



SCRUTINY TOPIC REGISTRATION FORM

Dear Reader

Scrutiny examines the decisions, policies and performance of the Council and makes recommendations to the Executive where they feel things could be improved for the citizens of York.

Any Member can suggest possible issues for examination by Scrutiny. Topics connected with health provision in York or education provided by City of York council, will be considered by the Health Scrutiny Committee and the Education Scrutiny Committee respectively, and any new topics selected will be scheduled into their work programme. Topics for other areas of scrutiny will be considered by Scrutiny Management Committee.

Work is ongoing to enable Members to register a topic through their 'Work to do' page on the new Committee Management System. This facility should be available in the New Year and information will be provided on how to do this. In the meantime, if you have a suggestion for a topic, then please fill in a registration form (see copy attached), and return it to Scrutiny Services by email.

On receipt, Scrutiny will then produce a feasibility study for consideration. If a decision is taken by SMC to examine the topic, an Ad-Hoc Sub-Committee will be set up, you will be invited to serve on it and a timescale for completion of the review will be agreed.

Please complete the registration form fully – the more information you can give on your suggested topic, the more thorough and accurate the feasibility process will be.

John Galvin

Cllr John Galvin
Chair, Scrutiny Management Committee

SCRUTINY TOPIC REGISTRATION FORM

PROPOSED TOPIC: Drainage in York

COUNCILLOR(S) REGISTERING THE TOPIC: Cllr Richard Moore

SECTION 1: ABOUT THE TOPIC

Please complete this section as thoroughly as you can. The information provided will help Scrutiny Officers and Scrutiny Members to assess the following key elements to the success of any scrutiny review:

How a review should best be undertaken given the subject

Who needs to be involved

What should be looked at

By when it should be achieved; and

Why we are doing it ?

Please describe how the proposed topic fits with 3 of the eligibility criteria attached.

As a general rule, topics will only proceed to review if they meet 3 of the criteria below. However, where it is adequately demonstrated that a topic is of significant public interest and fits with the first criteria but does not meet 3, Scrutiny Management Committee may still decide to allocate the topic for review. Please indicate which 3 criteria the review would meet and the relevant scrutiny roles:

	✓	Policy Development & Review	Service Improvement & Delivery	Accountability of Executive Decisions
Public Interest (ie. in terms of both proposals being in the public interest and resident perceptions)	✓		✓	
Under Performance / Service Dissatisfaction	✓		✓	
In keeping with corporate priorities	✓		✓	
Level of Risk	✓		✓	
Service Efficiency	✓		✓	
National/local/regional significance e.g. A central government priority area, concerns joint working arrangements at a local 'York' or wider regional context	✓		✓	

Set out briefly the purpose of any scrutiny review of your proposed topic. What do you think it should achieve?

If you have not already done so above, please indicate in response to this, how any review would be in the public or Council's interest e.g. reviewing recycling options in the city would reduce the cost to the Council for landfill

In June 2007 properties in York suffered flooding, though the river was not significantly above its normal level and there were no flood warnings in force.

The flooding was caused by the amount of rainfall and the apparent inability of the sewage systems to cope with the volume, and affected areas of York not previously affected.

The scrutiny should examine the events of June 2007, or thereabouts, and determine what happened, and what measures could be employed to avoid a repeat of this problem.

Please explain briefly what you think any scrutiny review of your proposed topic should cover.

This information will be used to help prepare a remit for the review should Scrutiny Management Committee decide the topic meets the criteria e.g. How much recycling is presently being done and ways of increasing it

The scrutiny should:

1. Address the question of whether the sewer system in York is adequate for the demands put on it, and in the light of global warming, whether there is sufficient additional capacity to meet the expected increase in demand.
2. Examine inter-agency issues, such as communications and working practices, to assess whether these are adequate and provide a seamless response to the problem.
3. Consider whether there is a need for education of residents as to what measures and precautions should be taken by householders in such weather conditions, if any are possible, practical or advisable.

Please indicate which other Councils, partners or external services could, in your opinion, participate in the review, saying why.

Involving the right people throughout the process is crucial to any successful review e.g. CYC Commercial Services / other local councils who have reviewed best practice for recycling / other organisations who use recycled goods

Kyle and Upper Ouse Internal Drainage Board
York Consortium of Drainage Boards
Yorkshire Water
Environment Agency
CYC Drainage Department
CYC Highways Department

Explain briefly how, in your opinion, such a review might be most efficiently undertaken?

This is not about who might be involved (addressed above) but how the review might be conducted e.g. sending a questionnaire to each household to gather information on current recycling practices and gathering information on how recycling is carried out in Cities similar to York

The scrutiny should:

1. Take witness from affected residents as to the problems experienced and the response from the various agencies.
2. Interview the agencies to determine what their response and remits were, and determine whether this is adequate.
3. Assess the interdependency of the network and consider whether seamless working practices are (a) possible and (b) actual.
4. Examine the review presently being undertaken by CYC's Drainage Department, and consider whether the Board agree with the conclusions reached

Estimate the timescale for completion.

Please circle below the nearest timescale group, in your estimation, based on the information you have given in this form.

- (a) 1-3 months;
- (b) **3-6 months**; or
- (c) 6-9 months

PLEASE ENCLOSE ANY SUPPORTING DOCUMENTS OR OTHER INFORMATION YOU FEEL MIGHT BE USEFUL BACKGROUND TO THE SUBMISSION OF THIS TOPIC FOR CONSIDERATION.

What will happen next?

- a Scrutiny Officer will prepare a feasibility study based on the information you have provided above and on further information gathered. This process should take no more than six weeks;
- on completion, the feasibility study will be presented to Scrutiny Management Committee together with a recommendation whether or not to proceed with the review. If the recommendation is to proceed, the feasibility study will include a remit on how the review should be carried out

In support of this topic, you may be required to:

- meet with the Scrutiny Officer to clarify information given in this submission and/or assist with developing a clear and focussed remit for a potential review;
- attend the meeting of Scrutiny Management Committee at which the topic is being considered for scrutiny review in support of your registration

What will happen if the topic is recommended for review?

- The Scrutiny Management Committee will agree a timescale for completion of the review.
- An Ad-hoc Scrutiny Committee will be formed and a series of formal meeting dates will be agreed. These should allow for at least the following:

1st Meeting Scoping Report

2nd Meeting interim progress meeting

Depending on the timescale of the review, a further interim progress meeting may be required

3rd Meeting Agree final draft report for SMC

- The final draft report will be considered by SMC and a final report with recommendations will be produced for consideration by the Executive
- Any decisions taken at Executive as a result will be reviewed after six months to ensure implementation has taken place.

A Member will be nominated to be responsible for monitoring the implementation of the recommendations - you may be asked to take on this role.

Please return your completed registration form to Scrutiny Services or, if you want any more information about Scrutiny or submitting a new topic for consideration then please contact the Scrutiny Team.

Email: Scrutiny.services@york.gov.uk

Tel No. 01904 552038

For Scrutiny Administration Only

Topic Identity Number

Date Received

Feasibility Study to be completed by:

Date of SMC when study will be considered:

SC1- date sent