committees and chief officers about their views on issues and proposals affecting the area; and
- v) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

The Overview and Scrutiny Committee may:

- i) review and scrutinise the decisions made by, and performance of, the executive and committees both in relation to individual decisions and over time;
- ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and particular service areas;
- iii) question members of the executive and committees about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- iv) make recommendations to the executive and/or appropriate committee and/or Council arising from the outcome of the scrutiny process;
- v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and
- vi) question and gather evidence from any person (with their consent).

(c) Finance

The Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to them.

(d) Annual report

The Overview and Scrutiny Committee must report annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.04 Proceedings of the Overview and Scrutiny Committee

The Overview and Scrutiny Committee will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

1. **What will be the number and arrangements for the Overview and Scrutiny Committee?**

1.01 The Council will appoint an Overview and Scrutiny Committee as set out in Article 6. Such committee may appoint working groups to carry out a detailed assessment of particular topics for report back to them. It is anticipated that such groups would be appointed for a specific task, on the expiry of which they shall cease to exist.

1.02 The Overview and Scrutiny Committee will be responsible for setting its own work programme and in doing so they shall take into account resources available and the wishes of members on that committee who are not members of the largest political group on the Council.

2. **Who may sit on overview and scrutiny committees?**

The council can appoint any councillor except a member of the Executive to be a member of a scrutiny committee. However, no member may be involved in scrutinising a decision in which he/she has been directly involved.

3. **Meetings of the overview and scrutiny committees**

The Council may determine a cycle of meetings for the Overview and Scrutiny Committee. The Chairman or in their absence Vice-Chairman may change the date or cancel meetings or call additional meetings as they consider necessary to deal with the Committee's work programme.

4. **Quorum**

The quorum for an Overview and Scrutiny Committee shall be as set out for committees in the procedural Standing Orders in Part 4 of this Constitution.

5. Agenda items

Any member of the Overview Scrutiny Committee or sub-committee shall be entitled to give notice to the Chief Executive that he/she wishes an item relevant to the functions of the committee or sub-committee to be included on the agenda for the next available meeting of the committee or sub-committee. On receipt of such a request the Chief Executive will advise the Chairman of the committee or sub-committee and ensure that it is included on the next available agenda.

The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and if it considers it appropriate the executive to review particular areas of Council activity. Where it does so, the Overview and Scrutiny Committee shall report its findings and any recommendations back to the executive and/or Council. The Council and/or the executive shall consider the report of the Overview and Scrutiny Committee at the earliest practicable opportunity.

6. Policy review and development

- (a) In relation to the development of the Council's policy on any matter, the Overview and Scrutiny Committee or sub-committees may make proposals to the executive for developments in so far as they relate to matters within their terms of reference.
- (b) The Overview and Scrutiny Committees may hold enquiries and investigate the available options for future direction in policy development. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration.

7. Reports from the Overview and Scrutiny Committee

- (a) Once it has formed recommendations on proposals for policy development, the Overview and Scrutiny Committee will prepare a formal report and submit it to the Chief Executive for consideration by the executive (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If the Overview and Scrutiny Committee cannot agree on

one single final report to the Council or executive as appropriate, then up to one minority report may be prepared by members of the Committee and submitted for consideration by the Council or executive with the majority report.

- (c) The Council or executive shall consider the report of the Overview and Scrutiny Committee at the earliest practicable opportunity.

8. Rights of the Overview and Scrutiny Committee members to documents

- (a) Within its terms of reference in addition to their rights as councillors, members of the Overview and Scrutiny Committees have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the executive and the Overview Scrutiny Committee as appropriate depending on the particular matter under consideration.

9. Members and officers giving account

- (a) Within its terms of reference the Overview and Scrutiny Committee or sub-committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role it may require any member of the executive and/or any senior officer to attend before it to explain in relation to matters within their remit:

- (i) any particular decision or series of decisions and/or;
- (ii) the extent to which the actions taken implement Council policy.

and it is the duty of those persons to attend if so required.

- (b) Where any member or officer is required to attend the Overview and Scrutiny committee under this provision, the chairman of that committee will inform the Chief Executive. The Chief Executive shall inform the member or officer in writing giving at least 5 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the committee.

Where the account to be given to the committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

- (c) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then the scrutiny committee shall in consultation with the member or officer arrange an alternative date for attendance.

10. Attendance by others

The Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 9 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

11. The party whip

When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to instructions from his party or group to how he should speak or vote (“the party whip”) the member must declare the existence of the whip and the nature of it before the commencement of the committee’s deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

12. Procedure at Overview and Scrutiny Committee meetings

- (a) Overview and Scrutiny Committee and sub-committees shall consider the following business:
 - (i) minutes of the last meeting;
 - (ii) declarations of interest (including whipping declarations);
 - (iii) consideration of any matter referred to the committee for a decision in relation to call in of a decision;
 - (iv) responses of the executive to reports of the scrutiny committee; and
 - (v) the business otherwise set out on the agenda for the meeting.
- (b) Where the Overview and Scrutiny Committee conducts investigations (e.g. with a view to policy development),

the committee may also ask people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:

- (i) that the investigation be conducted fairly and all members of the committee be given the opportunity to ask questions of attendees, and to contribute and speak;
 - (ii) that those assisting the committee by giving evidence be treated with respect and courtesy; and
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the committee/sub-committee shall prepare a report, for submission to the executive and/or Council as appropriate and shall make its report and findings public.



Report to: Overview and Scrutiny Committee

Subject: Report and Recommendations of the Gedling Councillor Standard Working Group

Date: 19 March 2018

Author: Senior Democratic Services Officer

Working Group Members: Councillors Adams, Barnfather, Paling and Parr.

Introduction

1. Purpose of the Report

To present the final report and recommendations of "The Gedling Councillor Standard" Working Group.

2. Background

Employees at Gedling Borough Council are expected to work to a number of behavioural standards, dependant on their position within the Authority. These behaviours are set out within three documents; the Gedling Employee, targeted at employees on a Band 9 or below, the Gedling Manager, targeted at those employees on or above a Band 10 and the Gedling Leader for Senior Managers within the organisation, although Officers are encouraged to exhibit behaviours contained within all of the documents. The Gedling Employee, Manager and Leader standards are currently used by the organisation during the recruitment and performance review process, to ensure that those recruited and working within the organisation act in a way that is representative of the organisation's values.

At the request of Senior Leadership Team, Scrutiny were asked to consider the merits of and develop, if appropriate, a similar document in relation to Councillors. It was thought that, much like employees, there would be value in setting out the behavioural standards that are expected by the organisation in pursuit of the Council's values. The Senior Leadership Team were keen for the document to be a stand-alone piece, complementing but not replicating the Nolan principles or Code of Conduct.

3. Method of Investigation

Discussion with Members and Officers

Desktop research

Request for additional contributions/comments from wider Members.

4. Working Group Outcome

Members were invited to attend a number of working group meetings in February 2018, those who were unable to attend were encouraged to contribute to the review by email or through discussion with the Senior Democratic Services Officer, who would feed their comments into the working group meetings.

All Members were provided with copies of “The Gedling Employee”, “The Gedling Manager” and “The Gedling Leader”. In addition, Members were provided with a similar document recently put together by the Nottinghamshire Fire Authority and an extract from Cornwall Council’s constitution detailing their Councillor role profile, which was the only response to a request for similar documents made through the Association of Democratic Services Officers. Members were also provided with a copy of INLOGOV’s “The 21st Century Councillor”, a piece of research undertaken by academics interested in understanding the range of roles that Councillors are now required to undertake, the skills and training requirements and support provided to these roles, to complement their previous work of the role of the Public Servant in the 21st Century.

Councillors Adams, Barnfather, Paling and Parr attended the first scheduled meeting of the working group.

Appropriateness of the work

Members expressed a view that Councillor conduct was outside of the scope of Council management procedures and that it was not appropriate for the Council to become involved due to the political nature of the role. As Elected Members, Members felt that they were accountable primarily to the electorate and accountable to their respective political parties as party members.

Members noted the differences between Officer and Members role and considered that while the setting of behavioural expectations for Officers, enforceable through performance management procedures, had value, it would not be appropriate for performance management of Councillors by the Council and therefore felt that there was little value in setting out expectations that could not be enforced or managed. Councillors were clear that their respective political parties had expectations of them in their work and that there were clear structures in place to monitor and address performance.

Members considered whether there was a clear need to outline behavioural expectations of the Council in respect of Elected Members. Members considered that there were very few complaints made to the Monitoring Officer about Member behaviour, particularly in comparison with other authorities, and concluded that this suggested that Members behaved well or as expected in their interactions with the

public and Officers and that there was no clear need for an additional document outlining expectations.

Members noted, in addition, that sanctions available to the Monitoring Officer for breaches of the Code of Conduct were now extremely limited and it was widely considered that there were not significant consequences to a breach. Any additional document would not be subject to even these low-level sanctions and would therefore be optional and unenforceable.

Finally, Members considered whether there was value in creating a “Gedling Councillor” document to be provided to parties to influence their selection process. Some Members felt that it would be inappropriate for the Council to be involved in or influence the selection process. Members concluded that even if such action were appropriate, it would likely be of little value as the standards and selection criteria of the Party would take precedence.

There was general consensus that the code of conduct, Nolan principles, internal party procedures and accountability to the electorate were sufficient to monitor Councillor behaviour.

Following the meeting, additional views were sought from wider Members and while a number of Members agreed with the comments of the working group, no Members responded with contrary views.

Alternative Options

Members noted that a “Job Description” had been provided, along with a copy of the Code of Conduct, as part of the Member induction pack and that this was helpful in outlining the role for new Members. Councillors felt that this was valuable to new Members and suggested that there may be further value in providing this earlier in the electoral process so that prospective candidates are informed of what the job entails before they are elected. Members suggested that the Job Description provided to Members as part of the 2015 Member Induction Pack should be reviewed as part of a wider review of new Member induction prior to the 2019 local elections.

Members considered that organisational culture was important in setting behavioural standards. It was felt that wider Members had little interaction with Officers and that there was little activity undertaken by Officers to communicate the Council’s values to Members. Members felt that there would be more value in activity of this kind than in the creation of a document outlining expectations.

Councillor Adams discussed shadowing that he had undertaken with Officers in the Customer Services Department shortly after his election in 2015. It was felt that this had not only increased his understanding of the role and breadth of Council services, but gave him an understanding of the values of the Council through seeing and hearing the way in which Officers treat customers.

Members commented that they felt that there was little interaction between wider Members and Officers and it was felt that Officers by and large did not understand

the Member role. Similarly, Members considered that there was not a sufficient level of respect across the organisation for the role of Elected Members, particularly in comparison to experiences at other Authorities. Members felt that there was value in improving the Member/Officer relationship through the review of current protocol, increased and improved communication with wider Members and that this could be used to create a better understanding of the Council vision and behaviours.

Members felt that there was value in working to improve the interactions and understanding between Members and Officers and that there was potential to better communicate the Council vision to Members.

Working Group Conclusions

The working group were clear that they did not feel that the creation of a “Gedling Councillor” document setting out the Council’s expected behavioural standards was appropriate or necessary. Members had a constructive conversation in respect of ways in which the Council might better interact with Members in sharing the organisations’ vision and behavioural standards and made a number of recommendations in this respect.

As a result, Members did not consider that further meetings of the working group would be necessary and instead concluded that the notes and recommendations of the working group should be communicated to wider Members seeking additional comments.

Notes and recommendations from the working group were, therefore, communicated to all Members. A number of responses were received which agreed with the findings of the working group, no responses were received which expressed disagreement, alternate or additional views or recommendations.

5. Recommendations

The working group made a number of recommendations as follows:

1. That the job description provided as part of the Members Induction Pack be provided to prospective candidates and/or form part of our information online regarding how to become a Councillor.
2. That SLT hold a Member briefing for all Members on at least a yearly basis to communicate the visions, values and position of the Council.
3. That Group Leaders be invited to address Officers at a staff briefing to increase understanding of the role of Elected Members.
4. That the Member/Officer relationship be reviewed to consider how to better communicate with and respond to Members.
5. That arrangements be made to give Members the opportunity to shadow within key departments to gain understanding of the work of the Council and foster better relationships with Officers.

6. That there be a process for communicating any concerns regarding Member conduct, that is not in breach of the Code of Conduct, to Group Leaders or Business Managers.
7. That Officers be encouraged to keep wider Members better informed through briefing notes and information emails, rather than taking information reports and presentations through Cabinet.

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Overview and Scrutiny Committee work programme 2017/18

	• Programme of Portfolio Holding to account	Performance review		Current reviews	Responses to scrutiny reviews
July 17th	Councillor J Clarke & Cllr M Payne	Quarter 4 data	Work programming	Report and Recommendations Elderly Persons and Income Generation Working Groups.	
September 18th	Cllr P Barnes	Quarter 1 data	Review of complaints received Armed Forces Community Covenant Work programme	Effectiveness of Scrutiny	
November 20th	Cllr H Wheeler	Quarter 2 data			Response to the Elderly Persons Income Generation Working Groups Obesity Recommendations update
January 22nd	Cllr D Ellis		Crime and Disorder Scrutiny		Response to Income Generation Working Group
March 19th	Cllr J Hollingsworth		CSP Report		Effectiveness of Scrutiny Annual Report Gedling Councillor Standard
May 14 th	Cllr G Gregory	Quarter 3 data			6 th month update Elderly Persons
TBA		Quarter 4 data			6 th month update Income Generation

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Reports and Notices received by the Chair of Overview and Scrutiny Committee as required under the Constitution or Law.

1. Items referred to the Chair of Overview and Scrutiny Committee under Contract Standing orders and Standing orders for dealing with Land

Notifications received where it has not been possible to obtain 3 quotations for a contract estimated to be between £10,000 and £50,000.

- Three year contract for specialist on line library resources for Legal Services.

Notification of decision to dispose of land or property other than the sale of council houses to sitting tenants pursuant to the right to buy.

- Sale of the upper car park and associated land at Burntstump Country Park

Please note that the above list may not be exhaustive; items may be referred at short notice to the Chair of Overview and Scrutiny Committee.

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