

# OVERVIEW AND SCRUTINY COMMITTEE

## Work Programme Report

10<sup>th</sup> September 2025

### Report of Chief Officer - Governance

#### PURPOSE OF REPORT

The Committee is requested to consider its Work Programme report.

**This report is public.**

#### RECOMMENDATIONS

**(1) That Members consider the updated Work Programme.**

**1. Introduction**

1.1 The Committee is responsible for setting its own annual Work Programme within its terms of reference, set out in the Council's Constitution. Members are requested to consider the report.

**2. Work Programme**

2.1 Rule 9 of the Constitution advises of the process to be undertaken to consider and prioritise scrutiny Work Programmes. This has now been undertaken, and a report was submitted for consideration at the last meeting of the Committee.

**3. Updates**

3.1 The Work Programme, appended to this report, has been updated following consultation with the Chief Executive and Chief Officers.

3.2 An officer update has also been provided with regard to the item on Health and Safety – violence and aggressive behaviour against staff and Councillors. The Council's Senior Corporate Health and Safety Manager has informed that as part of our corporate security review it was identified that we needed to make some improvements. The following Policy and Guidance have recently been drafted and approved:

**Conflict at Work for Officers**

- SG40 was drafted, issued for consultation, approved by JCC and P&OD 6<sup>th</sup> March 2025, issued for use.
- Officer conflict situations are reported via the My Compliance incident reporting function and each report is reviewed and trends analysed. We review and have already made some improvements following noted trends. The Senior Corporate

Health and Safety Manager can easily extract the relevant and required information from the system.

#### **Conflict Guidance for Councillors**

- Personal Safety for Councillors Guidance was drafted in line with the readily available information on the LGA website and a webinar the Senior Corporate Health and Safety Manager attended. This was presented to CBC in February and approved for use. Democratic Support has put this on the councillors intranet page and issued to parish councils as CBC requested. This now forms part of councillor induction packs.
- Councillors as part of the guidance are advised that any incidents of concern even if minor or 'nearly happened' should be immediately reported to the Council's Monitoring Officer. To date the Senior Corporate Health and Safety Manager has not been advised of anything reported to the Council's Monitoring Officer.

In view of the above information provided the Committee is asked whether it still wishes this item to be on its Work Programme and, if so, the information it wishes to scrutinise.

3.3 Attached at Appendix 1 is the Committee's updated Work Programme.

#### **4. Conclusion**

4.1 The Committee is asked to consider the updated Work Programme.

#### **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**

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

#### **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**

None.

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