

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

<b>Meeting</b>	<b>Meeting Items</b>	<b>Lead Officer</b>	<b>Actions Agreed</b>
<b>Agenda Meeting – Thursday 16<sup>th</sup> May 2013 at 4.30pm</b>			
<b>Tues 4th June 2013 at 5.30pm</b>	- 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.
<b>Agenda Meeting – Tuesday 18th June 2013 at 10.00am</b>			
<b>Thurs 4th July 2013 at 5.30pm</b>	- 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 <sup>nd</sup> 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.
<b>Agenda Meeting – Tuesday 6<sup>th</sup> August 2013 at 10.30am</b>			
<b>Special Mtg – Tues 20<sup>th</sup> August at 5.30pm</b>	- 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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<b>Agenda Meeting – Tuesday 20<sup>th</sup> August 2013 at 10.30am</b>			
<b>Tues 3<sup>rd</sup> Sept 2013 at 5.30pm</b>	- 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.
<b>Agenda Meeting – Tuesday 1<sup>st</sup> October 2013 at 10.30am</b>			
<b>Thurs 17<sup>th</sup> Oct 2013 at 5.30pm</b>	- 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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<b>Agenda Meeting – Monday 18<sup>th</sup> November 2013 at 4.00pm</b>			
<b>Wed 4<sup>th</sup> Dec 2013 at 5.30pm</b>	- Community Centres Charging Scheme	- Steve Goddard	
	- Transforming Neighbourhood Services	- Liz Blyth	Briefing sessions to be held for ward councillors in future when the Transforming Neighbourhood Services Programme is rolled out into their area.
	- Garden Waste Collection Service	- Adrian Russell	Recommendation to roll the scheme out was endorsed by commission members.
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams	Further information was requested around the aims and objectives of the scheme, evaluation of work done to date and detail of the transitional arrangements for the next meeting.
	- Voluntary and Community Sector	- Miranda Cannon	Consultation findings to come back to the commission.
<b>Agenda Meeting – Tuesday 17<sup>th</sup> December 2013 at 10.30am</b>			
<b>Tues 7<sup>th</sup> Jan 2014 at 5.30pm</b>	- “Pass it on” Re-use Trial	- Adrian Russell	A report to come back to the commission when the pilot is complete. Currently scheduled for 4 months’ time.
	- Community Governance	- Steve Goddard/ Liz Blyth	The commission members will make visits to those groups that have entered into partnership agreements with a view to how they are progressing.
	- Ward Community Meetings Pilot Scheme	- Miranda Cannon/ Grace Williams	The commission recommended that all councillors are informed of progress asap, that best practice is sought, that there is clarity of transitional arrangements and it is rebranded not to be called an improvement project. Feedback and suggestions were also given on the Councillor Guide.

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Meeting	Meeting Items	Lead Officer	Points to be considered
<b>Agenda Meeting – Tuesday 21<sup>st</sup> January 2014 at 10.30am</b>			
<b>Thurs 6<sup>th</sup> Feb 2014 at 5.30pm</b>	- Welfare Reform	- Caroline Jackson	<ul style="list-style-type: none"> <li>• Neighbourhood profiling and trends and hotspots</li> <li>• Local support services</li> <li>• Use of food banks</li> </ul>
	- Census data analysis	- Miranda Cannon/ Jay Hardman	<ul style="list-style-type: none"> <li>• The second phase of the data collection with a breakdown at neighbourhood level.</li> </ul>
	- Update on Equalities	- Irene Kszyk	<ul style="list-style-type: none"> <li>• What is the role of the equalities team?</li> <li>• How many FTE in the section? Breakdown of the responsibilities of each role?</li> <li>• Where can the section have influence/where can't it?</li> <li>• How are EIA's tracked and monitored?</li> <li>• How do you work with strategies/policies that have a negative EIA? How are they advised?</li> <li>• What is your general approach to influence strategies to ensure a fair approach to considering our communities and their involvement?</li> </ul>
	- General Fund Revenue Budget 2014/15 to 2015/16	- Lead Directors	<ul style="list-style-type: none"> <li>• Consideration of the updated position on the budget</li> </ul>
<b>Agenda Meeting – Tuesday 25<sup>th</sup> February 2014 at 10.30am</b>			
<b>Thurs 13<sup>th</sup> Mar 2014 at 5.30pm</b>	- Update on Citizens Advice Bureau	- Nicola Hobbs/ Helen Child	<ul style="list-style-type: none"> <li>• Update on the current figures of cases</li> <li>• Needs analysis</li> <li>• Update on progress of the outreach services</li> <li>• How are the areas for outreach services identified?</li> <li>• Progress on identifying and training 'problem noticers'</li> <li>• Update on the move to new premises</li> <li>• General communications update</li> </ul>
	- Update on Neighbourhood Policing	- Frank Jordan/ Rob Nixon	<ul style="list-style-type: none"> <li>• Update on current position</li> <li>• Are there any Key changes to neighbourhood policing?</li> </ul>
	- Community Centres Charging Scheme	- Liz Blyth/ Steve Goddard	<ul style="list-style-type: none"> <li>• Six month impact assessment</li> <li>• Cumulative impact of changes/reviews in community services on community centres</li> </ul>
	- City Warden Service	- Adrian Russell	<ul style="list-style-type: none"> <li>• Update on progress</li> </ul>

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Meeting	Meeting Items	Lead Officer	Points to be considered
	<b>Standing Items</b>		
	- Transforming Neighbourhood Services	- Liz Blyth	<ul style="list-style-type: none"> <li>• Update on the findings of the consultation and draft proposals</li> </ul>
	- Ward Community Meetings	- Miranda Cannon/ Grace Williams	<ul style="list-style-type: none"> <li>• Final Evaluation</li> <li>• Transitional Arrangements</li> </ul>
<b>Agenda Meeting – Tuesday 8<sup>th</sup> April 2014 at 10.30am</b>			
<b>Tues 22<sup>nd</sup> Apr 2014 at 5.30pm</b>			

Future Items	Lead Officer	Items to be considered
Site visit to the New Customer Service Centre (Jan/Feb 2014)	Jill Craig	<ul style="list-style-type: none"> <li>• Members of the commission to visit the centre as part of their work to consider the implications of the move.</li> </ul>
Council's Website Review (March/April 2014)	Miranda Cannon	<ul style="list-style-type: none"> <li>• Scope/objectives of the review</li> <li>• Improvement of the Council website</li> </ul>
City Mayor's Delivery Plan (June/July 2014)	Miranda Cannon/ Liz Blyth	<ul style="list-style-type: none"> <li>• Progress of targets in relation neighbourhood services and community involvement</li> </ul>
Update on Libraries	Adrian Wills	<ul style="list-style-type: none"> <li>• What events are done in the libraries?</li> <li>• How do the libraries support elderly people?</li> <li>• Is the management system working effectively?</li> <li>• Consider a mystery shopper scheme</li> </ul>
Council Tax Collection Figures (In consideration with OSC and Housing Scrutiny)	Alison Greenhill/ Caroline Jackson	<ul style="list-style-type: none"> <li>• Update on current figures/trends</li> </ul>