

# OVERVIEW AND SCRUTINY COMMITTEE

## APPOINTMENTS

11<sup>th</sup> June 2014

### Report of Chief Officer (Governance)

#### 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.**

(2) **APPOINTMENT OF VICE-CHAIRMAN**

In accordance with the Constitution, the Overview and Scrutiny Committee are requested to appoint a Vice-Chairman for the Municipal Year 2014/15.

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) **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. 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.
- ❑ Examination of other corporate plans.
- ❑ Intelligence from Liaison Members arising from discussions with Service Heads 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 Council with its improvement and advancement.

In the last municipal year regular meetings have been held with the Chairman of this Committee, 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.

### **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 2014/15 are listed below:

Councillor	Portfolio
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 Abbott Bryning	<ul style="list-style-type: none"> <li>- Finance</li> <li>- Revenues and Benefits</li> <li>- ICT</li> </ul>
Cllr Ron Sands	<ul style="list-style-type: none"> <li>- Leisure, Culture and Tourism</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 Jon Barry	<ul style="list-style-type: none"> <li>- Markets</li> <li>- Voluntary Sector</li> <li>- Older People</li> </ul>
Cllr Tim Hamilton-Cox	<ul style="list-style-type: none"> <li>- Climate Change</li> <li>- Property Services</li> <li>- Car Parking</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.

#### **(4) APPOINTMENTS TO OUTSIDE BODIES**

The Annual Council meeting, held on 12<sup>th</sup> May 2014, 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.

#### **RELATIONSHIP TO POLICY FRAMEWORK**

There are no direct implications as a result of this report.

#### **CONCLUSION OF IMPACT ASSESSMENT**

**(including 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**

##### **Human Resources:**

None arising from this report.

##### **Information Services:**

None arising from this report.

**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 12<sup>th</sup> May 2014.

**Contact Officer:** Stephen Metcalfe

**Telephone:** 01524 582073

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

**Ref:** Sjm