



**Committee: OVERVIEW AND SCRUTINY COMMITTEE**

**Date: WEDNESDAY, 9 FEBRUARY 2022**

**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 16<sup>th</sup> December, 2021 (previously circulated).

**3. Items of Urgent Business authorised by the Chair**

**4. Declarations of Interest**

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

Councillors 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, Councillors 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, Councillors 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.

**5. Discussions with the Cabinet Member with Responsibility for Housing**

Councillor Cary Matthews has been invited to attend the meeting to discuss her portfolio :

- Council Housing
- Homelessness
- Private Sector Housing
- Social Housing
- Caravan Sites
- Traveller Sites
- Refugee Housing
- Household Support and Resilience

**6. Work Programme Report (Pages 3 - 5)**

Report of the Head of Democratic Services.

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors Richard Austen-Baker (Chair), Roger Dennison (Vice-Chair), Alan Biddulph, Debbie Jenkins, Mandy King, Jack Lenox, Abi Mills, Alistair Sinclair and one Conservative vacancy

**(ii) Substitute Membership**

Councillors Paul Anderton, Roger Cleet, Tim Dant, Adrian De La Mare, Colin Hartley, Geoff Knight and David Whitaker

**(iii) Queries regarding this Agenda**

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

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

Please contact Democratic Support email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk).

KIERAN KEANE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on Tuesday, 1<sup>st</sup> February 2022.

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
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## Overview and Scrutiny Committee – Work Programme

**9<sup>th</sup> February 2022**

### Report of the Head of Democratic Services

<b>PURPOSE OF REPORT</b>
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To consider the Work Programme report.
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<b>This report is public.</b>
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#### RECOMMENDATIONS

- (1) That Members note the updated Work Programme, as detailed in Appendix A.
- (2) That the Committee consider the scoping of a Task Group.

#### 1. Report

The Committee is responsible for setting its own Work Programme within the terms of reference, as set out in the Council's Constitution.

Members are requested to consider and note the updated Work Programme attached at Appendix A that has been produced.

The Committee is also asked to consider and agree the scope of a Task Group. This will be circulated when available.

For Members' information provided below extract from the Constitution regarding Task Groups.

#### **Part 3 – Rules of Procedure – Section 3**

Rule 2 - Task Groups. The Overview and Scrutiny Committee will decide whether a Task Group should be:

(a) formal (subject to proportionality and Access to Information Procedure Rules) and report directly to Cabinet or Council; or,

(b) informal (not subject to proportionality and Access to Information Procedure Rules); and

they shall report back to the Overview and Scrutiny Committee.

Named substitutes appointed at the establishment of the Task Group will be permitted.

Task Groups may be established to undertake specific project work, policy development, a specific task, consultation, review investigation or similar activity. Task Groups would normally only make one final report during their lifetime.

At the first meeting of each new Task Group, the Group will carry out a stakeholder analysis exercise to determine who should be involved with their work and who should give evidence and who should be consulted. The stakeholder analysis will also highlight potential cooptees.

Task Groups may appoint any number of people (excluding staff and other Councillors) as non-voting co-optees to assist in any item of business, as they deem appropriate. Officers and other Councillors cannot be co-opted.

Each Task Group will also be required to agree a detailed Work Programme to enable them to complete their task within the agreed timescale.

**Rule 3 - Who May Sit on Overview and Scrutiny?**

All Councillors with the exception of members of the Cabinet may be appointed to one or more of Overview and Scrutiny bodies. No Councillor may be involved in scrutinising a decision in which they have been directly involved.

Each Group may appoint up to two named substitutes for each Overview and Scrutiny meeting (excluding Task Groups) for the Municipal Year. Substitute Councillors will have all the powers and duties of any ordinary member of the meeting.

Substitutes for the Overview and Scrutiny Committee will not be able to exercise any special powers or duties exercisable by the person they are substituting, such as counting as members of the Overview and Scrutiny Committee with regard to the quorum needed to trigger a Call-in request. No temporary substitutions will be allowed.

**SECTION 151 OFFICER'S COMMENTS**

The S151 officer has been consulted and has no comments to make.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None.

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

**Appendix A - Overview and Scrutiny Committee Work Programme 2021-2022**

<b><u>Matter for Consideration</u></b>	<b><u>Detail</u></b>	<b><u>Comments/ Expected Date of Meeting</u></b>
Local Authority Trading Companies (LATCs).	Key Decisions the Cabinet are to take regarding LATCo's.  The Cabinet Member with Responsibility for Housing will be reporting at the meeting.	9 <sup>th</sup> February 2022
Annual Healthcare meeting.	That the Overview and Scrutiny Committee establish an annual meeting to discuss healthcare matters in the district and invite representatives of relevant NHS bodies, including the local Clinical Commissioning Group and local medical practices. This meeting to take place in the next Municipal Year.	Summer 2022.
Monitoring of previous Task Group recommendations.	Retain on Work Programme.	TBC.
Cabinet Member attendance at Overview and Scrutiny meetings.	Invite relevant Cabinet Member to meetings.	Ongoing.
Crime and Disorder meeting – November 2022.	Annual Crime and Disorder meeting. Invite relevant Cabinet Member.  Committee requested to submit topics for discussion in advance of the meeting.	November 2022.

**Task Groups and Working Groups**

<b>Name</b>	<b>Progress</b>	<b>Action</b>
Review of Recycling Working Group – requested by Council.	Met at the beginning February 2021.	Ongoing. Meeting being arranged.
Town centres to be re-imagined – incorporating vacant shops and markets. (Revitalising Key Centres Informal Task Group.)	Reporting to the Committee in February. The Committee to consider the scope and establish an informal Task Group.	Scoping undertaken.
Planning Informal Task Group.	In the process of being set up.	Arrange first meeting.
Ethical and Sustainable Investment Policy Task Group.	Scoping meeting to be set up. Awaiting Director of Corporate Services to identify officers to assist with scoping.	Scoping meeting to be arranged and establish a Formal Task Group.
Property Portfolio Informal Task Group.	Met once – could not arrange a further meeting as the 2 leading officers left the Council.	An update has been requested.

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Scrutiny Review Scoping Template

<p><b>Review Topic</b> (name of Review)</p>	<p>Revitalising Key Centres Informal Task Group.</p>
<p><b>Councillor Involvement</b> (names of Cllrs involved)</p>	<p>Cllrs Abi Mills</p>
<p><b>Officer Support</b> (names of Officers required)</p>	<p>Anne Marie Harrison, Nick Lamb, Stephen Metcalfe and Jenny Kay</p>
<p><b>Rationale</b> (key issues and/or reason for doing the Review)</p>	<p>Concerns raised about the future of our high streets, in particular vacant spaces and markets, due to the current economic climate.</p>
<p><b>Purpose of Review/Objective</b> (specify exactly what the Review should achieve)</p>	<p>To consider and recommend options to support revitalising our Key Centres, particularly in respect of vacant spaces and markets.</p>
<p><b>Indicators of Success</b> (what factors would indicate that a Review has been successful)</p>	<p>A clear understanding of:</p> <ul style="list-style-type: none"> <li>• The function of key centres to support the local economy, health and well being and quality of life</li> <li>• The challenges and opportunities for Key Centres</li> <li>• Key factors influencing occupancy rates and markets</li> <li>• Recommendations for Cabinet consideration on future actions</li> </ul>
<p><b>Methodology/Approach</b> (what types of enquiry will be used to gather evidence and why)</p>	<ul style="list-style-type: none"> <li>• Fact finding</li> <li>• What the Council is already doing and</li> <li>• what is happening where. Understanding local needs, opportunities and resilience factors</li> <li>• Key partners and investors</li> <li>• Crime and disorder/Community Safety</li> <li>• Investigate best practice from other local authorities – contrasting places.</li> </ul>
<p><b>Specify Witnesses/Experts</b> (who to see and when)</p>	<p>BIDs            Chambers of Commerce            CSP            Officer representatives from successful town centres schemes            University Student Unions – Lancaster and Cumbria            Federation of Small Businesses            Independent Lancaster            Local property landlords</p>
<p><b>Specify Evidence Sources for</b></p>	<p>COVID Impact Study</p>

<b><u>Documents</u></b> (which to look at)	Relevant regeneration, economic, planning and transport studies Recovery Framework
<b><u>Specify Site Visits</u></b> (where and when)	Other towns centres that have been identified as best practice.
<b><u>Specify Evidence Sources for Views of Stakeholders</u></b> (consultation/workshops/focus groups/public meetings)	Existing consultation material Partner presentations
<b><u>Publicity Requirements</u></b> (what is needed – press release, fliers, leaflets, radio broadcasts, etc.)	Press release when final report is published.
<b><u>Resource Requirements</u></b> (people, expenditure)	Councillor and Officer time.
<b><u>Barriers/dangers/risks/etc</u></b> (identify any weaknesses and potential pitfalls)	Size/scope of the project Any possible future implications with regard to COVID restrictions. Limited officer resource
<b>Projected start date</b>	<b>Draft Report Deadline</b>
<b>Meeting Frequency</b>	<b>Projected completion date</b>

Formally Constituted

Informal Task Group

**Membership**

Cllr Abi Mills	Chair

**Name of Task Group**

Revitalising Key Centres Informal Task Group

**Terms of Reference**

To investigate how the Council can assist in revitalising the district's Key Centres and Markets and make recommendations to the Overview and Scrutiny Committee.