



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

Agenda

Overview and Scrutiny Committee

Date: **Monday 7 October 2013**

Time: **5.30 pm**

Place: **Reception Room**

For any further information please contact:

Jane Ansell

Members' Services

0115 901 3627

Overview and Scrutiny Committee

Membership

Chair Councillor Mike Hope

Vice-Chair Councillor Gary Gregory

Councillor Steve Ainley
Councillor Patricia Andrews
Councillor Emily Bailey
Councillor Sandra Barnes
Councillor Krista Blair
Councillor Paul Hughes
Councillor Stephen Poole
Councillor Colin Powell
Councillor Suzanne Prew-Smith
Councillor John Truscott
Councillor Henry Wheeler

AGENDA

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- 1 Apologies for Absence.**
- 2 To approve, as a correct record, the minutes of the meeting held on 5 August 2013.** 1 - 4
- 3 Declaration of Interests.**
- 4 Scrutiny Work Programme 2013/14** 5 - 8

Report of Elections and Members' Services Team Leader

Including questions to the Leader of the Council on the following elements of his Portfolio:
 - The Council's procurement strategy
 - Co-location arrangements with partners
- 5 Scrutiny work programme 2012/13** 9 - 34

Report of the Elections and Members' Services Team Leader
- 6 Reports and Notices received by the Chair of Overview and Scrutiny Committee as required under the Constitution or Law** 35 - 36

Item for Information
- 7 Any other item which the Chair considers urgent.**

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 5 August 2013

Councillor Mike Hope (Chair)

Present: Councillor Gary Gregory Councillor Colin Powell
Councillor Steve Ainley Councillor Suzanne Prew-Smith
Councillor Sandra Barnes Councillor John Truscott
Councillor Paul Hughes Councillor Henry Wheeler
Councillor Stephen Poole

Absent: Councillor Patricia Andrews, Councillor Emily Bailey
and Councillor Krista Blair

Officers in Attendance: J Ansell, S Bray, H Lee and Reiners

8 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Andrews, Bailey and Blair.

9 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 10 JUNE 2013.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record and signed by the Chair, subject to the following amendments:

Minute 4: 'Head of Strategy and Performance' to be replaced with 'Corporate Director'.

Minute 5: Stephen Bray, Corporate Director, to be included in the named invitees.

10 DECLARATION OF INTERESTS.

None.

11 SCRUTINY WORK PROGRAMME 2012/13

The Chair informed Members of the end position of the 2012/13 Scrutiny work programme and invited Working Group chairs to present the final reports and recommendations of the following completed reviews:

- Hackney Carriages
- Inclusion and Equality
- The Council's engagement with the Voluntary Sector
- Covert Surveillance

RESOLVED:

- i) To approve the reports and recommendations of the above working groups and refer them on to Cabinet for consideration.
- ii) To note that the one outstanding working group, Localism, Planning and Housing, will hold its' final meeting in September and report to the October Overview and Scrutiny Committee.

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SCRUTINY WORK PROGRAM 2013/14

The Chair directed Members' attention to the Portfolio Holder information at appendix 1 of the report, and asked that they consider which specific areas within portfolios they would like to hold Portfolio Holders to account on, with a view to establishing a rolling programme of attendance by the relevant Portfolio Holder and Corporate Director.

The Chair then requested that Members consider and agree subjects for the three in depth reviews, and the order in which they would be conducted.

RESOLVED:

To examine the following areas of performance within individual Portfolios:

Committee date: 7th October 2013 – attendance confirmed in diaries

Services for review: Procurement strategy and co-location with partners
Portfolio Holder: Councillor John Clarke: Leader of the Council
Corporate Director: Mark Kimberley

Committee date: 9th December 2013 – attendance confirmed in diaries

Services for review: Waste strategy, energy management, sustainability
Portfolio Holder: Councillor Peter Barnes: Environment
Corporate Directors: Dave Wakelin and Stephen Bray

Remainder of the programme (order and dates to be confirmed)

Service for review: Public Health
Councillor Hollingsworth: Health and Housing
Corporate Director: Dave Wakelin

Services for review: the planning process and the town centres strategy
Councillor Pulk: Leisure and Development
Corporate Director: Paula Darlington

Service for review: Neighbourhood working
Councillor Fox: Community Development
Corporate Director: Paula Darlington

To nominate the following in-depth reviews in order of priority; and to ask officers to liaise with business managers and group leaders to request nominations from political groups.

The impact of Homelessness and Hardship in the Borough - Councillor Lawrence nominated

Reducing Unemployment in the Borough

Transport links to and from the Borough

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SCRUTINY ARRANGEMENTS: AMENDMENTS TO THE CONSTITUTION CONSIDERED BY COUNCIL ON 10 JULY 2013

Members considered a report which detailed proposals for dealing with items referred to Scrutiny as a requirement of the Council's constitution, which included:

- **Referrals of policies that form part of the Budget and Policy Framework.**

It was proposed that the Chairman be notified at the point the Policy or Strategy is included in the Forward Plan and, when the document is ready for consultation, circulated to all members of the Overview and Scrutiny Committee or tabled at an Overview Scrutiny Committee meeting, if a meeting is immediately pending. If a meeting is not pending, it was agreed that a meeting could be called to specifically discuss the proposals.

Comments would be collated by the Elections and Members' Services Team and, after discussion with the Chairman of the Overview and Scrutiny Committee, submitted to the relevant officer before the end of the consultation period. The officer would then either append the Scrutiny responses to the Cabinet report, or include a paragraph within the report which details the Scrutiny responses. Cabinet will take into account any responses received from the Overview and Scrutiny Committee before making a decision.

Members were informed that there are also requirements in the new Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which require notice to be given to the Chair of Overview and Scrutiny Committee if the executive proposes to take a key decision without it being published (on the Forward Plan) for at least 28 days.

- **Referrals under Contract Standing Orders, including:**

- proposals to enter into a contract between £10, 000 and £50, 000 where the requirement to obtain 3 quotes cannot be met.
- proposals for the disposal of land or property other than the sale of council houses to sitting tenants pursuant to the right to buy.

It was agreed that a standing agenda item be added to the Overview and Scrutiny Committee Agenda to inform the Committee of such notifications received by the Chair.

RESOLVED:

To note the procedures for dealing with items referred to Overview and Scrutiny Committee as a requirement of the Council's constitution.

14 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.00 pm

Signed by Chair:
Date:



Report to: Overview and Scrutiny Committee

Subject: Scrutiny Work Programme 2013/14

Date: 7 October 2013

Author: Elections and Members' Services Team Leader

1. PURPOSE OF THE REPORT

- i. To introduce Councillor John Clarke, Leader of the Council and Mark Kimberley, Corporate Director, who have been invited to attend the meeting to take questions on the following areas of the Leader's Portfolio:
 - The Council's Procurement strategy
 - Co-location arrangements with partners.
- ii. To receive any wider questions that Members may have about Q1 2013/14 performance.
- iii. To provide an update on the 2013/14 Scrutiny work programme.

2. BACKGROUND

At the Overview and Scrutiny Committee on Monday 5th August Members agreed a programme of attendance by Portfolio Holders and relevant Corporate Directors at committee and also identified which areas of performance within each Portfolio they would like to examine. It was further agreed that questions for Portfolio Holders should be submitted in advance of each meeting, however 'ad hoc' questions may be put forward at the meeting itself.

This committee has elected to consider the following elements of the Leaders' Portfolio:

- The Council's Procurement strategy
- Co-location arrangements with partners

Questions include:

1. How successfully are we contracting with local suppliers?
2. How are co - location arrangements progressing?
3. What are the future plans for co-location?
4. What benefits are being demonstrated, and what future benefits do we hope to achieve?

ONGOING PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

Listed below are details of the on-going programme of Portfolio Holder and Corporate Directors at Overview and Scrutiny Committee. The programme may be subject to minor changes.

- **Committee date: 9th December 2013 – attendance confirmed in diaries**

Councillor Peter Barnes: Environment Portfolio
Corporate Directors: Dave Wakelin and Stephen Bray

Services for review: Waste strategy, energy management, sustainability

- **Committee date: 10th March 2014 – availability of PF holder and CD to be confirmed**

Councillor Hollingsworth: Health and Housing Portfolio
Corporate Director: Dave Wakelin

Service for review: Public Health

- **Committee date: 12th May 2014 – availability of PF holder and CD to be confirmed (Committee date may be affected by the European election)**

Councillor Pulk: Leisure and Development Portfolio
Corporate Director: Paula Darlington

Services for review: the planning process and the town centres strategy

- **Committee date: 14th July 2014 - availability of PF Holder and CD to be confirmed**

Councillor Fox: Community Development Portfolio
Corporate Director: Paula Darlington

Service for review: Neighbourhood working

- Committee date: 29th September 2014 – details to be confirmed
- Committee date: 15th December 2014 – details to be confirmed

2.3 Covalent Performance Monitoring Report: Quarter 1 2013/14

Members have the opportunity to review the quarterly Performance Digest which is available under “Our priorities, plans and performance/performance management”.

3. IN DEPTH SCRUTINY

Nominations have been received and meetings set for in depth scrutiny working groups as follows:

1. Homelessness and hardship in the Borough

Working Group members: Councillors Lawrence, Weisz, Blair, Paling, Hope, P. Allan, Bexon, Hewson, Hughes.

Tuesday 22nd October, 5 – 6pm in the Committee Room

2. Reducing unemployment in the Borough

Working Group Members: Councillors Wheeler, R. Ellis, R. Allan, Bailey, Gregory P. Andrews, Hewson, Hughes.

Tuesday 29th October, 5 – 6pm in the Reception Room

4. RECOMMENDATIONS

It is recommended that Members:

- Put forward relevant questions to the Portfolio Holder and Corporate Director.
- Raise any questions they may have regarding the Q1 Covalent Performance Monitoring Report.
- Note the meetings set for in depth reviews ‘Homelessness and Hardship in the Borough’ and ‘Reducing Unemployment in the Borough.’

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Report to: Overview and Scrutiny Committee

Subject: Scrutiny Work Programme 2012/13

Date: 7 October 2013

Author: Elections and Members' Services Team Leader

1. PURPOSE OF THE REPORT

To inform Members of remaining items for consideration in the winding up of the 2012/13 Scrutiny Work Programme.

2. SCRUTINY WORK PROGRAMME 2012/13

All reviews in the 2012/13 work programme have now been completed. Reports and recommendations of the following working groups were considered by Cabinet on 8th August 2013 and responses have been received from Portfolio Holders.

(Portfolio Holder responses: appendices 1 – 4).

- 1. Hackney Carriages**
- 2. Inclusion and Equality**
- 3. The Council's Engagement with the Voluntary Sector**
- 4. Covert Surveillance (follow up)**

The **Localism, Planning and Housing Scrutiny Working Group** held its' final meeting on Tuesday 17th September. The final report and recommendations will be circulated to all in due course for comments and approval, with a view to its' referral to Cabinet for consideration on 14th November.

A response has also been received from the Portfolio Holder for Leisure and Development to the recommendations made by Policy Scrutiny Committee on 6th December 2012, as part of the formal consultation on the Aligned Core Strategy.

(Portfolio Holder response: appendix 5)

This concludes the 2012/13 work programme.

3. RECOMMENDATIONS

It is recommended that Members:

- Consider and comment on the responses of Portfolio Holders received and appended to this report.
- Agree that the final report and recommendations of the Localism, Planning and Housing Working Group be circulated to all Scrutiny Members for comments before its' referral to Cabinet on 14th November.

4. APPENDICES

Responses of Portfolio Holders to Scrutiny recommendations:

Appendix 1: Hackney Carriages

Appendix 2: Inclusion and Equality

Appendix 3: The Council's Engagement with the Voluntary Sector

Appendix 4: Covert Surveillance (follow up)

Appendix 5: ACS consultation with Policy Scrutiny Committee



Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: Hackney Carriage Licensing Scrutiny Review	
Date review completed: 14 May 2013	Date presented to Cabinet: 8 August 2013
Portfolio Holder: Councillor M Payne	Response due to the Overview Committee (28 days): 7 October 2013
Chair of the review group: Councillor M Paling	
Officer supporting the review: Jane Ansell	

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight days of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation 1 (of 7)

That the planned benchmarking exercise and further standardisation of Gedling Borough Council's Licensing Policy against those of neighbouring authorities is progressed in consultation with the Licensing Committee as stated in the officer responses at **appendix 1**.

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted ☒ Partly accepted ☐ Do not accept ☐

The service is committed to standardisation of processes, fees and policies. Work to achieve this in Nottinghamshire is led through the Notts' Authorities Licensing Group (NALG), Gedling is an active member of this group, policies have previously been developed together and further work will be carried out and reported on.

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Recommendation 2 (of 7)

That subject to rigorous Equalities Impact Assessment the Council and Environment and Licensing Team progress the implementation of a topography test as part of the taxi licensing process with immediate effect.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted

☒

Partly Accepted

☐

Do not accept

☐

I fully accept that the introduction of a topography test for licensees will make a positive contribution to the quality of the service and help ensure public safety; this approach is consistent with surrounding authorities. I intend to pursue the introduction of the test through the budget discussions this year, for introduction in 2014/15.

Recommendation 3 (of 7)

That the Council and Licensing Team seek to encourage and promote amongst fleet operators the introduction of an NVQ for taxi drivers, to incorporate customer care and communication skills, health and safety and awareness when assisting people with disabilities.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted

☒

Partly Accepted

☐

Do not accept

☐

The service will publicise and encourage the adoption of the NVQ. This will be done in the service's new newsletter, on the website, correspondence etc. It should be noted that there are a limited number of providers of the course in the market place and this will be kept under review.

Recommendation 4 (of 7)

That the Environment and Licensing Team seeks to include taxi fleets in the DEFRA Transport Plan as part of the 'Eco Stars' initiative, giving consideration to the use of the 'fleet age' procedures as an opportunity to influence fleet operators to participate in the scheme.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted

☒

Partly Accepted

☐

Do not accept

☐

The ECOSTARS scheme pioneered with DEFRA funding has now rolled out to cover the conurbation. Brendan Cox from the Public Protection Service will look to drive this forward with agreement from the other authorities to ensure consistency.

Recommendation 5 (of 7)

That a cost comparison exercise on the licensing fees is carried out with those of other authorities, to establish whether this is a contributing factor to the increased demand experienced at Gedling Borough Council.

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

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted

☒

Partly Accepted

☐

Do not accept

☐

Please see my answer to recommendation 1. The service is currently involved in a fee setting exercise for 2014/15 where the cost basis for the fees is being compared.

Recommendation 6 (of 7)

That the September 2013 Environment and Licencing Committee takes the opportunity to reflect upon and review the level of positive impact of the new application process and improved forms and guidance.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted ☐ Partly Accepted ☒ Do not accept ☐

The forms, processes, fees and procedures are constantly under review. There is considerable work being undertaken currently to prepare for 2014/15, particularly for the possible introduction of the topography test and the transfer of roles from service support to customer services. Given all this change and potential change it may be more appropriate that this is done in the early part of the next financial year.

Recommendation 7 (of 7)

That all of the above measures form a 5 year improvement plan which is assessed at an appropriate point in the future and reported to the Overview Scrutiny Committee.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☒

Please see my answer to recommendation 6. There is constant change occurring on much shorter timescales than 5 years. Programmes to respond to these challenges are being constantly developed and I will ensure that the service keeps the committee informed about these when appropriate. A 5 year plan would be out of date within the first 6 months given this rate of development.



Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: **Inclusion and Equalities**

Date review completed : **May 2013**

Date presented to Cabinet : **8 August 2013**

Portfolio Holder : **Councillor K Fox**

Response due to the Overview Committee
(28 days): **7 October 2013**

Chair of the review group: **Councillor M Weisz**

Officer supporting the review : **Helen Lee**

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation 1 (of 14)

Simplify and standardise the format for the Equality Objectives published on the Council website.

To be completed after the report has been presented to Cabinet

✓ (Please tick) Recommendation Accepted

☒

Partly accepted

☐

Do not accept

☐

Will review format when updating objectives. The aim is to do this once the government's review of the public sector equality duty has been completed. We would retain reference to accountable manager and portfolio holder – this is helpful to identify who is accountable for the action and fits with wider performance management arrangements.

Recommendation 2 (of 14)

An annual review of the progress of the Equality Objectives should be undertaken as part of a monitoring process.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

This will be done as part of performance management arrangements. It reflects aspirations to mainstream equalities.

Recommendation 3 (of 14)

Develop a process to indicate how equality and inclusion considerations/implications are taken into account when new policies are being developed.

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

(Please tick) Recommendation Accepted ☐ Partly Accepted ☒ Do not accept ☐

Equality Impact Assessments for significant new policies and changes to policies are likely to continue – this is in line with current practice. The pro-forma for Equality Impact Assessments is being updated to reflect latest good practice. It is however important that any work involved remains proportionate.

Recommendation 4 (of 14)

Ensure the cultural breakdown of the borough identified through the census data is considered when identifying service need.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

Briefings on census findings are being arranged for all Members and for officers. This will include information on people with the protected characteristics. Managers will be encouraged to use this information when planning future services.

Recommendation 5 (of 14)

Develop mechanisms to target applications from minority groups by broadening the list of agencies that receive notification of vacancies.

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

(Please tick) Recommendation Accepted ☐ Partly Accepted ☒ Do not accept ☐

We are doing as much as is reasonable at the present time. The impact of current work has been considered and examined, but it has not been significant. It remains our understanding that groups involved do tend to be City/Conurbation based and our contact database reflects that. If anyone is aware of borough specific groups, if they could let us know then we will consider their inclusion in future mail-outs.

Recommendation 6 (of 14)

Consider how job adverts and application forms can be improved to make potential applicants aware of the Council's policy that jobs are open to job share.

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

(Please tick) Recommendation Accepted ☐ Partly Accepted ☒ Do not accept ☐

We are doing as much as reasonably practical at present.

Recommendation 7 (of 14)

Revise the Equality and Diversity basic awareness training for new employees and develop a process to refresh this information for existing employees on a regular basis. Techniques for delivering this could include briefings or the use of interactive software.

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

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☒

It is proposed that the workbook is retained and is kept up to date. We will also strengthen and push for more new starters to complete the workbook.

Recommendation 8 (of 14)

Undertake initiatives to promote awareness and understanding of diverse groups for existing employees by the use of themed displays and events.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

This is already in place. Our aim is to set up or display at least four events per year in the Civic Centre targeting both employees and the public. Recent examples include displays, for Age UK and the LGBT display (including raising of the Rainbow Flag). We also work on why the campaigns such as “The Man Enough Campaign” which while not specifically equalities related does have a disproportionate impact on the protected characteristics.

Recommendation 9 (of 14)

Remind staff of the need to use clear English on any printed material that is in the public domain.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

Guidelines on plain English the Gedling way have just been published and are being promoted to managers.

Recommendation 10 (of 14)

Proactively work to counter negative perceptions about diverse groups in the community.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

This is already in place. We will look to supply examples from current and future Contacts magazines in due course.

Recommendation 11 (of 14)

Promote positive examples of community/multicultural action by publishing news stories/photo opportunities via the Gedling Borough web pages, Staff Intranet and Contacts magazine.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

This is already in place and we are aiming to do more wherever possible.

Recommendation 12 (of 14)

Consider what can be done at the Arnold and Gedling Shows to celebrate diversity.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

A number of organisations already involved and invited to these events that represent the protected groups.

Recommendation 13 (of 14)

Create a link from the GBC web pages to the database the Council for Voluntary Services is currently developing which will catalogue voluntary and community groups.

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

(Please tick) Recommendation Accepted ☒ Partly Accepted ☐ Do not accept ☐

This will happen once it is ready, as long as there are no data protection implications.

Recommendation 14 (of 14)

Evidence of applicants meeting equality criteria should be requested when applications for grant aid funding are considered. Monitoring should be undertaken to ensure that grant aid funding is allocated to a wide range of diverse groups.

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

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☒

It is felt that this would introduce an unnecessary degree of complexity for what are often very small grants, the additional administrative burden could penalise the very groups we are looking to support. This will be considered for larger scale grant bids, possibly linked to Service Level Agreements. Groups that are awarded these grants are often organisations that are addressing disadvantage.

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Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review : **The Council's Engagement with the Voluntary Sector**

Date review completed : **May 2013**

Date Presented to Cabinet: **8 August 2013**

Portfolio Holder: **Councillor K Fox**

Response due to the Overview Committee
(28 days): **7 October 2013**

Chair of the review group: **Councillor P Allan**

Officer supporting the review : **Helen Lee**

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight days of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation 1 (of 5)

Service Level Agreements should be replaced by contract arrangements for specified services increasing transparency of what the funding is used for and what it achieves.

When designing the contract it should:

- identify a set of objectives and what actions are required
- define what outcomes/outputs the contract should deliver
- establish targets that are SMART, specific, achievable, measurable, achievable, realistic and timely
- include a formalised set of monitoring arrangements to ensure the objectives and targets are met
- ensure value for money
- be phased in to avoid destabilising the finances of the recipient organisations.

(Please tick) Recommendation Accepted ☐ Partly accepted ☐ Do not accept ☐

I agree that, where there are SLA's in place, then performance management arrangements should be robust and should be implicit within all agreements..

As Scrutiny is aware the existing SLAs with the voluntary sector organisations have been in place for several years and do not have effective, explicit or measurable targets in place. Over the past year the managers within the Council who now have responsibility for monitoring SLA's have been in discussions with the voluntary sector to make current SLA's more outcome focused and these are being managed more closely. However future SLA's should have measurable targets which can be monitored.

Recommendation 2 (of 5)

Recommendation 2

A new voluntary sector grant aid strategy should be developed that aligns with the Council priorities and sets out what the authority is hoping to achieve.

It should:

- identify which services the authority would like the voluntary sector to provide and how the Council can help them to do this
- be publicised and available to all organisations
- advertise and invite applications as widely as possible through the Gedling Borough Web pages, Contacts magazine and the Funders Fair
- use an application process that is available and accessible to all organisations, providing clear written guidance on how to complete the application, include an explanation of allocation process, possibly through the provision of an online form
- ensure that grant aid funding is available to a wide range of diverse groups
- have no automatic renewal
- include all grant aid funding streams
- record all grant aid funding by the authority, including the Member's Pots, to prevent duplication
- be necessary for organisations to disclose all funding streams to prevent duplication
- incorporate a mechanism to monitor outputs and outcomes. Monitoring should be undertaken but it should be proportional to the amount of funding allocated, not time consuming or onerous and could possibly include self-assessment against agreed criteria
- explore the possibility of awarding some of smaller grants on a three year arrangement
- consider aligning all grant aid within one directorate
- inform organisations well in advance of any changes that will be made to the grant aid strategy, giving them time to seek alternative funding streams.

Members concluded that Gedling as a borough was underperforming in attracting external grant aid funding. They considered that funding streams from national trusts, funds and organisations like the Lottery should be accessed to maximise funding for voluntary groups. The authority should determine the reasons for this failure to attract funding and develop arrangements to support and assist organisations to access external funding streams that would enable additional income to be drawn into the borough. This could be done either by the authority assuming the role or by contracting one of the umbrella organisations currently funded through a service level agreement to undertake this work

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☐

Many of the grants, as opposed to the SLA's , are for small voluntary community groups with the average grant being very small in value for this reason. I acknowledge that some organisations target various small pots and this sometimes leads to duplications in that groups get funding from more than one source within the council, and indeed elsewhere. Trying to eradicate the duplication of these small pots could jeopardise the viability of many of the small voluntary organisations/groups who rely on multiple contributions to fund their core service delivery.

There is a need to ensure that application processes do not inhibit groups from applying for small amounts of money by introducing over complicated processes.

The management arrangements need to be proportionate to the funds available.

Currently the grant aid distribution is absorbed within several work areas and job roles. Combining this into job one role would mean that the Council would need to create a new post to carry out what could be viewed as an over bureaucratic process and currently the Council does not have available budgets to create new posts.

Recommendation 3 (of 5)

A scheme to support voluntary organisations maximise funding from national sources is established.

(Please tick) Recommendation Accepted Partly Accepted Do not accept ☒

There are many streams of funding available to voluntary groups that are not available to the Council and earlier in 2103 the Council arranged a Funding Fair for voluntary sector groups and grant distributors. The event was held at Richard Herrod and attracted over 70 groups and organisations.

I would like it also noted that support for voluntary/ community sector groups is the main purpose / core business of the role of CVS and RCAN, and this is also reinforced for within the current SLAs that the Council has with CVS and RCAN.

Recommendation 4 (of 5)

Non-cash ways that the Council can support voluntary groups should be determined and publicised.

(Please tick) Recommendation Accepted Partly Accepted

Do not accept

☒

In recommendation 4 and the response above - the role of CVS and RCAN is to support voluntary sector and community groups and this includes not only assisting them in applying for funding but also in many other ways.

The Council, through the provision of facilities and services such as Leisure Centres, Community Centres, Park and Open spaces, already provides heavily subsidised services to all community groups.

In addition there is considerable support given to many voluntary sector groups through day to day work of the Council, for example- Parks, Friends of and Sports Development, Sports Clubs, Community Centre staff and HEAT.

CVS and RCAN can draw down funding, not available to the Council, to further support, promote and assist the development of and day to day activities of voluntary sector and community groups. In the current economic climate unfortunately the Council does not have additional resources available to duplicate the work of CVS and RCAN (and similar voluntary sector organisation like Groundwork) to give additional support to voluntary groups.

Recommendation 5 (of 5)

Define the purpose and role of Members who are appointed as representatives on outside bodies.

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

(Please tick) Recommendation Accepted

☒

Partly Accepted

☐

Do not accept

☐

(Referred to Elections and Members' Services)

The Elections and Members Services Team is presently undertaking a review of current outside body representation. Details have been requested both from Elected Members and outside bodies of expectations, roles and issues of conflict of interest arising, with a view to producing a protocol to be adopted in time for re – nominations at next year's annual council.

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Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: Covert Surveillance (RIPA) Policy Scrutiny Follow up review	
Date review completed: July 2013	Date Presented to Cabinet: 8 August 2013
Portfolio Holder: Councillor M Payne	Response due to the Overview Committee (28 days): 7 October 2013
Officer supporting the review Jane Ansell	

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight days of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation 1 (of 2)

That the Council continues to apply its' powers to undertake covert directed surveillance in appropriate cases where a 6 month custodial sentence is the likely outcome.

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted ☒ Partly accepted ☐ Do not accept ☐

The Council will continue to apply its' powers to undertake covert directed surveillance in appropriate cases where the criteria in the legislation is met.

The strict conditions under which covert surveillance can be carried out will continue to be complied with. The Council will continue to explore other routes to obtain the necessary evidence before utilising the powers in the legislation.

Recommendation 2 (of 2)

That a report is submitted to the Overview Scrutiny Committee in due course providing details of the cost/benefits of undertaking such surveillance.

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☒

This recommendation has been considered in the context of the final paragraph of the report which states:

"The group was however keen to establish further clarification of the cost of such surveillance against the benefits achieved, particularly with reference to CCTV; to include equipment provision and maintenance, the scope of CCTV monitoring and associated manpower costs."

The Council has only used the CCTV system on one occasion several years ago for covert surveillance, therefore it is difficult to provide meaningful information about the costs/benefits of undertaking such surveillance using the CCTV system. The CCTV system has been used for covert surveillance by the Police under the authority of RIPA authorisations provided by them.

In terms of costs, there are no additional costs where the CCTV system is used for covert surveillance. The existing cameras are used and are fixed on one spot or moved between the parameters set in the RIPA authorisation. This is covered by the general running costs of the CCTV system, which is provided generally for the prevention and detection of crime and public safety.



Responses to Scrutiny Review Recommendations

Report to Overview Committee

Portfolio Holder: Councillor D. Pulk

Title of the review:

Referral of the Aligned Core Strategy to Policy Review Scrutiny Committee as part of the formal consultation process.

Date review completed: At the Special Policy Scrutiny Committee 6th December 2012

Chair of the committee: Councillor Colin Powell

Officer supporting the review: Jane Ansell

Guidance

The recommendations from the Policy Review Scrutiny Committee have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within two months of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Member's Services Team.

Additional note from the Aligned Core Strategy report of the Planning Policy Manager to Cabinet on 10th Jan 2013 (item 32 page 157 of the Cabinet papers)

These issues noted by Scrutiny have already been considered as they have been raised by other consultees as part of the policy preparation process at the Publication Version stage. Cabinet is asked to consider the comments made by Scrutiny and decide whether any further changes to the Aligned Core Strategy are required in light of these comments.

Recommendation 1

To recommend that Cabinet reconsiders whether it wishes to give weight to the inclusion of windfall provision.

To be completed after the report has been presented to Cabinet

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation accepted ☐ Partly accepted ☐ Do not accept ☒

Please give reason below

The National Planning Policy Framework (NPPF) allows for the inclusion of windfall figures 'if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply' (para 48). Whilst there have been windfall sites in the Borough, the consistency of these has been unreliable. In addition, the Strategic Housing Land Availability Assessment (SHLAA) process, where land owners and potential developers are asked to identify sites likely to come forward for development in the short and medium term, and from which assumptions about future housing delivery are made, effectively takes into account these sites which would otherwise previously been considered as 'windfalls'. However, beyond a medium term timescale, in excess of ten years, predictions about the delivery of SHLAA sites become less certain and on that basis, a small allowance of 40 dwellings per year has been made in the Core Strategy.

On this basis, the Council has subsequently made the decision to submit the Core Strategy.

Recommendation 2

To register concern that some of the changes listed in the Schedule of Changes would appear to weaken the Council's position against developers. For example:

- Schedule of Changes (policy 1.1) concerning the viability and feasibility of development proposals complying with climate change issues;
- Schedule of Changes (paragraph 3.6.9) concerning the sequential approach to retail development; and

- Schedule of Changes (policy 17.3) concerning the impact of development on wildlife and biodiversity sites.

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

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☒ X

The Core Strategy is a pro-growth document, which has to comply with national guidance set out in the NPPF, in particular relating to the presumption in favour of sustainable development. Therefore, policies should enable, not stifle development, except where what is being proposed is unsustainable. The policies in question reflect this, and have been drafted to ensure that they are capable of being found sound at examination, as well as being robustly applied when planning applications are being considered.

Recommendation 3

To recommend that consideration be given to the deleted policies listed in Appendix E of the Publication Version of the Aligned Core Strategies (pages 208 – 214), where appropriate, to explore whether the content should be included in a future generic development control policies development plan document or supplementary planning document.

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

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ X Do not accept ☐

Please give reason below

The recommendation is noted. The policies in question were either not 'saved' when the Local Plan was checked for compliance with the extant Policy Guidance in 2008/09, are proposed to be saved when the Core Strategy is submitted, or are now covered by other guidance, including the NPPF, and therefore are not required.

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Recommendation 4

To inform the Cabinet that in noting the report the committee expressed its disappointment at the lack of time available to undertake a comprehensive review.

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

Response from the Cabinet Member to Overview

Date

(Please tick) Recommendation Accepted ☐ Partly Accepted ☐ Do not accept ☐ X

Please give reason below

The Core Strategy has been the subject of an extensive process leading up to the current version. It has undergone four major rounds of consultation and at each stage of this members have been individually consulted. A working group of the Policy Review Scrutiny Committee has been meeting since early summer 2012 to look at 'the impact of the Localism Act on Planning and Housing Strategy' and this series of meetings has considered elements of the Aligned Core Strategy.

Prior to this series of meetings, Scrutiny has also been made aware of the Aligned Core Strategy through the Carbon Footprint Scrutiny Working Group, with meetings taking place between September 2010 and April 2012.

In tandem with the Scrutiny process, the former Local Development Framework Steering Group (set up in January 2006) had an important role in the preparation of the Aligned Core Strategy and considered both the Issues and Options and Option for Consultation documents.

On this basis, the Council has subsequently made the decision to submit the Core Strategy.



Report to: Overview and Scrutiny Committee

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

Date: 7 October 2013

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 the provision of seasonal lighting 2013
- Procurement of specialist provision for young families
- Extension of contract for professional fees in relation to obtaining planning permission, design and supervision of construction of Gedling Country Park

2. Items referred to Scrutiny under the Budget and Policy Framework

- Gedling Borough Council's Local Planning Document and the associated Sustainability Appraisal Scoping Report. The consultation period on this item will commence in the second half of October and run for a period of 8 weeks. The report was considered by Cabinet on 12th September and can be viewed on the agendas and minutes section of the Council's website.

3. Items where the Executive proposes to take a key decision without it being published (on the Forward Plan) for at least 28 days. (New Local Authorities Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

- None 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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