



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

Agenda

Overview and Scrutiny Committee

Date: **Monday 21 January 2019**

Time: **5.30 pm**

Place: **Reception Room**

For any further information please contact:

Helen Lee

Democratic Services Officer

0115 901 3894

Overview and Scrutiny Committee

Membership

Chair Councillor Viv McCrossen

Vice-Chair Councillor Paul Feeney

Councillor Sandra Barnes
Councillor Jim Creamer
Councillor Kevin Doyle
Councillor Roxanne Ellis
Councillor Kathryn Fox
Councillor Helen Greensmith
Councillor Marje Paling
Councillor John Parr
Councillor Stephen Poole
Councillor John Truscott
Councillor Muriel Weisz

AGENDA

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Report of the Democratic Services Officer.
- 8 Any other item which the Chair considers urgent.**

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 12 November 2018

Councillor Viv McCrossen (Chair)

Councillor Paul Feeney	Councillor Kathryn Fox
Councillor Sandra Barnes	Councillor Marje Paling
Councillor Jim Creamer	Councillor Stephen Poole
Councillor Kevin Doyle	Councillor Muriel Weisz
Councillor Roxanne Ellis	

Apologies for absence: Councillor Helen Greensmith, Councillor John Parr and Councillor John Truscott

Officers in Attendance: D Wakelin, D Jayne and H Lee

Guests in Attendance Councillor D Ellis

18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Greensmith, Parr and Truscott.

19 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2018.

RESOLVED:

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

20 DECLARATION OF INTERESTS.

None.

21 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

The Committee welcomed Councillor David Ellis to discuss matters relating to his Public Protection Portfolio. 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 that updated members on crime and antisocial behaviour levels in Nottinghamshire and which answered many of the questions that he had received in advance.

He explained that data taken from the draft Nottinghamshire Police and Crime Commissioners Annual Report for 2017-18 (published in July) indicated overall crime levels remained constant although there had been a real increase in digital, acquisitive (burglary, shop theft, vehicle crime) and violent crime. Levels of antisocial behaviour (ASB) had decreased and there was an ever present threat of terrorism and domestic extremism. He explained that there is no one reliable measure for crime statistics, recorded crime and the Crime Survey of England and Wales are used to draw together the data. After a steady decline in crime between 2003/4 and 2014/15 the reduction has levelled off and recorded crimes are increasing. Some of this is due to more rigorous application of reporting standards.

Drivers for crime locally include drugs and alcohol, and organised crime groups carrying out drug trafficking and modern slavery.

Recorded crime for Quarter 2 2018 / 19 shows a decrease of 152 incidents compared to the previous quarter, but an overall increase of 6.6% compared to the period April to September 2017. However, this increase is less than South Notts. Community Partnership as a whole, which has an overall increase of 9.1% compared to the same period last year.

Recorded anti-social behaviour for Quarter 2 2018 / 19 shows a decrease of 19 incidents compared to the previous quarter but reflects an increase of 7.5% (74 incidents) when compared to April - September 2017 the previous year. The Community Safety Partnership have put in place, with police and community colleagues, targeted plans to address arising issues and concerns in Arnold Town Centre. Additional youth work continues to help divert young people from committing anti-social behaviour. There are increasing concerns that the changes in the operating procedures of Jigsaw and Gedling Homes may result in fewer operational staff based locally to tackle ASB cases. Cases therefore may not be dealt with as effectively has previously.

Recorded Crime in Gedling 6 months to September 2018 compared to September 2017

Offence type		Current	Previous	Change	% Change
All Crime		3298	3094	+207	+6.6
Victim-based crime		2913	2743	+170	+6.2
VAP		1108	873	+235	+26.9
	Violence with injury	469	354	+115	+32.5
	Violence without injury	305	313	-8	-2.6
	Stalking and harassment	333	205	+128	+62.4
Burglary		210	246	-36	-14.6
	Burglary residential	162	184	-22	-12.0
	Residential non-dwelling	26	34	-8	-23.5
	Residential not classified	15	6	+9	+150.0
	Business and Community	48	62	-14	-22.6
Shoplifting		277	278	-1	-0.4
Vehicle Offences		311	339	-28	-8.3
	Theft from Motor Vehicle	178	234	-56	-23.9
	Theft of Motor Vehicle	102	75	+27	+36.0
ASB		1065	991	+74	+7.5

Recorded crime in the borough, over the last 12 months, does show an increase in crimes however the increase is the lowest of the local authority areas in Nottinghamshire at 4%. There are some crime / offence types that show more significant increases in percentage terms. Robbery shows a 27.1% increase for the 12 months to September 2018 compared to the 12 months to September 2017. This is an increase of 13 offences. Sexual offences show an increase of 20.8%, 47 more offences, however, much of this continues to be reports of historical incidents, the reporting of recent and historical offences is encouraged, the same applies to the increase in hate crime reports. Although there were increases in burglary and vehicle crime offences current figures are reflecting a general downward trend in these offences.

The South Nottinghamshire Community Safety Partnership action plans in place focus on local resources, for burglary, vehicle crime, shop theft and violence and are reviewed by the Operational Delivery Group. Issues that arise are escalated to the Local Operations Meeting between the borough, police and other key partners, held every 2 weeks. This assists in managing the overall performance and deployment options, for example wardens and CCTV monitoring. There are also plans for awareness campaigns to tackle priority crimes, much of it seasonal, for

example the festive period and darker nights with regard to vehicle crime.

Ward level crime statistic provided by Nottinghamshire Police locally are recorded by Beat Area rather than ward level and monthly crime statistics are provided at a borough level. The Management Information Unit at Nottinghamshire Police provide a more detailed data set on a monthly basis providing offence / crime type by ward however despite the new wards having been sent to the Police these are not reflected in the data set provided. It is not anticipated that this will change any time soon.

Knife Crime is a very visible risk and something the Safer Notts. Board is taking seriously. David Wakelin chairs the Partnership Group that is developing a strategy and action plan. First quarter of 2018/19 (April-June) Gedling was low risk in terms of possession but high risk of violent knife crime offences.

ASB in open space has long been a concern. CCTV is in place in key identified locations including Arnot Hill Park, King George V Park and Newstead. The authority works closely with the Police to respond to incidents reported to put in place joint patrols in identified locations of concern. Additionally, work within schools plays an important role raising awareness of the consequences of being involved in ASB / criminality. Drugs are seen as driver of violent crime as well as other crime.

'County lines' is the term used to describe the situation where a group supplies drugs from an urban hub to a county location (typically a market or coastal town) within a different police force boundary. Young and vulnerable people are often exploited by the group to carry and sell the drugs, or for their homes to be used as a base for drug dealing activity, it crosses police boundaries and requires high level police response.

Fly tipping prosecutions can take place if evidence can be found.

There has been a significant amount of work to increase reporting of domestic abuse both in Gedling and across Nottinghamshire as a whole. The Domestic & Sexual Abuse Executive (sub group of the Safer Nottinghamshire Board, SNB) have a strategic plan that has a Gedling action plan resulting that is monitored locally by the community safety team. The picture across Nottinghamshire shows that over 40,000 adults are likely to have experienced some form of domestic violence or abuse in the last year while over 134,000 are likely to have experienced domestic abuse in their adult lifetime. The number of victims of domestic

abuse (5,917) identified by the police increased by 3.4% in 2016/17, reflecting a further 5% increase in domestic abuse-related crimes and incidents recorded (16,650). This is reflected in Gedling and also reflects a rising trend nationally over the last year this has also been a result of improvements in crime recording standards, the introduction of new 'coercive control' offences and a likely increase in the proportion of victims coming forward to report these crimes. On average, around a third (33%) of victims presenting to the police are repeat victims.

Locally there are close working relations with Police agreeing priorities and sharing intelligence. The Police response team based at Jubilee House enables the Gedling response team to be deployed more effectively.

Neighbourhood wardens have been given additional powers, including access to police radios.

The Pythian project has been commissioned to reduce knife crime and has held a knife crime amnesty, initiated police targeted stop and search and police officers in schools.

Since 2015 there has been increased CCTV, at Newstead, Calverton, King George V Park and Smithy Crescent. It is hard to demonstrate its cost effectiveness. CCTV can be used proactively for example around Arnold Carnival, when dispersal powers are in place. Research indicates CCTV is most effective in areas where it increases surveillance – for example car parks.

Neighbourhood Watch Groups are not directly supported by the authority or by Nottinghamshire Police, however officers regularly attend local meetings. Neighbourhood teams are voluntary and there is a need to increase the number of watch schemes in the Carlton /Porchester area of the borough.

Currently the Arnold shop watch radio system is being upgraded to increase communication between businesses and partnership organisations. This system is designed to prevent crime and enables shops to communicate with each other. Members were concerned about other areas in the borough which were not participating in this scheme

Gedling is the lead for the Safer Nottinghamshire Board for Modern Slavery. One of the former Chief Executive John Robinson's, last acts was to agree Modern Slavery Policy through Cabinet. The authority has three roles, identification and referral of victims, support for victims,

through safeguarding and housing provision, and community safety and enforcement.

The Borough's and Police responsibilities overlap and there is a danger that the authority's resources get stretched due to Police resource pressures and the higher profile of their issues. One example is that by deploying Neighbourhood Wardens to patrol Arnold to deal with knife crime issues Fixed Penalty Notices for littering have reduced.

Selective Licensing, out of approximately 635 properties 317 around 50% are registered with the scheme, currently work is taking place with another 50 landlords.

Taxi regulation there is now a cross authority protocol in place relating to plying for hire.

Staff is managing the programme of food premise inspections and the food hygiene rating scheme was explained.

The streamlined removal of fly tipping system has resulted in a reduction in number of fly tips, it is worth noting that even though City has free bulk waste collection they still have problem.

There have been three incidents of unlawful encampments by travellers this year. Common law powers can be used to move on but there is a need to balance the rights of community and the rights of travellers with a proportionate response

The Council contributes to the South Nottinghamshire Community Safety Partnership (SNCP), playing an active role at officer and political level. Delivery is through partners at a local level. In past CSPs had access to money, however is now having to make considerably less money go further and it is important to keep agencies tied in to agenda. It receives performance reports and is able to compare trends across South Notts.

Members were concerned that reductions in budget for the youth service, mental health provision, court services and the police would have a cumulative effect on levels of crime and antisocial behaviour, resulting longer term increases.

Following concern from member additional information relating to domestic violence statistics was requested. Members also agreed that they would like a 6 month update on the roll out of the shop radio scheme.

RESOLVED to:

- I. Thank Councillor Ellis and the officers attending and providing such full answers to members
- II. Request additional information relating to figures for domestic violence in Gedling
- III. Request a six moth update on the roll out of the shop radios scheme
- IV. Note the report; and
- V. Note that Councillor Wheeler will be attending the next meeting to discuss the Health Housing and Wellbeing Portfolio.

22 SCRUTINY WORK PROGRAMME

Members received information about items in the current work programme.

Obesity Review Update.

Members were informed that Changepoint, the Notts. County Council commissioned weight management service would be attending the Committee in February to inform members about the support they can offer and the success of the scheme.

Scrutiny Working Groups

Wellbeing of Young People
Waste Management and Recycling.

Members were updated on the progress of the scrutiny working groups, the dates of the next meetings and were informed that additional members would be welcome. They were advised that representatives from the Gedling Climate Change Group and the Youth Council were making valuable contributions to both reviews.

23 REPORTS AND NOTICES RECEIVED BY THE CHAIR OF 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.

Members had a number of questions relating the report and asked for clarification of their role when they receive this information.

RESOLVED:

To request that the Director of Organisational Development and Democratic Services attend the next meeting to explain to the committee their responsibility when receiving this report.

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ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.20 pm

Signed by Chair:
Date:



Report to: Overview and Scrutiny Committee

Subject: Programme of Portfolio Holder Attendance

Date: 21st January 2019

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

- I. To consider the areas of responsibility of Councillor Wheeler, Portfolio Holder for Health, Housing and Wellbeing as part of the programme of holding the Executive to account.
- II. To consider areas for discussion when Councillor John Clarke, Leader, and Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources and Reputation attend the Committee on the 4th February.

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 the Portfolio Holder submitted in advance of each meeting. 'Ad hoc' questions could also be put forward at the meeting itself. Non-executive Members are also invited to submit questions for the Portfolio Holder.

3. 2018/2019 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

3.1 Councillor Wheeler, Portfolio Holder Health, Housing and Wellbeing is attending the committee to give Members the opportunity to examine areas of responsibility in his Portfolio which includes:

- Leisure Centres and Sports Development
- Health promotion and development

- Homelessness and housing needs
- Housing and council tax benefits
- Liaison with Public Health and Clinical Commissioning Group.

A customised report detailing performance outcomes for Q2 for the above Portfolio is attached at **Appendix 1**.

3.2 Questions and areas for discussion received in advance of the committee.

- What are the main priorities of the Health and Wellbeing Board and how do they fit in with Gedling Borough Council priorities? What tangible outputs have there been from the work of the Health and Wellbeing Board?
- What is Gedling Borough Council doing to support or care leavers? How does Gedling Borough Council identify care leavers, what have we done to improve their life chances?
- What support is available for local residents with the transition to Universal Credit. How are vulnerable people in coercive and controlling relationships supported during this change?
- What are the preventative measures used to reduce the number of people presenting themselves as homeless?
- Can you please update on the proposed renovations and upgrade to the Calverton Leisure Centre?
- **L1086 – Average length of time spent in temporary accommodation**

A lack of available and affordable housing for the homeless is highlighted. There are a lot of new houses being built in the Borough does the Portfolio Holder think that:

- the rental market will also increase, and what an estimated rent would be for suitable accommodation?

- consideration has been given to finding accommodation to house homeless families outside Gedling Borough in areas of higher density bed & breakfasts?
- **ACTIONS**
 - **Develop and implement actions to address health inequalities across the borough.**
What are the health inequalities referred to in the section.
 - **Making a contribution to the life chances of children in care.**
Could the portfolio holder outline what is meant by "accommodation offer" in the notes

4. FUTURE PORTFOLIO HOLDER ATTENDANCE

Councillor John Clarke, Leader, and Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources and Reputation are attending the Committee to give Members the opportunity to examine their areas of responsibility.

I. Councillor John Clarke, Leader of the Council

- Overall strategy and delivery of agreed Council priorities and objectives
- Oversight of all Cabinet responsibilities
- Building and developing relationships with partners at a local, regional, national and international level to pursue matters of interest to the Council and the community
- Representing the interests of the Council and the wider community on the Nottingham and Nottinghamshire Combined Authority, East Midlands Council, and other key strategic local, regional and national bodies
- Oversight of the Council's Collaboration Agreement with Newark and Sherwood and Rushcliffe Councils
- Building and maintaining positive relationships with and between elected Members and employees
- Promoting and encouraging effective corporate governance and the highest standards of probity.

II. Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources & Reputation

- Budget strategy, financial management and local taxation

- Asset Management, including the Council's investment property, sales and purchase of land
- Communications, marketing and promotion
- Media relations
- Customer Services, information and communications technology.

Customised reports detailing performance outcomes for Q2 are attached at **Appendix 2 and 3** 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 Wheeler and other guests for their attendance
- discuss and consider areas for examination at the February Committee.












APPENDICIES






Appendix 1: Q2 Health, Housing and Wellbeing.

Appendix 2: Q2 Performance Leader

Appendix 3: Q2 Deputy Leader Resources and Reputation

Quarter 2 Performance Report

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

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

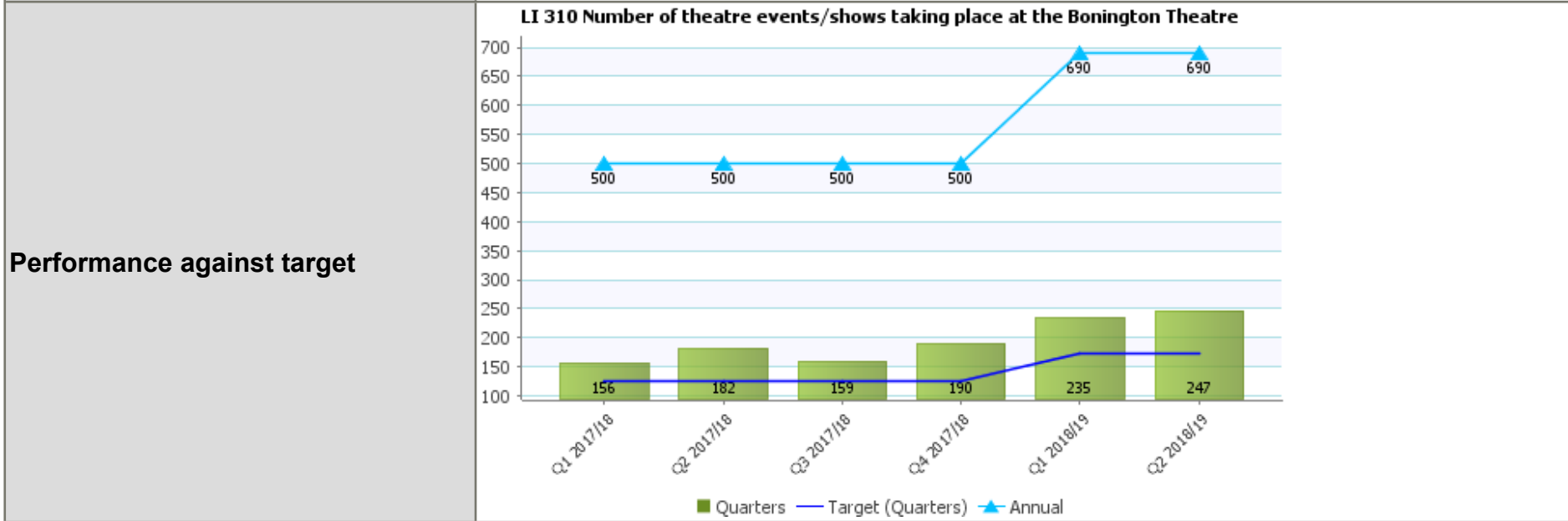
Portfolio - Housing, Health and Wellbeing

Performance Indicators




LI 310 Number of theatre events/shows taking place at the Bonington Theatre

Managed By	Sarah Retzlaff	Status	✔
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
247	173	↑	↑

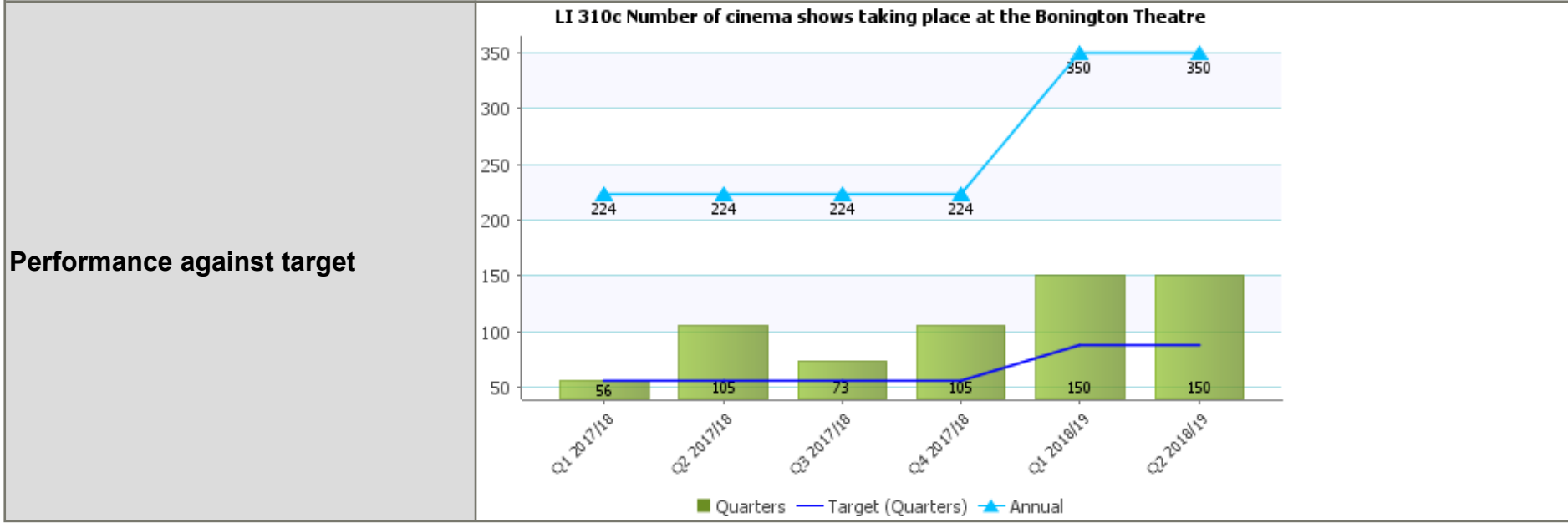
Latest Note



LI 310c Number of cinema shows taking place at the Bonington Theatre

Managed By	Sarah Retzlaff	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
150	87.5		

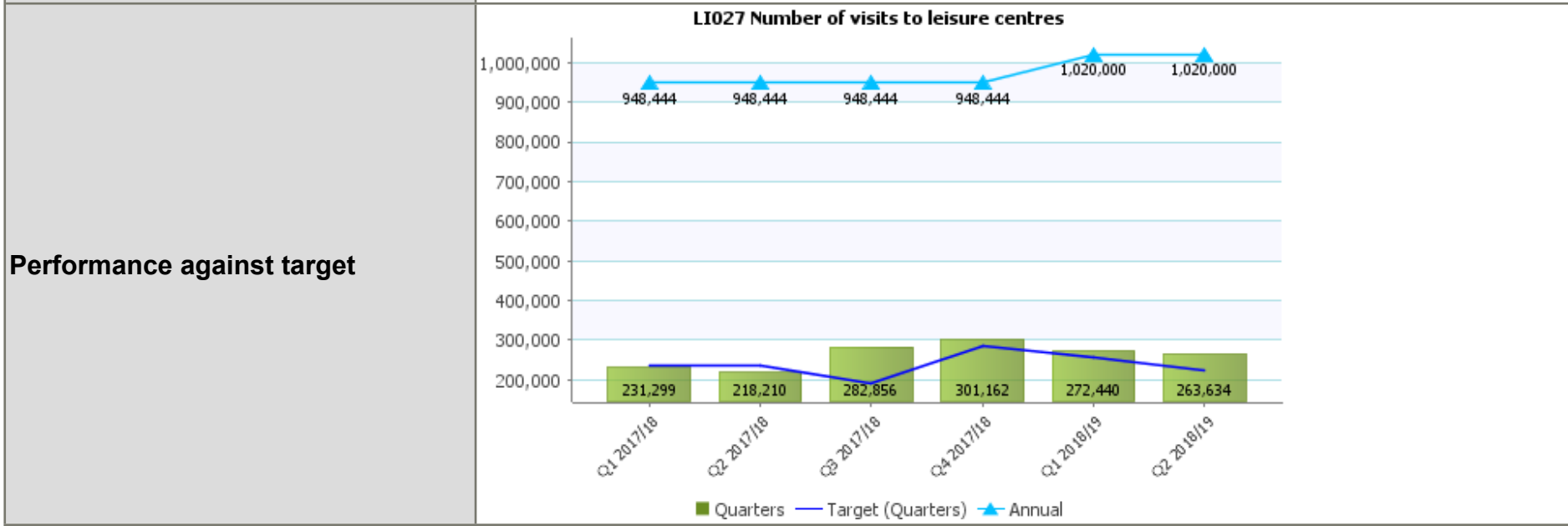
Latest Note



LI027 Number of visits to leisure centres

Managed By	Sarah Retzlaff	Status	✓
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
263,634	224,400	↓	↑

Latest Note

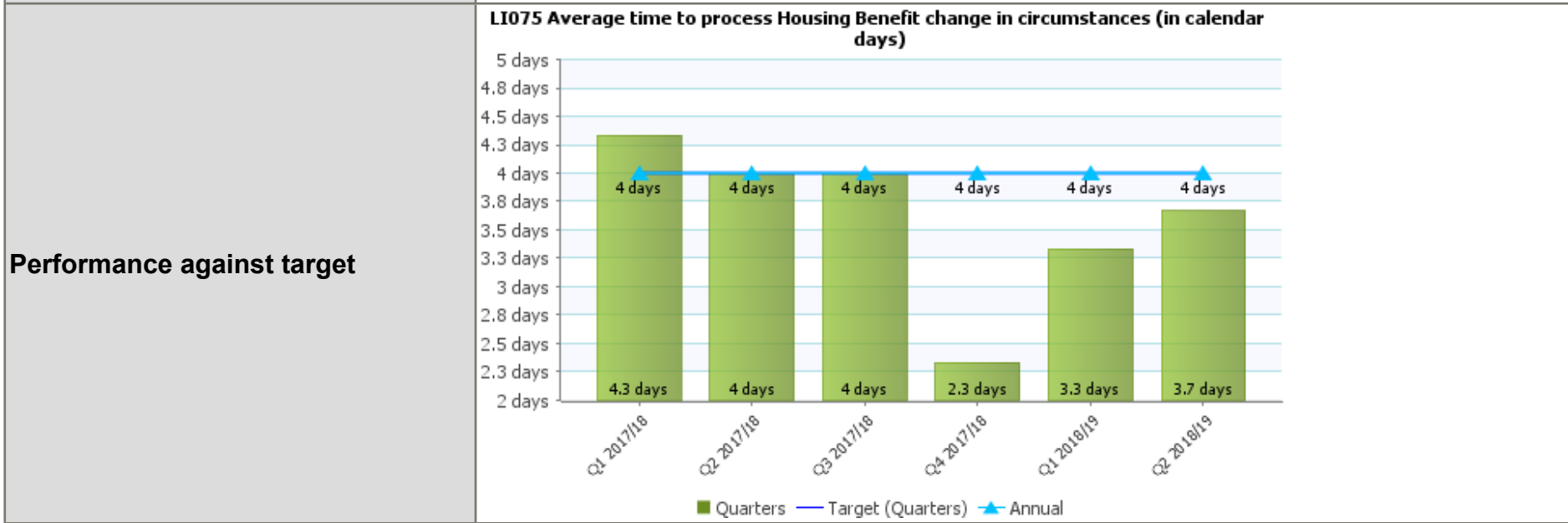


LI027f Number of attendances - Bonington Theatre																															
Managed By	Sarah Retzlaff	Status																													
Current Value	Current Target	Trend compared to last period	Trend compared to year ago																												
13,158	7,125																														
Latest Note																															
Performance against target	<p style="text-align: center;">LI027f Number of attendances - Bonington Theatre</p> <table border="1"> <caption>Quarterly and Annual Attendance Data</caption> <thead> <tr> <th>Quarter</th> <th>Quarters (Actual)</th> <th>Target (Quarters)</th> <th>Annual</th> </tr> </thead> <tbody> <tr> <td>Q1 2017/18</td> <td>9,111</td> <td>7,125</td> <td>27,000</td> </tr> <tr> <td>Q2 2017/18</td> <td>6,415</td> <td>7,125</td> <td>27,000</td> </tr> <tr> <td>Q3 2017/18</td> <td>8,809</td> <td>7,125</td> <td>27,000</td> </tr> <tr> <td>Q4 2017/18</td> <td>12,962</td> <td>7,125</td> <td>27,000</td> </tr> <tr> <td>Q1 2018/19</td> <td>12,115</td> <td>7,125</td> <td>28,500</td> </tr> <tr> <td>Q2 2018/19</td> <td>13,158</td> <td>7,125</td> <td>28,500</td> </tr> </tbody> </table>			Quarter	Quarters (Actual)	Target (Quarters)	Annual	Q1 2017/18	9,111	7,125	27,000	Q2 2017/18	6,415	7,125	27,000	Q3 2017/18	8,809	7,125	27,000	Q4 2017/18	12,962	7,125	27,000	Q1 2018/19	12,115	7,125	28,500	Q2 2018/19	13,158	7,125	28,500
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LI075 Average time to process Housing Benefit change in circumstances (in calendar days)




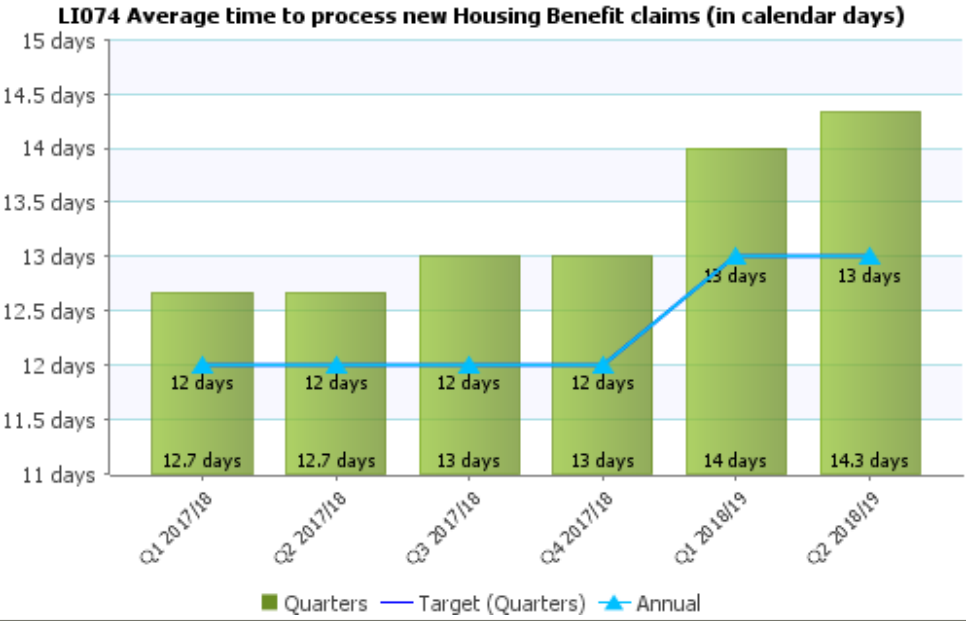
Managed By	Duncan Adamson	Status	✔
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
3.7 days	4 days	↓	↓




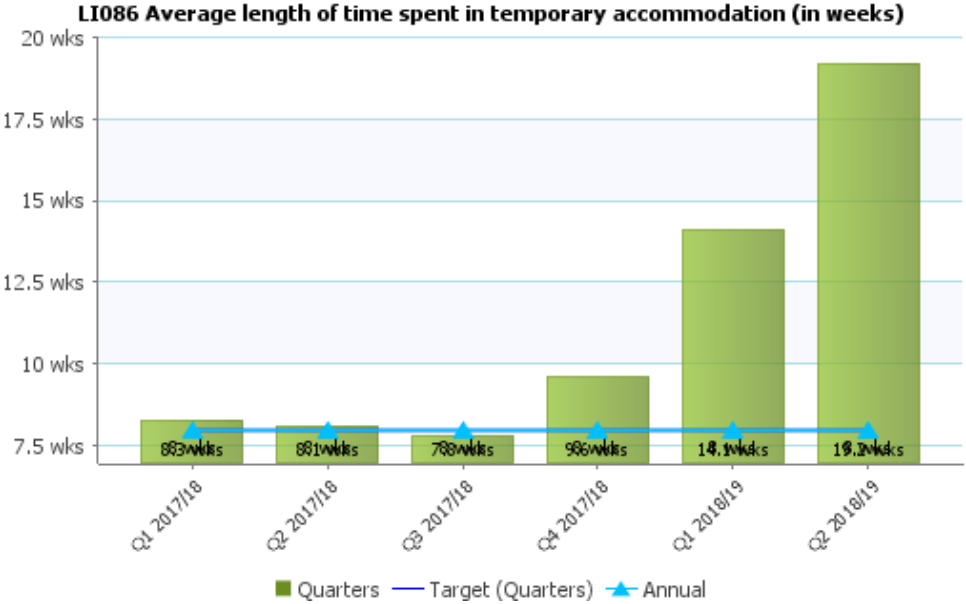
Latest Note









LI085 Average number of DNA members (12 month rolling period)																															
Managed By	Sarah Retzlaff	Status																													
Current Value	Current Target	Trend compared to last period	Trend compared to year ago																												
4245	4200																														
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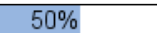

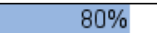

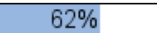

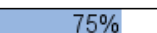

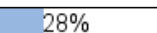

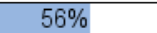

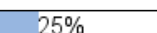
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	<table border="1"> <caption>Performance against target data</caption> <thead> <tr> <th>Quarter</th> <th>Actual Value (Days)</th> <th>Target (Days)</th> </tr> </thead> <tbody> <tr> <td>Q1 2017/18</td> <td>5.0</td> <td>6.0</td> </tr> <tr> <td>Q2 2017/18</td> <td>5.0</td> <td>6.0</td> </tr> <tr> <td>Q3 2017/18</td> <td>5.0</td> <td>6.0</td> </tr> <tr> <td>Q4 2017/18</td> <td>3.3</td> <td>6.0</td> </tr> <tr> <td>Q1 2018/19</td> <td>4.7</td> <td>6.0</td> </tr> <tr> <td>Q2 2018/19</td> <td>5.0</td> <td>6.0</td> </tr> </tbody> </table>			Quarter	Actual Value (Days)	Target (Days)	Q1 2017/18	5.0	6.0	Q2 2017/18	5.0	6.0	Q3 2017/18	5.0	6.0	Q4 2017/18	3.3	6.0	Q1 2018/19	4.7	6.0	Q2 2018/19	5.0
Quarter	Actual Value (Days)	Target (Days)																					
Q1 2017/18	5.0	6.0																					
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Q4 2017/18	3.3	6.0																					
Q1 2018/19	4.7	6.0																					
Q2 2018/19	5.0	6.0																					





LI074 Average time to process new Housing Benefit claims (in calendar days)																								
Managed By	Duncan Adamson	Status																						
Current Value	Current Target	Trend compared to last period	Trend compared to year ago																					
14.3 days	13 days																							
Latest Note	Performance continues to be in the top 5% nationally, however performance has temporarily dipped due to the volume and complexity of claims received by the team. It is expected that this will have improved by the end of the year due to changes in processes.																							
Performance against target	<p>LI074 Average time to process new Housing Benefit claims (in calendar days)</p>  <table border="1"> <caption>Performance against target data</caption> <thead> <tr> <th>Quarter</th> <th>Actual Value (days)</th> <th>Target (days)</th> </tr> </thead> <tbody> <tr> <td>Q1 2017/18</td> <td>12.7</td> <td>12</td> </tr> <tr> <td>Q2 2017/18</td> <td>12.7</td> <td>12</td> </tr> <tr> <td>Q3 2017/18</td> <td>13</td> <td>12</td> </tr> <tr> <td>Q4 2017/18</td> <td>13</td> <td>12</td> </tr> <tr> <td>Q1 2018/19</td> <td>14</td> <td>13</td> </tr> <tr> <td>Q2 2018/19</td> <td>14.3</td> <td>13</td> </tr> </tbody> </table>			Quarter	Actual Value (days)	Target (days)	Q1 2017/18	12.7	12	Q2 2017/18	12.7	12	Q3 2017/18	13	12	Q4 2017/18	13	12	Q1 2018/19	14	13	Q2 2018/19	14.3	13
Quarter	Actual Value (days)	Target (days)																						
Q1 2017/18	12.7	12																						
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Q3 2017/18	13	12																						
Q4 2017/18	13	12																						
Q1 2018/19	14	13																						
Q2 2018/19	14.3	13																						

LI086 Average length of time spent in temporary accommodation (in weeks)																								
Managed By	Duncan Adamson	Status																						
Current Value	Current Target	Trend compared to last period	Trend compared to year ago																					
19.2 wks	8 wks																							
Latest Note	<p>New legislation introduced on 1 April 2018 (Homelessness Reduction Act) requires the council to provide 56 days for temporary accommodation relief instead of the previous 28 days. This is very much demand led and totally dependent on Gedling Homes, Housing Associations and Private Sector properties being available for temporary accommodation, of which there are very few. The Council has only 11 temporary accommodation properties of its own and these are consistently full. Officers are currently working with Gedling Homes to secure 2 further properties to relieve some of the pressure on bed and breakfast accommodation. In reality the situation will not improve until there are more homes available for either private rental or ownership, and this will be entirely down to affordability.</p>																							
Performance against target	<p>LI086 Average length of time spent in temporary accommodation (in weeks)</p>  <table border="1"> <caption>Performance against target data</caption> <thead> <tr> <th>Quarter</th> <th>Actual Value (wks)</th> <th>Target (wks)</th> </tr> </thead> <tbody> <tr> <td>Q1 2017/18</td> <td>8.3</td> <td>8.0</td> </tr> <tr> <td>Q2 2017/18</td> <td>8.1</td> <td>8.0</td> </tr> <tr> <td>Q3 2017/18</td> <td>7.8</td> <td>8.0</td> </tr> <tr> <td>Q4 2017/18</td> <td>9.6</td> <td>8.0</td> </tr> <tr> <td>Q1 2018/19</td> <td>14.1</td> <td>8.0</td> </tr> <tr> <td>Q2 2018/19</td> <td>19.2</td> <td>8.0</td> </tr> </tbody> </table> <p>Legend: ■ Quarters — Target (Quarters) ▲ Annual</p>			Quarter	Actual Value (wks)	Target (wks)	Q1 2017/18	8.3	8.0	Q2 2017/18	8.1	8.0	Q3 2017/18	7.8	8.0	Q4 2017/18	9.6	8.0	Q1 2018/19	14.1	8.0	Q2 2018/19	19.2	8.0
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Q4 2017/18	9.6	8.0																						
Q1 2018/19	14.1	8.0																						
Q2 2018/19	19.2	8.0																						












Actions






Title	Managed By	Status	Completion Date	Progress Bar	Notes
Work with partners to deliver activities to support those experiencing mental health illness, loneliness, isolation and dementia	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">65%</div>	
Introduce and support a range of measures designed to tackle excessive weight and promote healthy lifestyles	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">50%</div>	
Develop and implement actions to address health inequalities across the borough	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">80%</div>	
Identify and implement practical initiatives to encourage cycling and walking	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">35%</div>	
Support further development of Gedling Seniors' Council and ensure older people have a range of opportunities to inform and influence the Council's decision making process	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">40%</div>	
Implement the Gedling Playing Pitch Strategy	Lance Juby		31-Mar-2019	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">43%</div>	

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Enable a varied range of positive activities for children and young people	Lance Juby		31-Mar-2019		
Continue to take a lead on, and support, the national refugee resettlement programme	Dawn Alvey		31-Mar-2019		GBC has achieved 86% of its target which is due for completion in the term of the current Government. An event was held at the Civic Centre on the 25.09.2018 to welcome our refugees. A annual review meeting was held with partners which sought to both learn form the experiences if working with our current families and also looking how we can improve the service which is provided to our refugees. The notes from the meeting will be circulated.
Implement a range of activities to increase participation in sport and physical activity in Leisure Centres	Sarah Retzlaff		31-Mar-2019		
Continue to provide free swimming initiative	Sarah Retzlaff		31-Mar-2019		
Widen and increase attendance at the Bonington Theatre	Sarah Retzlaff		31-Mar-2019		
Increase the participation in organised outdoor activities in parks and open spaces	Melvyn Cryer		31-Mar-2019		
Take the lead in developing a more integrated approach to family support, working with Nottinghamshire County Council	Andy Callingham		31-Mar-2019		

Title	Managed By	Status	Completion Date	Progress Bar	Notes
and other partners					
Take action to tackle the harmful effects of smoking	Andy Callingham		31-Mar-2019	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	
Ensure arrangements are in place to support local residents with the transition to Universal Credit	Duncan Adamson		31-Mar-2019	<div style="width: 50%;"><div style="width: 50%; background-color: #4f81bd; color: white; text-align: center;">50%</div></div>	
Develop and implement a range of prevention measures that can be proactively used to reduce the number of people presenting themselves to the council as homeless	Duncan Adamson		31-Mar-2019	<div style="width: 40%;"><div style="width: 40%; background-color: #4f81bd; color: white; text-align: center;">40%</div></div>	
Make a proactive contribution to improving the life chances of children in care	Karen Bradford		31-Mar-2019	<div style="width: 50%;"><div style="width: 50%; background-color: #4f81bd; color: white; text-align: center;">50%</div></div>	The requirement placed on local authorities by the Children's and Social Work Act 2017, is to have a comprehensive offer in place for care leavers by December 2018 . We started a collective approach with the County and the neighbouring 6 boroughs in May. An accommodation offer has been drafted and is currently out for comments. It will then be included in a report to our partners for inclusion in an overall comprehensive offer.

Quarter 2 Performance Report




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

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

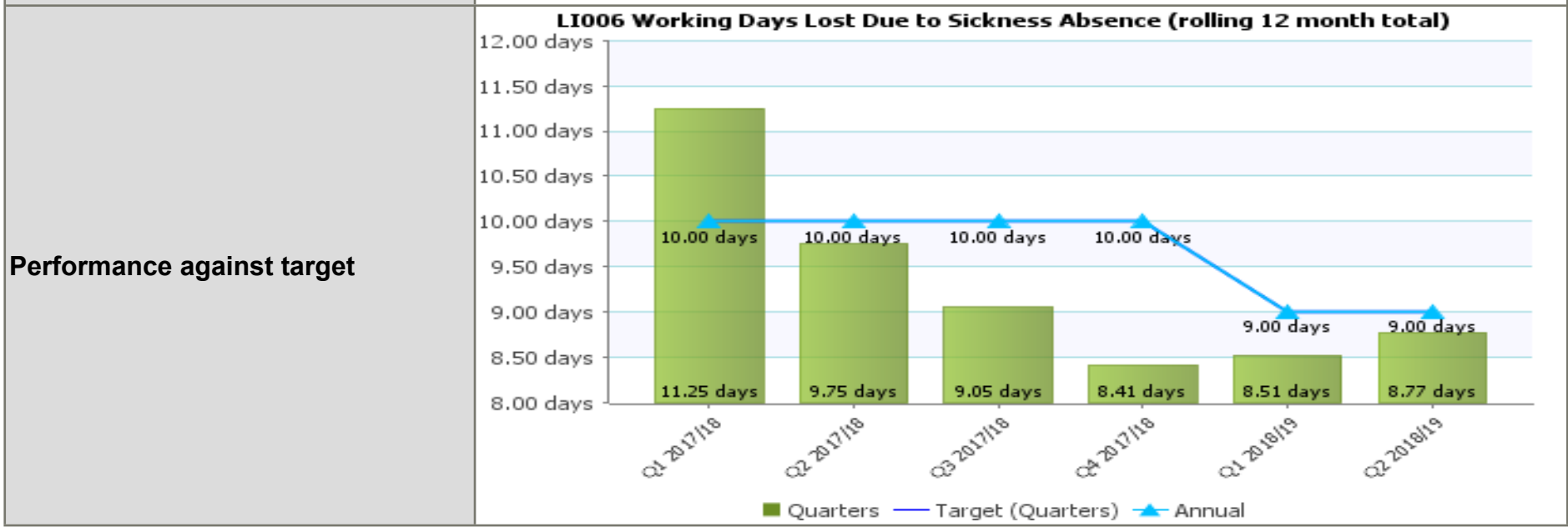
Portfolio - Leader

Performance Indicators










LI006 Working Days Lost Due to Sickness Absence (rolling 12 month total)

Managed By	David Archer	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
8.77 days	9.00 days		

Latest Note Currently on target, however, note that the previous year showed low rates of absence and at current rates this year there is a risk that target will not be met. SLT and service manager engagement is essential in order to maintain high profile of absence and attendance issues.



















Actions

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Review current employee engagement and improve/modify where necessary	Rosie Caddy		31-Mar-2019	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%	
Promote and encourage registration for and turnout at elections scheduled during 2018-19	Alec Dubberley		31-Mar-2019	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 0%;"></div></div> 0%	
Deliver the European funded ERASMUS + apprenticeship project	Dawn Alvey		31-Mar-2019	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	
Provide business support for small and medium businesses	Dawn Alvey		31-Mar-2019	<div style="width: 70%;"><div style="background-color: #4F81BD; height: 10px; width: 70%;"></div></div> 70%	
Develop a range of activities to improve staff health and well-being	David Archer		31-Mar-2019	<div style="width: 45%;"><div style="background-color: #4F81BD; height: 10px; width: 45%;"></div></div> 45%	
Implement a programme of activity to deliver the Agile Working Strategy	Helen Barrington		31-Mar-2019	<div style="width: 20%;"><div style="background-color: #4F81BD; height: 10px; width: 20%;"></div></div> 20%	
More fully embed compassion in the culture and operating practices of the Council	Karen Bradford		31-Mar-2019	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 25%;"></div></div> 25%	
Implement actions arising from the 2017 staff survey	Karen Bradford		31-Mar-2019	<div style="width: 80%;"><div style="background-color: #4F81BD; height: 10px; width: 80%;"></div></div> 80%	
Develop and embed new employee standards that are	Karen Bradford		31-Mar-2019	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 0%;"></div></div> 0%	

Title	Managed By	Status	Completion Date	Progress Bar	Notes
aligned to the Dynamic Council agenda					

Quarter 2 Performance Report

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

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
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Portfolio - Deputy Leader Resources and Reputation Portfolio

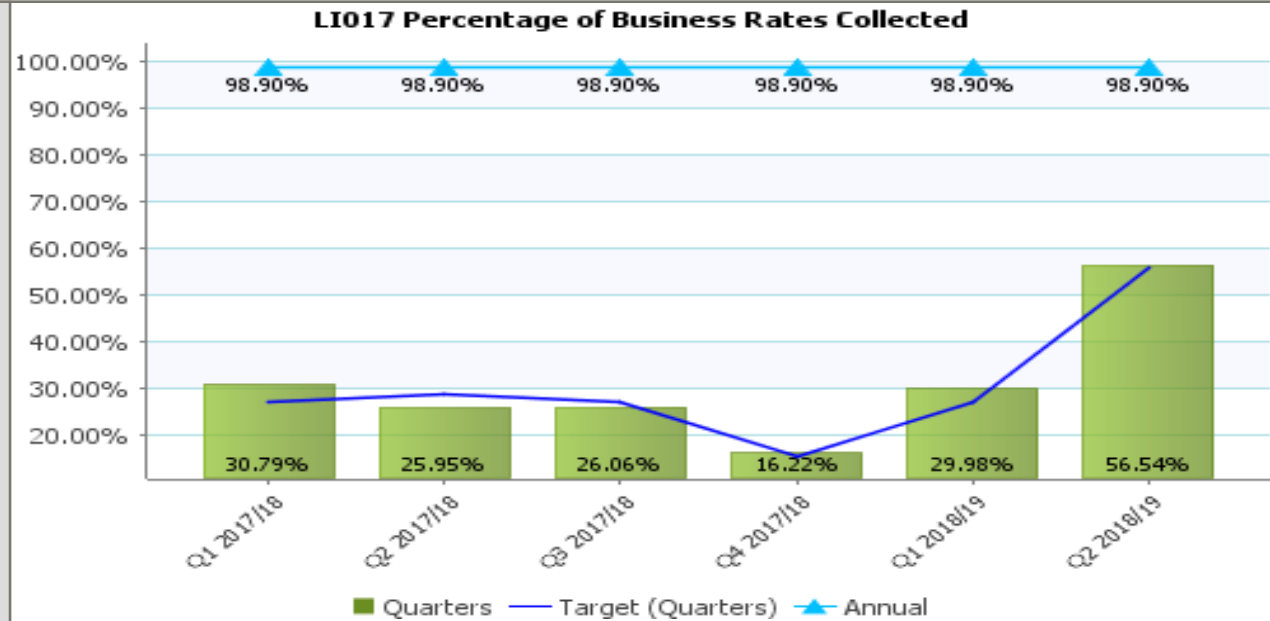
Performance Indicators

LI017 Percentage of Business Rates Collected




Managed By	Duncan Adamson	Status	✔
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
56.54%	56.13%	↑	↑

Latest Note

Performance against target

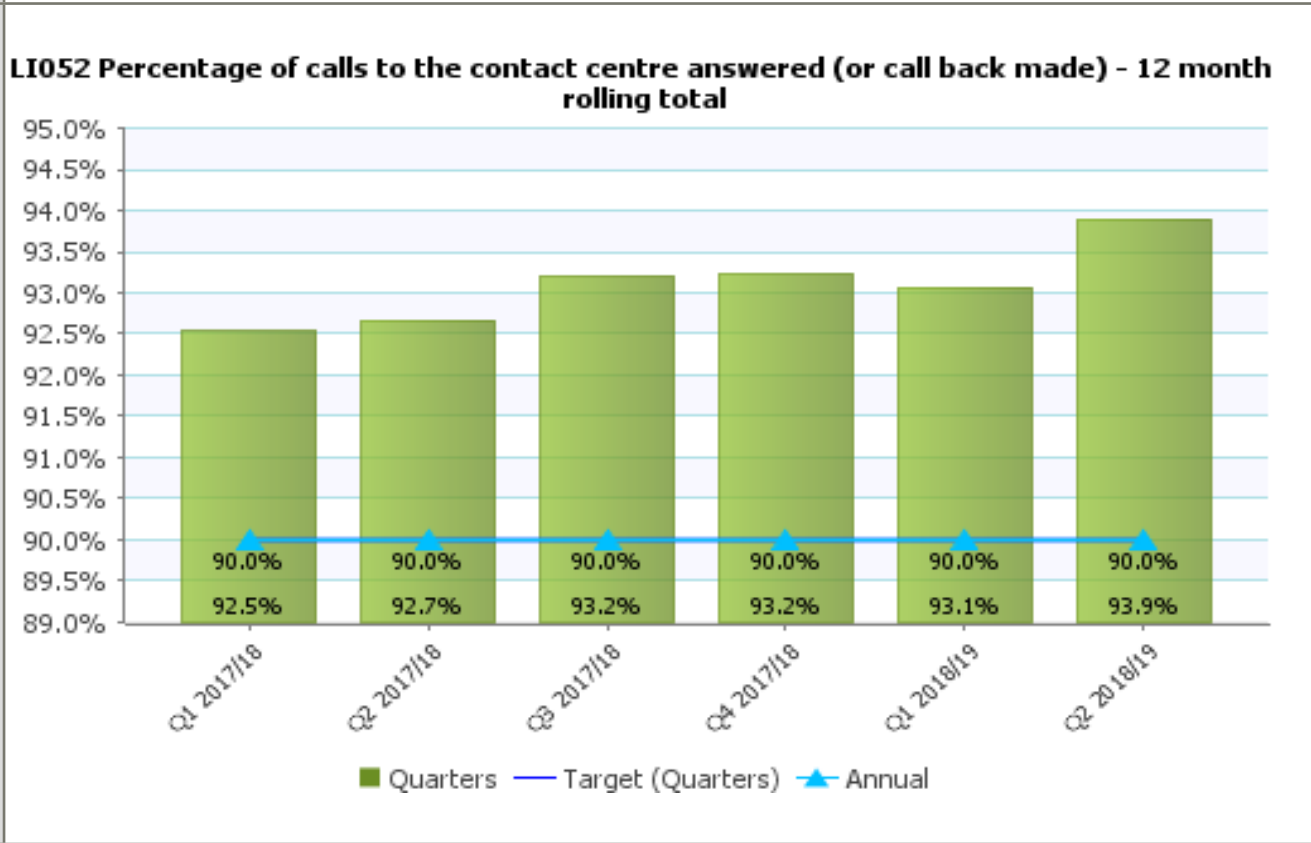


LI052 Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total

Managed By	Rosie Caddy	Status	
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
93.9%	90.0%		

Latest Note

Performance against target

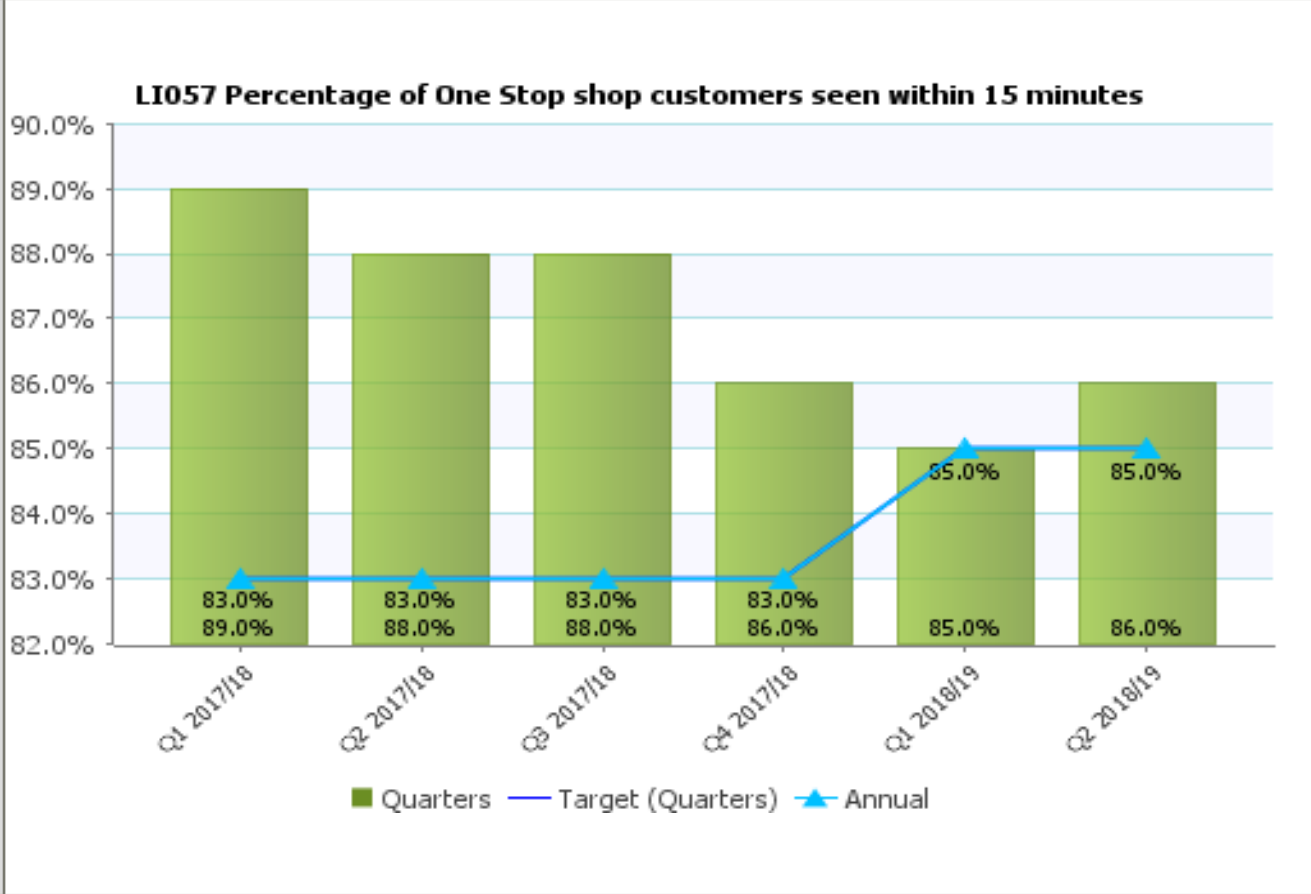


LI057 Percentage of One Stop shop customers seen within 15 minutes

Managed By	Rosie Caddy	Status	✓
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
86.0%	85.0%	↑	↓

Latest Note

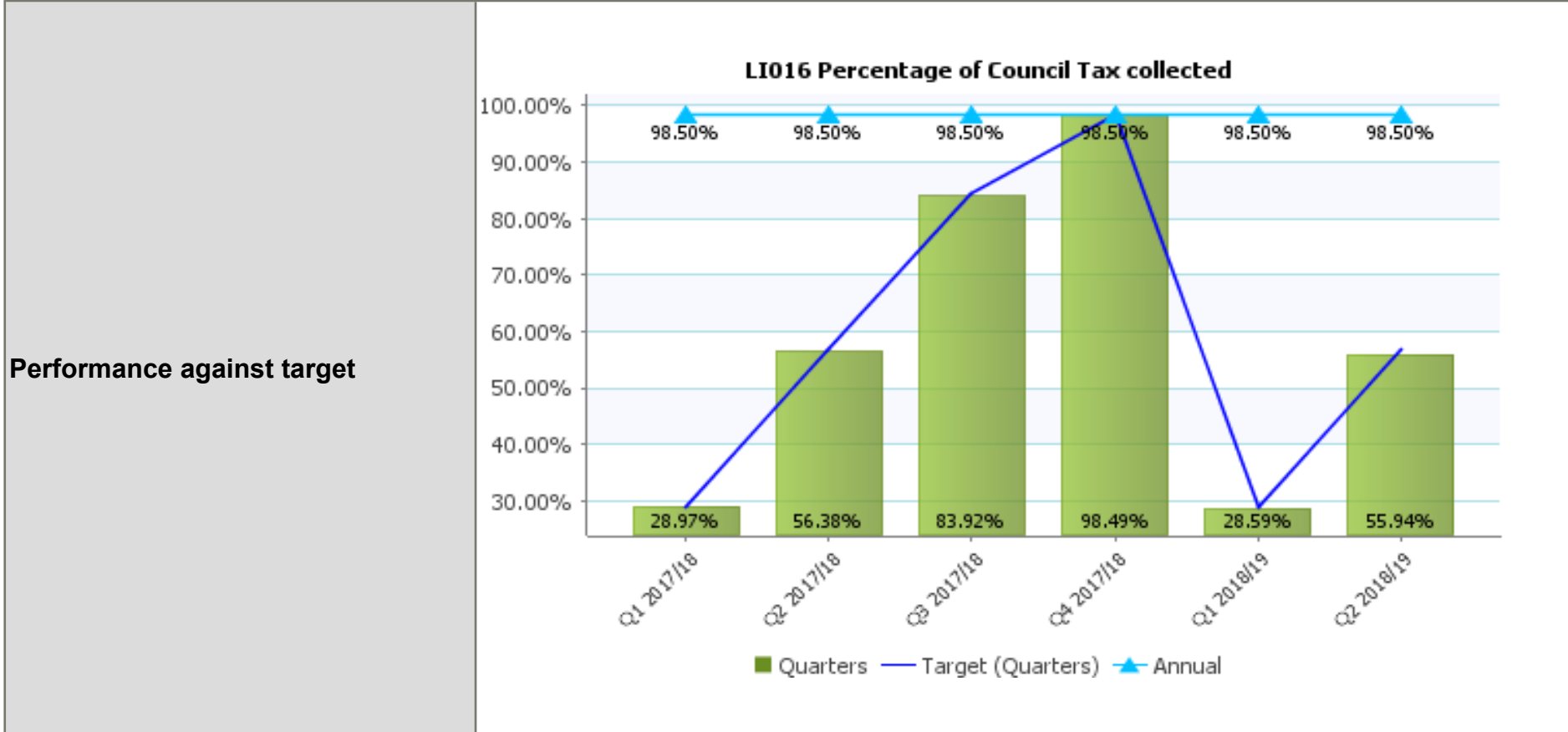
Performance against target










LI016 Percentage of Council Tax collected

Managed By	Duncan Adamson	Status	▲
Current Value	Current Target	Trend compared to last period	Trend compared to year ago
55.94%	56.70%	▲	▲

Latest Note Q2 Collection down by 0.76% but this is only timing differences and cashflow variations. It is fully expected to be on target by end of year.



Actions

Title	Managed By	Status	Completion Date	Progress Bar	Notes
Embed the Customer Services standards and charter	Rosie Caddy		30-Jun-2018	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	The Customer Promise (former Charter) has now been in place for around 18 months. A decision is currently being made on any new Customer Service Standards.
Ensure the development and approval of an updated Asset Management Strategy	Katie Walters		31-Mar-2019	<div style="width: 30%;"><div style="width: 30%; background-color: #4f81bd; color: white; text-align: center;">30%</div></div>	Deadline moved back to end of financial year, agreed with Mike Hill
Achieve planned efficiency/budget reduction targets	Mike Hill		31-Mar-2019	<div style="width: 40%;"><div style="width: 40%; background-color: #4f81bd; color: white; text-align: center;">40%</div></div>	
Embed new arrangements for the delivery of strategic procurement advice and contract management	Mike Hill		30-Sep-2018	<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	
Implement a programme of activity to deliver the Demand Management Strategy	Helen Barrington		31-Mar-2019	<div style="width: 20%;"><div style="width: 20%; background-color: #4f81bd; color: white; text-align: center;">20%</div></div>	
Implement a programme of activity to deliver the Commercialisation Strategy	Mike Hill		31-Mar-2019	<div style="width: 37%;"><div style="width: 37%; background-color: #4f81bd; color: white; text-align: center;">37%</div></div>	
Implement a programme of activity to deliver the Digital Strategy	Helen Barrington		31-Mar-2019	<div style="width: 50%;"><div style="width: 50%; background-color: #4f81bd; color: white; text-align: center;">50%</div></div>	



Report to: Overview and Scrutiny Committee

Subject: Council Plan 2018/19: Overview of Quarter 2

Date: 21 January 2019

Author: Director of Organisational Development and Democratic Services.

1. PURPOSE OF THE REPORT

To inform the Overview and Scrutiny Committee of the position against Improvement Actions and Performance indicators in the 2018/2019 Gedling Plan.

2. BACKGROUND

2.1. As usual, comprehensive details about current performance against the Gedling Plan can be accessed through the following link on the Council's website:-

<http://www.gedling.gov.uk/aboutus/howwework/prioritiesplansperformance/howisgedlingdoing/>

Members are recommended to view this document which reviews actions, indicators and outcomes for Quarter 2.

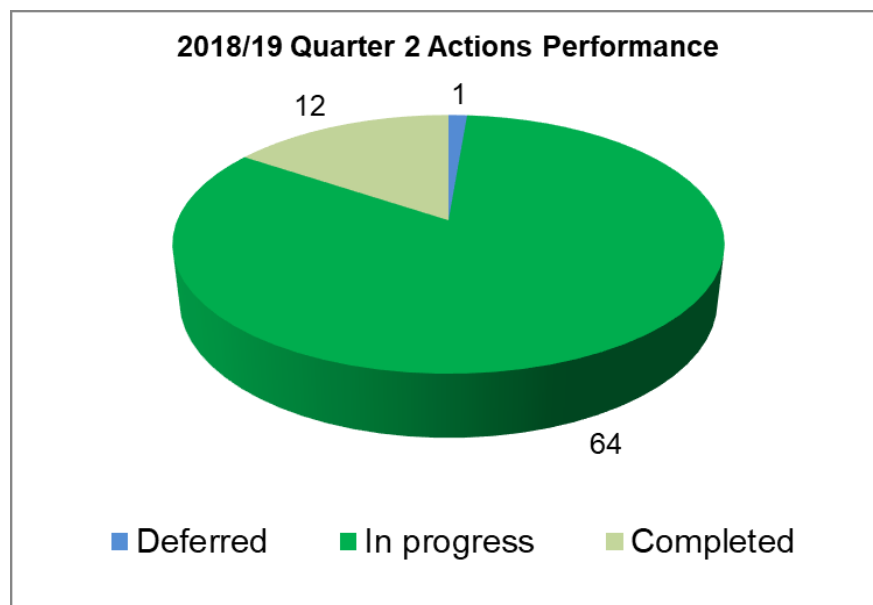
2.2. A full set of papers that appear on the website have been printed and these reports are available in the Members' Room. They contain explanations of variances from expected performance together with trend arrows for all the performance indicators within the Gedling Plan (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for all Gedling Plan actions showing progress made against project milestones.

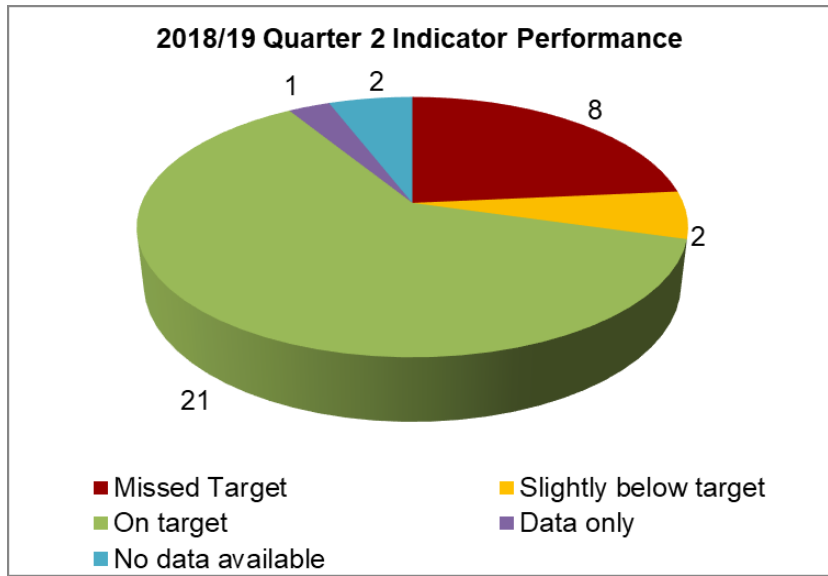
2.3. The assessment criteria used for actions and indicators is based on red, amber and green traffic light symbols. To be assessed as green performance indicators must be in line with their expected performance at this stage of the year, whilst actions must be on target against the “completed” or “in progress” milestones determined within the performance management system, Pentenna.

3. PERFORMANCE INFORMATION

3.1 Current Performance Information

3.1.1 Overall performance at quarter 2 against the 2018/19 Gedling Plan actions and indicators shows the following:



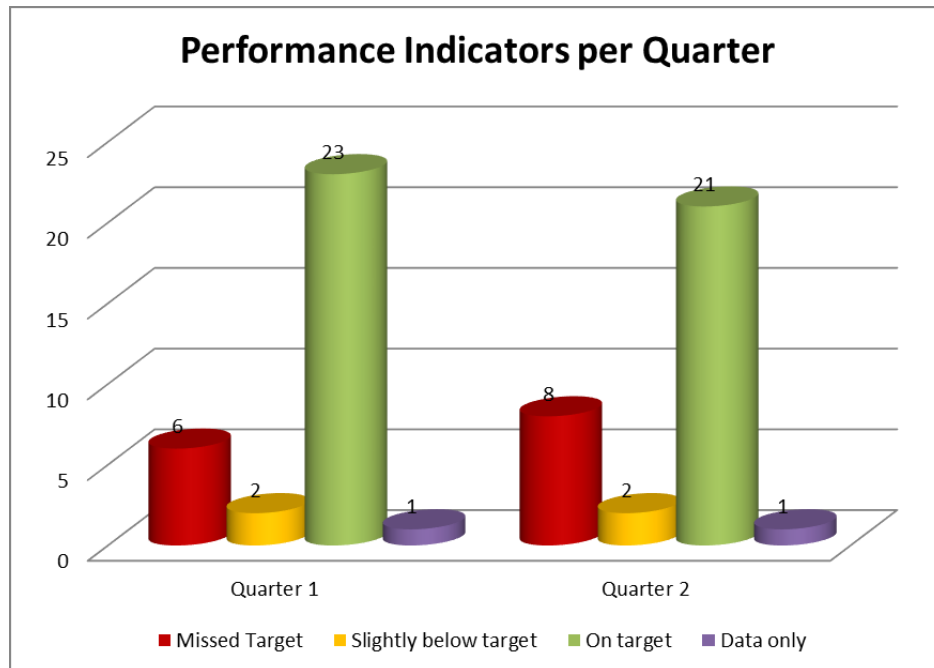


Actions

3.1.2 Twelve of the 77 Gedling Plan actions are completed, with the remaining either in progress, deferred or assigned to an Officer. It must be noted that the data in this report refers to the second quarter of the financial year only and it is expected that actions identified for the year will be met.

Indicators

3.1.3 Overall indicator performance at the end of quarter 2 shows that out of a total of 34 indicators, 21 were on or above target, 2 were slightly below target and 8 indicators missed their target. One indicator is for tracking purposes only and for two indicators the data was not available at the time of drafting this report. There is no significant change in performance from quarter 1:



3.1.4 Examples of particularly positive performance during quarter 2 include:

- The number of theatre events/shows taking place at the Bonington Theatre was 247 against a target of 173 and the number of cinema shows was 150 against a target of 87. This generated an income of £36,530 for Quarter 2 against a target of £19,845.
- 93.9% of calls to the customer contact centre were answered, against a target of 90%. This performance is against a backdrop of the implementation of a restructure, re-profiling of staffing levels and training Customer Services Advisers in new roles.
- The annual target of 6 school-age work experience placements hosted has already been achieved.
- Only 1% of surveyed streets in the Borough had unacceptable levels of litter, against a target of 2%
- 7 long-term empty homes in the Borough were returned to use in quarter 2 (against a target of 5) and the yearly target of 20 empty homes has already been exceeded.
- The percentage of planning applications processed in all categories

(major, minor and other) is well within targets set. In particular, 100% of major planning applications were processed within 13 weeks during quarter 2 (against a target of 90%).

- 3.1.5 Of the 8 indicators shown red at the end of quarter 2, 2 are expected to improve and be on target at the year end. However Service Managers have indicated that 6 indicators are expected to miss or be slightly behind target at year end despite management action. The following indicators are worthy of note at this stage:

Housing Needs and welfare support

During quarter 2 the average time to process new Housing Benefit claims (in calendar days) was 14.3 days against a target of 13 days. Performance continues to be in the top 5% nationally; however performance has temporarily dipped due to the volume and complexity of claims received by the team. Whilst it is expected to miss target at year end, some improvement is anticipated by the end of the year due to changes in processes.

The average length of time spent in temporary accommodation (in weeks) is 19.2 weeks against a target of 8 weeks and is expected to miss target at year end. New legislation introduced on 1 April 2018 (Homelessness Reduction Act) requires the council to provide 56 days for temporary accommodation relief instead of the previous 28 days. This is very much demand led and totally dependent on Gedling Homes, Housing Associations and Private Sector properties being available for temporary accommodation, of which there are very few. The Council has only 11 temporary accommodation properties of its own and these are consistently full. Officers have recently leased 2 further properties from Gedling homes to relieve some of the pressure on bed and breakfast accommodation. In reality the situation will not improve until there are more homes available for either private rental or ownership, and this will be entirely down to affordability.

Housing

Whilst quarter 1 showed encouraging signs of the anticipated delivery of additional homes, 76 net additional homes were provided against a target of 120 and no affordable homes were delivered during quarter 2. Both indicators are expected to miss target at year end.

The adoption of the Local Planning Document at Council on 18th July released additional sites from the green belt for development. The trajectory

for housing delivery confirms a five year land supply and an increase in the number of homes to be delivered. Although no affordable homes have been delivered this quarter, 8 discount for sale properties are due to complete in quarter 3 at Spring Farm. There is the potential for more S.106 affordable homes to complete during the remaining quarters and local registered providers are looking at several sites currently.

Waste

The residual household waste per household in Kg has missed target at the end of quarter 2 and is expected to miss target at year end. The increased figure is due to the increase in the number of loads rejected due to contamination of recycling bins by nappies, food, textiles and glass. Work is progressing with the County Council and Veolia to improve the communication around what can and cannot be recycled in order to reduce the contamination levels.

Jobs and Employment

The percentage of working age people on Job Seekers' Allowance and percentage of young people (18-24 year olds) claiming Job Seeker Allowance both show a slight increase from quarter 1 and have missed target at end of quarter 2. The former is expected to miss target at year end but the latter should improve and be on target.

The increase in percentage reflects only a few additional claimants and is not unusual at this time of year when there is often a temporary spike in the figures due to full time education leavers. The Council continues to work with the DWP to develop targeted employment events such as the Careers event held on 2nd October and further Taster Session on 27 November.

Training/skills opportunities are also shared and promoted via participants of the Employment & Skills Group.

A date has also been confirmed for the annual Apprenticeship Fair (26 Feb) and preventative employability events have been programmed for the academic year with our secondary schools – including interview skills, Speed Networking and Have a Go Sessions with local employers. These events are aimed at preventing individuals from becoming NEET (Not in Education, Employment or Training).

Crime and Anti-Social behaviour

The level of all Crime across Gedling Borough rate per 1000 population has just missed target at the end of quarter 2 with 13.5 recorded crimes against a target of 13.2 but is expected to be on target at the year end. Recorded crime for quarter 2 has shown a decrease of 152 incidents compared to the previous quarter but an overall increase of 6.6% (204 offences) compared to the period April to September 2017. Members are the note however, this increase is less than South Notts Community Partnership as a whole, which has an overall increase of 9.1% compared to the same period last year.

The level of recorded anti-social behaviour across Gedling Borough (per 1000 population) has missed target at the end of quarter 2 with 4.5 recorded incidents against a target of 3.9, but is expected to be on target at year end. Recorded anti-social behaviour for quarter 2 2018 / 19 has shown a decrease of 19 incidents compared to the previous quarter but reflects an increase of 7.5% (74 incidents) when compared to April - September 2017 the previous year. The Community Safety Partnership have put in place, with police and community colleagues, targeted plans to address arising issues and concerns in Arnold Town Centre. Currently the Arnold shop watch radio system is being upgraded to increase communication between businesses and partnership organisations. Additional youth work continues to help divert young people from committing anti-social behaviour. There are however increasing concerns that the changes in the operating procedures of Jigsaw and Gedling Homes may result in fewer operational staff based locally to tackle ASB cases. Cases therefore may not be dealt with as effectively has previously. This poses a risk to future performance that will need to be monitored and actively managed.

Change requests

- 3.1.6 Members will be aware, following a press release from the County Council, that construction of the Gedling Access Road has been delayed until 2019/20, as a result progress against this action in the Gedling Plan will also be delayed and will not be included in further quarterly reports.
- 3.1.7 The Service Manager has reported that as a result of the introduction of the Homelessness Reduction Act 2017, the Council is required to give advice and relief for a total of 112 days and there is no "homelessness application" as there previously was. As a result data is unavailable for the following performance indicators at quarter 2 and will not be available for future quarterly reports:

- LI 372 - Percentage of households who considered themselves as homeless who approached the Council and for whom housing advice resolved their situation. The Section Manager is currently considering all Housing Needs PI's so that they can better monitor future delivery.
- LI051 - Average time to process homeless applications (number of working days).

The Service Manager is currently considering all Housing Needs performance indicators so that future performance can be monitored effectively. Cabinet has therefore agreed that the above Performance indicators are removed from the Gedling Plan and replacement indicators will be recommended in a future report to Cabinet..

Achievements

3.1.8 A separate report is produced highlighting key achievements delivered during quarter 2, focusing on areas where the Council has made a real difference to people's lives. This is attached as Appendix 1 and is available on the Council's website and in hard copy in the Members' Room. The following outcomes are identified for particular attention.

Antisocial Behaviour and Knife Crime – Activity to address antisocial behaviour and public concern about knife crime has been focussed on Arnold. Significant work has taken place in partnership with the Police through patrolling, targeting individuals and increasing the CCTV coverage in the area as well as commissioning targeted youth work in the area and supporting the Nottinghamshire Police Knife Amnesty Event. A total of 53 knives were handed in at Gedling Borough Council's collection point, which was the second highest collection during the campaign. The service has also dealt with 3 traveller encampments through the summer and has successfully used streamlined powers to clear the encampments more quickly.

Disability swimming lessons - In September disability swimming lessons for children over 4 years old were introduced at Carlton Forum LC to compliment the already successful programme at Arnold LC. The new lessons are already proving popular with customers and ensure the facilities continue to cater for all aspects of the diverse community. This contributes to providing a range of leisure activities for young people and providing support to the most vulnerable and improving health and wellbeing.

Syrian Refugees - The Council has achieved 86% of our commitment to rehouse Syrian refugees. This means that to fulfil the requirement we need to accommodate a further 6 people and discussions are currently underway with a family of 4. The commitment runs for the term of the current Government. This contributes to reducing hardship and providing support to the most vulnerable.

Digital

- Public Services Network compliance was achieved on the 23 August.
- Work was completed in Q2 on the employee claims system ready for roll out in Q3, this adds overtime and duty officer claims to items that employees claim online in a paperless system.
- A 'report it' form has been developed for customers to report properties that potentially should be subject to selective licensing.

This contributes to robust data security arrangements and delivery of the Council's Digital Strategy, specifically using technology to enhance the customer experience of dealing with the council.

Well@work E-newsletter - Staff members have received the latest package of healthy lifestyles and wellbeing information through our internal e-newsletter. The latest edition has focused on sun safety, menopause in the workplace, leisure centre membership offers, staff Pilates and mindfulness sessions, tips for physical activity and healthy eating and it also promoted a staff resilience and mindfulness training course. This contributes to providing a positive and productive working environment and strong staff morale.

Erasmus+ - Work on the Erasmus+ came to a close this quarter and has delivered support to 98 SMEs over the 2 year project life and has supported 87 apprenticeship starts. This contributes to ensuring local people are well prepared and able to compete for jobs.

Arnot Hill Park Play Area - Work to refurbish Arnot Hill Park play area in Arnold completed. The new play area was opened by councillors and local school children at the beginning of the summer holidays. The new-look park, which cost of £124,000, now boasts a junior and toddler zone, new swings, climbing walls and a 2.9 metre slide which reflects the shape of the iconic Arnot Hill House located next to the play area. This contributes to providing an attractive and sustainable local environment that local people can enjoy and appreciate.

Natural History Trail - A nature trail has been installed at Gedling Country Park with

eight wood carvings of animals native to the park. A trail booklet has also been produced with information about the animals and with space to make rubbings from the plaques attached to each of the sculptures. The trail follows the route of the DDA path at the park to ensure that it is accessible. The trail is part of the Gedling Borough's Heritage Brought Alive project funded by Heritage Lottery Fund. This contributes to providing an attractive and sustainable local environment that local people can enjoy and appreciate.

Advertising and Sponsorship Policy – the policy was approved to provide the framework by which advertising and sponsorship can be accepted. This will enable the Council to generate income from third parties from advertising on and sponsorship of Council-owned assets and media, and to ensure effective promotion of Council Services.

Revised Complaints, Compliments and Comments Policy – A revised policy was approved to enable council to effectively manage and respond to customer feedback. This contributes to improving the customer experience of dealing with the Council.

Temporary Accommodation - Two properties recently leased from Gedling Homes to be used as Temporary Accommodation for homelessness households. This reduces the need to put families in Bed and Breakfast accommodation and is therefore more cost effective.

Gedling conversation - A series of walk wards with senior managers and elected members was carried out in September to see whether people think that their local area has got better or worse to live in over the past two years; how satisfied they are with the local services and amenities in their local area; whether there is enough suitable housing in the borough; how easy it is to find out about jobs available locally etc. Approximately 180 residents were interviewed across 19 wards.

Ombudsman Complaints – During 2017/18 we had the lowest number of complaints made to the Local Government and Social Care Ombudsman in Nottinghamshire, none of which were upheld.

4. RECOMMENDATIONS

The Overview and Scrutiny Committee is recommended to:

- Consider, ask questions and identify any actions or indicators that require additional information; and
- Note the progress against Actions and Performance Indicators in the 2018/2019 Gedling Plan.

APPENDICIES

Appendix 1: Achievements and Activities

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Examples of Achievements and Activities

During

Quarter 2 2018/19

PEOPLE

Objective: Reduce anti-social behaviour, crime and the fear of crime

Antisocial Behaviour and Knife Crime – Activity to address antisocial behaviour and public concern about knife crime has been focussed on Arnold. Significant work has taken place in partnership with the Police through patrolling, targeting individuals and increasing the CCTV coverage in the area as well as commissioning targeted youth work in the area and supporting the Nottinghamshire Police Knife Amnesty Event. A total of 53 knives were handed in at Gedling Borough Council's collection point, which was the second highest collection during the campaign. The service has also dealt with 3 traveller encampments through the summer and has successfully used streamlined powers to clear the encampments more quickly.

Objective: Provide a range of leisure activities for young people

New Dance Sessions at Netherfield Youth Centre - A dance artist is delivering sessions at Netherfield Youth Club at the LOCO Centre. The group have started to engage positively with the session and are hoping to perform at the local youth dance platform, Evolution at the Carlton Academy in December.

Tennis in the Park - Two Tennis in the Park activity sessions were organised during the Summer at Arnot Hill Park by Community Relations and Parks and Street Care, delivered by On the Ball Coaching company.

Newstead Sports Club - The Newstead Youth Sports Club continues to attract good numbers and has excellent participation from the young people. A range of sporting activities take place both indoors and outdoors throughout the year. We encourage young people who don't usually take part in such activities and have helped to build the confidence of several young people this year. The Club is funded by the Council.

Newstead Summer Camp - A summer camp was organised in the summer holidays for those aged 10 and above and lunch was provided in the Newstead Centre, all completely free of charge. Over 20 young people attended each day and thoroughly enjoyed the activities which included sports, arts and crafts, games, films, and a village litter pick. For many of these children this was their only activity all summer, many never even left the village at all during the school holidays.

Baby and pre swim school swimming lessons - In anticipation of September 2018 when swimming lesson demand is high we redesigned the Baby and Pre-swim school offer. We now have more structured sessions for children of all ages, creating a more comprehensive swim pathway. Part of this work included rebranding and improvements to the website, to give parents a greater understanding of the scheme and what it has to offer

Disability swimming lessons - In September disability swimming lessons for children over 4 years old were introduced at Carlton Forum LC to compliment the already successful programme at Arnold LC. The new lessons are already proving popular with customers and ensures the facilities continue to cater for all aspects of the diverse community.

Objective: Reduce hardship and provide support to the most vulnerable

Council Tax Reduction Scheme - The scheme for 2019/20 was approved by Council 19th September. This ensures low incomes households continue to get maximum support.

Temporary Accommodation - Two properties recently leased from Gedling Homes to be used as Temporary Accommodation for homelessness households. This reduces the need to put families in Bed and Breakfast accommodation and is therefore more cost effective.

Syrian Refugees - The Council has achieved 86% of our commitment to rehouse Syrian refugees. This means that to fulfil the requirement we need to accommodate a further 6 people, and discussions are currently underway with a family of 4. The commitment runs for the term of the current Government.

More fully embed compassion in the culture and operating practices of the Council -

Following a police incident on 12 September in the Coppice Road area of Arnold, the Council opened up Killisick Community Centre to local residents as a safe place of rest while they were unable to access their homes. Council staff offered refreshments and somewhere to sit for local residents who dropped by. The local Children's Centre staff also made available toys for families who had local children.

Outdoor Theatre in Colwick - Little Blue Monster theatre company performed their show 'Pirate Pearl and the Big Blue Monster' at Colwick Recreation Ground. The event was the first of its kind at this venue and around 80 people attended with tickets sold online via Event Brite, at the Bonington Theatre and St George's Centre in Netherfield.

The event was delivered as part of the Netherfield and Colwick Locality Area programme of work.

Newstead Centre Business Planning - The Council is supporting the Newstead Centre with the development of a new business plan. A local consultant has been appointed to work with the trustees to shape the Centre's Vision and sustainable plan for the future.

Developing a Sustainable Community Hub for Netherfield - The Council has supported the St. George's Centre to access £10,000 from Awards for All to develop a feasibility plan to enhance the current community hub in Netherfield. Two consultants have been appointed and plans will consider expanding the current site and the development of a sustainable plan to manage this.

Newstead Garden Competition / Newstead in Bloom - The garden competition was again successful with more entries this year giving 31 category entries from some truly wonderful gardens. The prizes were awarded to the winners and runners up at the Newstead fun day with bouquets once again provided by Bunches. The Parish Council took over responsibility for watering the hanging baskets and multi-tier planters and also planted shrubs and perennials in the planters, the hanging baskets looked especially good with nice trailing plants. Coincidentally, the flowers were yellow which worked well for the Tour of Britain which came to the village in September.

Objective: Promote and encourage pride, good citizenship and participation in the local area

Gedling Borough Arts Festival - Gedling Borough Arts Festival took place from 16 to 21 July. Activity was focussed in Arnold around the Methodist Church but sessions also took place in Calverton, Netherfield and Carlton. The number of highlights from the festival programme included:

- Workshops with authors and poets
- A choral evening with three local community choirs
- Outdoor theatre in Arnot Hill Park
- Performances from local schools

Florence Paton - An artist has been selected, Hilary Cartmel, to design and create a memorial to the first female MP in the borough, Florence Paton. The memorial will be installed in time for International Women's Day 2019 in the Carlton Hill Garden for the Blind.

Killisick Fun Day - Another great event with the Van Buren Variety Show provided the main attraction. There were inflatables, White Post Farm animals, balloon modelling, Climbing Wall, Sports Coaches providing fun games, craft activities for the children, face painting and lots of information stalls. This continues to be a popular free event!

Newstead Fun Day - This fun day grows each year and was even bigger and better attended than last year! Councillor Gregory attended to present the prizes to the Garden Competition winners but we also had the Fun Fair, the Mighty Smith and lots of stalls and activities including inflatables, balloon modelling, Climbing Wall, Sports Coaches providing games, craft stalls and activities for the children and Vintage Vehicles. This is a joint event with the Pit micro pub.

Tour of Britain - The Tour of Britain came through Newstead village on 8th September for the second year running and was better than last year with fantastic attendance. The village was even better decorated with yellow bunting and crepe paper, balloons and several bicycles painted bright yellow on display. The Newstead Dragon gave a warm welcome to the racers and the little people outside the Primary School were yarn bombed. At the Pit micro pub there were again cycling related and non-cycling related activities available and Dr Bike repairing cycles, and he was again very busy.

Events at Newstead Centre - The Locality Co-ordinator has continued to support the Centre with events and helped to organise a summer fair. The café is open and the community do use it.

Gedling Football Development Group - The latest meeting of this group of local community football clubs was held on Monday 16th July, with representatives from 7 different clubs. Topics discussed included a new FA Local Football Facilities Plan for the Borough and coach education. The group is facilitated by the Community Relations Service Area.

Gedling Heritage Festival - The first Gedling Heritage Festival finished in July as part of the Heritage Lottery Funded, Gedling Borough's Heritage Brought Alive project. The Festival included Arnold Carnival, Gedling Gala, Heritage Walks and Talks and an Arnold on Film Showing at the Bonington Theatre. All activities were led or supported by local volunteers. In total 992 participants were recorded as taking part in the Festival which was supported by 30 local volunteers. 81% of those surveyed said that the Festival met their expectations very well.

Community and Voluntary Sector E-Newsletter - The latest edition of our e-newsletter for the local community and voluntary sector was circulated in July. It covered the promotion of local community events, funding news, a call out for new Trustees for the Newstead Centre and promoted our community centres for hire to local groups. Local charities received a concessionary rate for any bookings at the Council's community centres.

Objective: Improve health and wellbeing

Smoke free Events - Both Killisick and Newstead Fun Days were smoke free this year and most people did respect the signs.

Cabinet Adopts Health and Wellbeing Delivery Plan - A new Health and Wellbeing Delivery Plan for Gedling has been formally adopted by the Council's Cabinet. The plan aims to reduce health inequalities and improve the health and wellbeing of Gedling Borough residents through a model of community centred wellbeing. This will involve enabling the community to have a greater voice in shaping and delivering services to create a positive living environment and a good quality of life.

Carlton le Willows Improver Running Sessions - Improver running sessions have continued over the summer at Carlton le Willows Academy, supported by the Council's Community Relations Service Area. The sessions are aimed at those that can run 5km and would like to improve their time or run a bit further. Over 80 individuals have engaged with the sessions over the summer. The session co-ordinator has provided the following feedback:

"The sessions are aimed to be as inclusive as possible as, while appropriate for runners of all abilities, they target those who have never previously done interval training. We have carried out three mile time trails and have found that most people have found their times have improved. Also we have found that attendees have seen dramatic improvements in parkruns or other races they have been entering. Most importantly a genuine running community has built up which has proved beneficial to those who have previously run individually."

Health and Wellbeing E-Newsletter - Summer community e-newsletter sent out to over 2500 residents and contained information on a number of activities and services provided over the summer to promote healthy lifestyles.

Express Yourself - City Arts have secured £21,000 Local Improvement Scheme funding to deliver Express Yourself for the next three years in Gedling (£21k). Sessions commence at Arnold Library in October 2018 and will be supported by the Council's Community Relations Service Area.

University Researching Loneliness and Social Isolation in Gedling - Over the summer Nottingham Trent University have been working with the Community Relations Service Area to carry out an Undergraduate Research project around loneliness and social isolation. Funded by the University, the project involved focus groups where Gedling residents had the opportunity to give their views on the topic. There were two focus groups for older people and one for younger people. The final report will be available in the autumn.

SPRIING – Social Prescription Reducing Isolation In Gedling - Referrals are now coming in through a range of sources including GPs, the Notts Enabling team and self-referrals. A number of community navigators are now signed up to the project and a number of community groups are supporting the project. Nottingham Trent University will be supporting the evaluation to inform future work programmes. This is currently a twelve month pilot until March 2019 funded by Jigsaw Homes and Gedling Borough Council. An application has been submitted to the Big Lottery Fund's Building Connections' programme to sustain the project for three further years.

Activities at Redhill 3G - Two disability football sessions took place during the summer holidays delivered by Notts FA. A new well attended football camp delivered by Nottingham Forest in the Community was also piloted during the summer holidays.

National fitness Day - The leisure centres put on a week's worth of activities across the site in conjunction with National Fitness Day. These sessions were hugely popular and created a real buzz around the sites. During this promotion we had 115 sign-ups to the DNA scheme

Record attendance levels - The leisure centres and Bonington Theatre are enjoying record levels of attendances this year, which figures up by 50,000 compared to the same time in 17/18.

Redhill LC Changing Rooms

The changing rooms at Redhill LC have been refurbished, extended and redecorated in response to customer feedback about the facilities. The programme of works took place over summer and the facilities are now fresh, modern and with improved disabled facilities.

PLACE

Objective: Ensure local people are well prepared and able to complete for jobs

Erasmus+ - Work on the Erasmus+ came to a close this quarter and has delivered support to 98 SMEs over the 2 year project life and has supported 87 apprenticeship starts.

Employability Events - In July the Economic Growth Team delivered two employability events. A speed networking and have a go event at Christ the King which 150 year 10 students participated in and a speed networking event followed by a careers fair for year 10 students at Carlton le Willows in which 250 students participated.

Objective: Provide an attractive and sustainable local environment that local people can enjoy and appreciate

Adoption of Local Planning Document - The Local Planning Document was adopted on 18th July 2018 and the period for legal challenge has now passed. The Local Planning Document (Local Plan part 2) will work with the Aligned Core Strategy (Local Plan part 1) to shape future development in Gedling Borough by planning for new homes, jobs and infrastructure. These documents are used to help decide planning applications and guide the location and design of development in Gedling Borough.

Five Year Land Supply - Following the adoption of the LPD which allocated additional land for development, the Council's Five Year Land Supply was updated in August 2018 and this demonstrates that the Council now has a 5.10 year supply of land.

Papplewick Neighbourhood Plan - Following the independent examination of the Papplewick Neighbourhood Plan and the receipt of the Examiner's Report, the Papplewick Neighbourhood Plan was approved by referendum on 5th July 2018. The Papplewick Neighbourhood Plan was officially made (adopted) by Gedling Borough Council on 6 September 2018. As such the Papplewick Neighbourhood Plan now forms part of the Development Plan for Gedling Borough and will be used to decide planning applications within the parish of Papplewick.

Papplewick Conservation Area Appraisal - The Conservation Area Appraisal and Management Plan for Papplewick was published in July 2018. The Conservation Area Appraisal seeks to highlight the specific qualities of the area that contributes to its character and which are worthy of protection and enhancement. The Appraisal also provided the opportunity to re-assess the conservation area boundary and included an amendment to the boundary to the north of the village.

Arnot Hill Park Play Area - Work to refurbish Arnot Hill Park play area in Arnold completed. The new play area was opened by councillors and local school children at the beginning of the summer holidays. The new-look park, which cost of £124,000, now boasts a junior and toddler zone, new swings, climbing walls and a 2.9 metre slide which reflects the shape of the iconic Arnot Hill House located next to the play area.

Natural History Trail - A nature trail has been installed at Gedling Country Park with eight wood carvings of animals native to the park. A trail booklet has also been produced with information about the animals and with space to make rubbings from the plaques attached to each of the sculptures. The trail follows the route of the DDA path at the park to ensure that it is accessible. The trail is part of the Gedling Borough's Heritage Brought Alive project funded by Heritage Lottery Fund.

Derelict Properties - Agreed to purchase the derelict properties on Burton Road with aspirations to demolish them by Christmas.

PERFORMANCE

Objective: Improve the customer experience of dealing with the Council/ Give taxpayers value for money

Revised complaints/compliments and comment policy – A revised policy was approved to enable council to effectively manage and respond to customer feedback. This contributes to improving the customer experience of dealing with the Council.

Digital

- Public Services Network compliance was achieved on the 23 August.
- Work was completed in Q2 on the employee claims system ready for roll out in Q3, this adds overtime and duty officer claims to items that employees claim online in a paperless system.
- A report it form has been developed for customers to report properties that potentially should be subject to selective licensing.

Advertising and Sponsorship Policy – the policy was approved to provide the framework by which advertising and sponsorship can be accepted. This will enable the Council to generate income from third parties from advertising on and sponsorship of Council-owned assets and media, and to ensure effective promotion of Council Services.

Gedling conversation - A series of walk wards with senior managers and elected members was carried out in September to see whether people think that their local area has got better or worse to live in over the past two years; how satisfied they are with the local services and amenities in their local area; whether there is enough suitable housing in the borough; how easy it is to find out about jobs available locally etc. Approximately 180 residents were interviewed across 19 wards.

Ombudsman Complaints – This year we had the lowest number of complaints made to the local Ombudsman, with eight, none of which were upheld.

Objective: Maintain a positive and productive working environment and strong staff morale

National Cycle to Work Day - 15 members of staff took up the Dr Bike initiative as part of National Cycle to Work Day 15 August.

Well@work E-newsletter - Staff members have received the latest package of healthy lifestyles and wellbeing information through our internal e-newsletter. The latest edition has focused on sun safety, menopause in the workplace, leisure centre membership offers, staff Pilates and mindfulness sessions, tips for physical activity and healthy eating and it also promoted a staff resilience and mindfulness training course.

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Report to: Overview and Scrutiny Committee

Subject: Scrutiny Work Programme

Date: 21 January 2019

Author: Democratic Services Officer

1. PURPOSE OF THE REPORT

To provide an update on the scrutiny work programme and discuss the 2018/2019 programme of scrutiny reviews.

2. INFORMATION UPDATES FROM PREVIOUS ITEMS AT COMMITTEE

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

At the last Committee Members had a number of questions relating the relevance of the inclusion of these reports in the Overview and Scrutiny Committee agenda and asked for clarification of their role when they receive this information.

Helen Barrington, Director of Organisational Development and Democratic Services is attending this Committee to explain to the Committee their responsibilities when receiving these reports.

II. Additional information requested when Councillor Ellis, Portfolio Holder for Public Protection attended

At the last Committee members requested additional information relating to domestic violence incidents in Gedling.

An update from the Community Safety and Safeguarding Manager is attached at **Appendix 1**.

3. COMPLETED SCRUTINY REVIEWS

- **The Gedling Councillor Standard**
- **The Effectiveness of Scrutiny**

The report and recommendations were presented to Cabinet on the 3rd May 2018 and a written response was presented to the Overview and Scrutiny Committee on the 23rd July 2018. A six month update on the progress of the implementation of the accepted recommendations is attached at **Appendix 2 & 3**.

4. SCRUTINY WORKING GROUPS

Wellbeing of Young People.

Working group members: Councillors McCrossen (Chair), Barnes, Greensmith, Paling and members of the Youth Council.

At the last meeting members of the working group learnt about the role Gedling Borough Council has in coordinating, supporting, and encouraging work with young people. Representative from the Nottinghamshire County Council Youth Service and Public Health Nottinghamshire have been invited to the next meeting.

Waste Management and Recycling

Working group members: Councillors Feeney (Chair), Paling, Truscott, Doyle, Weisz and members of the Gedling Climate Change Group.

Veolia and the County Council, as the waste disposal authority, attended the last meeting of the working group and discussed how the contract for waste disposal was developed and how the recycling of some items is constrained by the lack of available markets to dispose of recycling waste. A visit to the depot has been arranged and the working group will shortly be developing its final report and recommendations.

Additional members to both these working groups would be welcome.

5. SCRUTINY IN COMMITTEE

At the Overview and Scrutiny Committee in June 27th 2016, 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 will be identified, and questions for Portfolio Holders submitted in advance of each meeting, however 'ad hoc' questions may be put forward at the meeting itself. Non-executive members will also be invited to submit questions for the Portfolio Holder.

To enable the Leader and Deputy to attend and answer Members questions regarding their responsibilities an additional Overview and Scrutiny Committee has been schedule for the 4th February 2019.

The programme for 2018/19 is below:

February 4th 2019	Councillors Clarke and Payne
March 11th 2019	Councillor Hollingsworth

The scrutiny work programme is attached at **Appendix 4**.

6. RECOMMENDATIONS

The Overview and Scrutiny Committee is recommended to:

- Consider and comment on the information update relating to domestic violence
- Discuss the six month update of the completed scrutiny reviews
- Consider and comment on the updates from the scrutiny working groups
- Note the work programme forward plan.

APPENDICES

Appendix 1: Information update domestic violence

Appendix 2: 6 month update The Gedling Councillor Standard

Appendix 3: 6 month update The Effectiveness of Scrutiny

Appendix 4: Overview and Scrutiny forward plan.

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Domestic Violence Data and Refuge provision

Currently South Nottinghamshire Community Safety Partnership, and consequently Gedling, have no analytical capability. As a consequence, the generation of a detailed report at a ward level is not achievable. Further, the information / data recorded by the Multi Agency Risk Assessment Conferencing (MARAC) and by Women's Aid Integrated Services (WAIS) is not recorded at a ward level.

Work is in development to address this but there is currently no timescale for such action. The Community Safety & Safeguarding Manager is currently working with partner organisations to collate Gedling data sets to produce a report in March and have in place the mechanisms for populating future reports on a quarterly basis however this data may only be available at Borough level and not ward level.

It is therefore proposed that a update report is provided to Overview and Scrutiny Committee at a future meeting.

In respect of refuge provision, there are currently 4 providers of refuge in Nottinghamshire;

- Midlands Women's Aid based in Broxtowe BC area
- Women's Aid Integrated Services based in Ashfield DC area
- Nottinghamshire Women's Aid based in Worksop
- Newark Women's Aid based in Newark

Refuge is open to those escaping domestic abuse from across the UK not only the county in which the survivor and their family may be living. Midlands Women's Aid for example report that 99% of the survivors accessing their refuge provision come from outside of their local authority area. In the majority of cases survivors self-refer into refuge. www.refuge.org.uk is a website offering advice to survivors and there is a supporting Freephone advice line. The service is run as a partnership between Refuge and Women's Aid and can act as the gateway to services and refuge space nationally.

There are also local services, e.g. Women's Aid Integrated Services in Nottinghamshire who have a Freephone advice line.

All vacancies in refuge nationally are promoted on Routes to Support which is a national data base recognised by all refuges.

Local authority housing departments receive emails informing them of vacancies in the accommodation in Nottingham City and Nottinghamshire County.

The Homelessness Reduction Act refer back process is utilised to support families to be resettled in the most appropriate accommodation for them which sustains their tenancies.

In some cases however, there is no immediately available refuge provision or the distance from the home / family network is significant and survivors will present to Housing Needs teams at local authorities. If the assessment process identifies an immediate need then emergency accommodation is arranged.

David Jayne
Community Safety and Safeguarding Manager

Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: Gedling Councillor Standard

Date review completed: 19 March 2018

Date Presented to Cabinet: 3 May 2018

Portfolio Holder: Councillor John Clarke

Review group members: Councillors Adams, Barnfather, Paling, Parr

Officer supporting the review: Lyndsey Parnell

Response due to the Overview Committee (28 days): 23 June 2018

Six month update to Overview Committee: 21st January 2019

Recommendation 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.

Recommendation Accepted



The current version of the job description is being reviewed to ensure that it is up to date and officers do plan to issue it to prospective candidates as soon as they become nominated.

It is also important to note that political parties have a responsibility to brief their candidates about the realities of life as a councillor as part of the selection process.

6 month update – Job description has been reviewed to ensure that it is up to date and will be issued to prospective candidates as soon as they become nominated.

Draft attached at Appendix 2A.

Recommendation 3

That Group Leaders be invited to address Officers at a staff briefing to increase understanding of the role of Elected Members.

Recommendation Accepted



The recommendation is supported in principle and arrangements will be made for Group Leaders to address officers at staff briefings after the May 2019 elections.

6 month update – this action is due to be delivered after the May 2019 election.

Recommendation 4

That the Member/Officer relationship be reviewed to consider how to better communicate with and respond to Members.

Recommendation Accepted



In order to address any issues relating to the lack of response in a timely fashion (or at all) to councillor enquiries, a Councillor enquiries/casework system has been launched. This system will enable Councillor correspondence to be monitored by Democratic Services.

In addition, Officers plan to review the Constitution and as part of that work will review the Member/Officer Protocol with reference to LGA guidance.

6 month update – the Councillor Enquires system is live and responses to enquiries can now be monitored by Democratic services on a regular basis. The review of the Constitution is in progress and the Member/Officer protocol will be reviewed in due course as part of that piece of work.

Job Description

Gedling Borough Councillor

There are a number of key activities that Councillors are involved in. These activities can take up a considerable amount of time and require work in the evenings and at weekends. The precise amount of time spent on Council duties depends on the role and the responsibilities undertaken.

Key Activities of a Gedling Councillor

As a decision maker and influencer

- I. Regular attendance of meetings of the Council, and any other committees or working groups to which the Councillor is appointed.
- I. Develop an understanding of corporate priorities, policies and procedures and to read relevant paperwork prior to participating in any meeting.
- II. Have an awareness of issues, inside and outside the authority which affect their electoral ward and the wider Council.
- III. Represent Gedling Borough Council on other organisations to which the Councillor may be appointed to.
- IV. Develop and maintain close working relationships with officers and other members of the Council.

As a Ward Councillor

- V. Dealing with issues raised by constituents by correspondence, phone, emails, in person, and being accessible to constituents, including attending surgeries.
- VI. Ensuring constituents are aware of decision that affect them and the reasons they were made. Advising them on their rights as citizens of Gedling Borough.
- VII. Developing understanding, knowledge and skills to ensure the role is undertaken effectively.
- VIII. Use IT effectively

As a Community Leader

- IX. Work with local organisations to identify local issues, encouraging community action.
- X. Attend meetings, events and activities and report back to the Council any issues or concerns arising.

- XI. Build and support good working relationships with local County Councillors and Parish Councils within the ward, keeping them informed about Council activities and ward issues.

As a representative of Gedling Borough Council

- XII. Comply with the Code of Conduct for Members, the Council's Constitution and the law where it relates to Councillors.
- XIII. Ensure that no conflicts of interest occur that could undermine the integrity of the Council
- XIV. Maintain the highest standards of conduct and ethics, serving the community without personal gain and showing respect for fellow councillors, staff and members of the public.

DRAFT

Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: Effective Scrutiny
Date review completed: 19 March 2018
Date Presented to Cabinet: 3 May 2018
Portfolio Holder: Councillor John Clarke
Chair of the review group: Councillor M Paling
Officer supporting the review: Helen Lee
Response due to the Overview Committee (28 days): 23 June 2018
Six month update to Overview Committee: 21 st January 2019

Recommendation 1

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

Recommendation Accepted

It is accepted that information about the roles and responsibilities of becoming a councillor have previously only been handed out to newly elected councillors. The current versions are currently being reviewed and re worded and officers do plan to issue them to prospective candidates as soon as they become nominated.

However, it is also important to note that political parties have a responsibility to brief their candidates about the realities of life as a councillor as part of the selection process.

6 month update – ‘How to become a Councillor ‘ guidance document drafted. Will be issued to prospective candidates as soon as they are nominated.

Recommendation 2

That comprehensive training is available for all Overview and Scrutiny Committee Members, in particular, new members, to ensure that they fully

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

Recommendation Accepted



There are plans to deliver training to Scrutiny Committee members after the elections in May 2019. All scrutiny members are also encouraged to be part of the East Midlands Scrutiny Network which is an excellent opportunity to gain ideas and insight from other councils about how to carry out effective scrutiny.

It is recommended that any training offered should be mandatory for Scrutiny Committee members.

6 month update – this action is due to be delivered after the May 2019 election.

Recommendation 6

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

Part 1 – to be completed after the report has been presented to Cabinet

Recommendation Accepted



This is a good idea as it will lead to more focussed topics for scrutiny.

The Democratic Services officer will work with the Chair of the Committee to create such a template.

6 month update – A scrutiny review topic selection template has been created. Attached at Appendix A

Recommendation 7

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

Part 1 – to be completed after the report has been presented to Cabinet

Recommendation Accepted



This is a good idea as it will ensure clarity in the role.

The Democratic Services officer will work with the Chair of the Committee to prepare such a document.

6 month update - Draft attached at Appendix B

Recommendation 9

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. This will require creating a web page dedicated to the work of the Overview and Scrutiny Committee.

Recommendation Accepted



The recommendation is supported in principle and the committee encouraged to work with the Democratic Services officer to develop an appropriate guide.

6 month update - Draft attached at Appendix C. There are ongoing discussions as to how this can be included on the website.

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Scrutiny Review Topic Selection



Raised by	
Date	

Selection Criteria	
Review should result in improvements for local people	
Falls within a Gedling Plan priority	
Key issue for the public	
Is examining a poorly performing service	
High level of dissatisfaction with the service.	

Rejection Criteria	
Topic already being addressed	
Falls within complaints procedure	
Unlikely to result in improvements for local people	
Matter prejudicial to the Council's interests	
Outside the remit of the authority.	

Rationale for Selection	
Why should the review be undertaken?	
How would the topic link to the Council's key aims and priorities?	
What benefits could result from the review?	

Potential Impact	
Major benefits for the whole community	
Minor benefits for the whole community	
Major benefits for one client group	
Minor benefits for one client group	
No benefits likely to result	

Conclusion		
Select	Reject	Reserve List
Referred to		
Working Group	O&S	

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The role and responsibilities of becoming an Overview and Scrutiny working group chair.

The role of a chair of an Overview and Scrutiny working group is to:

- Provide leadership and direction for the Overview and Scrutiny working group within the remit set by the Overview and Scrutiny Committee, and to chair meetings to ensure that the group operates within the terms of reference.

Key duties and responsibilities

The key duties and responsibilities of a Chair of an Overview and Scrutiny working group are to:

- Chair the meetings ensuring effective contributions from each working group member
- Preside over the agenda setting process
- Maintain an overview of the work of the working group in order to ensure effective coordination and progress
- Co-ordinate and manage working group members to undertake review group work and assigned tasks if required
- Report to the Overview and Scrutiny Committee on the work and progress of the working group
- Encourage the involvement of all interested parties and stakeholders, individuals, voluntary and community groups in the review process
- Maintain political objectivity and impartiality whilst undertaking this role
- Lead on the development of recommendations to Cabinet
- Present the recommendations to Cabinet.

Key skills and knowledge

The key skills and knowledge required to be a Chair of an Overview and Scrutiny working group are:

- Good leadership skills
- Advanced chairing skills
- The ability to build effective relationships within and outside the Council
- Good listening and questioning skills
- A high standard of communications skills
- The ability to obtain and weigh up evidence and make recommendations based on that evidence.

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The Overview and Scrutiny Committee

The Council's Overview and Scrutiny Committee enables Councillors to look closely at services and issues that affect the lives of local people with a view to improving them. The Committee can examine any matter that affects the Council, the Borough or residents that live in the area to provide greater accountability for the delivery of local services. To be successful scrutiny depends not only on active participation not only by members of the Committee but also others, including Executive Councillors - members of the Cabinet, - representatives from partner organisations and sometimes voluntary organisations and individual members of the public.

The Committee has a number of key roles including:

- Holding the Cabinet Members to account
- Monitoring Council performance to ensure it is meeting the needs of the local community
- Reviewing and developing policy
- Acting as a 'critical friend' for those making decisions
- Examining the work of external organisations if there is public concern.

There are 13 members of the Overview and Scrutiny Committee which is proportional balanced to reflect the political makeup of the full Council. The Committee meets approximately six times a year and any Councillor is able to sit on the Committee except for members of the Cabinet. The committee cannot make decisions or overturn the decisions of others; instead it aims to support improvement by putting forward evidence based recommendations to influence the decisions and actions of those who can.

The Overview and Scrutiny Committee manages its own work programme, examining quarterly performance data and examining individual Cabinet members' portfolios. Issues raised at Committee can be examined in more detail by time limited task and finish groups, also known as working groups. Issues for review do not have to be the responsibility of the Council but can include the work of other public service providers in the Borough. If evidence shows there is a better way to do things the Overview and Scrutiny can make recommendations for change. A review can last several months prior to drawing together its findings, developing a report and making recommendations for improvement.

The agenda and minutes for the Overview and Scrutiny Committee can be accessed on line:

<https://democracy.gedling.gov.uk/mgCommittee>

How you can get involved

Members of the public can make suggestions for scrutiny reviews. Scrutiny does not examine individual problems or complaints about the Council but has a focus on strategic policies and issues. If you have a suggestion please contact us using the contact details below to discuss further.

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Overview and Scrutiny Committee work programme 2018/19

	Programme of Portfolio Holding to account	Performance review		Current reviews	Responses to scrutiny reviews
July 23rd	Councillors J Clarke, Leader & Councillor M Payne, Deputy Leader & Resources and Reputation	Quarter 4 data	Work programming. Annual Report		6th month update Income Generation Response to Cllr Standard and Effectiveness Recommendations
September 24	Councillor P Barnes Environment	Quarter 1 Performance	Fly tipping Obesity Update		
November 12	Councillor D Ellis Public Protection		C&D Scrutiny Crime Trends	Recycling Wellbeing of young people	
January 21	Councillor H Wheeler Health, Housing and Wellbeing	Quarter 2 Performance	Homelessness, Empty Homes, U Credit,		6 month update Response to Cllr Standard and Effectiveness Recommendations
February 4th	Councillors J Clarke & M Payne		Gedling Homes.		
March 11	Councillor J Hollingsworth	Quarter 3 Performance	Rolleston Drive Relationship with Parish Councils Changepoint Induction Programme Hsg. Delivery		

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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.

- Contract for temporary sickness cover in Legal Services. Locum Practice Managers for legal services are not common and the Sellick Partnership Ltd. appeared to be the only agency that could offer practice manager support in a local government sector. The value of the contract depends on the length of time and hours worked by the candidate.
- Quotations for Revenues Annual Billing Account. The Council does not have the capacity or the resource needed to produce and mail the annual council tax and business rates demand and benefit letter notifications. The Council requested three companies for quotations, only two quotations were received.

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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