

## COMMUNITY SCRUTINY WORK PROGRAMME

The Scrutiny work programme for the forthcoming year will support the Corporate Plan to deliver our three priority themes.

The thrust will be to support Policy Committees to be :

- Safer and Healthier
- Cleaner and Greener
- Improved Services

We will also concentrate on making local government more local by improving our communication using press briefings, a scrutiny website, Scrutiny service plan reports and public notices.

There are opportunities in the work Programme to involve community groups such as TACT, Citizens Panel, Parish Councils and Area Meetings and members of the public notably during our investigations into:

- Rural Post Office closures
- Housing Services
- Clean neighbourhoods and environment
- Street Scene Review

The Scrutiny Committee will use familiar techniques during their investigations to arrive at robust, evidence based conclusions including:

- 4 'C's – Consult, Compare, Challenge and Compete
- SWOT – strengths, weaknesses, opportunities, threats and ensure that service plan targets are SMART

S - specific  
M - measurable  
A - achievable  
R - relevant  
T - timely

We will work with Policy Committees, Partner Organisations and members of the public to produce concise, challenging reports with recommendations where appropriate that will result in better quality services for the communities of South Derbyshire.



PROJECT	SOURCE	COMMITTEE	SCOPE	RESOURCES	PROGRESS	CALENDAR
Low Frequency Noise	Minutes 8.5.06	Community & E & DS	Info note in Members Bulletin on Low frequency noise	E.H Note		Jul-06
			Report on number of cases.	E.H Report		Feb 07/
			Outcome details of cases	E.H Report		March 07
PCT issues and District Council liaison	Minutes 8.5.06	Community	NB. New PCT for County to be formed in October 2006			
			Report about healthy lifestyle funding opportunities	Policy Unit/SDDC Officers		Sep-06
Rural Post Office closures including with drawal of pensioner cards	Minutes 8.5.06 Labour Group Item	Community	Report on new governance structure and service arrangements for SD baseline report (ask DCC for input)	Policy Unit		Jan-07
			RL, SB and Policy Unit to scope work			Jul-06
BVPI bottom quartile performance	Audit letter 2004/5	Corporate Community	Ascertain SDDC response to closure notices - detail to be added. Involve Citizens Panel, Parish Councils, Area Meetings, website and Members of the Public Day.	Policy Unit/P McEvoy?		Mar-07
			Pensioner Card investigation	Policy Unit		Sep-06
			Report on BVPI's	Improvement Panel reports		Jul-06
			Questionnaire to Policy Committees for comment on performance management of 'reds', rectification measures, resources.	Policy Unit		Aug-06
			Report and recommendations in consultation with Policy Chairs	Policy Unit		Sep-06
Housing Service Performance Management	Audit letter 2004/5	Community	RL, SB and Policy Unit to scope work			Jul-06
			Report on performance improvement measures	Housing		Aug-06
			Consult TACT - questionnaire	Policy		Oct-06
			Consult Housing Service Members & Staff	Unit/Housing		Nov-06
Use of Resources judgement	Audit letter 2004/5	Imp. Panel / Corporate	Report and recommendations in consultation with H&CS committee	Policy Unit		Jan-07

E-enablement	<a href="http://www.e-democracy.gov.uk/voice">www.e-democracy.gov.uk/voice</a>	Website User Review			Public/Customer Unit	Sep-06/Oct-06
		Investigate Voice Website			Policy Unit	Sep-06/Oct-06
Corporate Plan 3 priorities	Corporate Plan	Report on scheme to Policy Committees.			Policy Unit	Oct-06/Feb-07
		Questionnaire what is included in 3 priorities Service Plans, are targets SMART			Policy Unit	Sep-06
		Report to Policy Chairs			Policy Unit	Nov-06
		Clean Neighbourhoods and Environment Act position statement			Policy Unit	Aug-06
		Report on Clean Neighbourhoods and Environment Act response			E & DS Report	Aug-06
		RL, SB and Policy Unit to scope work			Policy Unit	Sep-06
		Neighbourhood Warden Questionnaire report			Citizens Panel	Sep-06
		Questionnaire to Citizens Panel			Policy Unit	Nov-06
		Questionnaire to Members			Policy Unit	Nov-06
		Questionnaire to Parish Councils			Policy Unit	Nov-06
Street Scene Review	DCC	Report to E & DS in consultation with Policy Chair			Policy Unit	Mar-07
		Details to be added in consultation with Policy Chair (RL, SB and Policy Unit)			Policy Unit	Aug-06/Sep-06

Role on Member Champions	Overview	Questionnaire to members regarding role	Policy Unit	Feb-07/ Mar-07
Pamphlet	Overview	Presentation to Members - Report Design (see earlier edition) & put on Web, circulate at Area meetings, Parish Councils, SDDC.	Policy Unit	Apr-07
Scrutiny website	Overview	Include Pamphlet, plus programme, sign-up to take part, Publicity Report (see below)	IT	Jul-06/ Sep-06
Area Meeting Reports	Overview	Publicity Report - bi-annual	Publicity	Jul-06/ Aug-06
Training	Overview	Procure pro-active e-training package	Policy Unit	Oct 06 and April 07
Prepare Annual report	Overview	Agree report with Community and Corporate Scrutiny	Policy Unit	Aug-06/ Sep-06
			Policy Unit	Mar -May 07

**NOTES/FLIP CHART TRANSCRIPTS FROM THE OVERVIEW & SCRUTINY**  
**INFORMAL MEETING HELD WEDNESDAY 8 JUNE 2006.**

**Attendees:** Councillors Bell, Lane, Tilley, Mrs Mead, Lauro, Bambrick, Atkin, Lemmon

Officers: Ian Reid, Mike Greenway, John Porter, Frazer Powell

**Introduction**

The newly assembled Overview & Scrutiny committee members met on the evening of Wednesday 8 June 2006 to begin to prepare a work programme for the 3 committees for the year 2006/7.

**Council services**

The members began by identifying services the Council delivers these being: -

- Planning – Development Control/Enforcement  
Building Control  
Planning Policy/Heritage  
Footpaths service
  
- Environmental Health - Environmental control/pollution  
Health & Safety  
Food safety  
Private sector Housing/Housing Strategy  
Grants  
Licensing
  
- Waste Management - Recycling/waste minimisation

Refuse collection

Special/commercial wastes collection

- Housing - Landlord function (around 3000 properties)  
Sheltered housing schemes  
Homelessness service
  
- Leisure & Parks - Open space management and development  
Leisure centres/facilities management  
Sports promotion/development  
Arts  
Rosliston Forestry Centre

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- Land/commercial property - Asset management

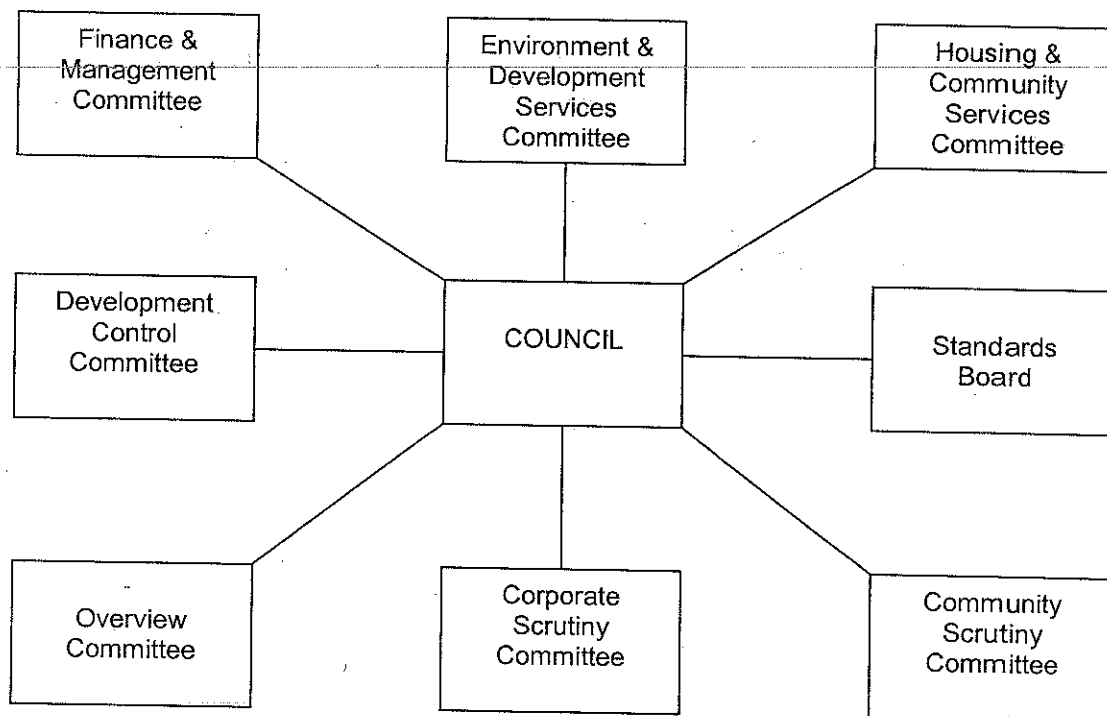
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- Street Cleansing - Clean Team  
Litter control/enforcement
  
- Grounds maintenance - Parks/open space maintenance  
Cemeteries and Burial Grounds
  
- Electoral Services - Electoral registration  
Elections
  
- Democratic Services - Committee administration  
Member services
  
- Finance/Revenues & Benefits/Audit
  
- Legal

- Human Resources
- Communications
- Community Safety - Safer South Derbyshire Partnership
- South Derbyshire Local Strategic Partnership (LSP)
- Customer First - Customer Services

### Decision making arrangements

The Council's decision making system: -





## **Role of Scrutiny**

The members held a discussion on the role of Scrutiny and the following issues were identified: -

- Contribute to the performance of the Council: fulfil a monitoring role
  - Focus officers' minds in terms of performance
  - Influence policy setting
  - Set own agenda
  - Need to engage policy committees more
  - Community leadership role/function – Scrutiny could be more active in this area
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Achieving more framework: -

- Monitoring the delivery of the framework/processes
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Policy Team Support: -

- Team formulate documents and reports
- Specific issues discussed with appropriate officers from individual/relevant divisions

Work programme/styles: -

- Specific projects – monitoring
- Special and one off issues
- Sub-groups can be convened if necessary
- Regular programme of meetings
- Regulated agendas
- Use imagination – 'think outside of the box'
- Get out and visit issues and situations

## WORK PROGRAMME (Provisional items)

- Performance management/monitoring – discussing and being involved and engaged in performance improvement
- Audit Letter
  - BVPI's
  - Open Space Survey
  - Housing – needs monitoring re: improvement plan
  - Use of resources
  - Asset management
- Direction of travel statement
- Revisit projects like Leisure Centre contract – profile satisfaction
- Support Rosliston Forestry Centre/Sharpe's Pottery – are they fulfilling role and delivering outcomes
- Partnerships – examine effectiveness across whole base
- Street Scene (DCC project) – continuation
  - Want CVS to survey District Council staff
  - Want to talk to members at Districts
  - Position statement needed on where we are
- Low frequency noise – future report
- Relationship between Primary Care Trust (PCT) and District Council – CMT/Leading Members undertaking liaison but Council needs to express concerns and be engaged where necessary.