



**Committee: OVERVIEW AND SCRUTINY COMMITTEE**

**Date: WEDNESDAY, 21 JUNE 2017**

**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. Appointment of Vice-Chairman**

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. Minutes**

Minutes of the Meeting held on Wednesday, 5<sup>th</sup> April, 2017 (previously circulated).

**4. Items of Urgent Business authorised by the Chairman**

**5. Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

## **6. Discussions with the Leader of the Council**

Cabinet Member with responsibility for :

- Relationships with other Councils
- Communications
- Performance Management
- Democratic Services, Legal and HR

Councillor Blamire has been invited to attend the meeting.

## **7. Discussions with Councillor Clifford**

Cabinet Member with responsibility for :

- Leisure, Culture and Tourism
- Climate Change

Councillor Clifford has been invited to attend the meeting.

## **8. Appointments (Pages 1 - 4)**

Report of the Chief Executive.

## **9. Work Programme Report (Pages 5 - 9)**

Report of the Chief Executive.

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

## **11. Consideration of any Petitions (in accordance with the process)**

## **12. Locality Working**

## **ADMINISTRATIVE ARRANGEMENTS**

### **(i) Membership**

Councillors June Ashworth (Chairman), Alan Biddulph, Tracy Brown, Brett Cooper, Rob Devey, Charlie Edwards, Nigel Goodrich, Caroline Jackson and David Whitaker

### **(ii) Substitute Membership**

Councillors Lucy Atkinson, Mel Guilding, Janet Hall, Tim Hamilton-Cox, Geoff Knight, Abi Mills and Phillippa Williamson

**(iii) Queries regarding this Agenda**

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

**(iv) Changes to Membership, substitutions or apologies**

Please contact Democratic Support, telephone 582170, or alternatively email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

SUSAN PARSONAGE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on Tuesday, 13<sup>th</sup> June 2017.

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
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## APPOINTMENTS

**21<sup>st</sup> June 2017**

### Report of the Chief Executive

<b>PURPOSE OF REPORT</b>
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To enable Members to make a number of appointments for the forthcoming Municipal Year.
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<b>This report is public.</b>
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## RECOMMENDATIONS

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

**1. INTRODUCTION**

**1.1 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. For the 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 List of Forthcoming Key Decisions.
- ❑ Intelligence from Liaison Members arising from discussions with Cabinet Members and Chief Officers.
- ❑ 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 List of Forthcoming Key Decisions.
- ❑ 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 List of Forthcoming Key Decisions to assist the City Council with its improvement and advancement.

The Committee is asked to appoint a Councillor to undertake the task of Pre-Scrutiny Champion.

### **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 2017/18 are listed below: -

MEMBER	PORTFOLIO AREA
Leader Cllr Eileen Blamire	<ul style="list-style-type: none"> <li>- Relationships with other Councils</li> <li>- Communications</li> <li>- Performance Management</li> <li>- Democratic Services, Legal and HR</li> </ul>
Deputy Leader Cllr Janice Hanson	<ul style="list-style-type: none"> <li>- Economic Regeneration</li> <li>- Planning</li> </ul>
Cllr Darren Clifford	<ul style="list-style-type: none"> <li>- Leisure, Culture and Tourism</li> <li>- Climate Change</li> </ul>
Cllr Brendan Hughes	<ul style="list-style-type: none"> <li>- Community Safety</li> <li>- Clean and Green</li> </ul>
Cllr James Leyshon	<ul style="list-style-type: none"> <li>- Property Services</li> <li>- Car Parking</li> <li>- ICT</li> <li>- Digital Strategy</li> <li>- Customer Services</li> </ul>
Cllr Margaret Pattison	<ul style="list-style-type: none"> <li>- Markets</li> <li>- Voluntary Sector</li> <li>- Older People</li> <li>- Rural Affairs</li> </ul>
Cllr Andrew Warriner	<ul style="list-style-type: none"> <li>- Housing</li> <li>- Environmental Health</li> </ul>
Cllr Anne Whitehead	<ul style="list-style-type: none"> <li>- Finance</li> <li>- Revenues and Benefits</li> <li>- Skills</li> </ul>

Notes:

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

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

## 1.2 APPOINTMENTS TO OUTSIDE BODIES

The Council meeting, held on Monday, 15<sup>th</sup> May 2017, 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, Morecambe and District Fairtrade Group	1 representative from the Overview and Scrutiny Committee.
Museums Advisory Forum	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 Health & Safety, Equality & 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 funded from within existing budgets.

### OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces:

None.

### SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

### MONITORING OFFICER'S COMMENTS

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

### BACKGROUND PAPERS

Report to Council dated 15<sup>th</sup> May 2017.

**Contact Officer:** Stephen Metcalfe  
**Telephone:** 01524 582073  
**E-mail:** sjmetcalfe@lancaster.gov.uk

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
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**Work Programme Report****21<sup>st</sup> June 2017****Report of the Chief Executive**

<b>PURPOSE OF REPORT</b>
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To provide Members with an update of the Committee's Work Programme.
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<b>This report is public.</b>
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**RECOMMENDATIONS**

- (1) That Members note the Work Programme, as detailed in Appendix A to the report and the updates set out below.
- (2) That Members consider the outstanding items on the Committee's Work Programme and agree what should be carried over and included in the 2017/18 Work Programme.

**1. Introduction**

Members are requested to consider the Work Programme attached at Appendix A and the updates set out in 2 below.

**2. Updates**Outstanding Work Programme Items

Members are requested to consider if they wish the items that were not considered in the 2016/17 Municipal Year to remain on the Committee's Work Programme for 2017/18. These issues are set out in the attached Work Programme at Appendix A.

Task Groups

Currently there are two Informal Task Groups in operation. A third is to be scoped and agreed by the Committee.

All of the Informal Task Groups will report back to the Committee once their work is complete.

Community Safety

The Overview and Scrutiny Committee has previously agreed to designate the November meeting as the Crime and Disorder meeting for each year. Members are requested to consider whether they wish to maintain the annual consideration of Community Safety at the November meeting or timetable another occasion in the municipal year.



### Invitations to Cabinet Members

Every effort will be made to ensure that the attendance of Cabinet Members coincides with consideration of issues relevant to their respective portfolios. The Leader of the Council has been invited to this meeting of the Committee to discuss corporate priorities and allocation of cabinet portfolios.

The relevant Cabinet Liaison Members from the Committee should ensure they keep in contact with their Cabinet Member to keep updated with the latest issues and developments within their portfolios.

### Requests for suggestions for the Work Programme

Suggestions have been invited from Members and officers on ideas for this year's Work Programme. The views of the public will also be sought through a press release and the Council's website.

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

### Standing Agenda Items

As Members of the Committee will be aware, there are a number of items which are required to appear on each Agenda. These are: -

- Councillor Call for Action (CCfA);
- Petitions;
- Locality Working.

<b>SECTION 151 OFFICER'S COMMENTS</b>	
The Section 151 Officer has been consulted and has no further comments.	
<b>MONITORING OFFICER'S COMMENTS</b>	
The Monitoring Officer has been consulted and has no further comments.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Jenny Kay <b>Telephone:</b> 01524 582065 <b>E-mail:</b> jkay@lancaster.gov.uk
None.	

**OVERVIEW AND SCRUTINY WORK PROGRAMME 2016/17**

<b><u>Matter for Consideration</u></b>	<b><u>Detail</u></b>	<b><u>Comments/Expected Date of Meeting</u></b>	<b><u>Officer Responsible /External</u></b>
Customer Services Strategy & Future Complaints Policy.	Task Group to be scoped.	June 2017.	Chief Executive/ Chief Officer (Environment).
Review of Policies and Procedures in place for dealing with Major Flooding Incidents.	That any major flooding works be reported to the Overview and Scrutiny Committee.	Spring 2017 – if required.	Chief Officers (Heath & Housing), (Environment) and (Regeneration & Planning).
Annual consideration of Older People's Issues (inviting Age UK and other relevant agencies).	<p>That Overview and Scrutiny Committee be requested to include Older People's issues in their Work Programme on an annual basis.</p> <p>That the Overview and Scrutiny Committee host a Loneliness Summit to start a meaningful conversation about loneliness in the Lancaster District. (4<sup>th</sup> April 2017).</p>	Summer 2017.	<p>External organisations.</p> <p>Invite Cabinet Member with Responsibility.</p>
<p>Update on the Peer Review.</p> <p>To include Councillors Skills and Information.</p>	<p>That an update be provided in 6 months time and that this be added to the Committee's Work Programme.</p> <p>(8<sup>th</sup> March 2017).</p>	September 2017.	Chief Executive.
Update report on Health Scrutiny.	<p>That the representatives be invited back with an update in 6 months time and a further update in 12 months time. (Min 58 5<sup>TH</sup> April 2017).</p> <p><b>Note:</b> OSC given permission by CBC to undertake preparatory work in response to the consultation, with the final response to be considered by CBC, in line with the standard procedure, if and when appropriate to do so. (CBC Min 8 – 27<sup>th</sup> June 2013 refers).</p>	October 2017.	<p>Clinical Commissioning Group.</p> <p>Invite all City Council's incl. representative on the County Council's Health Scrutiny Committee.</p>

Community Safety Partnership.	<p>Annual meeting to consider Community Safety issues.</p> <p>Monitoring of the Lancaster City Centre PSPO to be reviewed annually by the Council's Overview &amp; Scrutiny Committee.</p> <p><b>Note:</b> The Committee undertakes the functions of the Council's crime and disorder committee for the purposes of Section 19 of the Police and Justice Act 2006, including CCfA relating to crime and disorder matters.</p>	November 2017.	<p>Chief Officer (Environment).</p> <p>Invite Chief Inspector and the relevant Cabinet Member with responsibility.</p>
Discussion Paper on Property Strategy.	<p>This item has been covered in a Member Briefing. Subject to approval of a related growth item this will be progressed in this financial year.</p> <p>(Min 4 refers - 8<sup>th</sup> June 2016).</p>	TBA.	Chief Officer (Resources).
Promoting the Local Economy and the Sustainable Economic Growth Strategy.	<p>Raised as a Cllr suggestion, consideration of report prior to Cabinet (Min 15 refers - 8<sup>th</sup> July 2015).</p> <p>That Morecambe BID be invited to attend a future meeting to discuss promoting the Local Economy. (Min 4 refers - 8<sup>th</sup> June 2016).</p>	<p>It is anticipated that this strategy will be presented to Cabinet in the new year and there will be an opportunity for wider member involvement in the run up to that process.</p> <p>TBA.</p>	Chief Officer (Regeneration and Planning) and Morecambe BID.
Hate Crime within the District.	To work with the Community Safety Partnership on this issue.	TBA	Community Safety Partnership.
Air Quality Control.	<p>A further update report in 2018 to take into account the impact of the Bay Gateway link road on air pollution in the district.</p> <p>(5<sup>th</sup> April 2017)</p>	2018.	Chief Officer (Health & Housing)
Fly Grazing	<p>Look at best practice and request more information. (Min 9 refers – 21st September 2016).</p>	2017/18.	Chief Officer (Environment).

**Page 9**  
**Briefing Notes**

<b><u>Matter for Consideration</u></b>	<b><u>Comments &amp; Date Requested</u></b>	<b><u>Officer Responsible</u></b>	<b><u>Date Circulated</u></b>
Timescale for Risk Management.	Action from LGA Peer Review Action Plan – That a timescale on this piece of work be provided for the Committee - Min 72 refers - 6 <sup>th</sup> April 2016.	Chief Officer (Resources).	Work on information Governance and other Assurance matters taking priority. Briefing note will be produced in January.
The Council's approach to digitalisation - Council's plans, obstacles and how the Council would ensure it took place.	Action from LGA Peer Review Action Plan – That the Council's approach to digitalisation be requested to include the Council's plans regarding digitalisation, what the obstacles are and how the Council ensures this takes place - Min 72 refers - 6 <sup>th</sup> April 2016.	Chief Officer (Resources).	Briefing note will be produced in January.
Update on the Council's Energy Strategy.	Pre-Scrutiny agreed to request a Briefing Note – November 2016.	Chief Officer (Environment).	
Licensing Scheme for Private Sector Rented Properties.	Pre-Scrutiny agreed to request a Briefing Note – November 2016.	Chief Officer (Health and Housing).	
Locality Working.	Pre-Scrutiny agreed to request a Briefing Note – November 2016.	Request made to Lancashire County Council.	

**Task Groups**

<b><u>Task Group Topic</u></b>	<b><u>Date</u></b>	<b><u>Progress</u></b>
Resilience Commission Informal Task Group.	April 2016. (Min 84 refers).	2 meetings held.
Voluntary, Community and Faith Sector Commissioning.	September 2016 (Min 9 refers).	First meeting held on 23 <sup>rd</sup> February 2017.
Customer Services Strategy & Future Complaints Policy	March 2017	To be scoped and reporting to June 2017 meeting.