



**Committee:** OVERVIEW AND SCRUTINY COMMITTEE

**Date:** WEDNESDAY, 6<sup>TH</sup> APRIL 2016

**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, 24<sup>th</sup> February, 2016 (previously circulated).

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

**4. 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.

**5. LGA Peer Review Action Plan (Pages 1 - 7)**

Report of the Chief Executive.

**6. Discussions with Councillor Karen Leytham**

Councillor Leytham has been invited to attend the meeting.

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

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

**9. Locality Working**

**10. Work Programme Report (Pages 8 - 12)**

Report of the Chief Executive.

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors Nigel Goodrich (Chairman), June Ashworth (Vice-Chairman), Lucy Atkinson, Alan Biddulph, Brett Cooper, Rob Devey, Caroline Jackson, David Whitaker and Phillippa Williamson

**(ii) Substitute Membership**

Councillors Tracy Brown, Andrew Gardiner, Geoff Knight, Roger Mace, Terrie Metcalfe, Abi Mills and Nicholas Wilkinson

**(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).

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

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<b>OVERVIEW &amp; SCRUTINY</b>
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**LGA Peer Review Action Plan  
06 April 2016**

**Report of Chief Executive**

<b>PURPOSE OF REPORT</b>
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To monitor the LGA Peer Review Action Plan

<b>This report is public</b>
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**RECOMMENDATIONS**

- (1) **The report be noted and any recommendations referred to Cabinet or Chief executive, as appropriate.**

**1.0 Introduction**

- 1.1 At the Overview and Scrutiny meeting held on the 09 December 2015, it was noted that Cabinet, at its meeting held on 01 December 2015, had considered the Peer Challenge Action Plan. Contained within the Plan was consideration of how to make best use of Overview and Scrutiny and Members agreed to include this issue in the Work Programme for consideration in April 2016.
- 1.2 The LGA Action Plan is attached at **Appendix A** for consideration.

<b>CONCLUSION OF IMPACT ASSESSMENT</b>
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**(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None directly as a result of this report

<b>LEGAL IMPLICATIONS</b>
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None directly as a result of this report

<b>FINANCIAL IMPLICATIONS</b>
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None directly as a result of this report

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None directly as a result of this report

**Information Services:**

None directly as a result of this report

**Property:**

None directly as a result of this report

**Open Spaces:**

None directly as a result of this report

**SECTION 151 OFFICER'S COMMENTS**

The Deputy 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**

LGA Peer Review Report

**Contact Officer:** Mark Cullinan

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**Ref:** Committee/O&S/01

## LGA PEER REVIEW ACTION PLAN

What	How	When	MT lead	Resource
<b>CONTEXT + PRIORITIES</b>				
Develop options to manage demand in public realm services.	Use local intelligence / knowledge and results of consultation exercise to establish priorities and then develop a range of options.	In parallel with development of 16/17 budget.	MD	Within existing.
Complete Local Plan.	To progress towards the formal adoption of a new Local Plan in accord with the latest project plan (Local Development Scheme) Council consensus now obtained on Objectively Assessed Need. Option evaluation with technical appraisals now being undertaken.	Plan submitted for examination by Winter 2016.	ASD	Within existing budgets.
Continue to focus on development of Lancaster Visitor economy through linking Retail /Arts /Heritage.	To prepare a new Masterplan for Lancaster City Centre identifying development and economic opportunities and weaving them with existing investments. To focus potential into a joined up suite of funding bids to the Heritage Lottery Fund to assist in the delivery of that Plan.	In parallel with and informing the production of the Local Plan. Draft proposals by April 2016.	ASD	Within existing budgets and in partnership with the County Council, Lancaster BID, Chamber of Commerce, Lancaster University, MBHT, Marketing Lancashire and Heritage Lottery Fund.
Continue to focus on the visitor economy as a means of leveraging economic development.	By continuing to identify the visitor economy as a key economic development function and driver of the local economy. By examining new potential from Coastal Communities	Council to review ability to deliver support for visitor economy in 2016/17 budget setting	ASD	City Council in partnership with Marketing Lancashire, Morecambe Bay

What	How	When	MT lead	Resource
	and other funding streams to develop the quality of the district's offer aligned to the two new destination brands.	process.		Partnership and a wide range of stakeholder groups.
Consider how best to provide Senior Elected Members with meaningful performance reporting	Ongoing review of performance framework and development of Corvu is being undertaken by the HR&OD Manager. The revised performance management framework, approved by Management Team and reported to Cabinet in September and presented to the Budget and Performance Panel, will be developed into a plan to implement changes in performance management arrangements.	Arrangements to be in place by April 2016.	MC	
Conduct Service Review of Planning / Regeneration.	By taking the existing Peer Review work undertaken by Planning Advisory Service and addressing its findings through an early review of capacity and skills in the regeneration and Planning Service.	By April 2016 as part of council budget setting process for 2016/17.	ASD.	Service Management Team with support from Resources and Governance.
Consider how best to influence educators to develop the skills that will be needed in this District in the future.	By using the evidence base available through planning and economic policies to challenge education providers to enable private sector careers advice to be made available in schools. To ensure that the further and higher education sector tailors provision more closely to the economic need of the region and the north.	To feed into Lancaster Vision's preparations for major skills conference in April 2016.	ASD.	Within existing budgets and in partnership with the County Council, Chamber and Lancaster Vision.
Clearly establish priorities for the new administration	Through Cabinet to Council as part of the Corporate Plan process.	By March 2016.	MC	OD and MT.
Continue to build relationship with County	Continuous, but also to consider	By March 2016.	MC	May need external

What	How	When	MT lead	Resource
Council and neighbouring Councils (eg Preston).	Shared Services with Preston.			resources.
<b>POLITICAL + MANAGERIAL LEADERSHIP</b>				
Continue to contribute positively to the Combined Authority debate.	Through Leaders and Chief Executives meeting and Full Council.	December 2015.	MC	Regen Officer time – potential implications, not yet quantifiable.
MT to review their skills / capacity requirements for delivery of organisational change and establish an clear plan of action.	MT to work with HR&OD Manager to establish what new skills and competencies are required by senior managers, and at what level, to deliver on revised council priorities and different delivery methods.	As soon as possible, subject to any significant senior management restructuring being considered after appointment of new CE.	Chief Executive when appointed	
Consider how Council partnerships can be best managed to get the most out of them.	As part of council Community Leadership Priority. Consider which partnerships can help deliver objectives alongside the council.	Corporate Plan 2016/17.	All.	Within existing resources.
<b>GOVERNANCE + DECISION MAKING</b>				
Consider what level of delegation is most appropriate for Cabinet Members.	Does Leader/Cabinet want further delegation? Review definition of key decisions – look at criteria for level of decision taking into account risk.		Chief Executive when appointed	
Agree what a proportionate approach to the management of risk looks like for the organisation.	Through Leaders' Briefings and Audit Committee – review of Strategy?	Outline March 2016 (Budget). Strategy to be updated after then.	NM	MT/Internal Audit
Consider how to make best use of O+S.	To be considered by MT (bearing in mind the resources that would be required to support O&S). Any	March 2016. (O&S have now	MC	

What	How	When	MT lead	Resource
	suggestions for input from O&S would need to be considered by O&S as part of its discussions on its work programme.	included in their work plan).		
<b>FINANCIAL VIABILITY</b>				
Agree the Council's approach to digitalisation.	Workshops, development of draft strategy, joint working using partners (eg university), officer working group and consideration by Members during the Budget.	Outline by March 2016 (through the budget and planning process).	NM	Limited cross-service resource, though budget exists to make some progress. Expect would need some upfront redirection in addition, however.
Model the likely future financial scenarios the Council could face.	Usual financial planning processes – drawing on Government announcements and other commentaries, etc.	First modelling already completed – reported to September's Cabinet. Need to keep under review. Updated after the financial settlement.	NM	Covered through Financial Services
Establish how best to approach commissioning.	Include potential for commissioning in service reviews and budget options. Also, consideration being given to clarifying/expanding the existing procurement strategy to address commissioning explicitly.	September to December.  During 2016/17.	NM	
Develop options for the Council's building assets.	In progress – need to establish clear proposals and timescales though (then project plan).	Outline by March 2016 (through budget and planning process)	NM	Will need extra input from various services and will



What	How	When	MT lead	Resource
				require extra upfront investment to secure ongoing savings.
<b>ORGANISATIONAL CAPACITY</b>				
Develop a refreshed approach to service reviews.	MT to work with HR&OD Manager to develop approach.	After decision on council priorities and when it is known what service reviews are required.	MC	
Establish the council's appetite for transformation eg in income generation terms, alternative models of delivery (eg trusts).	Establish Lancaster City Council definition of transformation. Initially through MT.	Decision making on proposals by Cabinet as part of budget setting winter 2015. Council decision March 2016.	All	Depends on definition, may require skills and external support potentially?
Establish a mechanism for staff to feed ideas about service delivery, budget savings or income generation to managers and MT.	Existing Budget Options Work Programme.	September to December 2015.	MC	

## OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme Report

6<sup>th</sup> April 2016

### Report of the Chief Executive

#### PURPOSE OF REPORT

To provide Members with an update of the Committee's Work Programme.

**This report is public.**

#### 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 whether they would like to include any further items in the 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

##### Scoping of Resilience Commission Task Group

The Chairman and Councillor Jackson met with officers recently to scope the proposed Resilience Commission Task Group. Please refer to the scoping document that has been circulated separately.

Members are requested to consider the scoping document and whether they wish to establish a Resilience Commission Task Group.

##### Special Meeting to consider Flooding.

At the last meeting of the Committee, Members requested that the Special Meeting to consider flooding issues be arranged at the earliest opportunity even if this was just specifically for the Lancaster district.

The date for this meeting has been set as Wednesday, 20th April commencing at 6.00pm at Morecambe Town Hall.

**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**

None.

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

**OVERVIEW AND SCRUTINY WORK PROGRAMME 2015/16**

<b><u>Matter for Consideration</u></b>	<b><u>Officer Responsible /External</u></b>	<b><u>Expected Date of Meeting</u></b>
Peer Review.	Chief Executive.	6 <sup>th</sup> April 2016.
Report on Policies and Procedures in place for dealing with Major Flooding Incidents.	Chief Officer (Heath & Housing). Chief Officer (Environment). Chief Officer (Regeneration & Planning). Relevant Cabinet Members and Agencies.	20 <sup>th</sup> April 2016.
Experiences of change from the Cabinet to Committee Governance system.	Chief Executive.	Site visit to Fylde Borough Council April 2016.
Update on the Council's Energy Strategy.	Chief Officer (Environment).	September 2016.
Annual consideration of Older People's Issues (inviting Age UK and other relevant agencies).	External organisations.  Cabinet Member with Responsibility to be invited to the meeting.	Summer 2016.
Promoting the Local Economy.	Chief Officer (Regeneration and Planning).	TBA.
Licensing Scheme for Private Sector Rented Properties.	Chief Officer (Health and Housing).	TBA.
Update report on Health Scrutiny.	Clinical Commissioning Group.  Invite the City Council's representative on the County Council's Health Scrutiny Committee.	TBA when appropriate.

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**Briefing Notes**

<b><u>Matter for Consideration</u></b>	<b><u>Date Requested</u></b>	<b><u>Officer Responsible</u></b>	<b><u>Date Circulated</u></b>
Health and Housing Functions and Policies.	9 <sup>th</sup> December 2015	Chief Officer (Health and Housing).	The Briefing Note has not yet been circulated. This item will be discussed at 6 <sup>th</sup> April meeting to determine whether a Briefing Note is still required.
Fly Tipping – Increase since the introduction of charges at Recycling Centres.	9 <sup>th</sup> December 2015	Chief Officer (Environment).	
Implications of 2015/16 Housing and Planning Bill on Enforcement for Private Sector Landlords.	27 <sup>th</sup> January 2016	Chief Officer (Health and Housing).	
Derelict and Unsightly Buildings.	27 <sup>th</sup> January 2016	Chief Officer (Regeneration & Planning).	

**Cabinet Members Attending**

<b><u>Cabinet Member with Responsibility</u></b>	<b><u>Link Member</u></b>	<b><u>Expected Date of Overview and Scrutiny Meeting</u></b>
Councillor Margaret Pattison, Cabinet Member with Responsibility for Markets, Voluntary Sector, Older People and ICT.	Councillor Nigel Goodrich.	14 <sup>th</sup> October 2015.
Councillor David Smith, Cabinet Member with Responsibility for Community Safety, Clean and Green.	Councillor Brett Cooper.	18 <sup>th</sup> November 2015.
Councillor Eileen Blamire, Leader of the Council with Responsibility for Relationships with other Councils, Communications, Performance Management, Democratic Services, Legal and HR.	Councillor Nigel Goodrich.	9 <sup>th</sup> December 2015.
Councillor Karen Leytham Cabinet Member with Responsibility for Housing and Environmental Health.	Councillor Caroline Jackson.	6 <sup>th</sup> April 2016.

**Note:** Cabinet Members will be requested to provide a summary on their areas of responsibility, information on services and upcoming and ongoing issues that the Committee should be aware of.

Task Groups

<u>Task Group Topic</u>	<u>Date</u>	<u>Progress</u>
Night Time Economy (Informal).	December 2015.	Third meeting took place on 31 <sup>st</sup> March 2016.
Resilience Commission Task Group	January 2016.	Scoped and awaiting consideration by the Committee