

## Overview and Scrutiny Annual Report 2004/05



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## Foreword

This is the third Annual report of Derby City Council's Overview and Scrutiny Commissions. The report describes the work that has been carried out by the Commissions during the period April 2004 to April 2005. The report lists the year's achievements and the areas of concern. It touches upon the suggestions for improving the scrutiny function which are being considered by the Scrutiny Management Commission's 'Review of Scrutiny' and it sets out some objectives for scrutiny in Derby in the coming year.

This year, as in previous years, the Commissions again wish to thank the officers at all levels in the Council who have supported them by providing information, guidance and advice.

The Annual Report for 2005 shows that despite some difficulties, Derby City Council's Overview and Scrutiny Commissions have carried out a great deal of useful work in 2004/05, and they have achieved much of what they set out to do.

A particular success has been the recognition by the CPA assessors that scrutiny is one of Derby's strengths. This strength has been illustrated by the successful completion of a number of very worthwhile topic reviews and by the continuing contribution of scrutiny to the Council's decision-making processes.

During the past year all the Commissions have made efforts to involve the public more fully in the scrutiny process. The outcome of these initiatives has shown that the public are prepared to engage in scrutiny, but mainly only in those areas where they have a particular interest. It is thought that one of the barriers to increased public involvement is a lack of appreciation of what it is that scrutiny does and can do. This is an area that should be addressed in the future.

The Review of Scrutiny has given Commission members an opportunity to air any concerns that they have about the scrutiny function in Derby and to suggest ways in which they consider that it might be improved. The Cabinet-Scrutiny workshop that was held on 22 January 2005 was an important part of this process. It is intended to report the outcomes of the review to the Council's Annual Meeting.

I think that in the coming year there will be two major challenges for scrutiny. The first of these will be to take on board those recommendations arising from the Review of Scrutiny that are agreed at the Annual Meeting of the Council. The second will be to actively promote the concept of scrutiny to the wider public and through this to further involve members of the public in the scrutiny process.

**Councillor Robert Troup** – Chair of the Scrutiny Management Commission

## Introduction

The Council's Constitution that came into effect on 3 December 2001 required the establishment of six Overview and Scrutiny Commissions that would collectively cover all the functions of the Council. The six original Overview and Scrutiny Commissions were reconfigured at the Council's Annual Meeting on 21 May 2003 in order to give each Commission a more balanced workload.

The Overview and Scrutiny structure for the administrative year 2004/05 is shown in Figure 1. The portfolios of each of the six Commissions are described in Appendix 1 of this report. Appendix 1 also lists the membership of the Commissions.

The role and responsibilities of the Overview and Scrutiny Commissions are defined in the Council's Constitution and are in general terms to:

- a. Review and/or scrutinise decisions made and actions taken in connection with the discharge of any of the Council's functions.
- b. Make reports and/or recommendations to full Council and/or the Council Cabinet and/or any policy, joint or Area Panel in connection with the discharge of any functions.
- c. Consider any matter affecting the area or its inhabitants, and
- d. Consider decisions that have been called in for reconsideration and decide whether to ask the decision maker to reconsider the decision, or, where appropriate, to refer it to full Council.

Figure 2 illustrates the complementary roles of full Council, Council Cabinet and the Overview and Scrutiny Commissions and shows the linkages between them.

In practice, the task of the Overview and Scrutiny Commissions splits into two main components. These are:

1. To carry out policy development and review and for that purpose to conduct research and consult with interested parties on the development of policy options. The outcome of this process will be recommendations that are aimed at developing and improving Council policies.
2. To scrutinise and review the decisions and performance of Council Cabinet and Council officers. This may also involve research and consultation. It will lead to recommendations based on the outcome of the scrutiny process.

The policy development and scrutiny work that has been carried out by each of the Commissions during the administrative year 2004/05 is described in the following sections of this report.

## Derby City Council's Overview and Scrutiny Structure 2004/05

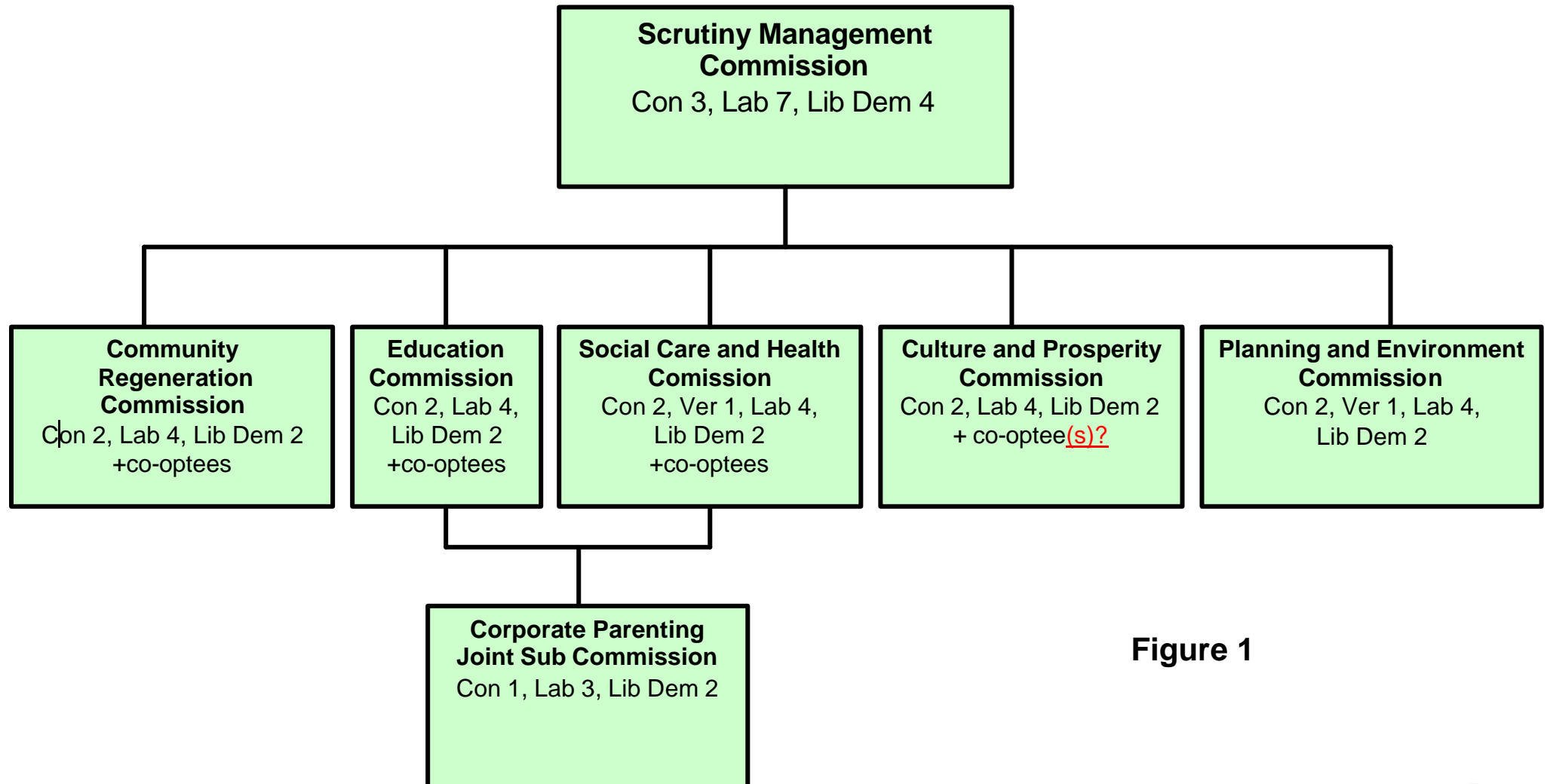
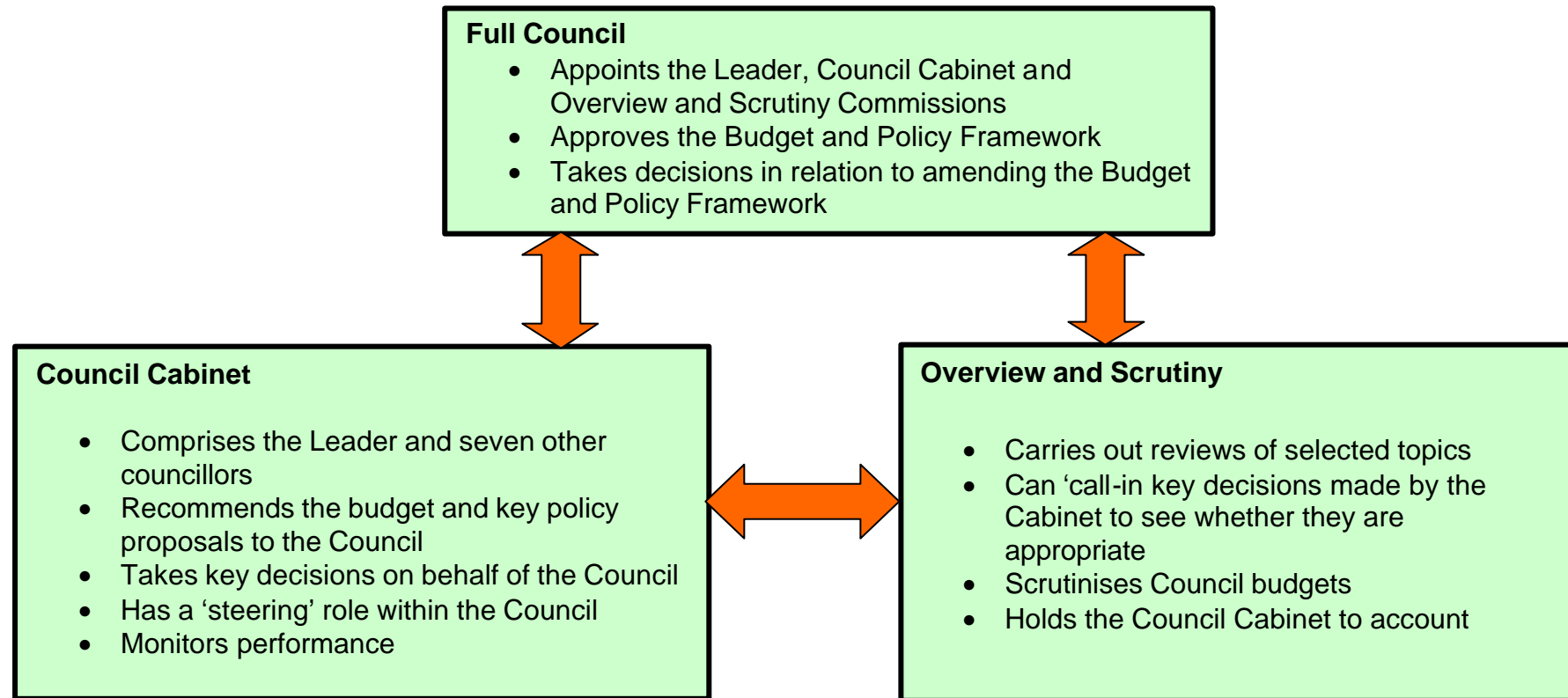


Figure 1

## Linkages between Overview and Scrutiny, Council Cabinet and Full Council



**Figure 2**

## 1. Policy Development

To encourage policy development work by the Overview and Scrutiny Commissions, the Council's Constitution allows each Commission to carry out up to two 'topic' reviews in any one year.

In carrying out their reviews, the objective of the Commissions is to amass a good working knowledge about the topic and to develop recommendations that will address any issues that are identified by the review. On completion of the review the Commissions' recommendations are reported to Council Cabinet. Any decision to implement a Commission's recommendations is made by Council Cabinet after consideration of the Commission's report.

The Overview and Scrutiny Commissions select the topics that they wish to review. In selecting topics for review, Commission members must take into account factors such as the public's perception of an issue, the time it will take to conduct a review and the possibility of developing practicable recommendations. The topics selected for review in 2004/05 were seen by the Commissions as being important to both Derby people and to visitors to the City.

The Commissions have involved the public as fully as possible in their 2004/05 topic and have taken evidence from a wide range of stakeholder witnesses. The level of public support and involvement in the Commissions' reviews has been excellent and the Commissions would like to thank all those who took part.

The following paragraphs of this section contain a short description of the reviews conducted in 2004/05 by each of the Council's six Overview and Scrutiny Commissions. Where the reviews have been completed a summary of any recommendations made by the Commission has been included.



### 3.1 Scrutiny Management Commission



**Councillor Robert  
Troup**

**Chair**



**Councillor  
Margaret Redfern**

**Vice Chair**



**Councillor Alan  
Graves**

**Vice Chair**

The new scrutiny function has a major role in the search for value for the public's money. Some councils – as with some companies – are inefficient, but even the best systems have scope for improvement, especially as technology moves on. So drilling down into internal processes can ultimately allow councillors to demonstrate that their authority is efficient although capable of incremental improvement, or to conclude that a lot needs putting right.

In 2004 the Scrutiny Management Commission therefore decided to conduct a topic review aimed at establishing:

- Whether posts having a similar function or offering a similar service to the public, had been established by different departments
- If any such posts were identified, whether it would be practical for their cost/function to be shared between different departments.

The review began at the meeting of the whole Commission held on 6 January 2004. It was subsequently decided to focus initially on the procurement function, and for the detailed investigation to be carried out by a sub-group of members on behalf of the wider Commission. The sub-group comprised Councillors Smalley, Jones and Wynn, with Councillor Troup being added after the office of SMC chair passed to him from Councillor Smalley.

The work involved surveys of departments and directorates, interviews conducted by support officers, and direct evidence-gathering interviews by the sub group.

The outcome report was kept intentionally brief. This was achieved by restricting the recommendations to action points and by having a separate composite appendix containing the evidence documents. It was approved by



the full Commission on 31 January 2005 and was submitted to Council Cabinet on 22 February.

The other topic selected by the Commission was a review of the Achievements and Organisation of Overview and Scrutiny in Derby. This review comprises two strands. Firstly, *So What's Happened Since?* has looked at the progress made in implementing the recommendations produced by the various commissions since the inception of overview and scrutiny in Derby. This has been undertaken principally as a paper exercise using update reports provided by chief officers and comments from the chair/vice chairs who conducted the original reviews and interviews.

The second strand of the review has looked at *The Future Organisation of Overview & Scrutiny in Derby* with the aim of identifying ways to improve the function. Elements contributing to this work-in-progress were: a survey of Derby's 51 councillors, a joint Cabinet and Scrutiny Management Commission away day, and officer visits to other councils which have a good reputation for their scrutiny processes.

## 3.2 Community Regeneration Commission



**Councillor Paul Bayliss**  
**Chair**



**Councillor Bryan Lowe**  
**Vice Chair**

The Commission were involved in two topic reviews in the twelve months covered by this annual report.

### 1. Crime and Disorder and Young People

This review was completed in the early summer of 2004 and its terms of reference were: 'To examine the delivery of services for young people under city initiatives for preventing and addressing youth crime, through both the Crime and Disorder Reduction Strategy and other community and regeneration strategies'

Members had chosen this topic – out of the ten possible options - as a next step from the Commission's previous review of *Social Inclusion and the Physical Environment*. It therefore continued the publicly topical theme of anti-social behaviour and allowed some of the evidence from the earlier review to be re-used whilst having a sufficiently different purpose to ensure the review process remained interesting for the members involved.



The review involved nine evidence-gathering meetings with a broad range of stakeholders. Two of the meetings were intended to capture the views of young people. Additionally 30 young people attended a listening event, arranged through the consultation team. The resulting report was kept to a compact 20 pages, with references to the 200-page bundle of evidence. Sixteen recommendations were made



and as the foreword says: 'it is hoped this new report will be a useful inter-agency reference point for three to four years'.

It is now, unfortunately, obvious from the meeting that was held in mid February 2005 with Councillor Samra, the Council Cabinet member for Community Regeneration, that the report will gather dust for the next 12 months at least, because the Council Cabinet have not allowed one recommendation of the Commission's Report to influence the budget process for the next municipal year.

## **2. 'Community Involvement and Consultation'.**

The review of 'Community Involvement and Consultation' is the Commission's current work-in-progress. Its terms of reference are to: consider the effectiveness and inclusiveness of Council consultation methods and how the outcomes of consultation are used to inform policy. The topic itself was chosen because it had been the second most popular when 10 options had been considered. As well as the traditional evidence-gathering interviews, members are holding open forum meetings so that a wide range of community and residents groups can share their experiences with the Commission.

### 3.3 Culture and Prosperity Commission



**Councillor Martin Repton  
Chair**

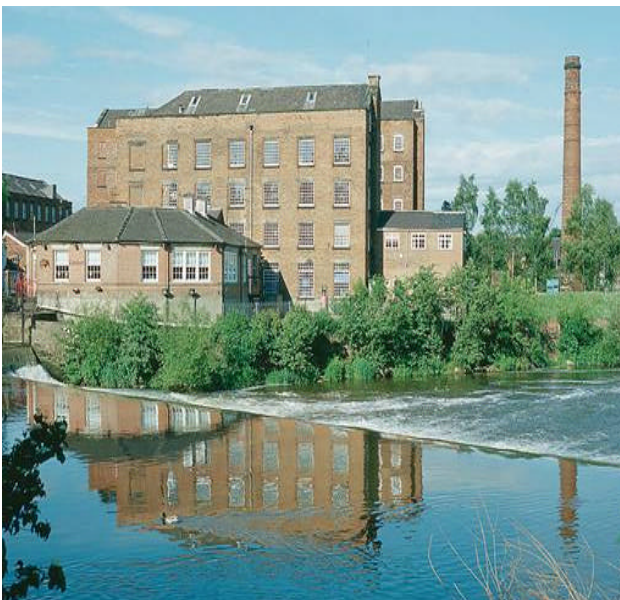


**Councillor Joan Travis  
Vice Chair**

After its comprehensive 2003/04 review of Culture in Derby, the Culture and Prosperity Commission decided to carry out a topic review based on Derby's part of the Derwent Valley Mills World Heritage Site. Specifically the review has looked at how well Derby promotes the part of the Derwent Valley Mills World Heritage Site (WHS) that lies within the city boundary.

The intention of the review was to look for ways in which the city might improve its promotion of its part of the World Heritage Site which comprises the Silk Mill and Darley Abbey. As part of the review, the Commission undertook a number of visits to similar World Heritage Sites in England and visited the other parts of the Derwent Valley Mills WHS. It also interviewed a number of witnesses including officers from Museums, Tourism and Conservation as well as the Derwent Valley Mills WHS Coordinator. Residents of Darley Abbey were consulted on their views about the World

Heritage Site by means of a questionnaire and the Commission met with representatives of the privately owned Darley Abbey Mills.



The Commission's final report and recommendations were presented to the Council Cabinet at its meeting on 26 April 2005. The report contained five recommendations for improving the way in which the Council

promotes its part of the Derwent Valley Mills WHS within the city.  
The recommendations were:

1. To actively encourage the Education Service to consider introducing the Derwent Valley Mills WHS to Derby's schools, by the start of the 2005 academic year.
2. To investigate the installation of economically and environmentally sustainable pedestrian and transport links that could be established between the Silk Mill in the city centre and the Darley Abbey Mills.
3. To nominate a Derby City Council officer to coordinate the activities of Council and non-Council representatives of the Derwent Valley Mills Partnership.
4. For the Council to develop and promote its part of the Derwent Valley Mills WHS, by:
  - a. pursuing funding for a feasibility study into the renovation of the Darley Abbey Stable Block in Darley Park for use as a visitor centre
  - b. assigning an officer to identify and pursue World Heritage Site funding opportunities
  - c. ensuring planning approvals for developments within the World Heritage Site buffer zone in Derby incorporate section 106 agreements that can be used to support Derwent Valley Mills WHS projects within the city.
5. For the Council to actively investigate the opportunities for promoting the part of the World Heritage Site in Darley Abbey Village and at the Mills, by:
  - a. supporting the property owners within the World Heritage Site by identifying and informing them of grant funding opportunities and by providing them with advice for making appropriate applications.
  - b. engaging with the Darley Abbey Mill property owners about the possibility of mixed-use development at the site, which may include some residential use and about generating renewable energy from hydroelectric power.
  - c. communicating with the Darley Abbey Mills property owners on issues which affect Derby's part of the World Heritage Site and providing regular updates on matters which specifically relate to their part of the site, including Darley Abbey residents.





### 3.4 Education Commission



**Councillor Anne MacDonald  
Chair**



**Councillor Pauline Latham OBE  
Vice Chair**

The Education Commission's 2003/04 topic review was entitled 'A Review of School Place Planning in Derby' - primary and secondary school sector issues. The first part of this review was completed in December 2003, with the second part scheduled for completion in May 2004. However, the resignation of the Commission's Co-ordination Officer and her departure in April 2004 to take up a post with Nottinghamshire County Council meant that the review could not be completed as originally planned.

The second element of the Commission's review was eventually completed by David Waxman, a retired education professional. Mr Waxman was engaged by the City Council to examine the evidence on secondary school place planning that had been accumulated by the Education Commission and to prepare a report and recommendations for consideration by the Commission. Mr Waxman's report was subsequently endorsed by the Education Commission and was presented to Council Cabinet in July 2004.

The Commission became increasingly concerned about the lack of response by Council Cabinet and the Education Service to the recommendations contained in the reports on the two school place planning reviews. Indeed it was not until February 2005 that the Education Service provided the Commission with a report which looked at the ways in which the Commission's recommendations on school place planning had been, and might be, taken forward. The Commission's response to this report and its recommendation that as many as possible of its recommendations on school place planning be adopted and implemented as soon as possible was presented to the Council Cabinet meeting on 5 April 2005 together with the Director's response which at the Commission Meeting on 4 April 2005, had been noted by Commission members, who will continue to monitor progress.

For 2004/05 the Education Commission expressed an interest in topic reviews on the Youth Service and on Health and Safety issues at schools, the latter being prompted by the asbestos problems at Silverhill School. Both of these topics were superseded, by being investigated in other ways before a Co-ordination Officer was appointed to the Commission. Youth Services were notified that the OFFSTED inspection they expected around June would begin instead in January and the Health and Safety (asbestos) issue was, investigated via another process. Reports on both these items are expected to be ready for the Commission to consider at its June 2005 meeting.

It was not possible to permanently appoint a replacement Co-ordination Officer to the Commission until October 2004. This had the effect of delaying the possible start date of the Commission's reviews until the autumn of 2004.

When a permanent Co-ordination Officer was eventually appointed, the Commission initially requested scoping reports on two possible review topics. These were;

- A review of the recruitment and retention of school governors by the City Council
- A review of the provision for pupils with behavioural difficulties

However, having considered these reports at their meeting on 29 November 2004, Commission members concluded that they would prefer to conduct a review of the implications for the Education Service of aspects of the Department for Education and Skills Five Year Strategy for Children and Learners.

A third report setting out the scope of a possible review of the Five Year Strategy was considered by the Commission at its meeting on 17 January 2005. At that meeting Commission members expressed the view that Council members' forthcoming involvement with the new licensing legislation would mean that they had insufficient time to carry out a topic review during the first half of 2005. The Commission therefore decided not to carry out any reviews before the Annual Meeting in May 2005. They did however recommend that the review of the Five Year Strategy should be considered as a possible topic for review by the Education Commission when it reconvened after the Annual meeting.

The Commission were disappointed to learn that the City Council has not been included in the first 'waves' of the government's Building Schools for the Future (BSF) scheme which would have addressed the poor condition of some of the Council's schools. Several members expressed a wish to see for themselves the problems of condition and suitability that affect the City's schools and a tour of some representative schools took place on 3 March 2005. Later this year members are also intending to visit some of the schools PFI sites in the City. The Commission has also recommended that a teaching Trades Union representative be appointed to the PFI Board.



A tour of PFI sites on 18 May 2005 will enable members to see progress in general and how the Commission's PFI Topic Review recommendations on building design, from their observations have been addressed

Unlike all the other Commissions, there is an externally imposed requirement that the Education Commission include up to two parent governor representatives. The parent governor representatives can be appointed for a period of up to three years and this year it has been necessary to find replacements for the two parent governors who were appointed when the Commission was first established. All the parent governors of Derby schools were informed of the vacancies on the Commission. In October, they were sent a reminder and invited to an informal meeting in November to discuss the work of the Commission and the role of Parent Governor Representatives on it. Subsequently two applications for the Parent Governor posts were received. As there were only two applications there was no need for an election and both applicants were appointed to the Commission.

With the recruitment in 2005 of new co-optees, now including the "Representative of Other Faiths" in addition to the two Parent Governor Representatives, the Commission is once more complete; and new co-optees have received information as requested.

Members also look forward to visiting more Education premises, and holding meetings in some of them to gain more information on the condition of school buildings.

A future priority for the Commission will be to examine the way in which the Council responds to issues relating to Combined Children's Services. In preparation for this, a presentation on "Every Child Matters" was made to the Commission at its meeting on 4 April 2005,

### 3.5 Planning and Environment Commission



**Councillor John Ahern  
Chair**



**Councillor Peter Berry  
Vice Chair**

At its meeting on 22 July 2004, the Planning and Environment Commission selected two topics for review in 2004/05. These were:

- A review of the enforcement of the Dog Fouling legislation in the City
- A review of the Council's Tree Management Policy

These topics were selected for review because Commission members were aware that they were matters that were of concern to Derby people.

It was initially intended that the Dog Fouling review would be carried out during the late summer and autumn of 2004 and that the Commission would start its review of the Tree Management Policy in January or February 2005. However, in the course of preparing the scoping report for the review of the Tree Management Policy it was found that the Council's only written policy on tree management was a small information leaflet. This simply described the techniques that are employed by the Arboricultural Team and the circumstances under which work might be carried out on the Council's trees. It was also discovered that, despite being responsible for around 15,000 street trees and for more than 200,000 trees on other land throughout the City, the Council had no procedures for the systematic inspection of its trees. Recognising the importance of these issues the Commission decided to reverse the original order of its reviews and to carry out the review of the Tree Management Policy during the latter part of 2004.

The review of the Tree Management Policy was started at the end of September 2004 and was completed in November. In the course of its review the Commission visited Birmingham and Peterborough and met with their Arboricultural Officers. The Commission also interviewed a range of witnesses who, in addition to the Cabinet Member, Chief Officer and Service

Manager, included the Council's Chief Legal Officer, representatives of environmental and conservation groups, and members of the public.

An interim report to the Council Cabinet meeting on 19 October 2004 drew the Cabinet's attention to the lack of a procedure for the systematic inspection of the Council's trees and to the risk that this posed for the Council.

The Commission's final report on its review of the Tree Management Policy was made to the Council Cabinet meeting on 21 December 2004. The final report contained five recommendations for improving the way in which the Council manages the trees for which it is responsible. In summary, the recommendations were to:

1. Introduce a procedure for the systematic inspection of the Council's trees.
2. Increase the funding for arboricultural work to a level that would support the systematic inspection programme and would allow more cosmetic tree work to be carried out.
3. Redraft the tree management leaflet to make it easier for the public to understand what actions the Council would and would not take.
4. Transfer the responsibility for determining whether cosmetic tree work would be carried out from the Arboricultural Section to the Area Panels
5. Develop a Tree Management Strategy that would cover all aspects of tree management and conservation.



A copy of the Commission's report is available through the Scrutiny webpage on [www.derby.gov.uk/HiRes/YourCouncil/Scrutiny](http://www.derby.gov.uk/HiRes/YourCouncil/Scrutiny).

It was originally intended that the Commission's second review of 2004/05 would commence in January 2005. However, internal pressures within the Environmental Health and Trading Standards Division prompted the Assistant Director - Environmental Health and Trading Standards to request that the start of the review be delayed until March 2005 when his officers would have more time available. The Assistant Director also suggested that it would

be of benefit for the Commission to expand its review to consider all aspects of the Dog Control Service, rather than just concentrating on the enforcement of the Dog Fouling legislation. At its meeting on 21 January 2005 the Commission accepted the suggestions of the Assistant Director.

The review of the Dog Control Service was started in late February and completion is planned for May 2005. It is planned that the review will involve visits to local authorities that are seen as good practice examples of dog control and dog fouling enforcement. It is also intended to try and involve Area Panel representatives in a workshop session to investigate ways of improving the delivery of the dog control service in Derby.

## 3.6 Social Care and Health Commission



**Councillor Fareed Hussain  
Chair**



**Councillor Hilary Jones  
Vice Chair**

The Social Care and Health Commission has effectively been involved in three reviews in this year. It completed its major review in tackling health inequalities and its review of hospital car parking charges, and is currently embarked on the review of looked after children services.

### 1. Reducing Health Inequalities

There are significant differences in health between different sections of the community. People living in some of the most deprived neighbourhoods of the city have higher death rates from cancer and coronary heart disease, and generally have a shorter life expectancy than those living in the more affluent areas. Health inequalities also affect other groups such as minority ethnic communities and people with learning disabilities, and there are gender related health inequalities.

The Commission's review of health inequalities focussed on three of the most deprived areas in the city, namely the Derwent New Deal for Communities area, and the Normanton and Osmaston/Allenton NRF areas. The review took evidence from a wide range of organisations, including:

- Health Inequality Unit of the Department of Health
- Local GPs
- Central and Greater Derby Primary Care Trusts (PCTs)
- Cancer Research UK
- British Heart Foundation
- Derwent New Deal for Communities
- Sure Start
- Fresh Start



- Teenage Pregnancy Team
- BBC Radio Derby
- Various departments of the Council



In all the Commission held 20 separate evidence-gathering sessions, and took evidence from 36 witnesses.

Health is influenced by a variety of factors. Issues such as education and employment play a key role in the economic prospects of the individual, and these in turn can affect health. Housing and the external environment also have a significant affect. The

review looked at the key determinants or factors that have a major influence on the health outcomes of the local population.

The review effectively confirmed what is largely already known, namely that compared with other parts of the city the three target areas have higher rates of crime and higher levels of unemployment, lower educational attainment and a sizeable proportion of properties judged to be unfit and in need of repair.

The review also found that all three areas have lower life expectancies compared with the rest of the city. The male life expectancy in the Normanton NRF area is 73.2 years, in the Osmaston NRF it is 71.7 years and in the Derwent NDC it is 71.3 years. These figures should be compared with the city average of 75.5 years. These areas also have higher standardised death rates from coronary heart disease and cancer. It was also found that on average, women live five years longer than men.

The Commission concluded that tackling health inequalities requires taking a long-term view and involves joined up thinking and the sharing of resources between the key partners in the city. Agencies need to help people make informed choices and to make those choices easy by addressing the barriers. The Commission also concluded that individuals need to examine their lifestyles and consider stopping smoking and excessive drinking, take up exercise, and eat healthy foods.



The Commission's report was published in July 2005 and subsequently presented to the Joint Central and Greater Derby Primary Care Trusts and the Council Cabinet. The report made a series of recommendations under five main headings. These were that:

- The partner organisations should seek to address the key factors (determinants) linked to ill health in addressing health inequalities across the City
- The partner organisations should continue in their efforts to reduce the level of smoking in the city
- The partner organisations need to target intervention measures at the groups considered to be most at risk of developing health problems
- In line with national priorities, the Primary Care Trusts should prioritise tackling the health problems associated with coronary heart disease, cancer and diabetes
- The Environmental Health Division of the Council should take the lead in establishing an agreed set of local priorities and indicators to address health inequalities

## 2. Review of Hospital Car Parking Charges

Parking charge is contentious issue for any organisation and the Derby Hospitals NHS Foundation Trust is no exception. Some people accept a hospital car parking charge on the basis that it can help fund improvements to car parks, provide better security measures and discourage non-hospital users from taking up parking spaces. Others are opposed to it in principle feeling that a charge could potentially discourage patients from attending the hospital and seeking treatment.

The Commission selected this topic because of the significant public interest in hospital car parking charges which was apparent from questions about the scale of charges, the level of income generated and the use of that income.

Witnesses to the review included the Derby Hospitals NHS Foundation Trust, the Council's Traffic Engineer, and a representative from Trent Barton, a local bus operator. The Commission consulted the Council's Advisory Committees and the Derby Seniors Forum and the Patients Forums. It also conducted 349 structured interviews with patients and visitors at both the Derbyshire Royal Infirmary (DRI) and the Derby City General Hospital.

The Commission was told that parking charges were introduced at the DRI in 1994 and were extended to the Derby City General Hospital (DCGH) following the merger in 1998. The Commission was informed that the in 1994 up to 12 incidents of car theft and vandalism were being reported each month to the police. There was also increasing pressure from patients, visitors and staff to provide more parking facilities. In response to these issues, the Hospital purchased vacant buildings in the area, demolished them and established car parks. The Trust told the Commission that it did not wish to use patient care budgets to provide car parking and had therefore introduced parking charges.



The Commission disagreed in principle with charging patients for visits to the hospital. It felt that the patients attend the hospital because they need treatment to a medical condition, or because they are visiting someone who needs treatment, and not through choice. The cost of providing parking facilities is an integral part of running the hospital and the Commission felt that patients should not have to worry about additional expense when they visit the hospital.



The Commission made the following recommendations to the Trust:

- The income from parking charges should not be used to support other NHS services. If the Trust considers it necessary to make a parking charge, then this should be kept to a minimum and should only cover costs associated with car parking issues.
- The Trust should establish electronic displays at the entrances to DRI car parks giving information on vacant spaces at its main car parks. This could encourage people to move around car parks, reduce long queues and improve traffic flow
- Concessionary parking passes for patients and their relatives should be widely publicised by the Trust. This should include providing information on appointment letters, notices in outpatient waiting areas and on the car parking displays boards.
- The Trust should inform all of its NHS patients of their entitlements and should ensure its arrangements are easy to use and payment desk is conveniently located for reimbursing travel costs
- The Trust should extend the free parking period to the thirty minutes, as the current fifteen minute period is insufficient for some users, especially those using wheelchairs
- The Trust should increase the total number of disabled parking spaces at both Derby hospitals and also provides more free spaces outside the control barriers
- The Trust should examine the possibility of establishing a shuttle service and a bus interchange to transport patients and visitors around the new Hospital when it becomes operational
- To reduce the long travel distance to the wards and clinics the Trust should consider making certain staff car parks at the DCGH available to patients and public when they are not in use by the staff
- Pending the creation of the new A&E department at the DCGH, the Trust should establish further parking spaces at the drop off point for emergency visits to the existing A&E facilities

### 3. Review of Looked After Children Services

The Commission has resolved to undertake a review of looked after children services. This service area has had a number of routine external inspections carried out by the Audit Commission and the Commission for Social Care Inspection. However, Members feel that a fresh look into this key statutory duty would help to further strengthen the service targeted at some of the most vulnerable people in the city.



### 3.7 Corporate Parenting Joint Sub Commission

Councils with Social Services responsibilities have a duty to provide services to children in need who reside within their area. Children in need are defined by the Children's Act 1989 as 'those children who are unlikely to achieve or maintain or have the opportunity of maintaining, a reasonable standard of health or development without provision of services'.

For the 371 looked after children in Derby, the Council has a legal and moral duty to try and provide the kind of caring that any good parent would give their children, and it should do its utmost to make sure that children in its care get a good start in life.

The role of the Corporate Parenting Joint Sub Commission is to consider the reports, presentations and other information it needs to assess the extent to which the Council meets its statutory responsibilities in relation to the health, education and care of looked after children and to see how it is working corporately to make leisure, employment and housing opportunities available to young people.

The Sub Commission has established its work plan for 2005 to address the key areas of the service. At this year's first meeting, Members considered the processes of participation and consultation of children and those looked after. This included a presentation from group of young people who gave their perspective of the daily activities in a children's home.

Regulation 33 of the Children's Homes Regulation 2001 requires monthly visits to children's homes by employees who are not directly involved with the running of the home, and the preparation of reports detailing the outcome of these visits. These reports are regularly considered by the sub Commission.

The sub Commission has also established an annual work programme which is set out below:

## Work Plan 2005

Date	Subject
23 Feb	<ul style="list-style-type: none"><li>• Statistical information</li><li>• Regulation 33 report</li><li>• Children homes report</li><li>• Member visits</li><li>• Children missing from care</li></ul>
27 April	<ul style="list-style-type: none"><li>• Statistical report</li><li>• Adoption Report</li><li>• Educational/Gatsby report</li></ul>
28 June	<ul style="list-style-type: none"><li>• Statistical report</li><li>• Health children looked after</li><li>• Offending children looked after</li><li>• Fostering report</li></ul>
Sept	<ul style="list-style-type: none"><li>• Statistical report</li><li>• Participation and consultation</li><li>• Young achievers awards</li><li>• Regulation 33</li></ul>
Dec	<ul style="list-style-type: none"><li>• Statistical report</li><li>• Care leavers: accommodation and/or employment</li></ul>

## 4. Public Involvement in Scrutiny

Public involvement is one of the keys to good scrutiny, and during the past year the Commissions have made considerable efforts to achieve this objective. Initiatives to involve the public in the past year have included:

- A survey of car park users – part of the Social Care and Health Commission's review of Hospital Car Parking
- Open meetings with representatives of a wide range of Council service users – as part of the Community Regeneration Commission's review of Consultation
- A questionnaire survey and a meeting with Darley Abbey residents and mill owners – Culture and Prosperity Commission's review of the World Heritage Site in Derby

During the coming year it is planned to build upon these initiatives in order to involve as many people as possible in the scrutiny process. The scrutiny web pages on the Council's website, which are shown below, should help to achieve this.

### OVERVIEW AND SCRUTINY

#### What is Scrutiny?

Welcome to Derby City Council's Overview and Scrutiny site. The Council has in place robust processes to enable effective public scrutiny of major decisions about Council services and wider issues of concern to the public of Derby.

Scrutiny has two main roles:

1. To act as a check and balance on the Council Cabinet, holding it to account for its decisions.
2. To review and help to develop Council policies to ensure that they have a positive impact on the people of Derby.

Scrutiny:

- is undertaken by elected members of the Council (councillors) who are supported by the Overview and Scrutiny Officer Team
- is one of the most important ways in which a councillor who is not a member of the Cabinet can influence Council policy and champion his or her constituents
- is not limited to monitoring the Council
- can be applied to any agency whose activities affect local people, including the police, NHS or Fire Service

There are 6 Overview and Scrutiny Commissions in Derby, which cover all areas of the Council's work:

- Community Regeneration
- Culture and Prosperity
- Education
- Planning and Environment
- Social Care and Health, and
- Scrutiny Management Commission

Scrutiny Home Page - [www.derby.gov.uk/HiRes/YourCouncil/Scrutiny](http://www.derby.gov.uk/HiRes/YourCouncil/Scrutiny)



## 5. Budget Scrutiny Areas 2005/06

Budget Scrutiny is an important function of the Overview and Scrutiny Commissions. During January 2005 each Commission scrutinised the relevant areas of the Council's Draft Revenue Budget for 2005/06-2007/08. In a change from previous years, Commission Members were asked to consider the best ways of utilising the £700,000 of unallocated Public Priority spending.

The Commissions' recommendations and the reasons for those recommendations are listed below.

At its meeting on 22 February 2005, Council Cabinet resolved to consider the Commissions' recommendations further when determining its own recommendations for the Council's Budget for 2005/06.

### 5.1 Scrutiny Management Commission

#### Recommendation

The Commission agreed to recommend that Council Cabinet consider the issues of graffiti and car parking provision when setting the budget and asked that, as a matter of urgency, the Planning and Environment Commission be provided with a report detailing the actions that would be taken to address these issues.

#### Reasons for Recommendation

Commission members were concerned that there was a response to the increasing level of graffiti in the City. Commission members also considered that there was an issue about car parking provision that needed to be addressed.

### 5.2 Community Regeneration Commission

#### Recommendations

1. In addition to the £100k extra proposed for the Community Safety Partnership, partly to maintain the current burglary reduction scheme, a further £100k should be provided from the public priorities fund, or elsewhere, to expand the number of houses receiving target hardening measures from 110 homes per month to 190 per month.
2. £70k should be provided from the public priorities fund, or elsewhere, to unfreeze and fill the two vacant Area Panel Managers post.

#### Reasons for Recommendations

**Reasons 1** - The present level of funding allows about 1,300 households to benefit from target hardening measures per year. The Commission welcome

the Council Cabinet's proposal to provide £100k to the Community Safety Partnership partly to ensure the current level of service continues. Recommendation 1 would allow over 900 *extra* households to also benefit. This was the first preference of the public for service enhancement. Apart from the direct benefit to those additional 900 individuals or families there is also the dividend that the Council will have been seen to have listened to and responded to public opinion.

**Reasons 2** - With regard to recommendation 2, Area Panels were instituted locally as part of the new governance arrangements adopted following the Local Government Act 2000. They provide a direct link between the Council and the citizenry and have proved popular with the public and elected members. The intention had been to have one Panel Manager for each Area Panel.

**Reasons 3** - The Panels indirectly contribute to the 'liveability' agenda by enabling issues of concern to be raised and responded to. The Panel Managers are the oil in the machine that help action Panel decisions and chase progress between meetings. Having a dedicated Manager can realise the full value adding potential of each Panel.

**Reasons 4** - The Council's budgetary position tightened over the years since the constitution was adopted in December 2001 so that it was never the 'right time' to complete the team. This year's financial settlement and the availability of £200k per year on a long-term basis make this the *right* time to do so.

## 5.3 Culture and Prosperity Commission

### Recommendations

**Recommendation 1** -To seek the views of the Social Care and Health Commission on the potential health impact on the local community of stopping the funding of the Normanton Park sports zone officer.

**Recommendation 2** - To provide the Culture and Prosperity Commission with details of usage, location and the associated costs of any playgrounds, sporting facilities or other recreational areas in the City considered for closure and receive the Commission's subsequent comments.

**Recommendation 3** - To allocate some of the £700k of the 2005/06 Public Priority Fund to:

- a. Make provision for facilities where needed in the City for street sports such as hockey and skating.
- b. Allocate £5k to counteract the inflationary effects on the book fund for which no provision has been made.
- c. Provide a £20k grant fund for organisations that benefit all sections of the community by promoting arts and cultural activities across the City.

## **Reasons for the Recommendations**

**Reasons 1 and 2** – The Commission were of the opinion that removal of the Normanton Park Sports Zone Officer or any closure in Parks leisure facilities could conflict with the Council's physical activity strategy for the City.

**Reason 3** – Members wished to allocate some of the Public Priority Fund in order to address areas where there are currently deficiencies or a lack of provision.

## **5.4 Education Commission**

### **Recommendation**

By a majority decision the Commission recommended that for the year 2005/06 the central Education Budget's efficiency savings should be limited to 2.5%.

### **Reasons for Recommendation**

The Commission were of the opinion that the below average size of the Local Education Authority placed a heavy burden on staff and that it did not have the capacity to meet challenges in the future. Members were of the view that by reducing the efficiencies for 2005/06 from £918,000 to £550,000 it might be possible for the authority to reduce some of the pressures on staff.

## **5.5 Planning and Environment Commission**

### **Recommendations**

#### **Environmental Health and Trading Standards**

**Recommendation 1** – That £70,000 of the unallocated Public Priorities Fund should be allocated to cover the operating costs of the Proof of Age card scheme during the 12 month period April 2005 to March 2006.

#### **Development and Cultural Services**

**Recommendation 2** – That city centre car parking charges be increased to the levels set out in Appendix 10 of the draft Revenue Budget with the proviso that the increase in income, over and above that which would have been received had the car parking charges in Appendix 9 been imposed, is used to fund improvements in public transport in Derby.

**Recommendation 3** – That £8,000 of the unallocated Public Priorities Fund should be contributed to the Derby and Sandiacre Canal Society.

#### **Commercial Services**

**Recommendation 4** – The Council should continue to participate in Britain in Bloom.

**Recommendation 5** – The draft Revenue Budget should be amended to include funding to implement the recommendations made by the Planning and Environment Commission as a consequence of their review of the Council's Tree Management Policy and the recommendations made by the Commission for improvements to the Parks Service.

**Recommendation 6** – The Commission recommends that reducing the number of grass cuts from 15 to 12 per year should not be considered as a further service budget proposal.

**Recommendation 7** – The Commission recommends that:

- Crematorium charges should be increased by a maximum of 4%
- Burial charges should be increased by a maximum of 10%
- The cost of Cemeteries Grounds Maintenance (£274,000 per year) should be examined to see whether there are ways in which it can be reduced

### **Reasons for the Recommendations**

**Reasons 1** - The Proof of Age card scheme has the potential to significantly reduce the purchase of age-restricted items by underage customers and thereby to reduce the problems resulting from such purchases. Much excellent work has been done so far in this field by the Environmental Health and Trading Standards Division and this will be lost if funding ceases in March 2005.

**Reasons 2** – Implementation of the recommendation to increase the levels of car parking charges will make available an estimated £74,000 that can be used to address known public priorities by funding improvements in public transport.

**Reasons 3** – There is no provision in the draft Revenue Budget for the Council to continue to support the Derby and Sandiacre Canal Society. Restoration of the canal will bring boats back into Derby, and is planned to create a 12.5 mile linear park suitable for many activities such as walking, fishing, cycling and horse riding.

**Reasons 4** – The Commission considered that participation in Britain in Bloom has a beneficial effect on the economic diversity and viability of the City.

**Reasons 5** – For the reasons given in the Commission's reports on its review of the Tree Management Policy and to improve the service delivered to the public.

**Reasons 6** – Reducing the number of grass cuts per year would reduce the

level of public satisfaction with the service.

**Reasons 7** – Commission members did not consider it reasonable to introduce an 11.7% increase in cremation charges when this side of the Bereavement Service was already making a significant profit. It was recognised that the Burials side of the Bereavement service was operating at a significant loss, but Members considered that this should be tackled by increasing burial charges and by seeing whether it was possible to reduce the cost of Grounds maintenance.

## 5.6 Social Care and Health Commission

### Recommendations

1. The Commission supports the Council in its aim to reduce the number of Independent Fostering Agency (IFA) placements and recommends that the Council Cabinet develop a clear commissioning strategy for the next three years to obtain best value.
2. The Council Cabinet reviews its strategy for reducing the number of Looked After Children.
3. The Council Cabinet closely monitors the impact of budgetary pressures on Social Services resulting from possible decommissioning of the services within Supporting People.
4. Apart from monitoring the ten key threshold indicators, the Commission will also track and scrutinise the following indicators from Performance Eye, which are in response to the service and financial strategy for social services:
  - a. AO/B11 Intensive homecare as a proportion of intensive home and residential care
  - b. AO/B12 Cost of intensive social care for adults
  - c. AO/B13 Unit cost of residential and nursing care for older people
  - d. AO/B17 Unit cost homecare for adults
  - e. AO/C32 Older people (aged 65 or over) helped to live at home
  - f. AO/D55 Acceptable waiting times for assessments
  - g. CF/B10 Unit cost of foster care
  - h. CF/B8 Cost of services for children looked after
  - i. CF/L1 Children looked after per 1000 population

- j. CF/L1 percentage of looked after children in residential care

## **Reasons for Recommendations**

**Reasons 1** – The Commission learned that the Council seeks to reduce the number of Independent Fostering Agency (IFA) placements from the current average of 43 to 40 by the end of March 2005 and 36 by March 2006. The Commission supports the Council Cabinet in its aim to reduce the number of placements with IFA's. However, based on the current rate of reduction it is estimated that there are still likely to be around 30 placements by March 2007 and it will be some time before these are reduced to zero, if it is achieved at all. Since all the current IFA placements are spot purchased, and these can be significantly more expensive than negotiating longer term arrangements, it is recommended that the Council Cabinet develops a commissioning strategy for purchasing placements from the IFA's to obtain better value for money, whilst it continues to reduce the numbers.

**Reasons 2** - The number of Looked After Children declined steadily from a high of 523 in 1996/97 to 388 in 2001/02 and has remained around 385 since. These figures are higher than the average for comparable authorities, although their averages are beginning to edge closer to Derby's. As the budget is based on the expectation that the number of Looked After Children will continue to decrease further, if this was not achieved, it will begin to increase pressure on the Children and Families Budget. It is recommended that the Council Cabinet review its strategy for reducing the number of Looked After Children.

**Reasons 3** - The Draft Revenue Budget identifies budgetary pressures on the Supporting People budget managed by the Policy Directorate. Since Supporting People works closely with Social Services, any changes resulting from decommissioning of its services will have a knock on affect on Social Services. The Commission recommends that the Council Cabinet monitor the impact on Social Services resulting from the pressures on the Supporting People budget.

**Reasons 4** - Members were asked to identify aspects of the budget, which they could track and scrutinise using Performance Eye. It is considered that the Commission will continue to monitor the ten key threshold indicators, which could affect the annual Social Services ratings and also ten additional indicators to reflect the strategic objectives for the Social Services Department.

## 6. Decisions 'Called in' by the Commissions in 2004/05

Under Rule OS33 of the Council's Constitution the Overview and Scrutiny Commissions can 'call-in' executive decisions that they consider have not been taken in accordance with the principles of decision making set out in Article 13 of the Council's Constitution. These principles relate to:

- Proportionality (the decision must be proportional to the desired outcome)
- Due consultation and the taking of professional advice from officers
- Respect for human rights
- A presumption in favour of openness
- Clarity of aims and desired outcomes
- Keeping a record of what options were considered and giving the reasons for the options

Decisions may also be called-in where relevant issues do not appear to have been taken into consideration.

The decision may be 'called-in' by any three members of the Council and the relevant Commission must review the decision within ten working days of the 'call-in' notice being received.

If having considered the decision the Commission is still concerned about it, they may refer it back, with their recommendations, to Council Cabinet or full Council.

During the administrative year 2004/05 two executive decisions were called-in and considered. Details of the call-ins are set out below:

### **17 May 2004 - Public Priority Allocations 2004/05 Considered by the Planning and Environment Commission**

This request for call-in related to the decision made by Council Cabinet at its meeting on 27 April 2004 in respect of the Public Priority Allocations 2004/05.

The stated grounds for the call-in were that the Council had failed to comply with the following conditions of Article 13 of the Constitution, namely:

- due consultation and the taking of professional advice from officers
- a presumption in favour of openness
- where relevant issues had not been taken into account

The main issue raised was the allocation of Poop Scoop bins in the City.

The Call-in was considered by the Planning and Environment Commission. Having considered the arguments put forward by the signatories of the call-in letter, members of the Planning and Environment Commission resolved not to uphold the reasons for the call-in.



## 1 March 2005 – Riverlights: Revisions to the Development Agreement Considered by the Scrutiny Management Commission

This request for call-in related to the decision made by the Council Cabinet at its meeting on 8 February 2005 in respect of revisions to the development agreement which the Council entered into with Metroholst Riverlights Limited on 2 June 2004. The revision resulted in the granting of an early lease of the Development Site.

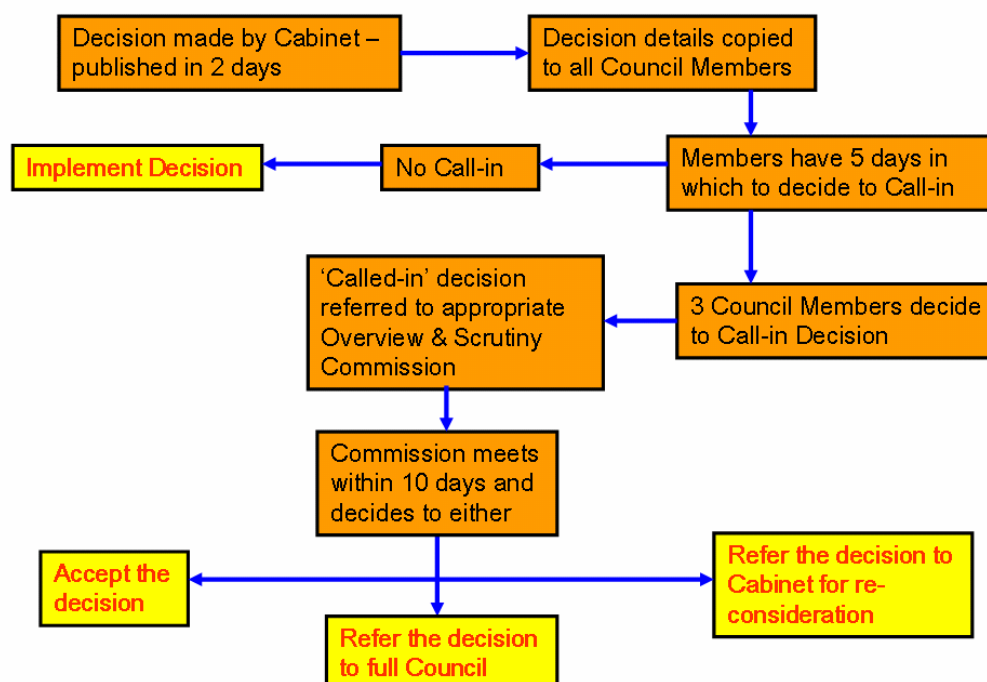
The stated grounds for the call-in were that the Council had failed to comply with the following conditions of Article 13 of the Constitution, Namely:

- due consultation and the taking of professional advice from officers
- a presumption in favour of openness
- where relevant issues had not been taken into account

The main issue raised was that the decision should have been a key decision and therefore placed in the forward plan. As a direct consequence, Council members and particularly the Scrutiny Management Commission had had less than a week's notice to properly consider the complex issues. This had effectively denied them any opportunity for consultation. There were deficiencies within the Council Cabinet paper which inhibited due consultation.

The call-in was considered by the Scrutiny Management Commission who resolved to note that breaches had occurred but to make no recommendation to Council Cabinet.

### The Call-in Process

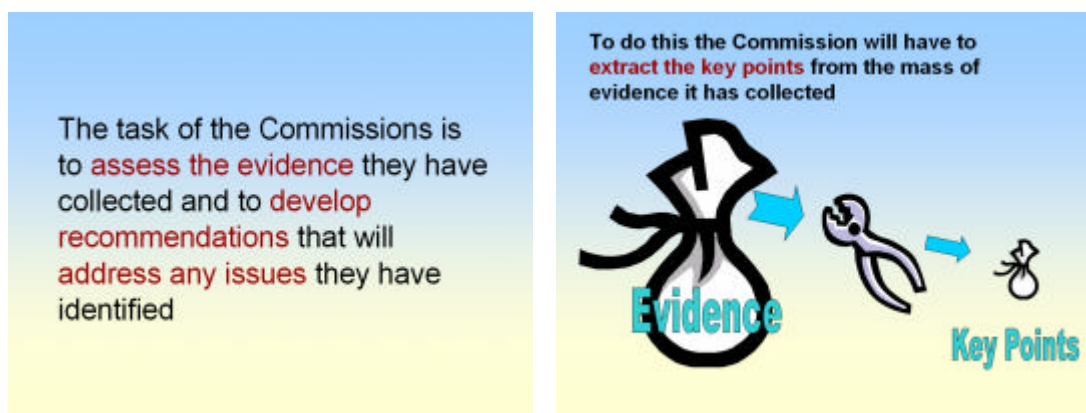


## 7. Overview and Scrutiny Training

The Overview and Scrutiny Co-ordination Team conducted two half-day training sessions in July 2004.

These training sessions were intended to provide new Council members with an introduction to Overview and Scrutiny and to offer a refresher to existing Overview and Scrutiny members.

As well as covering the principles of Overview and Scrutiny and of giving details of how it works in Derby, the training also provided detailed information on the conduct of Overview and Scrutiny reviews. This information was taken from the Handbook for Scrutiny Reviews which has been written by the Co-ordination Team and which sets out a procedure for conducting reviews.



During 2004 work was carried out by the Co-ordination Team and Showme Multimedia on developing a computer based interactive training aid for Overview and Scrutiny. This training aid is based on the review of the grass cutting service that was carried out in 2003 by the Planning and Environment Commission. The completion of the training aid by Showme Multimedia was delayed because of an office move, and the final version was not delivered until January 2005. It is hoped to use the training aid as part of any training delivered by the Co-ordination Team in 2005. There may also be the opportunity to market the product to other local authorities.

To assist members with the financial dimensions of scrutiny, two training events were delivered by the Chartered Institute of Public Finance and Accountancy, the professional association for local authority finance staff. The theme of the autumn 2004 event was *Budget Scrutiny* and of that held in February 2005 *Local Authority Finance*, both being well received by participating members.

Awareness training, through repeat sessions at various times convenient to members, has also been provided about Performance Eye. This is a new computer-based performance monitoring system that uses a "traffic light" colour coding system to show service performance against national and local targets. Performance Eye can offer a major aid to both Cabinet and Scrutiny

members in their respective roles of ensuring that high quality, cost effective services are delivered to the Derby public.

An awareness-raising seminar was also provided for both Cabinet and Scrutiny members regarding the SIMALTO analysis of public attitudes to Council spending. Based on structured in depth interviews with 300 residents, the views revealed by this survey are likely to be a significant factor in budget priorities for the next two to three years.

Although the current review by the Scrutiny Management Commission shows that some members have concerns about the scrutiny function in Derby, there is external recognition that current practice compares well with many other councils. Apart from the Comprehensive Performance Assessment view that scrutiny is actually *working*, the Co-ordination Team was also asked to participate in delivering one of the sessions at the 2004 Centre for Public Scrutiny's national conference.

### Decision Matrix for selecting subjects to review

	HIGH Score 4-5	MED Score 3	LOW Score 1-2	TOTAL
IMPORTANT – is it: a) Interesting b) Controversial				
Adds VALUE or is BENEFICIAL				
URGENT				
Specific				
Measurable				
Achievable				
Realistic				
Time				
TOTAL				

## 8. Scrutiny of External Organisations and Issues

The Local Government Act 2000 changed the political management structures of the local authorities that had previously been in existence for approximately 150 years. The 2000 Act also gave local councillors a new power of promoting wellbeing. This allows them to do anything which they consider is likely to promote economic, social and environmental wellbeing of their area. This effectively gives them a power to scrutinise organisations and issues external to the Council, for the benefit of Derby's residents.

Since the main purpose of scrutiny is to add value and achieve positive outcomes for the residents, external scrutiny can only be successful if the organisations involved share the same aims and work together to deliver the outcome. Organisations must therefore be willing to share knowledge, respond to requests for information and take a positive attitude to recommendations of the Commissions.

Only the NHS Healthcare organisations are legally obliged to respond to requests for information by the relevant Commission. They are also required to respond in writing within 28 days of the submission of any relevant report by the Commissions. The written response should include:

- Views on the recommendations
- Proposed action on the recommendations
- Reasons for inaction

Two events during 2004/05 have demonstrated the capacity of overview and scrutiny to respond on behalf of the Council to issues impacting on residents.

The Post Office Limited reviewed counter services across Derby and proposed the closure of 16 local post offices. Full Council charged the Scrutiny Management Commission with conducting a swift review into the likely impact on local communities. A special day long meeting held on 1 October 2004 involved interviews with all the key stakeholders, with a report being submitted to Post Office Limited by the deadline of 8 October 2004.

The Community Regeneration Commission dedicated a meeting in late 2004 to consideration of the Home Office consultation document on street prostitution, entitled *Paying the Price*. The resultant, detailed response was endorsed in turn by Council Cabinet and then full Council.

## Satisfaction Survey

All Overview and Scrutiny Members, Council Cabinet Members and the 16 statutory and non-statutory Co-opted Commission Members were sent a copy of the Overview and Scrutiny 2004/05 Satisfaction Survey, a copy of which is shown on the following pages. A total of 28 of the 67 forms sent out were returned, giving a response rate of 42%.

The form was split into two distinct sections. The first dealt with the support services provided by the Overview and Scrutiny team whilst the second section covered the concept and processes of Overview and Scrutiny.

The analysis of the responses reveals a high level of member satisfaction with support provided by Co-ordination Team. 77% of the respondents were very or fairly satisfied with the arrangements made for topic review meetings, 82% with the quality of research, 89% with the quality of reports produced by Overview and Scrutiny Co-ordination Officers (OSCers). 79% of the respondents were very or fairly satisfied with the overall support services provided by the Overview and Scrutiny Team. The response to the subjects covered by the Overview and Scrutiny training programmes for Members produced a slightly lower satisfaction rate with 67% of respondents very or fairly satisfied and 7% (two members) fairly dissatisfied.

The concept and process of Overview and Scrutiny had a more mixed set of responses. 85% of the respondents were very or fairly satisfied with the recommendation produced by the Commissions with 4% (one member) very dissatisfied. 74% of the respondents were very or fairly satisfied with the concept against 19% who were fairly or very dissatisfied.

The highest level of member dissatisfaction was about the response of Council Cabinet to the recommendations produced by the Commissions. Only 35% of the respondents were very or fairly satisfied and 45% were fairly or very dissatisfied. The time taken up by Overview and Scrutiny work also produced low satisfaction rates with 41% of respondents being very or fairly satisfied and 22% fairly or very dissatisfied.

### **How satisfied are you with level of support provided by the Overview and Scrutiny Co-ordination Officers (OSCers)?**

	very satisfied	fairly satisfied	neither satisfied or dissatisfied	fairly dissatisfied	very dissatisfied
1. Arrangements for the Topic Review meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Technical support provided by OSCers at meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality of the research and support material provided by the OSCers for scrutiny work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The quality of reports produced by the OSCers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Subjects covered by the overview and scrutiny training programme for Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The overall support service provided by the Overview and Scrutiny Officer Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any suggestions on how the officer support provided by the OSCer Team could be improved?

### **How satisfied are you with the Overview and Scrutiny process?**

	very satisfied	fairly satisfied	neither satisfied or dissatisfied	fairly dissatisfied	very dissatisfied
7. The concept of overview and scrutiny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The time taken up by overview and scrutiny work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The process for selecting subjects for topic reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The process for conducting annual budget scrutiny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Recommendations produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



by the Commissions

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 12. Responses of the Council Cabinet to the recommendations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Using Performance Eye as a tool to support scrutiny     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

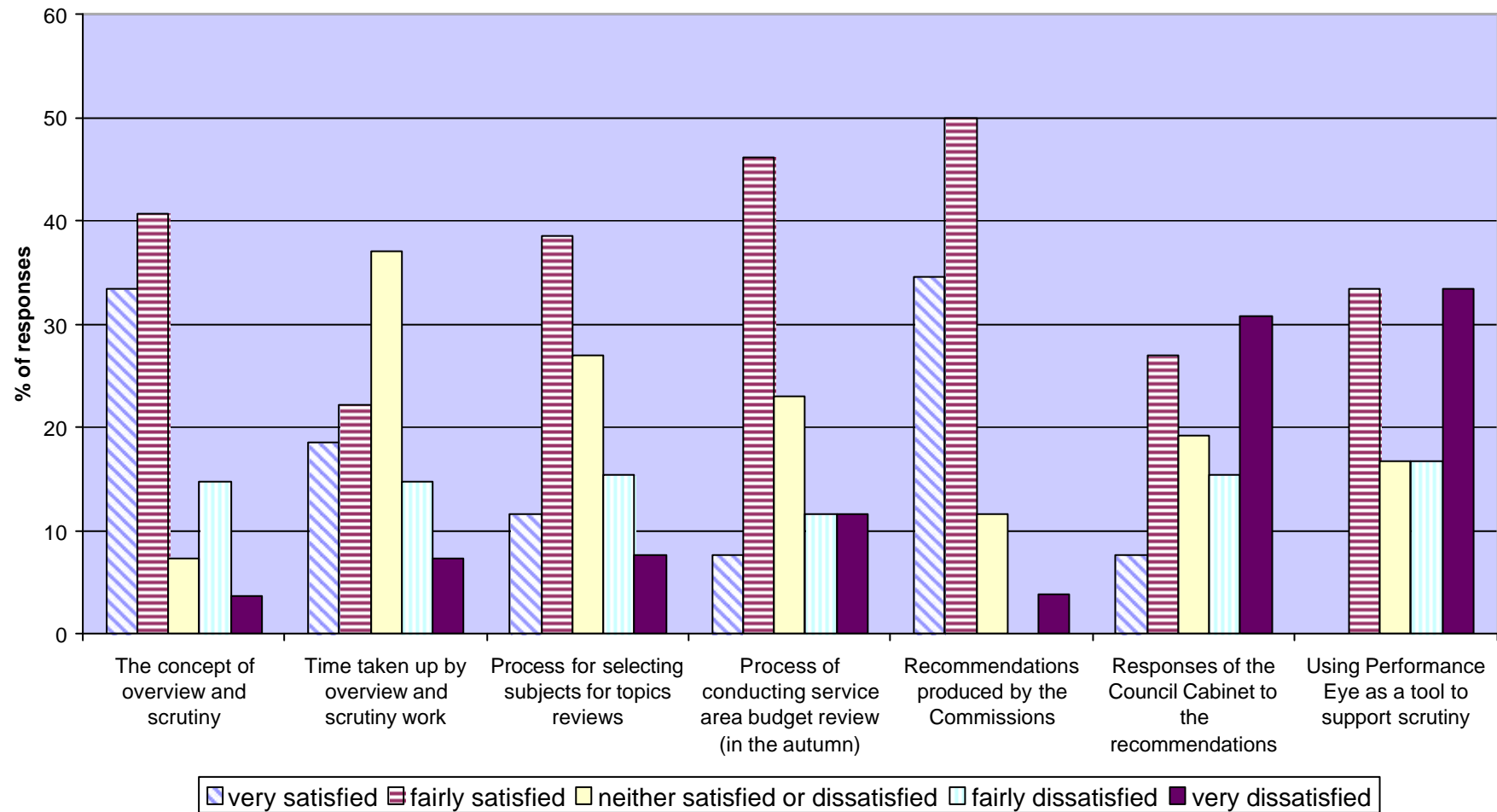
Do you have any suggestions on how the overview and scrutiny process could be improved? For example greater focus on Council's priorities; improved dialogue with the Council Cabinet etc.

Please tell us if you are:

- A Council Cabinet Member ☐
- An Overview and Scrutiny Commission Member ☐
- Neither a Cabinet Member or an Overview and Scrutiny Commission Member ☐
- A Co-opted member ☐

Please tell us who you are (optional) .....

## Level of Member Satisfaction with the Concept and Process of Overview and Scrutiny



Members were also asked to give comments or suggestions for improvements to the scrutiny process. The following comments were received:

1. I think Performance Eye (PE) has tremendous potential but the old adage rubbish in rubbish out applies and the lack of consistency in PE is annoying – *Councillor, neither Council Cabinet or Commission member*
2. One OSCer per Commission. Alter the constitution to make it compulsory for the topic reviews findings to be part of the policy and budget framework – *Chair of Commission*
3. We need one OSCer per Commission. Differentiated training for Members, especially Chairs and Vice Chairs. In particular higher level advice and training for the more experienced Members- *Commission Member*
4. The only point I would add is that I am very comfortable with the level of support and service that is provided - *Co-opted member*
5. Training for Cabinet members should be mandatory as is O/S, not used enough by all members of the Council  
Top-up training sessions  
More evening work to allow all members to participate and less daytime meetings  
O/S is an excellent tool to look and expand knowledge of the Council business  
The OSCers are exceptional, we need more of them, if O/S was used to capacity and as effectively as it should be, I doubt the OSCers could manage their work as well as they do now - *Commission Member*
6. Ideally we require a complete list of all services provided by the National Health Service - otherwise how can we scrutinise them? I doubt that such a list exists but one covering say 97% of the expenditure should be produced.  
Given a list we could begin a comprehensive process of scrutiny - although I cannot comprehend how a high quality process could be done across England by all the relevant democratic Local Authorities separately.  
The knowledge of the people giving presentations from National Health Service and the National social care community and their authority seems not to be in line with the concept of the process of scrutiny. We spend insufficient time on the NHS work anyway. The Health Inequalities work we did was a good attempt at the process but the witnesses seemed to lack authority, knowledge and credibility in a number of cases. Their grasp of elementary statistics was sometimes poor.  
As an example, I regard as very serious the 10-years difference in life expectancy between Osmaston and Allestree. We need to make much more impact on that issue. I do not suspect there is anyone else

concerned about that issue within the relevant health and other communities. Particularly around the economic causes of such a shameful situation - *Commission Member*

7. I am sure you agree that you are overworked and understaffed. Not sure how Performance Eye works. I think the O&S process is largely ignored by the Cabinet. Unfortunately these days it has become political which is against the spirit of O&S - *Commission Member*
8. Performance Eye probably needs more time to test this tool in different areas of work. Need to make Cabinet responses including updates on application of recommendations a requirement within the Cabinet's remit - *Commission Member*.
9. I attend Commission by invitation and am not directly involved with OSCers but from O&S agendas & topic reports it is clear that they provide a very good service. I wonder if the team is over-stretched and needs expanding.  
As a new Cabinet Member last year the first few meetings of the Education O&S were used for political point scoring rather than overview. This improved this year. More emphasis on corporate objectives & service issues would support improvements to the service and the city - *Cabinet Member*
10. Have only been co-opted member for a relatively short period.  
Experience to date has been very good, interesting and informative. I feel I need more time and experience I can make significant comments constructive or otherwise. Experience to date shows it to be working well. One possible comment would be, if a subject or recommendation is put to Cabinet, then a Cabinet member presented the reply for questioning if necessary - *Co-opted member*

## 9. Outcome of the Council Cabinet and Scrutiny Workshop 22 January 2005

A workshop was organised and facilitated by Neil Shaw, a Principal Consultant with the Improvement and Development Agency (IDeA) to explore the way in which the Council Cabinet and Scrutiny Commissions work together.

The following significant issues were consistently identified in the course of the workshop.

- the need for improved dialogue between the Cabinet and the scrutiny commissions
- less 'theatre' and party politicking at formal Council meetings
- the possible value of short debriefing sessions at the conclusion of formal council meetings in order to reflect, learn and improve future meetings
- the need for greater involvement of Cabinet members in the scrutiny process (including the attendance of Cabinet members at commission meetings)
- Scrutiny Management Commission to be more directive and provide more focus for the other scrutiny Commissions
- the overview and scrutiny Commissions to have greater focus and provide greater support to the council on delivering on its priorities
- the need for an open and frank examination of the scrutiny commission structure to ensure it is 'fit for purpose'

The views of the attendees to the Workshop varied considerably on specific issues but members did agree on a number of key areas on which to focus in relation to the operation of Cabinet and Scrutiny. These were:

- a. **The engagement between Cabinet and Scrutiny.** This needs to be addressed in order to realise the full potential of scrutiny to support the Council. Commissions also need to appreciate the focus of Cabinet, as this will in turn allow them to develop a focus of their own. Cabinet should also acknowledge the value and potential of scrutiny.
- b. **The focus of scrutiny.** The level of activity does not necessarily equate to scrutiny having a strong impact. Commissions need to focus on issues that support the Council's overall improvement agenda and/or are likely to be issues of keen public interest, where scrutiny is likely to have a strong impact.
- c. **The structure of scrutiny.** The work capacity of members is limited. Therefore members may wish to reflect on whether the current number of scrutiny Commissions deliver the Council's intended outcomes for scrutiny.

Effective scrutiny is founded on structures that are fit for purpose, on scrutiny that is effectively focused, on members with the appropriate

skills and on an effective relationship with the Cabinet. It is within this context, that the council should consider reviewing the current structures to see whether they are fit for purpose.

- d. **Improving scrutiny impact.** A number of scrutiny reviews have been undertaken by the Commissions. However the number, quality and outcomes from these reviews vary considerably from Commission to Commission.

The focus should be on undertaking scrutiny which leads to a tangible impact. There should also be greater focus on the composition of agendas and the tracking of recommendations.

- e. **Member skills.** Members should reflect on the skills needed for effective scrutiny, including; chairing, questioning, report writing, analytical and challenging skills. The authority may also wish to reflect whether it places the members with the most appropriate skills in the relevant posts and how it develops the skills of its members on an ongoing basis.

The conclusions of the IDeA report were that the Council should consider:

- improving the engagement of the Cabinet and Scrutiny through structured, yet informal, regular meetings and the greater involvement of Cabinet members in scrutiny items
- realigning the focus of scrutiny by improving scrutiny's emphasis on the Council's priorities
- transparently conducting a review of the current structure of scrutiny Commissions in order to ensure that this structure is 'fit for purpose'
- concentrating on improving the impact of scrutiny by improving the outcomes from scrutiny items and making closer links to tangible improvements in Council services
- examining current members skills to ensure that scrutiny members have, or are developing, the appropriate skills to undertake scrutiny effectively



## 10. Objectives for 2005/06

The 2005/06 objectives of the Overview and Scrutiny Commissions were agreed at the Scrutiny Management Commission meeting on 19 April 2005. At that meeting the Commission unanimously agreed to adopt four of the recommendations from its topic review of the Council's Overview and Scrutiny structure as the Overview and Scrutiny objectives for 2005/06.

The City Council's Overview and Scrutiny objectives for 2005/0 are therefore:

### **1. To improve the engagement between Cabinet and the Scrutiny Commissions.**

It was considered that this could be achieved by:

- Regular informal meetings between Scrutiny Chairs, Vice Chairs and Commission members and the relevant Cabinet members
- Cabinet members explaining to the Commissions why recommendations had not been adopted or had been amended
- Cabinet members spending more time with the Commissions, answering questions and explaining Cabinet policy
- Relevant Cabinet members attending the first Commission meeting of the Municipal Year to inform members of Cabinet priorities, provide performance summaries and details of inspections, etc
- Reinforcing the need for mutual respect between the Cabinet and Commissions and mutual recognition of the value of their roles in ensuring effective decision making

### **2. For the Commissions to increase their involvement in scrutiny.**

It was considered that this might be done by reducing the emphasis currently placed on topic reviews and giving more attention to scrutiny. Methods of achieving this include using performance management information more effectively and conducting scrutiny reviews on the outcomes of previous decisions.

### **3. For the Commissions to review their work processes with a view to improving outcomes and the linkages to Council priorities.**

This might be done by:

- Selecting agenda items and topics for review on the basis of their overall importance and the value that the Commissions will gain or add by considering them
- Giving higher priority to the consideration of matters that relate to the Council's priorities
- Holding informal all-Commission pre-meetings before business meetings in order to exchange information and explore options relating to agenda items

- Routinely requesting update and feedback reports from Cabinet and Chief Officers on the items considered by the Commissions

**4. For the Commissions to identify the skills needed by Chairs and members to deliver effective scrutiny, and prepare training programmes designed to address any skill shortages they identify.**

## Commission Portfolios

The Overview and Scrutiny Commission Portfolios remained unchanged from those of 2003/04, though there was some alteration to the Membership. The details are given in the table below:

### Scrutiny Management Commission

- Corporate Council Policies and Strategies
- Corporate Legal, Administrative, Estates/Property Services and Repair and Maintenance
- Chief Executives Policy, European, Best Value and Communications functions
- Corporate Finance and Financial Services including Taxation
- External Affairs – European, National, Regional and Local
- Democratic Representation
- Mayoral Office/Electoral Issues/Registers
- Concessionary fares
- Best Value Performance Plan and Derby Pointer
- Members Services/Allowances
- Corporate Personnel, Recruitment and Training functions and issues
- Employment Training
- Health and Safety
- Corporate Equality Functions and issues
- E-Government, IT services/development and telecommunications
- Repairs and Maintenance Programmes
- Design Services
- Emergency Planning

## **Community Regeneration Commission**

- Social inclusion including Anti Poverty initiatives
- Community Governance and Consultation
- Community Regeneration and Development, including Community Planning
- Special Programmes management including all Single Regeneration Budget Schemes
- New Deal for Communities
- Community and Equalities Grants
- Cultural Diversity
- Housing and Council Tax benefits
- Welfare rights
- Community Legal Services including Law Centre and Citizens Advice Bureau
- Crime and Disorder including Youth Offending Service
- External Employment Initiatives
- Housing Management
- Housing Strategy and Development
- Private Sector Housing

## **Culture and Prosperity Commission**

- Community Centres and Council Activity Centres
- Arts and Libraries
- Assembly Rooms/Guildhall
- Museums/Art gallery
- Outdoor Events
- City Centre Management
- Markets
- Sports, Fitness and Play including Grants
- Leisure Centres and Coaching
- Economic Development
- Tourism and Tourist Information Centre
- Festivities
- Parks and Allotments, including Client Grounds Maintenance

## **Education Commission**

- Schools
- Centrally Funded School Services, including Special Needs
- Youth Service
- Adult Education
- Mandatory and Discretionary Awards
- Access Support including Ethnic Minority Achievement Grant
- (Role of Education Evaluation Panel)

## **Planning and Environment Commission**

- Strategic Planning including Traffic and transportation
- Development Control and Building Control policy
- Footpaths, Highways and Maintenance, Car Parks
- Roads – Engineering and Design Service

- Highways Property Administration
- City Centre and Neighbourhood Horticultural Features
- Licensing policy issues – taxis/Entertainment etc
- Local Agenda 21 Strategy, Environmental Co-ordination and Initiatives
- Environmental Health and Trading Standards
- Outdoor Amenities
- Client – Street Cleaning/Waste Collection and Disposal/Convenience
- Recycling
- Land Drainage
- Energy Conservation
- Building cleaning
- All Direct Services
- Non-Highway Engineering
- Cemeteries and Crematorium

## **Social Care and Health Commission**

- Children and Family Services
- Corporate Planning
- Adult Services
- Assessment and Care Planning
- Social Services Support Services
- Health Improvement Planning
- Health Services

## Commission Members

### Scrutiny Management Commission

	<b>Councillors</b>		
<b>Chair:</b>	R Troup		
<b>Vice Chairs:</b>	A Graves	M Redfern	
<b>Members:</b>	P Bayliss	P Latham	M Repton
	P Berry	B Lowe	R Smalley
	F Hussain	A MacDonald	J Travis
	H Jones		

### Community Regeneration Commission

	<b>Councillors</b>		
<b>Chair:</b>	P Bayliss		
<b>Vice Chairs:</b>	B Lowe		
<b>Members:</b>	R Blanksby	P Chera	F Richards
	C Brown	L Higginbottom (replaced R Gerrard in December 2004)	P Willits (replaced R Webb in January 2005)
<b>Co-opted Members:</b>	Canon Donald Macdonald	Syed Kazmi	

### Culture and Prosperity Commission

	<b>Councillors</b>	
<b>Chair:</b>	M Repton	
<b>Vice Chairs:</b>	J Travis	
<b>Members:</b>	S Gupta	R Smalley
	B Jackson	M Tittley
	S Marshall	R Webb (replaced P Latham in January 2005)
<b>Co-opted Member:</b>	Roy Hartle	

## Education Commission

	<b>Councillors</b>	
<b>Chair:</b>	A MacDonald	
<b>Vice Chair:</b>	P Latham	
<b>Members:</b>	H Dhamrait	R Liversedge
	M Hird (replaced S Marshall in January 2005)	F Winter
	S Khan	C Wynn
<b>Co-opted Members: (as of 1 February 2005)</b>	Dr Keerthi Devendra (Parent Governor) David Edwards (Church of England) Margaret Hobson (NAHT) John Honey (Catholic) Nasreen Iqbal (Parent Governor)	Ian Jennison (NUT) Tom Johnston (Co-Optee) David Nichols (SHA) David Wilkinson (NASUWT) Tony Walsh (Other Faiths - Racial Equality Council)

## Planning and Environment Commission

	<b>Councillors</b>		
<b>Chair:</b>	J Ahern		
<b>Vice Chairs:</b>	P Berry		
<b>Members:</b>	R Baxter	F Leeming	P Willits
	S Bolton	A Rehman	
	A Jackman	R Troup	

## Social Care and Health Commission

	<b>Councillors</b>		
<b>Chair:</b>	F Hussain		
<b>Vice Chairs:</b>	H Jones		
<b>Members:</b>	H Dhindsa	A Nath	
	F Leeming	R Turner	F Winter
	R Liversedge (replaced Councillor P Willits)	R Webb	(Replaced M Hird in January 2005)
<b>Co-opted Members:</b>	Elaine Jackson	Philip Johnson	Sir Michael Raymond



**Corporate Parenting Joint Sub Commission**

	<b>Councillors</b>	
<b>Representatives:</b>	F Hussain	R Turner
	H Jones	R Webb
	A MacDonald	F Winter

## Overview and Scrutiny Team Contact Details

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More information about the work of Overview and Scrutiny can be found on our website  
[www.derby.gov.uk/HiRes/YourCouncil/Scrutiny](http://www.derby.gov.uk/HiRes/YourCouncil/Scrutiny).

## Items Scrutinised by the Commissions in 2004/05

### Scrutiny Management Commission

Date of Meeting	Item
20 April 2004	<ul style="list-style-type: none"> <li>• Combined City Council and European Parliament Election - 10 June 2004 - All Postal Voting Pilot</li> <li>• Disposal of Land (Forward Plan Reference 193/02)</li> <li>• Progress on the Interactive Training Aid</li> <li>• Service Access Review</li> </ul>
8 June 2004	<ul style="list-style-type: none"> <li>• Topic Review on Over-Lapping Areas of Control and Management</li> </ul>
13 July 2004	<ul style="list-style-type: none"> <li>• Performance Monitoring: Role of Overview and Scrutiny - To receive an update on the role of Overview and Scrutiny in performance monitoring</li> <li>• Topic Review</li> <li>• To Receive an oral update on the Over-Lapping Areas of Control and Management Topic Review</li> <li>• To consider future reviews</li> <li>• Corporate Asset Management Plan -To consider the Plan and refer any comments to Council Cabinet</li> <li>• Customer Service Strategy- To consider the draft Customer Service Strategy that will be considered by Council Cabinet on 10 August 2004</li> <li>• Compact Forum - To appoint two members of the commission to serve as representatives on the Compact Forum</li> </ul>
21 September 2004	<ul style="list-style-type: none"> <li>• Customer Services Standards - To consider the Customer Services Standards and refer any comments to Council Cabinet on 28 September 2004</li> </ul>
1 October 2004	<ul style="list-style-type: none"> <li>• Post Office Closure Proposals (Special Meeting)</li> </ul>
26 October 2004	<ul style="list-style-type: none"> <li>• Review of Proposals to Close 16 Post Offices in Derby</li> <li>• Oral Update on Over-lapping Areas of Control and Management Topic Review</li> <li>• The achievements and Organisation of Overview and Scrutiny in Derby</li> <li>• Derby's Local Public Service Agreement – LPSA1 – Performance Update</li> <li>• Joint Cabinet/Scrutiny Workshop – 2 December 2004</li> <li>• Reviewing the Council's Objectives and Priorities 2005 – 2008</li> <li>• Proposed Priorities for Derby's 2<sup>nd</sup> Generation Local Public Service Agreement</li> </ul>
7 December 2004	<ul style="list-style-type: none"> <li>• The Council's Website Development</li> <li>• Update on the Achievement and Organisation of Overview and Scrutiny in Derby Topic Review</li> <li>• Culture and Prosperity Commission Topic Review 2004/05 A Review of the Way in which Derby City Council promotes the Derwent Valley Mills World</li> </ul>

	Heritage Site <ul style="list-style-type: none"> <li>• Performance Management through Performance Eye</li> <li>• Budget Consultation Meeting Schedule</li> <li>• Freedom of Information Act Policy</li> </ul>
31 January 2005	<ul style="list-style-type: none"> <li>• Revenue Budget 2005/06 to 2007/08</li> <li>• Comments from the Overview and Scrutiny Commissions on the Draft Revenue Budget 2005/06 to 2007/08</li> <li>• Capital Budget 2005/06 to 2007/08</li> <li>• Update on the Achievement and Organisation of Overview and Scrutiny in Derby Topic Review</li> <li>• Update on Over-lapping Areas of Control and Management Topic Review</li> <li>• The Council's Vision Objects and Priorities and Draft Corporate Plan</li> <li>• Internal Audit Inspection Report in 2004/05</li> <li>• Local Area Agreement</li> <li>• Land Adoption Across Derby</li> </ul>
22 March 2005	<ul style="list-style-type: none"> <li>• Draft Annual Report of the Overview and Scrutiny Commissions</li> <li>• GERSHON Efficiency Review</li> <li>• Draft Report of the Review of Scrutiny</li> <li>• Freedom of Information Act</li> <li>• Overlapping Areas of Control and Management - Procurement</li> <li>• Internal Audit – Interim Report on Progress</li> <li>• Response of the Council Cabinet to the Commission's 2005/06 Revenue Budget recommendations</li> </ul>

## Community Regeneration Commission

Date of Meeting	Item
12 July 2004	<ul style="list-style-type: none"> <li>• Housing Revenue Account Budget 2004/5 and Business Plan</li> <li>• Housing and Council Tax Quarterly Performance</li> <li>• Equal European Social Fund Community Incentive – Construction Skills Bid</li> <li>• Affordable Housing Development Programme 2004/2006</li> <li>• To approve the Crime and Disorder Topic Review and forward it to Council Cabinet for their consideration</li> <li>• To note the portfolio of the Commission and which Council Cabinet Members are responsible for each area</li> <li>• Work Programme 2004-2005: Selection of Topic Reviews</li> </ul>
27 July 2004	<ul style="list-style-type: none"> <li>• Housing Rents - To consider the revision of rent and service charges which will be considered by Council Cabinet on 20 July and will be referred to Council on 28 July</li> </ul>
21 September 2004	<ul style="list-style-type: none"> <li>• Affordable Housing Supplementary Planning Guidance</li> <li>• To consider the progress made on the Community Safety Strategy and Action Plan</li> <li>• To consider the Anti-Social Behaviour Strategy and Action Plan that was referred by Council Cabinet on 20 July 2004</li> <li>• To consider that proposal to take forward the proposed development of the Austin Neighbourhood Base at Browning Circle that was referred by Council Cabinet on 7 September 2004</li> <li>• To consider the Affordable Housing Programme 2004/06 that was referred by Council Cabinet on 10 August 2004</li> <li>• To consider the Housing Private Finance Initiative that was referred by Council Cabinet on 7 September and forward comments to the Director of Policy for consideration when preparing the Outline Business Case</li> <li>• To consider the Housing Revenue Account Budget Review that was referred by Council on 28 July 2004</li> </ul>
2 November 2004	<ul style="list-style-type: none"> <li>• Paying the Price a Consultation Paper on Prostitution - To consider the national consultation document and form a response to the key questions.</li> <li>• Derby Homes' Delivery Plan 2004/05</li> <li>• Derby Homes' Business Strategy</li> </ul>
9 December 2004	<ul style="list-style-type: none"> <li>• Performance Eye – Its use by the Community Regeneration Commission</li> <li>• Housing and Council Tax Benefit Service – Quarterly</li> </ul>

	<p>Performance</p> <ul style="list-style-type: none"> <li>• Derby Homes' Performance Monitoring - Quarters 1 and 2 2004/05 Performance</li> <li>• 'Paying the Price' a consultation paper on Prostitution</li> <li>• Affordable Housing Supplementary Planning Guidance</li> <li>• Community Safety Partnership – Anti Social Behaviour Strategy and Action Plan</li> <li>• Community Safety Action Plan</li> </ul>
25 January 2005	<ul style="list-style-type: none"> <li>• Derby City Compact Consultation on Draft Funding Code</li> <li>• Community Grants Budget 2005/06</li> <li>• Revenue Budget 2005/06 to 2007/08</li> <li>• Derby Homes' Performance Monitoring – Quarters 1 and 2 2004/05</li> <li>• Draft Housing Capital Programme 2005/06 to 2007/08</li> <li>• Housing Revenue Account Budget 2005/06</li> <li>• Housing Rents</li> <li>• Performance Eye</li> </ul>
8 March 2005	<ul style="list-style-type: none"> <li>• Anti Social Behaviour Action Plan</li> <li>• Private Finance Initiative Housing Project</li> <li>• Implementation of Previous Topic Reviews Progress Report</li> <li>• Performance Eye</li> <li>• Community Safety Action Plan</li> </ul>

## Culture and Prosperity Commission

Date of Meeting	Item
17 May 2004	<ul style="list-style-type: none"> <li>• Events Programme</li> <li>• QUAD – Derby's Visual Arts and Media Centre</li> <li>• Review of Culture in Derby – Comments of the Derby Playhouse</li> <li>• Review of Culture in Derby – Final Report</li> </ul>
26 July 2004	<ul style="list-style-type: none"> <li>• QUAD – Derby's Visual Arts and Media Centre</li> <li>• Review of Culture in Derby – Consideration of the recommendations of the review with the Council Cabinet member for Leisure and Cultural Services</li> <li>• Commission's Work Plan 2004/05</li> </ul>
27 September 2004	<ul style="list-style-type: none"> <li>• QUAD Project Update</li> <li>• Culture in Derby – Action on Recommendations of the Review</li> <li>• Review of Sport and Leisure Grant Aid Scheme Criteria</li> <li>• Best Value Review of Sport and Leisure</li> <li>• Commission's Work Plan 2004/05 – Scoping Reports</li> </ul>
16 November 2004	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Three Cities Festivals Consortium</li> <li>• Best Value Review of Sport and Leisure – Council Cabinet Response</li> <li>• Derwent Valley Mills World Heritage Site – Topic Review Update</li> </ul>
20 December 2004	<ul style="list-style-type: none"> <li>• Performance Eye – Its use by the Community Regeneration Commission</li> <li>• Developing a Sport, Facilities and Physical Activity Strategy for Derby</li> <li>• Derwent Valley Mills World Heritage Site Topic Review – Progress Update</li> </ul>
18 January 2005	<ul style="list-style-type: none"> <li>• Derwent Valley Mills Economic Development Master Plan</li> <li>• Revenue Budget 2005/06 to 2007/08</li> <li>• Presentation on Arts and Health</li> </ul>
21 March 2005	<ul style="list-style-type: none"> <li>• World Heritage Site Topic Review Report Recommendations</li> <li>• Prioritisation for Heritage Lottery Funding</li> <li>• Central Library and Joint Services Centre PFI Revised Brief</li> <li>• Performing Space Audit</li> <li>• Developing a Sports Facilities and Physical Activity Strategy for Derby</li> <li>• Response of the Council Cabinet on the Commission's 2005/06 Budget Recommendations</li> </ul>



## Education Commission

Date of Meeting	Item
24 May 2004	<ul style="list-style-type: none"> <li>• School Place Planning in Derby Secondary Sector Issues</li> <li>• Inspection of the Adult Learning Service</li> <li>• Surestart Early Years Development and Childcare Strategic Development Plan 2004/05</li> <li>• Youth Service Plan 2004/05</li> </ul>
5 July 2004	<ul style="list-style-type: none"> <li>• School Place Planning in Derby Secondary Sector Issues</li> </ul>
6 September 2004	<ul style="list-style-type: none"> <li>• PFI – Business Case and Commercial and Financial Close</li> <li>• Overview of Education Issues</li> <li>• Strategy for 14-19 Education and Training</li> <li>• Adult Learning Service Future Accommodation – Rycote Centre</li> <li>• Allocation Schools to Excellence Clusters</li> <li>• School Place Planning Secondary Sector Issues</li> </ul>
18 October 2004	<ul style="list-style-type: none"> <li>• Grouped Schools PFI: Approval of Financial Business Case and Commercial and Financial Close</li> <li>• Education Service – Work Programme</li> <li>• Home to School Transport</li> </ul>
29 November 2004	<ul style="list-style-type: none"> <li>• Early Years Childcare Place Funding Grant</li> <li>• Parent Governor Representatives on the Education Commission</li> <li>• Scoping Reports for the Education Commission's 2004/05 Topic Reviews</li> <li>• The Recruitment and Retention of School Governors</li> <li>• A review of the Range of Support and Provision for Pupils with Significant Behavioural Difficulties</li> <li>• Issues Affecting the Education Commission's Choice of Topics for Review in 2004/05</li> <li>• Performance Eye - its use by the Education Commission</li> <li>• Progress with Implementing the Work Plan Topic Review Recommendations</li> <li>• Progress on Implementing the Education Development Plan</li> <li>• 14-19 Area Wide Inspection</li> <li>• Review of Special Educational Needs Development Plan</li> </ul>
17 January 2005	<ul style="list-style-type: none"> <li>• Revenue Budget 2005/06 to 2007/08</li> <li>• Educational Capital Funding 2005/06 to 2007/08</li> <li>• 14-19 Post Inspection Action Plan</li> <li>• Home to School Transport</li> </ul>
21 February 2005	<ul style="list-style-type: none"> <li>• School Funding 2005/06</li> <li>• Progress on School Place Planning Topic Review</li> <li>• Performance Eye</li> <li>• Restructuring the Special Educational Needs Support Service</li> </ul>

	<ul style="list-style-type: none"> <li>• Grouped Schools PFI: Future Oversight and Management of the Project</li> <li>• Self Evaluation of the Education Functions of the Council</li> </ul>
8 March 2005 (Special Meeting)	<ul style="list-style-type: none"> <li>• Education Capital Projects</li> </ul>

## Planning and Environment Commission

Date of Meeting	Item
15 April 2004	<ul style="list-style-type: none"> <li>• Journeyscope</li> <li>• The Joint Derby City Council and Derbyshire County Council's Bus Information Strategy</li> <li>• Local Development Frameworks</li> <li>• Underage Sales Review</li> </ul>
24 May 2004	<ul style="list-style-type: none"> <li>• Home Energy Conservation – How's Derby Doing?</li> <li>• Best Value Review of Development Final Report and Improvement Plan</li> <li>• Best Value Review of Bereavement Services Terms of Reference</li> <li>• Supplementary Planning Guidance on the After Use of Sand and Gravel Sites</li> <li>• Derby Joint Local Transport Plan 2006-2011, LTP2 Draft Policy and Delivery Frameworks</li> <li>• Best Value Review of Services to Road Users Final Report</li> <li>• Underage Sales Review</li> </ul>
22 July 2004	<ul style="list-style-type: none"> <li>• Street Lighting Private Finance Initiative – Outline Business Case</li> <li>• Home Energy Conservation – How's Derby Doing?</li> <li>• Derby Joint Local Transport Plan 2006-2011, LTP2 Draft Policy and Delivery Frameworks</li> <li>• Air Quality – Update and Screening Assessment</li> <li>• Food Law Enforcement Plan 2004/05</li> </ul>
2 September 2004	<ul style="list-style-type: none"> <li>• PFI Funding for Waste Treatment Facilities</li> <li>• Street Cleaning Services</li> <li>• Contaminated Land Strategy</li> <li>• Grass Cutting</li> <li>• Environmental Policy Workshop</li> <li>• Development Control Action Plan</li> </ul>
21 October 2004	<ul style="list-style-type: none"> <li>• Benzene Emissions from Acordis</li> <li>• Local Development Scheme</li> <li>• Cityscape Update</li> <li>• Dropped Kerbs</li> <li>• Street Lighting</li> <li>• Environmental Policy</li> <li>• Proof of Age Card Proposals</li> <li>• Implementation of the Bus Review Recommendations</li> <li>• Air Quality Update and Screening Assessment</li> <li>• Development Control Action Plan</li> <li>• Tree Management Policy</li> </ul>
9 December 2004	<ul style="list-style-type: none"> <li>• Collection and Sorting of Recyclable Materials</li> <li>• Street Cleaning Services - Award of Contract</li> <li>• Performance Eye – its use by the Planning and Environment Commission</li> <li>• Litter, Oakwood District Centre</li> </ul>

20 January 2005	<ul style="list-style-type: none"> <li>• Tobacco Smoke in the City</li> <li>• Local Transport Plan Capital Programme 2005/06</li> <li>• Revenue Budget 2005/06 to 2007/08</li> <li>• After Use of Sand and Gravel Sites</li> </ul>
24 January 2005 (Special Meeting)	<ul style="list-style-type: none"> <li>• Revenue Budget 2005/06 to 2007/08</li> </ul>
16 February 2005 (Special Meeting)	<ul style="list-style-type: none"> <li>• Best Value Review of Bereavement</li> <li>• Proposed Extension to the Commission's Review of Enforcement of the Dog Fouling Legislation</li> <li>• Tree Management Policy</li> <li>• Street Lighting</li> </ul>
3 March 2005	<ul style="list-style-type: none"> <li>• Performance Eye</li> </ul>

## Social Care and Health Commission

Date of Meeting	Item
26 April 2004	<ul style="list-style-type: none"> <li>Improving the Foster Care Service for Derby</li> </ul>
7 June 2004	<ul style="list-style-type: none"> <li>Derby Strategic Partnership for Vulnerable Children, Young People and Families: Local Preventative Strategy</li> <li>Draft City Public Health Strategy</li> </ul>
19 July 2004	<ul style="list-style-type: none"> <li>To receive a briefing on the role of the Social Care and Health Commission</li> <li>Review of Hospital Car Park Charges Topic Review</li> <li>To consider and approve the Reducing Health Inequalities Report</li> </ul>
20 September 2004	<ul style="list-style-type: none"> <li>To receive a presentation on the changes to out of hours GP medical care.</li> <li>To comment on Modelling the Cost of Care</li> <li>Alternative Day Services for Disabled People in Derby, Day Service and Short Break Service for Disabled People with High Level Needs</li> </ul>
25 October 2004	<ul style="list-style-type: none"> <li>Presentation on how the Accident and Emergency Department Operates</li> <li>Establishing an Integrated Mental Health Partnership Trust in Derby and Derbyshire</li> <li>Disabled Facilities Grants: Progress Review</li> <li>Review of Car Parking Charges</li> </ul>
6 December 2004	<ul style="list-style-type: none"> <li>Commission for Social Care Inspection Presentation</li> <li>Performance Monitoring</li> <li>Disabled Facilities Grants – Appointment of a Progress Chaser</li> </ul>
24 January 2005	<ul style="list-style-type: none"> <li>Revenue Budget 2005/06 to 2007/08</li> <li>Review of Hospital Car Parking Charges – Final Report</li> <li>Inspection of Children's Services</li> <li>Healthcare Commission – Assessment for Approval Consultation</li> <li>Review of Children Looked After Services</li> </ul>
28 February 2005	<ul style="list-style-type: none"> <li>Review of Children Looked After Services</li> <li>Supporting People Progress Report</li> <li>Direct Payments</li> <li>Third Quarter Performance Monitoring</li> <li>Co-option of Pat Hill to the Commission</li> </ul>