



Committee: OVERVIEW AND SCRUTINY COMMITTEE

Date: WEDNESDAY, 6 JUNE 2012

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

Councillors are reminded that as Members of Overview and Scrutiny they may not be subjected to the Party Whip, which is prohibited under the Lancaster City Council Constitution.

A G E N D A

1. Apologies for Absence

2. Minutes

Minutes of the Meeting held on Wednesday, 25th April, 2012 (previously circulated).

3. Items of Urgent Business authorised by the Chairman

4. Declarations of Interest

5. Appointments (Pages 1 - 5)

Report of Head of Governance.

6. Discussions with Councillor Eileen Blamire - Leader of the Council

Councillor Eileen Blamire has been invited to attend the meeting to discuss her portfolio.

7. Update report on Health Scrutiny

Councillor Newman-Thompson has been invited to the meeting.

8. Updates on Future Legislation on Revenues and Benefits

9. Consideration of any requests for Councillor Call for Action (in accordance with the process)

10. Consideration of any Petitions (in accordance with the process)

11. Locality Working

To consider any issues.

12. Work Programme Report (Pages 6 - 9)

Report of the Head of Governance.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Jane Parkinson (Chairman), Mark Bevan, Roger Dennison, David Kerr, Ceri Mumford, Ian Pattison, Pam Pickles, Emma Smith and David Whitaker

(ii) Substitute Membership

Councillors June Ashworth, Dave Brookes, Mike Greenall, Janet Hall, Alycia James, Margaret Pattison and Richard Rollins

(iii) Queries regarding this Agenda

Please contact Jenny Kay, Democratic Services - telephone (01524) 582065 or email jkay@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Thursday, 24th May, 2012.

OVERVIEW AND SCRUTINY COMMITTEE**APPOINTMENTS
6th June 2012****Report of Head of Governance****PURPOSE OF REPORT**

To enable Members to make a number of appointments for the forthcoming Municipal Year.

This report is public.

RECOMMENDATIONS

(1) **Members are requested to consider and appoint representatives, as detailed in the report below.**

(2) **APPOINTMENT OF VICE-CHAIRMAN**

In accordance with the Constitution, the Overview and Scrutiny Committee are requested to appoint a Vice-Chairman for the Municipal Year 2012/13. In accordance with Part 3, Section 11 of the Constitution, the holder of this appointment may not come from the largest political group on Cabinet.

(3) **APPOINTMENT OF SCRUTINY CHAMPION, PRE-DECISION SCRUTINY CHAMPION AND CABINET LIAISON MEMBERS**

Scrutiny Champion

In accordance with the scheme run by the Centre for Public Scrutiny, Lancaster City Council currently appoints a Member and Officer to the Scrutiny Champions' Network. The Network supports and encourages all those involved in public scrutiny to become advocates for the role within their own organisations. Last Municipal Year the Councillor Scrutiny Champion was the Chairman of the Overview and Scrutiny Committee. The Committee is asked to appoint a Councillor Scrutiny Champion for the new Municipal Year.

Pre-Decision Scrutiny Champion

The role of Pre-Decision Champion was established to provide a clear focus and Member lead with regard to pre-decision scrutiny. This is the process by which members of the Overview and Scrutiny Committee become involved with decisions at a stage before the decision is formally taken. This approach proves beneficial as it:

- ❑ Involves non-executive councillors at the pre-decision stage.
- ❑ Reduces the need for call-ins through developing an understanding of an issue, and ensuring that reports for decision adequately reflect different options and approaches.
- ❑ Adds value to reports through wider consultation.

There are many ways in which pre-decision scrutiny can be undertaken and achieved as follows:

- ❑ Examination of the Forward Plan.
- ❑ Examination of other corporate plans.
- ❑ Intelligence from Liaison Members arising from discussions with Service Heads and Cabinet Members.
- ❑ Examination of the Corporate Plan.

The role of the Pre-Scrutiny Champion is to take the lead and help develop this process. They can:

- ❑ Liaise with Members of the Overview and Scrutiny Committee to highlight potential areas for pre-decision scrutiny within their liaison area.
- ❑ Consider and review the Forward Plan.
- ❑ Assess and consider such issues regarding Overview and Scrutiny topic selection criteria and bring forward such issues to the Committee.
- ❑ Assist other Councillors (including Members of the Committee) to identify pre-scrutiny issues and propose ways in which these can be approached.
- ❑ Provide comments on the structure and functioning of the Forward Plan to assist the Council with its improvements and advancement.

The Committee is asked to appoint a Councillor to undertake this task.

Cabinet Liaison Members

Cabinet Liaison Members provide a dedicated link between Overview and Scrutiny and Cabinet Members. The role is intended to provide an ongoing dialogue between meetings to ensure that the Overview and Scrutiny Committee remains informed regarding developments within portfolios, potential areas for pre-decision scrutiny and where Cabinet Members feel there is a role for scrutiny to assist with policy development.

The role of Cabinet Liaison Members can be summarised as:

- ❑ To provide a dedicated channel of communications between Overview and Scrutiny Committee and Cabinet Portfolio Holders.
- ❑ To hold regular briefings with their Cabinet Portfolio Holder.
- ❑ To maintain an understanding of developments and ongoing issues within portfolio areas.
- ❑ To follow up with Cabinet Portfolio Holders potential requests for pre-decision scrutiny.
- ❑ To highlight potential areas for scrutiny or policy development within portfolio areas.
- ❑ To ensure that Cabinet members are kept apprised of the work of Overview and Scrutiny, particularly where these are within the area of responsibility of a Cabinet Member.
- ❑ Where appropriate, to receive briefings from Officers with their relevant Cabinet Member in order to prevent duplication.

Cabinet Members and portfolio allocations for 2012/13 are listed below:

Councillor	Portfolio
Councillor Eileen Blamire (Leader)	-Relationships with other Councils -Communications - Performance Management - Governance
Councillor Janice Hanson (Deputy Leader)	- Economic Development - Planning
Councillor Abbott Bryning	- Finance - Revenues and Benefits
Councillor Ron Sands	- Children and Young People - Culture and Tourism
Councillor Karen Leytham	- Housing - Environmental Health
Councillor David Smith	- Community Safety - Clean and Green
Councillor Jon Barry	- Markets - Connecting with Communities - Voluntary Sector - Older People
Councillor Tim Hamilton-Cox	- Climate Change - Property Services

All Cabinet Members will have a responsibility for Community Leadership and working with external partners. Shared services will be led by the relevant Cabinet Member.

The Committee is asked to consider appointing Cabinet Liaison Members for the portfolios listed above. In previous years the Committee Member appointed as Cabinet Liaison Member has been from a different political party than the Cabinet Member.

(4) APPOINTMENTS TO OUTSIDE BODIES

The Annual Council meeting, held on 14th May 2012, considered and approved the basis upon which appointments to various outside bodies, partnerships and boards are made. Set out below are those which have been agreed by Council as appointments to be made by Overview and Scrutiny Committee. The Committee is asked to consider these appointments.

Organisation	Basis of appointment
Homelessness Forum	1 representative from the Overview and Scrutiny Committee
Lancaster and District Vision Board	Cabinet Member and an Overview & Scrutiny Member
Lancaster and Morecambe Fairtrade District Steering Group	1 representative from the Overview and Scrutiny Committee
Museums Advisory Panel	Cabinet Member plus 1 representative from the Overview and Scrutiny Committee

RELATIONSHIP TO POLICY FRAMEWORK

There are no direct implications as a result of this report.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

There are no direct implications as a result of this report.

LEGAL IMPLICATIONS

There are no legal implications as a direct result of this report.

FINANCIAL IMPLICATIONS

Members of outside bodies are entitled to travelling expenses, which are currently being funded from existing budgets.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None arising from this report.

Information Services:

None arising from this report.

Property:

None arising from this report.

Open Spaces:

None arising from this report.

SECTION 151 OFFICER'S COMMENTS

As this report contains no financial implications the S151 officer has no comments to make.

MONITORING OFFICER'S COMMENTS

The Monitoring officer has been consulted and has no further comments.

BACKGROUND PAPERS

Report to Council dated 14th May 2012.

Contact Officer: Stephen Metcalfe

Telephone: 01524 582073

E-mail: sjmetcalfe@lancaster.gov.uk

Ref: Sjm

OVERVIEW AND SCRUTINY COMMITTEE

Work Programme Report

6th June 2012

Report of Head of Governance

PURPOSE OF REPORT

To provide Members with an update of the Work Programme.

This report is public.

RECOMMENDATIONS

(1) That the Committee consider the updated Work Programme.

1. Introduction

Members are requested to consider the updated Work Programme.

2. Updates

Lancaster Bus Station

Costs are currently being sought for a replacement system for the redundant bus information signs at Lancaster, Nelson and Burnley bus stations.

Meetings have taken place with Stagecoach and Lancaster University to discuss the new information boards that have been installed at the University and if these could be replicated at the bus station.

Meanwhile costings are being sought on a replacement system for the 3 local authorities, Lancaster, Pendle and Burnley. These may be available at the time of the meeting.

Once all this information has been collated, a report will be prepared for consideration.

Rural Broadband

Officers are in consultation with the County Council and BT to arrange a special meeting to consider Rural Broadband. This meeting is likely to take place in Hornby or Caton.

Commissioning Plan Informal Task Group

The final meeting of the Informal Task Group set up by the Committee to consider the County Council's Commissioning Plan took place 15th May. The report will be presented to the Committee at its July meeting.

Updates on Agenda

Officers have met with the new Overview and Scrutiny Chairman and discussed ways to streamline Committee meetings and allow Members to concentrate on the major agenda items. One suggestion is to remove the standing agenda item – 'Updates from Overview and Scrutiny Members' from the agenda. Members of the Committee would then provide a 6 monthly update and produce a short annual report in April each year of their work on their outside body as appropriate.

With regard to Shadow Cabinet Members, it is suggested that Overview and Scrutiny Members could continue to meet with their respective Cabinet Members and highlight to the Committee any work areas or issues that may arise. This could include an area of work requiring policy development by the Overview and Scrutiny Committee, and/or more in depth work requiring the creation of a Task Group.

The Shadow Members would also work with their Cabinet Member before they attended the Overview and Scrutiny meeting on at least, an annual basis.

To allow more involvement and awareness of Cabinet's decisions, the Chairman has agreed that both the Chairman of Budget and Performance Panel and Overview and Scrutiny Committee meet monthly with the Pre-Scrutiny Champion and officers to consider the Forward Plan and Cabinet agendas. Any issues or concerns could then be highlighted to the Committee from this meeting by email rather than elongating the Committee meeting.

Requests for suggestions for Work Programme

At the beginning of each Municipal Year, suggestions are invited from Members and officers on ideas for this year's work programme. The views of the public are also sought through a press release.

A further report on any suggestions submitted will be provided at the July meeting.

SECTION 151 OFFICER'S COMMENTS

As there are no financial implications arising from this report the S151 officer has no comments to make.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None.

Contact Officer: Jenny Kay
Telephone: 01524 582065
E-mail: jkay@lancaster.gov.uk

OVERVIEW AND SCRUTINY WORK PROGRAMME 2012/13

<u>Matter for consideration</u>	<u>Officer responsible / External</u>	<u>Expected Date of meeting</u>
Updates on Future Legislation on Revenues and Benefits.	Head of Revenues and Benefits.	June 2012 - further Member updates will be provided during the year as appropriate.
Councillor Newman-Thompson - update report on Health Scrutiny.	Health Scrutiny Representative.	June & December 2012.
Rural Broadband.	Lancashire County Council.	June - Special meeting to be arranged.
Update on the implementation of recommendations of the Council Assets Task Group.	Head of Community Engagement.	July 2012.
Three Tier Forums - Procedures	Head of Environmental Services & Democratic Services Manager	July 2012
Annual consideration of Older People's Issues (inviting Age UK and other relevant agencies).	Head of Community Engagement.	Autumn 2012.
Former Lancaster Castle Prison – Update on tourism opportunities.	Head of Regeneration and Policy.	Autumn 2012.
Walkabout Lancaster Square Routes	Head of Regeneration and Policy.	Autumn 2012
Community Safety – to include the issue of domestic violence.	Head of Environmental Services / Head of Community Engagement.	November 2012.
Update on Playgrounds.	Head of Environmental Services.	January 2013.
Impact on new Police and Crime Commissioners on Community Safety Policies and Strategy.	Head of Environmental Services.	2013.
Update on the implementation of recommendations of the Canals Task Group once the ramifications of the Canal Corridor are known.	Chief Executive.	Tbc.
Shared Services.	Chief Executive.	Tbc.
Lancaster Square Routes.	Head of Regeneration and Policy.	Regular updates to be arranged.
Mapping of PACT meetings and questionnaire.	Head of Governance.	Tbc.
Outcomes of the Age UK project – Linking Communities when project in complete.	Linking Communities Team.	Tbc.
Regular monitoring reports on the 'No Second Night Out' scheme.	Head of Health and Housing.	Tbc.
Morecambe/Heysham train line Electrification branch	County Council	Tbc.

Briefing Notes

Matter for consideration	Date Circulated	Officer responsible	Date of meeting (if required)
Weed control on district's roads.	Awaited.	County Council via Head of Environmental Services.	
Bathing waters of Morecambe Bay.	Awaited.	Head of Regeneration and Policy.	
Update on GP Consortia.	Regular briefing notes to be circulated.	Head of Health and Housing.	

<u>Cabinet Member and area of responsibility</u>	<u>Link Member</u>	<u>Date of O&S Meeting</u>
Cllr Eileen Blamire - Leader	To be determined – June 2012.	June 2012
Cllr Ron Sands	As above.	July 2012 – to be confirmed.
Cllr Janice Hanson	As above.	
Cllr Abbott Bryning	As above.	
Cllr Karen Leytham	As above.	
Cllr David Smith	As above.	
Cllr Jon Barry	As above.	
Cllr Tim Hamilton-Cox	As above.	

INFORMAL TASK GROUP

Task Group Topic	Date	Progress
Commissioning Plan	February 2012	Reporting to O&S July 2012

Scoping of Task Groups

Task Group Topic	Date	Progress
None.	-.	-.