

**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 is 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.
Agenda Meeting – Tuesday 1st October 2013 at 10.30am			
Thurs 17th Oct 2013 at 5.30pm	- Noise Control Services	- Adrian Russell	
	- Anti-Social Behaviour Team	- Daxa Pancholi	
	- Domestic Violence Service	- Daxa Pancholi	Risk factors leading to someone becoming a perpetrator of domestic violence and ward statistics to be circulated to commission members after the meeting.
	- Census data analysis	- Miranda Cannon/ Jay Hardman	The second phase of the data collection to be brought back to a future meeting.

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Meeting	Meeting Items	Lead Officer	Points to be considered
Agenda Meeting – Monday 18th November 2013 at 4.00pm			
Wed 4th Dec 2013 at 5.30pm	- Voluntary and Community Sector	- Miranda Cannon	<ul style="list-style-type: none"> • Overview with more detail on the consultation • What is currently provided by the organisations? • What services will we lose should we move to the new proposals? • How have we consulted smaller VCS groups to see what challenges they are facing and are these reflected in the proposals we are consulting on? • How do we support the VCS other than through funding? • Other than council funding what other funding streams do these organisations get funding from?
	- 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		
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams	<ul style="list-style-type: none"> • Communications matrix • Feedback from ward councillors • Best practice from WCM's that are working well • Update on progress of the involvement of YP • Timetable and milestones of move to Community Services
- Transforming Neighbourhood Services	- Liz Blyth	<ul style="list-style-type: none"> • Timeline of delivery (particularly the South) • Feedback on sessions with the public • Update of available data from the consultation • Verbal update on contingency measures from the impact of other reviews 	
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
	- 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
	Standing Items		
- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams		

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Meeting	Meeting Items	Lead Officer	Points to be considered
Agenda Meeting – Tuesday 21st January 2014 at 10.30am			
Thurs 6th Feb 2014 at 5.30pm	- Welfare Reform	- Caroline Jackson	<ul style="list-style-type: none"> • Neighbourhood profiling and trends and hotspots • Local support services • Use of food banks
	- Census data analysis	- Miranda Cannon/ Jay Hardman	<ul style="list-style-type: none"> • The second phase of the data collection with a breakdown at neighbourhood level.
	Standing Items		
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams	
	- Transforming Neighbourhood Services	- Liz Blyth	
Agenda Meeting – Tuesday 25th February 2014 at 10.30am			
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 • Cumulative impact of changes/reviews in community services on community centres
	- City Warden Service	- Adrian Russell	<ul style="list-style-type: none"> • Update on progress
Agenda Meeting – Tuesday 8th April 2014 at 10.30am			
Tues 22nd Apr 2014 at 5.30pm			

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Future Items	Lead Officer	Items to be considered
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
City Mayor's Delivery Plan (June/July 2014)	Miranda Cannon/ Liz Blyth	<ul style="list-style-type: none"> Progress of targets in relation neighbourhood services and community involvement
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
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