



**Committee:** OVERVIEW AND SCRUTINY COMMITTEE

**Date:** WEDNESDAY, 8 JUNE 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.

## AGENDA

**1. Apologies for Absence**

**2. To Appointment a Vice-Chairman for the duration of the 2015/17 Municipal Year**

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 Meetings held on 6<sup>th</sup>, 14<sup>th</sup> and 20<sup>th</sup> April 2016 (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. Appointments (Pages 1 - 5)**

Report of the Chief Executive.

**7. Work Programme Report (Pages 6 - 10)**

Report of the Chief Executive.

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

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

**10. Locality Working**

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors June Ashworth (Chairman), Alan Biddulph, Tracy Brown, Brett Cooper, Rob Devey, Caroline Jackson, John Reynolds, David Whitaker and Phillippa Williamson

**(ii) Substitute Membership**

Councillors Lucy Atkinson, Nigel Goodrich, Janet Hall, Roger Mace, 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

Published on Tuesday, 31<sup>st</sup> May 2016.

**OVERVIEW AND SCRUTINY COMMITTEE****APPOINTMENTS****8<sup>th</sup> June 2016****Report of the Chief Executive****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.**

**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 Chief Officers 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 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.

In the last municipal year regular meetings have been held with the Chairman and Vice-Chairman of this Committee, the Chairman and Vice-Chairman of Budget and Performance Panel and the Pre-Scrutiny Champion to consider these issues. These meetings have been seen, by those involved, as a good addition to this process.

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

Members are reminded that a report on Lancashire County Council's Pre-Scrutiny processes has been requested.

### **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 2016/17 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 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 Karen Leytham	<ul style="list-style-type: none"> <li>- Housing</li> <li>- Environmental Health</li> </ul>
Cllr David Smith	<ul style="list-style-type: none"> <li>- Community Safety</li> <li>- Clean and Green</li> </ul>
Cllr Margaret Pattison	<ul style="list-style-type: none"> <li>- Markets</li> <li>- Voluntary Sector</li> <li>- Older People</li> <li>- Rural Areas</li> </ul>
Cllr Anne Whitehead	<ul style="list-style-type: none"> <li>- Finance</li> <li>- Revenues and Benefits</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 above. 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, 16<sup>th</sup> May 2016, 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.

<b>Organisation</b>	<b>Basis of appointment</b>
Homelessness Forum	1 representative from the Overview and Scrutiny Committee.
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.

<p><b>RELATIONSHIP TO POLICY FRAMEWORK</b></p> <p>There are no direct implications as a result of this report.</p>
<p><b>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b></p> <p>There are no direct implications as a result of this report.</p>
<p><b>LEGAL IMPLICATIONS</b></p> <p>There are no legal implications as a direct result of this report.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>Members of outside bodies are entitled to travelling expenses, which are funded from within existing budgets.</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b></p> <p><b>Human Resources:</b></p> <p>None arising from this report.</p> <p><b>Information Services:</b></p> <p>None arising from this report.</p>

**Property:**

None arising from this report.

**Open Spaces:**

None arising from this report.

**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 16<sup>th</sup> May 2016.

**Contact Officer:** Stephen Metcalfe

**Telephone:** 01524 582073

**E-mail:** sjmetcalfe@lancaster.gov.uk

## OVERVIEW AND SCRUTINY COMMITTEE

### Work Programme Report

8<sup>th</sup> June 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 the outstanding items on the Committee's Work Programme and agree what should be carried over and included in the 2016/17 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

##### APSE Report

Members of the Committee will recall that, at its meeting on 6<sup>th</sup> April 2016, in discussions with Councillor Leytham, Cabinet Member with Responsibility for Housing and Environmental Health, it was agreed:

*"That the Committee consider any Value for Money Review of the Repair and Maintenance Service before considering whether to scope a Task Group to investigate this piece of work."*

Management Team discussed this action and suggested that it was more appropriate for the Budget and Performance Panel to consider this as it is included in the Panel's Terms of Reference. However, it was also suggested that when the Panel considers the review, Overview and Scrutiny Committee Members should be invited to attend.

The Chairman of the Panel has been consulted and has agreed to invite Members of the Overview and Scrutiny Committee to attend and ask questions when the APSE report is considered by the Panel. This has been scheduled for 12<sup>th</sup> July 2016 Panel meeting.



## Property Disposal Strategy Update

A review of the Council's Corporate Property Strategy has been underway for some time, focusing particularly on disposal aspects, and Officers should soon have a draft update for consideration by Cabinet in due course (likely to go to the August Cabinet meeting at the earliest, subject to other work demands). Given some of the issues that arose during the recent call-in on St. Leonard's House, Officers have queried whether this topic may be suitable for some pre-decision scrutiny from the Committee.

If so, it is suggested this be provisionally scheduled for the Committee's 20 July meeting.

## Outstanding Work Programme Items

Members are requested to consider if they wish the items that were not considered in the 2015/16 Municipal Year to remain on the Committee's Work Programme for 2016/17. These issues are set out in the attached Work Programme at Appendix A.

## Task Groups

Currently there are two Informal Task Groups in operation.

The Late Night Economy in the Lancaster District Informal Task Group has met 4 times and at the first meeting agreed to undertake themed meetings.

The themes to be considered are:

- Community Safety and Anti-Social Behaviour
- Licensing
- Trade
- Impact on Street Cleansing
- Health and Wellbeing

The Task Group has 2 more themed meetings to undertake.

The Resilience Commission Task Group will be meeting for the first time shortly. It is planned to meet twice.

Both 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. It is suggested that the Leader of the Council be invited to an early meeting of the Committee, if possible July, 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 will be 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.	

**OUTSTANDING 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>
Lancashire County Council's Pre-Scrutiny process.	Chief Executive.	Summer 2016.
Constitutional issues regarding Overview and Scrutiny Members viewing draft reports, as part of the pre-decision scrutiny process.	Chief Executive.	Summer 2016.
Saving Options to be Explored.	Chief Officer (Resources).	Summer 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.
Update on the Council's Energy Strategy.	Chief Officer (Environment).	September 2016.
Update 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.	October 2016
Update on the Peer Review.	Chief Executive.	Autumn 2016.
Experiences of change from the Cabinet to Committee Governance system.	Chief Executive.	TBA.
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.

**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>
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).	
Influencing Educators to develop skills for the district for the future.	6 <sup>th</sup> April 2016	Chief Officer (Regeneration & Planning).	
Timescale for Risk Management.	6 <sup>th</sup> April 2016	Chief Officer (Resources).	
The Council's approach to digitalisation - Council's plans, obstacles and how the Council would ensure it took place.	6 <sup>th</sup> April 2016	Chief Officer (Resources).	

**Task Groups**

<b><u>Task Group Topic</u></b>	<b><u>Date</u></b>	<b><u>Progress</u></b>
Late Night Economy in the Lancaster District Informal Task Group	December 2015.	As of the end of May 2016, the Task Group has met 4 times with another 2 meetings scheduled.
Resilience Commission Informal Task Group	April 2016.	The first meeting is in the process of being arranged.