AGENDA MANAGEMENT SHEET

Name of Committee	**Overview And Scrutiny Coordinating Group**
Date of Committee	**20 March 2007**
Report Title	**Local Area Scrutiny - Next Steps**

Summary	This report advises the Group of the suggestions made by Area Committees and some of our key external partners on potential topics for local area scrutiny. The Group is asked to decide which topics should go forward in each Area. The report also suggests the process for putting into place the practical arrangements to carry out the exercise.

For further information please contact:	Jane Pollard Overview and Scrutiny Manager Tel: 01926 412565 janepollard@warwickshire.gov.uk
Would the recommended decision be contrary to the Budget and Policy Framework?	No.
Background papers	Report to OSCG 17 January 2007 'Developing Local Area Scrutiny

CONSULTATION ALREADY UNDERTAKEN:-   Details to be specified

Other Committees	☒	All Area Committees have been consulted on potential topics
Local Member(s)	☒	N/A
Other Elected Members	☐	....
Cabinet Member	☐	....
Chief Executive	☒	Jim Graham
Legal	☒	Sarah Duxbury
Finance	☐	....
Other Chief Officers	☒	All Strategic Directors
District Councils	☒	All District/Borough Councils in Warwickshire

Warwickshire
County Council

Health Authority	☒	Warwickshire NHS Direct
Police	☒	Police Service and Police Authority
Other Bodies/Individuals	☐	....

FINAL DECISION   NO

SUGGESTED NEXT STEPS: Details to be specified

Further consideration by this Committee	☐	....
To Council	☐	....
To Cabinet	☐	....
To an O & S Committee	☐	....
To an Area Committee	☒	Area Committees to be informed of outcome of OSCG deliberations and invited to appoint working groups/panels to undertake the exercise
Further Consultation	☒	With appropriate partners should a joint exercise be recommended

Warwickshire
County Council

Agenda No

Overview And Scrutiny Coordinating Group - 20 March 2007.

Local Area Scrutiny - Next Steps

Report of the Strategic Director Performance & Development

Recommendation

That the Group agrees the topics that should be taken forward at this time as local area scrutiny exercises

That Area Committees be invited to nominate a working group/panel to take forward the scrutiny exercise in their area

That where joint exercises with partners is envisaged appropriate nominations for panel/working group membership be sought

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Introduction

1. The Overview and Scrutiny Coordinating Group agreed at its meeting on 17 January 2007 to consult Area Committees and key partners on potential topics for local area scrutiny exercises. The Group also agreed that whilst the issues may be locality based rather than necessarily whole area issues the same criteria should be used for selection of topics. (The criteria agreed by the Group are included in the Scoping guidance attached as an Appendix).

2. All the Area Committees were consulted in their January cycle and letters were sent to the Chief Executive or their equivalents of the Police, Police Authority, PCT, District/Borough Councils on 22 January 2007. At the time of writing only Stratford District Council, Rugby Borough Council and the Police have responded with suggestions for joint local area scrutiny exercises. A copy of the responses from the Borough/District Council are included as an Appendix. Rugby Borough Council has been in the process of scoping an exercise for one of its own panels, which it considers might be potentially suitable as a joint exercise. Suggestions from the Police are incorporated below.

3. All Strategic Directors have been consulted on the topics being put forward and their comments are set out below.

Warwickshire County Council

Feedback

4   The Police have made the following suggestions.

- Southern Area have proposed the issue of the County's responsibility for Road Safety, given the police's vision of protecting people from harm. There is no suggestion that things are not working but perhaps we can look at how we interact and work together and how critical issues such as education of road safety are handled jointly.

Secondly the suggestions from the Northern Area are

- review of our joint approach to Manor beat re racial tension. Some interesting things coming out in respect of Police and LA services. They could also link into the mediation review which would be great.

- Review of IAG's (Independent Advisory Groups) and community engagement as to whether we could join up our approach even more.

- Approach to travellers in rugby and the lessons learned. The way forward would also be helpful.

The suggestions from the Area Committees and district/borough councils are set out in the following paragraphs

5   **(1) Warwick Area Committee**

       (a) Social Care of the Elderly within Warwick District
       (b) Assimilation of EU Nationals (migrant workers) within the District and impact on services
       (c) Speed Management Strategy

     (2) North Warwickshire Area Committee

(a) *Underperformance of educational achievement and skill levels of young people at age 16 in North Warwickshire.*The overall educational achievement and skill levels of young people at age 16 in North Warwickshire are lower than the county as a whole. The NW Area Committee to scrutinise the actions being taken by young people, schools, colleges, LSC and other partners to address this underperformance and to make recommendations about additional actions to be taken by the Area Committee to enable and encourage an improvement in the achievement levels.

(b) *Alvecote Traveller Site*. The site has been subject to legal proceedings to clear the site in order that it can be refurbished using funds made available by former ODPM. Some community concerns around no. of pitches on site and whether there will be an on-site warden (there used to be and then the warden left, following departure of the warden the site wasn't as closely monitored and damage and complaints re. site started to be recorded). There were some problems with WCC not communicating

effectively with the local community or the local County Councillor though a couple of local meetings have now been held including the Parish Council, local community and WCC officers.

(c) *Youth activities across North Warwickshire*. How well are Youth activities being supported within the Area –are there geographical differences. Youth and anti-social behaviour – how Police YOT dealing with issues in the North of the County and how it compares with other areas of the County

(3) Stratford Area Committee

(a)   Safer Neighbourhood Policing
(b)   Parking - to include verge parking.

Stratford District Council
(c)   On-street and off-street parking in Stratford-upon-Avon
(d)   Potential business improvement district in Stratford-upon-Avon
(e)   Public and community transport in rural areas

(4) Rugby Area Committee

(a)   Investigate the provision of services for EU nationals (migrant workers) in Rugby and ensure they are delivered in a joined up and positive way.
(b)   Provision of services for travellers

Rugby Borough Council
(c)   To review the impact of existing major sources of travel movements within the borough, and the plans being made to address the impact of known future developments on the Borough's transport infrastructure (Details in the Appendix)

Rugby Crime & Disorder Scrutiny Panel
(d)   This Panel was originally called 'Rugby Policing Scrutiny and Accountability Panel' to which the County Council appointed 3 members. It was originally focussed on the Rugby Policing Manifesto. The Panel is chaired by an independent, has Borough councillors and community representatives. There is a wish to reconvene the Panel but amend its terms of reference to look at the performance of the Rugby Crime and Disorder Partnership and specific related topics within that. This is potentially a joint local area scrutiny and may offer an alternative to the suggestions above.

(5) Nuneaton & Bedworth Area Committee

(a) The Skills agenda including educational attainment. We have a low skills base in this area
(b) Quality of Life Indicators and Inequalities in Warwickshire
(c) Crime and Disorder Reduction Partnerships
(d) Effectiveness of Safer Neighbourhood PACTs (future item)

Comments from Strategic Directors

6   Some of the topics are county-wide and therefore, at least in the first instance, may not be appropriate for local area scrutiny at this time. It may be that following county-wide scrutiny, there are sufficient differences between the areas to deal with them separately. The topics falling in this category are the Assimilation of EU Nationals (Warwick and Rugby), Rural Transport (Stratford District) and Gypsy (Traveller) Services (Rugby). We are currently in the midst of delicate negotiations in relation to Alvecote Traveller Site, by end May/June (likely timeframe for the scrutiny exercise) the site will have been refurbished/relet. This may not be the right time for an exercise.

7   Some of the suggested topics are in hand already, including a county-wide review of the Speed Management Strategy (raised by Warwick) and On-Street and Off-Street Parking in Stratford-upon-Avon (raised by Stratford District Council). In addition, the Verge Parking issue raised by Stratford Area Committee is still under discussion.

8   The BID proposal for Stratford may be premature as a scrutiny topic as the proposals are still at an early stage and there would not appear to be any issues of principle, bearing in mind our existing and proposed BID areas in Rugby, Bayton Road and Leamington.

9   The Group is asked to consider which topics should go forward.

Next Steps

10   Once the topics have been selected Area Committees should be asked to nominate a panel/working group to take forward the local scrutiny exercise. This Panel/Working Group would 'scope' the review. A copy of the Guidance on 'How to Scope a Scrutiny Review is attached for information. Given that these are overview and scrutiny exercises portfolio holders should not be members of the Panel/Working Group. They may of course be asked to contribute to reviews by providing evidence and information.

11   Where a joint scrutiny exercise is anticipated nominations will need to be sought from relevant partner agencies.

12   The outcome of the local area scrutiny exercise should be reported to the Area Committee, the relevant Overview and Scrutiny Committee of the County Council and any appropriate bodies of participating agencies.

13   Arrangements will also need to be made to ensure there is appropriate feedback to the community.

DAVID CARTER
Strategic Director
Performance & Development
Shire Hall
Warwick

Warwickshire County Council

05 March 2007
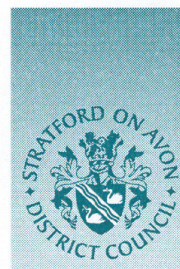
Ms J Pollard
Warwickshire County Council
Shire Hall
WARWICK

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WARWICKSHIRE
COUNTY COUNCIL
PERFORMANCE & DEVELOPMENT

Dear Ms Pollard

Thank you for your recent invitation to consider items of work that could be undertaken on a basis of local area scrutiny.

Having discussed this with my Management Team, I can confirm that the following ideas have been put forward:

   a. On-street and off-street parking in Stratford-upon-Avon;
   b. The potential business improvement district in Stratford-upon-Avon; and
   c. Public and community transport in rural areas.

Aside from this, there may be the opportunity for more broad-ranging pieces of scrutiny work which could include other Districts as well as Stratford, namely in relation to sustainability/ climate change and shared services.

I understand, at the present time, there is one piece of work being undertaken by both the District Council and the County Council separately which may duplicate resources. I am looking into this at the moment and will ask my Head of Member Services, Richard Hood, to discuss this with you in the future.

Once more, thank you for providing the opportunity to consider this area, and I look forward to this Council being able to work with the County Council on scrutiny of such issues as suggested above.

Whilst writing, my Management Team and I would like to compliment you on the sheet you sent to us accompanying your letter, concerning the selection of topics for overview and scrutiny. We feel that this is a useful set of criteria and, with your permission, would like to adopt usage of this sheet in the Council's own practices.

Yours sincerely

Paul Lankester
Chief Executive

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Stratford-on-Avon District Council

Rugby Borough Council -TRANSPORT REVIEW TERMS OF REFERENCE

(Revised October 2006 following discussion by Economy, Development and Culture Panel, 25th September 2006)

Group members: Cllrs Holman, Collett, Gillias, Mrs Parker, Mistry and Ms Edwards (Chairman to be appointed)

Aim: To review the impact of existing major sources of travel movements within the borough, and the plans being made to address the impact of known future developments on the Borough's transport infrastructure.

Detail

In the light of the imminent building developments in the town, this review will examine the potential impact on the local transport system of the major redevelopment schemes planned in the borough in the next 2–3 years. It will also identify the major sources of existing travel movements (eg. Magna Park) and consider their impact on the local transport system.

Consideration of the impact on the local transport system will include:
▪ road access
▪ traffic congestion
▪ parking
▪ public transport

The review will establish:
• the major sources of existing travel movements in the borough, particularly travel to work patterns
• the planned timescales and locations of new developments
• which organisations are involved in assessing the possible impact on the transport infrastructure
• how these assessments are made
• what is the current impact of major travel movements on each aspect of the transport system
• what is the anticipated impact on each aspect of the transport system, for each development's construction phase, and for travel patterns thereafter
• how these developments might impact on the delivery of the local priorities in the Warwickshire Local Transport Plan.

The review will also seek evidence as to how the relevant authorities are planning to minimise the cumulative impact on the transport system of the new developments, and will consider what further action could be taken by the Borough Council and other responsible agencies to manage the potential impact.

This review will take evidence from:
• Warwickshire County Council's highways department, as the responsible local transport authority
• representatives of the local business community affected by the developments, including the Chamber of Commerce and the BID Company
• representatives from the wider community, including Rugby Council of Older Residents, Rugby Disability Forum and the Youth Council.

How to Scope a Scrutiny Review

Scrutiny Reviews

Scrutiny Reviews are conducted by Overview and Scrutiny Committees and are a method of undertaking a detailed investigation into an issue of local concern. The Committee can either undertake the review themselves or they can task a small panel etc of Committee Members to undertake the research, evaluate the evidence and to report back to the Committee their findings.

Before completing the scoping template for a Scrutiny Review, the following questions should be asked of the proposed topic.

1. Whether or not any particular issue will be addressed is determined using the following criteria.

   - Does this issue have a potential impact for significant section(s) of the population?

   - Is it a matter of general public concern?

   - Is the issue to be reviewed a key deliverable of a strategic and/or partnership plan?

   - Is it a key performance area where the Council needs to improve?

   - Is there a legislative requirement to undertake the review?

2. Secondly to ensure that reviews add value/ make a difference consideration will be given to whether it is practicable to undertake the review by asking the following questions-

   - Are there adequate resources available to do the activity well?

   - Is the overview and scrutiny activity timely?

   - Is there a clear objective for scrutinising this topic?

   - Is there evidence to support the need for overview and scrutiny?

   - What are the likely benefits to the council and its customers?

   - Are we likely to achieve a desired outcome?

   - What are the potential risks?

3. There will sometimes be very compelling reasons why an item should not be subject to overview and scrutiny. Most commonly this arises where

   - An issue is being examined elsewhere - e.g. by the cabinet, working group, officer group, other body

   - An issue was dealt with less than 2 years ago

   - New legislation or guidance is expected within the next year

   - There is no scope for overview and scrutiny to add value/ make a difference

Asking these questions is likely to provide some clear guidance as to whether the topic is appropriate for a Scrutiny Review.

Most Scrutiny Reviews follow the same process, which can loosely be described as follows.

1. Scoping
2. Evidence gathering
3. Reviewing Evidence – reality check against the scope of the review
4. Identifying key findings from the evidence
5. Making conclusions and recommendations

Scoping

Every Scrutiny Review must be properly project managed to ensure that the Review achieves its aims and has measurable outcomes and is therefore effective. A fundamental way to ensure that a Review goes well is to clearly define the aims and objectives of the Review from the outset. By carrying out a scoping exercise to clearly define the Review there is less risk of the Review being sidetracked or too over-ambitious in what it hopes to tackle.

The Scoping Template has been designed to help Overview and Scrutiny Committees to actively think through the purpose of the Review and to develop a clear framework to work from. A good scoping template is also an excellent communication tool, as it helps others to understand Scrutiny and what the Review is about.

How to complete a Scrutiny Review Scoping Template

Review Topic (name of Review)	The Review needs a working name that relates to the topic and which is easily understood by officers, members, external partners and members of the public. The final report can have a catchy title
Panel /Working Group etc – Yes/No? Members	If a panel of the Committee is to be established to carry out the review, then the members should be listed here. The panel should include a member from each political group in the interests of balance.
Key Officer Contact	Name and contact details of a key officer who will be contributing to the review in terms of knowledge, information, advice and guidance. This is normally an officer within a service that is closely linked to the topic under Review
Scrutiny Officer Support	Name and contact details of the Scrutiny Officer who will take the lead co-ordination role for the Review. The Scrutiny Officer supporting the process will act as a project manager, clarifying tasks and keeping to timetable, acting as a facilitator and advisor to witnesses and reflecting back to Members on an on-going basis.
Rationale (key issues and/or reason for doing the review	Each Review needs to have a clear rationale behind it, which explains the reasons why the Overview and Scrutiny Committee want to undertake the review. Rationales are likely to include some of the following: - Topic identified by Members as an issue of public concern - Poor performance of a particular service (evidence from performance indicators/benchmarking) - Directorate identified key pressures in this area - High level of user / general public dissatisfaction - Local media coverage - Council corporate priority area - Government initiative - Opportunity to make an impact and add value
Objectives of Review (specify exactly what the review should achieve)	It is essential that the scoping process clearly identifies exactly what the Review hopes to achieve. The more specifically this is done the easier the rest of the Review will be. Some possible examples are: - To review performance indicators relating to x, y, or z - Identify gaps between provision and need around x, y or z - To compare our policies for x, y or z with those of a similar authority - To find out community views on x, y or z - To review all services relating to x, y or z and establish co-ordinated way forward It is important to distinguish between objectives that will be achievable, and objectives, which though desirable, must fall outside the scope of this review
Scope of the Topic (what is specifically to be included/excluded)	It is important to provide clear guidance on what will be included in the review and what will fall outside the scope of the review. Things may fall outside the scope of the review for a variety of reasons, including: - Falls outside remit of the Committee - Time and resource constraints - Not a priority at this stage

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	For example, a review into Domestic Violence may only concentrate on the services provided to women experiencing domestic violence and therefore services for Children who live with domestic violence will fall outside the scope of the review.
Indicators of Success (what factors would tell you what a good review should look like)	Identify two or three key indicators which will be used to establish whether the Review is achieving its aims. Developing indicators of success creates a vision of what a successful Review would look like and can therefore help to avoid the potential danger of straying off the topic. Indicators of success can include: • Will have identified local needs and wishes • Will have evaluated alternative ways of doing x, y or z • Formulate recommendations to the Cabinet • Will have identified how a service can be improved
Specify Evidence Sources (Background Information documents to look at)	Create a list of relevant local and national publications that will contribute to the review. Examples include: • Government guidance or legislation • Best Value Performance Plan • Relevant service plans • Relevant Performance Indicators • Evidence from existing consultation exercises • Evidence from other reviews • Budgetary data and activity • Independent research articles and papers
Specify Witnesses/Experts (Who to see and when)	An important part of the scoping process includes deciding what people should be asked to contribute to the Review. It may be worth considering visiting witnesses/experts for a more informal chat to obtain evidence for the Review however, this should be balanced against the considerations for Scrutiny to be open, public and transparent. The witnesses are likely to include: • Senior managers / Chief Officers • Service users • Cabinet Members • Frontline staff • Trade Union representatives • External partners and business representatives • Voluntary sector and community groups • Professional experts
Specify Site Visits (where and when)	Here the Committee should detail any possible visits to be conducted during the course of the Review. Parliamentary Select Committees value visits as a key tool for effective scrutiny work. Local Authority Scrutiny Committees have similarly recognised that visits to observe how things are working elsewhere can be very instructive and can used to collect evidence from "expert witnesses" or service users. The Committee/panel can also use observation and/or mystery shopping to provide a reality check.
Consultation with Stakeholders (who should we consult?)	It is important to consider if there are any stakeholders or interest groups whose views the Committee/panel etc particularly want to hear. This also entails thinking about the best way to go about collecting evidence from them. Approaches may include: • Consultation with "hard to reach" groups • Focus groups • Public meetings • Questionnaires

Level of Publicity (what level is appropriate and what method should be used)		It is important to agree what publicity methods are appropriate to the Review. Is it an issue that will grip the public imagination – should a public meeting be arranged for anyone interested to give their views, and if so should a newspaper advert be taken out? Should a radio interview be carried out, should leaflets be produced, or flyers circulated? It is also worth thinking about how the results of the Review will be publicised?	
Barriers/dangers/risks (identify any weaknesses or potential pitfalls)		Overview and Scrutiny Committees need a work programme that relates to the priorities of the Council, reflects the concern of local people and is achievable. To be effective, Overview and Scrutiny Committees must focus attention on where they can make a real difference. This section of the template is a chance to record any issues or obstacles that threaten the chances of this happening. For example, if the Review is over-ambitious in scope, it may not keep to projected timetable. Or if the Review is too focused on a Directorate agenda, it may miss the more hidden service user priorities.	
Projected Start Date		**Draft Report Deadline**	
Meeting Frequency		**Projected Completion Date**	
When to evaluate impact		A date should be set for an evaluation of the Review once it has been completed. This is likely be a two-stage process, firstly evaluating how the Review went, and then later evaluating what outcomes arose from it. Typically this will be 12 months after the Review is completed and presented to Cabinet.	
Methods for tracking and evaluating		Overview and Scrutiny Committees can assess how influential a Review has been by finding out what changes have been made as a result. This will often take the form of questioning the relevant Cabinet Member on the extent the progress of implementing recommendations and the impact of the recommendations. Additionally, witnesses or stakeholder groups can be invited by the Committee to express their views on the impact of the Review, and wider consultation in relation to public satisfaction can also be undertaken. This evaluation may lead to further action by the Overview and Scrutiny Committee, such as making further recommendations to the Cabinet.	