

**NEIGHBOURHOOD SERVICES & COMMUNITY INVOLVEMENT SCRUTINY COMMISSION
DRAFT WORK PROGRAMME 2013/14**

Meeting	Meeting Items	Lead Officer	Actions Agreed
Agenda Meeting – Thursday 16th May 2013 at 4.30pm			
Tues 4th June 2013 at 5.30pm	- Community Involvement Portfolio	- Miranda Cannon	
	- Neighbourhood Services Portfolio	- Liz Blyth	
	- City Mayor's Delivery Plan	- Miranda Cannon	Agreed to add certain targets identified to the commission's work programme. The work programme to be updated accordingly.
	- Community Services Fees & Charges Scheme	- Steve Goddard	Agreed the amendments to simplify the scheme in principle but requested that the consultation findings and the EIA come to a special meeting in August.
Agenda Meeting – Tuesday 18th June 2013 at 10.00am			
Thurs 4th July 2013 at 5.30pm	- Household Waste and Recycling Centre	- Adrian Russell	Agreed the location of the new centre. Requested for the result of re-use pilot to come back in November or December.
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Smith	Recommended that greater engagement is done with Members for the 2 nd phase of the pilot including formal feedback from pilot ward councillors. Commission members will agree what else to consider for future meetings.
	- Transforming Neighbourhood Services	- Liz Blyth	Agreed that scrutiny should be included in the timeline before the 3 month consultation and after.
	- Access Control	- Liz Blyth/ Steve Goddard	Agreed the roll out of the scheme and to continue to monitor its progress.
Agenda Meeting – Tuesday 6th August 2013 at 10.30am			
Special Mtg – Tues 20th August at 5.30pm	- Community Centres Charging Scheme	- Liz Blyth/ Steve Goddard	Several recommendations were made by the commission to the Executive with agreement of a response to be received at the next meeting. It was also agreed to have an update and impact assessment of the changes in six months' time.
	- Move of Customer Service Centre	- Jill Craig	Agreed to arrange a visit for commission member to the new centre once it opens.
	- City Warden Service	- Adrian Russell	An update on progress to come to the commission in six months.

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Agenda Meeting – Tuesday 20th August 2013 at 10.30am			
Tues 3rd Sept 2013 at 5.30pm	- Police & Crime Plan	- Frank Jordan	
	- Neighbourhood Policing	- Frank Jordan/ Rob Nixon	An update on progress to come to the commission in six months.
	- Citizens Advice Bureau	- Nicola Hobbs/ Helen Child	A report to come back to the Scrutiny Commission in 6 months on progress with the provision of advice in Year 1 of the contract and an outline of the Year 2 proposals.
	- Community Services Review	- Steve Goddard	The commission requested that discussions are held with councillors from wards lacking Council operated facilities.
	- Transforming Neighbourhood Services	- Liz Blyth	The commission requested to be kept involved of the consultation progress, possibly by way of a Task Group and that an Impact Assessment be reported back around usage of Aylestone Library.
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon	The commission to consider a way forward with the project team around the involvement of YP in ward meetings. Officers were asked to consider suggestions put forward by the commission around social media and were asked to report back on their communications matrix.

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Meeting	Meeting Items	Lead Officer	Points to be considered	Review Items	
Agenda Meeting – Tuesday 1st October 2013 at 10.30am					
Thurs 17th Oct 2013 at 5.30pm	- Noise Control Services	- Adrian Russell	<ul style="list-style-type: none"> • How many FTE's are in the team? • Is it sufficient for demand • What days is it running? • What are the costs attached etc? 		
	- Anti-Social Behaviour Team	- Daxa Pancholi	<ul style="list-style-type: none"> • An update on current services available • How many in are in the team? • Is the team sufficient for demand? • Current figures/statistics 		
	- Domestic Violence Service	- Daxa Pancholi	<ul style="list-style-type: none"> • An update on current services available • How are services being re-launched? • Figures/statistics 		
	- Census data analysis	- Miranda Cannon/ Jay Hardman	<ul style="list-style-type: none"> • Headline data on a neighbourhood/ward level • Information on phase 2 of analysis 		
Agenda Meeting – Monday 18th November 2013 at 4.00pm					
Wed 4th Dec 2013 at 5.30pm	- Update on City Mayor's Delivery Plan	- Miranda Cannon/ Liz Blyth	<ul style="list-style-type: none"> • Progress of targets in relation neighbourhood services and community involvement 		
	- Voluntary and Community Sector	- Miranda Cannon	<ul style="list-style-type: none"> • Initial presentation to give a background on the review • Update on the scrutiny review carried out last year by the Health Scrutiny Commission 		
	- Community Centres Charging Scheme	- Steve Goddard/ Liz Blyth	<ul style="list-style-type: none"> • Progress of using lounge type areas at community centres for free or at a discounted rate 		
	Standing Items				
	- Transforming Neighbourhood Services	- Liz Blyth			
- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams	<ul style="list-style-type: none"> • Copy of the communications matrix • Feedback from pilot ward councillors • Update on involvement of young people • Current progress 			

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Agenda Meeting – Tuesday 17th December 2013 at 10.30am				
Tues 7th Jan 2014 at 5.30pm	- Household Waste and Recycling Centre Pilot Scheme (Pass it on scheme)	- Adrian Russell	<ul style="list-style-type: none"> Progress of the re-use pilot scheme 	
	Standing Items			
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams		
Agenda Meeting – Tuesday 21st January 2014 at 10.30am				
Thurs 6th Feb 2014 at 5.30pm				
Thurs 13th Mar 2014 at 5.30pm	- Update on Citizens Advice Bureau	- Nicola Hobbs/ Helen Child	<ul style="list-style-type: none"> Update on the current figures of cases Needs analysis Update on progress of the outreach services How are the areas for outreach services identified? Progress on identifying and training 'problem noticers' Update on the move to new premises General communications update 	
	- Update on Neighbourhood Policing	- Frank Jordan/ Rob Nixon	<ul style="list-style-type: none"> Update on current position Are there any Key changes to neighbourhood policing? 	
	- Community Centres Charging Scheme	- Liz Blyth/ Steve Goddard	<ul style="list-style-type: none"> Six month impact assessment 	
	- City Warden Service	- Adrian Russell	<ul style="list-style-type: none"> Update on progress 	
Tues 22nd Apr 2014 at 5.30pm				

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Future Items	Lead Officer	Items to be considered
Community Governance	Steve Goddard/ Liz Blyth	<ul style="list-style-type: none"> • Information on the 'Getting Involved' scheme • Information on the volunteering scheme • Update on partnership agreements
Site visit to the New Customer Service Centre	Jill Craig	<ul style="list-style-type: none"> • Members of the commission to visit the centre as part of their work to consider the implications of the move.
Communications Review	Miranda Cannon	<ul style="list-style-type: none"> • Scope/objectives of the review • Improvement of the Council website
Update on Libraries	Adrian Wills	<ul style="list-style-type: none"> • What events are done in the libraries? • How do the libraries support elderly people? • Is the management system working effectively? • Consider a mystery shopper scheme
Welfare Reform Impact (In consideration with OSC and Housing Scrutiny)	Caroline Jackson	<ul style="list-style-type: none"> • What has been the impact of reforms? • Has the level of support been sufficient • Are council services coping with the demand for support?
Council Tax Collection Figures (In consideration with OSC and Housing Scrutiny)	Alison Greenhill/ Caroline Jackson	<ul style="list-style-type: none"> • Update on current figures/trends
Update on Equalities (In consideration with OSC)	Irene Kszyk	<ul style="list-style-type: none"> • Impact of the Equality and Diversity Strategy • Workforce representation • Equality Impact Assessments and the approach of the Equalities function in influencing strategies to ensure a fair approach to considering our communities and their involvement