



**Committee: OVERVIEW AND SCRUTINY COMMITTEE**

**Date: WEDNESDAY, 19 JUNE 2019**

**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-Chair**

In accordance with Part 3, Section 3, Overview and Scrutiny Procedure Rules, of the Constitution, the holder of this appointment shall not be members of the largest political group, which has Councillors serving on the Cabinet.

**3. Minutes (Pages 1 - 2)**

Minutes of the Meeting held on Wednesday, 3<sup>rd</sup> April, 2019 (attached).

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

**5. 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.

**6. Appointments (Pages 3 - 6)**

Report of the Director of Corporate Services

**7. Updates on the Eden (North) Project**

To consider any updates.

**8. Overview and Scrutiny Training Event**

To consider any issues.

**9. Work Programme Report (Pages 7 - 8)**

Report of the Director of Corporate Services.

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors Tricia Heath (Chair), Alan Biddulph, Tim Dant, Julie Greenwell, Debbie Jenkins, Abi Mills, Stewart Scothern and David Whitaker and 1 Conservative vacancy.

**(ii) Substitute Membership**

Councillors Stephie Barber, Roger Dennison, Jason Firth, Michael Mumford, Oliver Robinson, Paul Stubbins and David Whitworth

**(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).

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

Published on Tuesday, 11<sup>th</sup> June 2019.

# OVERVIEW AND SCRUTINY COMMITTEE

6.00 P.M.

3RD APRIL 2019

**PRESENT:-** Councillors Nigel Goodrich (Chairman), June Ashworth, Alan Biddulph, Tracy Brown, Caroline Jackson and David Whitaker

Apologies for Absence:-

Councillors Rob Devey and John Reynolds

Officers in attendance:-

Kieran Keane	Chief Executive
Mark Davies	Director for Communities and the Environment
Stephen Metcalfe	Principal Democratic Support Officer
Jenny Kay	Civic & Ceremonial Democratic Support Officer

## 34 MINUTES

The Minutes of the meeting held on 6<sup>th</sup> March 2019 were signed by the Chairman as a correct record.

## 35 FINAL REPORT OF THE CUSTOMER SERVICES AND FUTURE COMPLAINTS POLICY INFORMAL TASK GROUP

Members of the Committee considered the Final Report of the Customer Services and Future Complaints Policy Informal Task Group. Two slight amendments on the wording of Recommendations 3 and 4 were agreed.

***Resolved :-***

That the Final Report of the Customer Services and Future Complaints Policy Informal Task Group with the amendments referred to above, be approved and referred to the Monitoring Officer for determination in accordance with Part 4, Section 5, paragraph 12 of the City Council's Constitution.

## 36 UPDATES ON THE EDEN (NORTH) PROJECT

The Chief Executive provided the Committee with an update on the Eden (North) project.

It was reported that the Council was working with Eden and the other partners involved to move the project along in terms of the initial agreed funding. Discussions were taking place regarding the principles of the project in terms of what it could bring to Morecambe. Representatives from Eden were keen that Morecambe should benefit from the project including the use of local businesses where possible.

Negotiations were taking place and these would be considered by Council in the summer which would then give Eden the certainty of the project to enable funding bids to be sought.

**Resolved:-**

That the oral update be noted.

**37 WORK PROGRAMME REPORT**

Members were reminded that, at the Call-in that took place in August 2018, the Committee had agreed :

*That the Overview and Scrutiny Committee refer to the Constitutional Working Group the following issues :*

- (i) *Clarification of what should be referred to Cabinet or Council regarding spending of the City Council's reserves.*
- (ii) *Request the Constitutional Working Group to consider additional parameters should be set on the amount Cabinet can spend from the City Council's Reserves.*

It was reported that this issue had been considered by the Constitutional Working Group but did not seem to be included in the revised Constitution that was being considered by Council the following week.

It was agreed to raise the omission with the Monitoring Officer to allow this to be reported into the Council meeting on 10<sup>th</sup> April 2019.

**Resolved:-**

That the Overview and Scrutiny Committee raise the omission regarding the City Council's reserves with the Monitoring Officer to allow this to be reported into the Council meeting on 10<sup>th</sup> April 2019.

**38 CHAIRMAN'S REMARKS**

The Chairman, as it was the last meeting of the Committee for this term, expressed his thanks to Jenny Kay and Stephen Metcalfe for their hard work supporting the Committee and other officers who had attended to provide advice and information on specific topics.

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Chairman

(The meeting ended at 6.33 p.m.)

**Any queries regarding these Minutes, please contact  
Jenny Kay, Democratic Services - telephone (01524) 582065  
or email [jkay@lancaster.gov.uk](mailto:jkay@lancaster.gov.uk)**

**OVERVIEW AND SCRUTINY COMMITTEE****APPOINTMENTS****19<sup>th</sup> June 2019****Report of the Director of Corporate Services****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 AND PRE-DECISION SCRUTINY CHAMPION****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**

Regular pre-decision scrutiny meetings are arranged. The Chair and Vice-Chair of this Committee, the Budget and Performance Panel and the Pre-Scrutiny Champion are invited to attend to be briefed on forthcoming issues by officers.

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.
- ❑ Information obtained arising from discussions with Cabinet Members and Chief Officers.
- ❑ Examination of the Council Plan and budget information.

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

- ❑ Liaise with Members of Overview and Scrutiny 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.

## 1.2 APPOINTMENTS TO OUTSIDE BODIES

The Council meeting, held on Monday, 20<sup>th</sup> May 2019, 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.

### 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 20<sup>th</sup> May 2019.

**Contact Officer:** Stephen Metcalfe  
**Telephone:** 01524 582073  
**E-mail:** [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk)

**Appendix A**

Organisation	Information provided to Council
Homelessness Forum	<p>The Homeless Forum usually meets quarterly during the day at one of the Town Halls with the objective of meeting with partner organisations the deliver the action plan developed as part of the homelessness strategy. We are currently undertaking a review of the strategy as it is now out of date. We normally have a least 2 City Council representatives.</p>
Lancaster, Morecambe and District Fairtrade Group	<p>We require one councillor to act as a liaison between the group and the City Council.</p> <p>The group meets, on average, 6 times between September and May when the A.G.M is held.</p> <p>Meetings, at present, are held in St. Thomas's Church Centre, Marton Street, Lancaster LA1 1XX (opposite the Police Station), on a Tuesday at 3.30pm. However, due to planned building work, a new venue may have to be sought and the meeting times may have to change.</p>



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

**19<sup>th</sup> June 2019**

### Report of the Director of Corporate 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 the Committee notes the report and the processes for considering current and future scrutiny Work Programme topics and agenda items as set out in Section 2 of the report.
- (2) That, subject to (1) above, the Committee notes that a report on any suggestions for the Work Programme will be provided at the next meeting.

#### 1. Introduction

- 1.1 The Committee is responsible for setting its own Annual Work Programme within its Terms of Reference.

#### 2. Background

- 2.1 Overview and Scrutiny Procedure Rule 9 – Work Programme, as set out in the Council's Constitution, advises that: -

- (a) The Overview and scrutiny and Budget and Performance Panel will be responsible for setting their own Annual Work Programme within the Terms of Reference set out in Part 2, Section 5, 9 and 10 of this Constitution.

The Overview and Scrutiny Committee shall write to all Councillors, the Chief Executive and Directors and ask the public for issues that should be considered for inclusion in the Scrutiny Work Programme.....

- 2.2 All Councillors have been emailed regarding the issues and a press release and a social media release have been produced.
- 2.3 The Committee has previously agreed to the following processes for considering current and future scrutiny Work Programme topics and agenda items:

**A meeting be arranged with the Chair of the Overview & Scrutiny Committee, Chair of Budget & Performance Panel, the Pre-Scrutiny Champion and members of the Council's Senior Management Team (Note: now Executive**

Team). This meeting will allow a preliminary prioritisation of submissions to be conducted and report back to this Committee. This being subject to the arrangements for consulting on future Work Programme items as set out in the Constitution continuing and the Work Programme being finally agreed by this Committee.

### **3 Discussions with Cabinet Members**

It is usual, after an election, for the new Cabinet and Overview and Scrutiny Committee to meet informally to discuss Cabinet's plans for the forthcoming year and how scrutiny can become engaged in the decision making process.

The event gives both Cabinet and Scrutiny Members the chance to get to know one another, explore Cabinet Member's portfolios and make suggestions for the Committee's Work Programme for the year.

This meeting is being arranged for July – the date will be circulated once it is confirmed.

### **4 Conclusion**

- 2.1 It is recommended that a report be provided to the next meeting of the Committee in accordance with the Committee's existing processes as set out above.

<b>SECTION 151 OFFICER'S COMMENTS</b>	
As there are no financial implications arising from this report the S151 officer has no comments to make.	
<b>MONITORING OFFICER'S COMMENTS</b>	
The Monitoring Officer has been consulted and has no further comments to add.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Stephen Metcalfe <b>Telephone:</b> 01524 582073 <b>E-mail:</b> sjmetcalfe@lancaster.gov.uk
None.	