

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

Meeting	Meeting Items	Lead Officer	Actions Agreed
<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	- Bill Knopp	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 six 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>Meeting</b>	<b>Meeting Items</b>	<b>Lead Officer</b>	<b>Actions Agreed</b>
<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.
<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>	- General Fund Revenue Budget 2014/15 to 2015/16	- Lead Directors	It was requested that future reports to the commission also capture the Community Involvement element of spend, particularly around Ward Funding and VCS.
	- Welfare Reform	- Caroline Jackson	The commission noted that the sanction of people on Job Seekers Allowance was higher than the national average. It was suggested to have someone from Jobcentre Plus to come and speak to the commission about it.
	- Census data analysis	- Miranda Cannon/ Jay Hardman	It was suggested that each councillor is sent a copy of the statistics relating to their ward, neighbourhood and the city.
	- Update on Equalities	- Irene Kszyk	Officers to clarify details of employees groups on the website to commission members.

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<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	- Akbar Sameja/ Helen Child	
	- Community Centres	- Liz Blyth/ Steve Goddard	The commission asked for clearer and more consistent data collection in future. It was requested an updated version of the report goes to OSC and an update is brought back in 6 months.
	- Transforming Neighbourhood Services	- Liz Blyth	The proposals were supported by the commission but asked for greater clarity and transparency during consultation phases for future areas. A further visit is made to Linwood Centre by the Executive and the consultation document be revised.
	- Ward Community Meetings	- Miranda Cannon/ Grace Williams	It was agreed to have a report back in 6 months updating on the progress of the transition and a separate update on the draft funding guidance to come back in the next couple of months.
<b>Thurs 27<sup>th</sup> Mar 2014</b>	- Site visit to the New Customer Service Centre	- Mary Spencer	Commission members visited the centre and were reassured the move has been successful with vast improvements made from the old centre.
<b>Agenda Meeting – Wednesday 26<sup>th</sup> March at 11.45am</b>			
<b>Wed 9<sup>th</sup> Apr 2014 at 5.30pm</b>	- Update on Neighbourhood Policing	- Rob Nixon/Bill Knopp (Police)	A further update on the findings of the consultants KPMG on the Change Programme to come to a future meeting.
	- Welfare Reform – Food Banks	- Caroline Jackson	The commission asked that LCC encourage the providers to keep accurate usage figures and that the relationships and communication with them be maintained.
	- City Warden Service	- Malcolm Grange	It was agreed that final annual figures for fixed penalty notices be brought back to the commission when available.

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<b>Agenda Meeting – Tuesday 22<sup>nd</sup> April at 10.30am</b>			
<b>Thurs 8<sup>th</sup> May 2014 at 5.30pm</b>	- Partnering Agreements in Community Centres	- Chair	<ul style="list-style-type: none"> <li>Update on findings from visits to groups that have entered into a partnering agreement to manage community centre</li> </ul>
	- Update on Libraries	- Adrian Wills	<ul style="list-style-type: none"> <li>What are the usage numbers for each library comparative to last year?</li> <li>How do the libraries support elderly people?</li> <li>Is the management system working effectively?</li> <li>How are libraries being factored into the TNS programme?</li> </ul>
	- Voluntary and Community Sector Review	- Miranda Cannon	<ul style="list-style-type: none"> <li>Update on the findings of the consultation and draft proposals</li> </ul>

Future Items	Lead Officer	Items to be considered
Department of Work and Pensions (Job Centre Plus) – Separate Briefing for all Members	Kelvin Irons	<ul style="list-style-type: none"> <li>Update on JCP policy delivery for sanctions relating to people Job Seekers Allowance</li> </ul>
Ward Community Meetings Spending Guidance (June 2014)	Steve Goddard	<ul style="list-style-type: none"> <li>Draft Guidance</li> </ul>
Pass it on Re-use Trial (June 2014)	Steve Weston	<ul style="list-style-type: none"> <li>Evaluation and findings from the trial after 6 months</li> </ul>
Council Tax Collection Figures (June 2014)	Caroline Jackson	<ul style="list-style-type: none"> <li>Update on current figures/trends</li> <li>What are the changes and how has the service coped with them?</li> </ul>
Welfare Reform – Support Services (June 2014)	Caroline Jackson	<ul style="list-style-type: none"> <li>What support services are available?</li> <li>Locations of the services</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>
Council’s Website Review (June/July 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 Warden Service (June/July 2014)	Malcolm Grange	<ul style="list-style-type: none"> <li>Final annual figures for fixed penalty notices</li> </ul>
Ward Community Meetings Update (Sept 2014)	Steve Goddard	<ul style="list-style-type: none"> <li>Progress of transition to Community Services</li> <li>Update on changes/planned changes</li> </ul>
Community Centres Update (Sept/Oct 2014)	Steve Goddard	<ul style="list-style-type: none"> <li>Update of impact of changes affecting community centres</li> <li>Usage figures</li> </ul>