ASHFIELD DISTRICT COUNCIL

Ashfield
DISTRICT COUNCIL

Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Scrutiny Panel B

Date:	**Thursday, 21st March, 2019**
Time:	**7.00 pm**
Venue:	**Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield**

For any further information please contact:

Lynn Cain

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01623 457317

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SCRUTINY PANEL B

Membership

Chairman: Councillor Helen Hollis

Vice-Chairman: Councillor Mick Murphy

Councillors:

Don Davis   Cathy Mason
Glenys Maxwell   Lauren Mitchell
Matthew Relf

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SUMMONS

You are hereby requested to attend a meeting of the Scrutiny Panel B to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.

R. Mitchell
Chief Executive

AGENDA   Page

1.   **To receive apologies for absence, if any.**

2.   **Declarations of Disclosable Pecuniary or Personal Interests and
        Non Disclosable Pecuniary/Other Interests.**

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SCRUTINY PANEL B

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 29th January, 2019 at 7.00 pm

Present:	Councillor Helen Hollis in the Chair;
	Councillors Cathy Mason, Glenys Maxwell, Lauren Mitchell, Mick Murphy and Christine Quinn-Wilcox.
Apologies for Absence:	Chris Parkes and Rebecca Whitehead (Community Protection Team).
Officers Present:	Lynn Cain, Mike Joy and Shane Wright.

SB.11 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

SB.12 Minutes

RESOLVED
that the minutes of the meeting of the Panel held on 27th November, 2018, be received and approved as a correct record.

SB.13 Scrutiny Consideration of CCTV

The Chairman introduced the item and reminded Members that the Panel had commenced the CCTV review some sixteen months previously and had given valuable time to gain an understanding of the Council's CCTV provision, its impact within the community and how it contributed to the Council's Corporate Priorities.

As part of the review, Members had considered an overview of the Council's CCTV Scheme, visited the CCTV Control Room at Sherwood Lodge on two occasions to view both daytime and night-time operations and took part in an informal Working Group with key officers. The Panel were now in a position to consider the formulation of final recommendations to Cabinet and the Scrutiny Research and Support Officer took the opportunity to introduce some potential considerations for discussion as follows:-

Recommendation 1
To consider and explore the possibility of upgrading cameras located on the Council's parks to incorporate HD/infra-red capabilities.

The recommendation had arisen following the second visit to the CCTV Control Room, whereby Members had viewed the Council's camera under darkness and had been disappointed with the quality of vision of the cameras located on Sutton Lawn and Kingsway Park. A subsequent demonstration of the HD/infra-red cameras utilised by other authorities had revealed vastly improved clarity and quality of image. It was agreed by the Panel that an evaluation exercise to consider possible costs and benefits to upgrading existing cameras should commence as soon as possible.

Recommendation 2
Following acknowledgement that three CCTV cameras within the District had been identified as poorly performing for some time (Camera 1017 Community Hospital, Portland Street, Kirkby in Ashfield, Camera 1033 Annesley Road, Hucknall and Camera 1025 Ogle Street Car Park, Hucknall) it be requested that Cabinet consider undertaking an evaluation exercise to consider their relocation without delay.

Ongoing data analysis of CCTV performance data had identified three cameras as consistently underperforming. Having recognised that the process for relocating cameras would be time-extensive and require thorough investigation (the process included privacy assessments, access to power supplies, planning consideration, existing CCTV network integration and analysis of crime data and hotspots) it was agreed by the Panel that an evaluation exercise to consider possible relocations should commence as soon as possible.

Recommendation 3
A request for the Council to improve and enhance its public awareness of the Council's CCTV provision via social media, looking also at improving the utilisation of available performance data (i.e. linking into any website improvements, social media campaigns and public awareness efforts) including an ongoing commitment towards increasing collaboration with the Police and gaining more analytical support from them as required.

Following lengthy discussions as part of the review, Members consistently reiterated the importance of increasing public awareness of the Council's CCTV provision and its impact, or otherwise, on the reduction of crime and anti-social behaviour throughout the District.

Recommendation 4
To consider the possibility of installing a call filtering system at the Sherwood Lodge Control Room to enable Control Room Operatives to spend more time monitoring cameras and responding to relevant issues rather than answering a diverse range of non-urgent Council service enquiries through the out-of-hours call handling service.

The Panel raised concerns that the out-of-hours call handling service, as facilitated by the Sherwood Lodge Control Room, could be better managed to enable the Operatives to spend less time responding to non-urgent calls and more time monitoring CCTV. The Control Room handled around 3,000 out-of-hours calls for the Council in 2018 and although many calls were pertinent, the majority concerned non-CCTV related issues such as Council Tax enquiries and repairs thus diverting staff on numerous occasions from their main duties.

The Scrutiny Research and Support Officer whilst presenting the recommendations, informed the Panel Members that their previous suggestion regarding the potential for engaging additional authority partners to join the Shared Service Arrangement had been considered by officers. However, following initial examination, it had been agreed that this particular course of action was not viable at the present time.

Members welcomed the potential recommendations as presented and proceeded to debate their content as follows:-

- the potential for CCTV footage being available to identify individuals displaying anti-social behaviour in town centres/public places (i.e. cycling on pavements around busy shopping areas/market spaces) to enable officers to display appropriate signage, issues warning letters or fixed penalty notices as appropriate;

- reiterating concerns that the Council does not maximise its opportunities for promoting its CCTV provision through all the available internet/media channels and if done properly, the benefits to raising resident's awareness of the Council contribution towards deterring and reducing crime whilst increasing community safety;

- acknowledgement that a camera relocation evaluation exercise would be welcomed and confirmation from the Scrutiny Research and Support Officer that if approved, the review process would be predominantly undertaken by the Community Protection Team which would include a public consultation exercise once potential costs and relocation sites had been earmarked;

- the possibility of the Council adding covert cameras to their current CCTV operation whilst conceding that the provision of any additional new cameras to the service would be costly to the Authority;

- the difficulties associated with relocating cameras especially the requirement to ensure any potential location site is in sight of the existing camera network to ensure continuity of signal to enable relay back to the Control Room;

- the importance of the Council ensuring their CCTV provision is utilised in equal measure for both assisting operations against crime (in conjunction with the Police) and for increasing community safety and reducing the fear of crime for its residents;

- whilst lobbying for the upgrade of cameras in the Council's parks to include HD/infra-red capabilities, a suggestion for the provision of a cost analysis outlining how much the Council had spent on rectifying vandalism, damage and graffiti within their parks over the previous few years;

- acknowledgement of a previous suggestion that the Council's Community Protection Officers (CPO's) could have remote access to CCTV images to enable real time responses to incidences of crime or anti-social behaviour and an explanation from the Scrutiny Research

and Support Officer that whilst credible, the proposal would not be viable at the present time due to legislative privacy implications.

Following the debate, the Service Manager, Scrutiny and Democratic Services thanked Members for their contributions and suggested that the recommendations could be expanded to include a reference to the potential for undertaking a more direct, responsive CPO work tasking programme based on real time CCTV evidence and a request that the Council endeavours to explore new advances in camera technology (both mobile and fixed) to ensure the Authority's CCTV provision remains fit for purpose in the future.

RESOLVED
that following conclusion of the review, the following recommendations be submitted to the next available meeting of the Cabinet for consideration:-

a) a cost and benefits analysis of upgrading cameras located on the Council's parks to incorporate HD/infra-red capabilities be undertaken and to continue exploring new advances in camera technology (both mobile and fixed);

b) an evaluation exercise to consider the relocation of the three cameras identified within the report as being underperforming, be undertaken without delay;

c) public awareness of the Council's CCTV provision be enhanced via all available platforms including social media, website and press releases. This should include amongst others

    o Performance Information
    o Successful case studies / good news stories
    o Locations and usage;

d) secure an ongoing commitment towards increasing collaboration with the Police and gaining more analytical support from them as required (beginning to end);

e) explore the feasibility and benefits of installing a call filtering system at the Sherwood Lodge Control Room to facilitate more time monitoring cameras and responding to relevant issues rather than answering a diverse range of non-urgent out-of-hours calls;

f) further work be undertaken to enhancing the CPO work tasking programme based on real time CCTV evidence as reported, thus ensuring the correct level of enforcement capabilities are primarily available at any required point of need;

g) the conclusions of the additional review of locations and camera upgrades be reported back to this Panel in due course.

The meeting closed at 7.50 pm

Chairman.

Report To:	SCRUTINY PANEL B	Date:	21 MARCH 2019
Heading:	WORKPLAN CONSULTATION AND DELIVERY OF THE SCRUTINY FUNCTION 2019/20		
Portfolio Holder:			
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

The Scrutiny Workplan is a standing item on the Overview and Scrutiny Agenda. Each year the Workplan is reviewed and refreshed. This report aims to focus Members on considering potential topics for 2019/20. Members are requested to consider and discuss potential topics that can be positively influenced by scrutiny involvement.

In considering such topics, the Panel is requested to take into account the reasons for any future review, potential value added, timescales and anticipated outcomes. The Workplan is a live document and ongoing consultation will continue to be undertaken with Service Directors, Third Tier Officers and Members.

This report also encourages Members to give consideration to how the Council's scrutiny function is implemented, and how it can be enhanced for the future.

Finally, included in the report is a section on the upcoming Government statutory guidance on scrutiny, summarising some of the anticipated focusses of the guidance and how it will impact scrutiny at Ashfield District Council.

Recommendation(s)

Scrutiny Panel B Members are requested to:

- Discuss potential topics for the Scrutiny Workplan 2019/20.

- Evaluate Ashfield District Council's scrutiny function and consider areas for improvement within it.

- Discuss the potential impacts of the upcoming statutory scrutiny guidance.

Reasons for Recommendation(s)

Consulting, reviewing and agreeing items for the Scrutiny Workplan 2019/20 provides guidance and direction for the work undertaken by scrutiny in the coming year.

Alternative Options Considered

No alternative options have been considered. Consulting and agreeing upon the Scrutiny Workplan is part of the Overview and Scrutiny Procedure Rules within the Council's Constitution.

Detailed Information

What is the Scrutiny Workplan?

The Scrutiny Workplan outlines the areas of work which are expected to be scrutinised over the coming year by or on behalf of the Council's Overview and Scrutiny Committee and Scrutiny Panels A and B. Topics added to the Workplan should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of life of Ashfield residents.

There is a need for flexibility in the Workplan to allow relevant issues to be dealt with as and when they arise. In order to effectively manage workload and ensure quality scrutiny reviews, it is advised that the number of items placed on the Workplan should be limited to no more than eight.

Sources of Workplan Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns raised by members of the public relating to services delivered by the Council
- Issues raised by reviews, audits or inspections
- Issues relating to Council outcomes, objectives, and priorities
- Consultations and interviews
- Underperformance
- Concerns raised by the Council's partners and service users
- Partnership objectives
- Cabinet Members, Chief Executive or Service Director presentations about pertinent issues emerging, and any opportunities or threats on the horizon
- Central Government priority changes
- Analysis of customer complaints
- Improvement plans
- Forward Plan
- Budgetary analysis

Scrutiny is also encouraged to consider external scrutiny and the monitoring of other public bodies. Consideration can also be given to how the Council's activities will engage partner organisations, the media, and the public.

Selecting a Workplan Topic

Members should use effective processes to select topics that will contribute towards the best possible Scrutiny Workplan. This means considering the numerous sources of information available and utilising them to choose worthwhile topics.

This involves:

- Drawing out and discussing what matters most to Councillors and the community
- Considering any relevant research that has been completed
- Assessing what the Council's scrutiny function has done before
- Considering what added value is expected as a result of scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere
- Planning how to get the best from the Committee and Panel Meeting

It is also important to note that Overview and Scrutiny has limited time and resources, and therefore workplans need to be manageable. It is not possible to include every topic suggested in the Workplan. Effective scrutiny is about considering the right topic in an effective way, and Members will need to be selective, whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Risks

A common pitfall of workplan development can be the inclusion of topics on the Workplan that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes, and fail to add value to the work of the Council or the wellbeing of the community.

As such, the selection and prioritisation of topics is critical to the effectiveness of Overview and Scrutiny and clear processes can ensure greater focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.

Topics Considered During 2018/19

Topic	Panel/Committee
Digital Service Transformation	Overview and Scrutiny Committee
Council Tax Exemption for Care Leavers	Scrutiny Panel A
Unauthorised Encampments	Scrutiny Panel A
Syrian Refugee Resettlement Scheme	Scrutiny Panel B
Free Community Skips	Overview and Scrutiny Committee
CCTV	Scrutiny Panel B
Play Strategy for Rural Areas / Green Space Projects	Overview and Scrutiny Committee
Peer Challenge Outcomes	Overview and Scrutiny Committee

Standing Items

Topic	Panel/Committee
Performance	Overview and Scrutiny Committee
Budget	Overview and Scrutiny Committee
Crime and Disorder	Overview and Scrutiny Committee
Housing	Overview and Scrutiny Committee

Scrutiny Improvements

Members are requested to evaluate the effectiveness of scrutiny and give consideration to improvements that could be made to the scrutiny function over the coming year. Some potential areas for improvement are listed below:

- Engagement
    - Officer engagement
    - Member engagement
    - Public engagement
    - Third party engagement
- Workplan topic scoping/development
- Workplan management
- Outcome focussed scrutiny

National Scrutiny Guidance

In the coming months, statutory guidance on Overview and Scrutiny in local government will be released by Central Government. The last statutory guidance from Government on scrutiny was issued in 2006.

The upcoming scrutiny guidance will focus on:

Culture

- Recognising scrutiny's legal and democratic legitimacy
- Identifying a clear role and focus
- Ensuring engagement between the executive and scrutiny
- Providing necessary support
- Ensuring impartial advice from officers
- Communicating scrutiny's role and purpose to the wider authority
- Communicating scrutiny's role to the public
- Ensuring scrutiny members are supported

Resourcing

This relates to the resources an authority allocates to the scrutiny function. Resourcing plays a pivotal role in determining how effective scrutiny as a function is, and the value it can add to an authority.

The statutory guidance sets out the models available for scrutiny and how authorities should consider their local needs when selecting a model.

Selecting Committee Members

This section focuses on scrutiny member training and needs. Consideration must also be given to the value of co-opted scrutiny members and technical advisers.

Powers to Access Information

This section focuses on how information should be obtained and managed by scrutiny members. The guidance outlines that scrutiny members should have access to a regularly available source of key information about the management of the authority; such as performance management and budgetary information.

The guidance also states that scrutiny members should have access and use of this information outside of committee meetings; reports should not be the only way this information is made available.

When requesting information from external organisations, scrutiny is advised to supplement any requests by providing helpful information to help the organisation respond appropriately, such as:

- Explaining the purpose of scrutiny
- Adopting an informal approach
- Encouraging compliance with the information request
- Approaching the appropriate organisations/people

Planning Work and Engaging the Public

This section focuses on the importance of clarity on scrutiny's role. Scrutiny can be most effective when it has a clear role and function. Authorities can find it difficult to support a scrutiny function that has a generalised oversight across a broad range of issues.

Evidence Sessions

This part of the guidance highlights the importance of evidence sessions, as part of a committee or task and finish group.

Three stages of developing recommendations and drafting reports are also identified:

- The development of a document setting out general findings which members can then discuss as they consider the overall structure and focus of the report and its recommendations
- The development of those findings, which will set out some areas on which recommendations can be made
- The drafting of the full report

The guidance recommends a small number of concise recommendations is preferable.

Implications

Corporate Plan:

The Scrutiny Workplan should include issues based on performance, priority objectives, and community concerns. Many of which contribute to the Council's priorities, vision, and outcomes contained in the Corporate Plan 2016 – 2019:

- Health and wellbeing of residents
- Economic regeneration
- Place and communities
- Organisational improvement
- Housing

Legal:

Consultation with Elected Members on items for the Scrutiny Workplan is in accordance with procedure rules set out in Ashfield District Council's Constitution.

Finance:

All topics approved for consideration by scrutiny will seek appropriate participation and consultation with Finance as part of the development of the terms of reference and throughout the review.

Budget Area	Implication
General Fund – Revenue Budget	None.
General Fund – Capital Programme	None.
Housing Revenue Account – Revenue Budget	None.
Housing Revenue Account – Capital Programme	None.

Risk:

Risk	Mitigation
Without consulting or monitoring the Workplan, there is a risk that items added may not add value, fall outside of scrutiny remit or become unmanageable.	The Scrutiny Workplan is a standing item on the Overview and Scrutiny Committee Agenda, this allows Members to monitor progress with reviews at each meeting.
The forthcoming National Guidance on scrutiny will propose improvements to the delivery of outcomes, engagement and support. Not preparing for these changes poses a risk to of the effectiveness of the function.	Planning for changes as a result of the National Guidance and ensuring the process continues to adapt, change, and listen to new ways of working will ensure an effective and efficient scrutiny function.

Human Resources:

Any HR implications identified through items agreed for the Scrutiny Workplan will be consulted upon and considered as part of the wider workforce planning and equalities agendas.

Equalities:

There are no immediate equalities implications arising from this report.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

Report Author and Contact Officer

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