

Agenda



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Special Scrutiny Committee

Wednesday, 16th July, 2025 at 4.00 pm,
Queen Elizabeth Room, Scaitcliffe House, Ormerod Street, Accrington

Membership

Chair: Councillor Kate Walsh
Vice-Chair: Councillor Mike Booth

Councillors Josh Allen, Heather Anderson, Zak Khan, Clare McKenna, Clare Yates and
Mohammed Younis

Co-optee: Shahed Mahmood

A G E N D A

1 Apologies for Absence and Substitutions

2 Declarations of Interest and Dispensations

3 Minutes of the last Meeting (Pages 3 - 6)

To submit the minutes of the Special Overview & Scrutiny Committee, held on 5th
February 2025, for approval as a correct record.

Recommended

**- That the Minutes be received and approved as a
correct record.**



Telephone Enquiries: Susan Gardner,
Email: susan.gardner@hyndburnbc.gov.uk
Published on Tuesday, 8 July 2025
Page 1 of 2

4 Overview & Scrutiny Work Programmes *(Pages 7 - 22)*

The Overview & Scrutiny Officer presents a report requesting that the Overview & Scrutiny Committees note any comments given by Cabinet, and consider the work programmes for 2025-26 for approval.

Recommended - **That the work programmes for the Special Overview & Scrutiny Committee for 2025-26, be approved.**

5 Co-optee Nominations *(Pages 23 - 26)*

To inform Committee of a co-optee vacancy on the Special Overview & Scrutiny Committee.

SPECIAL SCRUTINY COMMITTEE

Wednesday, 5th February, 2025

Present:	Councillor Bernard Dawson MBE (in the Chair), Councillors Zak Khan, Clare Pritchard (Vice Chair) and Mohammed Younis Co-optees: Andy Tatchell and Shahed Mohammed
In Attendance:	Councillor Noordad Aziz (Cabinet Portfolio Holder for Transformation, Education and Skill Steve Riley, Executive Director (Environment)
Apologies	Councillors Heather Anderson, Clare McKenna and Clare Yates

197 Apologies for Absence and Substitutions

Apologies for absence were submitted on behalf of Councillors Clare McKenna, Heather Anderson and Clare Yates. There were no substitute representatives in attendance at the meeting.

198 Declarations of Interest and Dispensations

There were no interests or dispensations declared at the meeting.

199 Minutes of the last Meeting

The minutes of the last meeting of the Special Overview & Scrutiny Committee, held on 14th October 2025, were submitted for approval as a correct record.

Resolved - That the Minutes be received and approved as a correct record.

200 Town Centre Levelling Up Project Progress

The Cabinet Portfolio Holder for Transformation, Education and Skills, Councillor Noordad Aziz, submitted a report to respond to the request from the Special Overview & Scrutiny Committee for a general update on the Council's Levelling Up Fund (LUF) funded town centre projects. The report gave details of the progress of the three main projects: Market Hall, Burtons Chambers and Market Chambers. In respect of Burtons Chambers and Market Hall, Councillor Aziz reported that significant progress had been made.

The Executive Director (Environment) referred to the Market Chambers project and informed the Committee that a sale by agreement had just been secured with the last freehold owner but that the compulsory purchase order would still continue to hopefully provide a full clean title. He explained that a public CPO enquiry had taken place in December 2024, following objections to the acquisition of the Market Chambers. The enquiry had been adjourned until after the Cabinet meeting on the 22 January 2025, to allow the Inspector time to understand the Council's commitment to supporting the operating costs, once Market Chambers was open. Both legal representatives had asked

the Inspector for a delay in making their final closing statements to progress the sale of agreement, which had been agreed.

Councillor Aziz reported that the Operator 2-Work had been secured for Burtons Chambers and that a preferred operator had been identified for the Market Hall and that these would drive footfall into Accrington town centre and restart further regeneration.

The Committee had submitted questions to Councillor Aziz in advance to the meeting, which were responded as follows:

1. How long will it take for both work phases to be completed?

Reference was made to 3.3.2 of the report which explained that the estimated completion date for phase 1 enabling works provided by Morgan Sindall was Q4 2024/25 although this could extend into Q1 2025/26. The programme timescale had been impacted by the initial 6 month delay in funding announcement/authorisation to start and additional works identified as the building was being stripped out.

Reference was also made to 3.3.3 of the report and the phase 2 fit-out works contract, again provided by Morgan Sindall, is Q3 2025/26. The Committee was informed that this could be extended into Q4 depending on the successful contractor(s) and their tender programme dates.

The Executive Director (Environment) informed the Committee that the Phase 2 fit-out works were being tendered in line with the new Procurement Act 2023 which would come into force on 24th February 2025. He reported that this aimed to improve and streamline the way procurement was undertaken by public bodies and should benefit prospective suppliers, particularly small businesses.

Councillor Khan pointed out that he had spoken to traders and customers who had expressed concern that they were not being kept informed of what was happening. He requested that greater efforts were made to ensure regular communications with all concerned, particularly with the market traders. He also confirmed delay in the funding announcement by 6 months had not helped the programme.

Councillor Aziz acknowledged Councillor Khan highlighting the initial 6-month delay in the funding announcement and pointed out that there had been no delays and that works were progressing. He also agreed that communication on the progress of the project was vital.

2. When are the market traders expected to move back into the Market Hall?

Reference was made to 3.3.1 of the report and the Committee was informed that the last programme provided by Morgan Sindall had estimated the Market Hall to re-open in Q3 2025/26 with a possibility of it extending in Q4. Paragraph 3.3.1 of the report referred to the tendering of phase 2 fit-out works and so a defined date could only be confirmed after this.

3. Both traders and customers have expressed concern about the continued works taking place in the town centre and a lack of information on what is happening and its timescales of completion. What actions are you taking to ensure that traders and customers are kept informed?

The Executive Director informed the meeting that a dedicated website 'Accrington Town Square' (<https://accringtontownsquare.com/>) had been set up to keep people

informed about the works taking place in Accrington Town Centre and informed the meeting that there were regular monthly updates from the contractors within the 'Town Centre Projects' section as well as the Frequently Asked Questions (FAQs) section being updated when required. The website had been and continues to be promoted within the Council's town centre media updates and the site also provided a link to subscribe to the Council's own regular newsletter. Councillor Pritchard requested that the link to the website was circulated to Committee members.

Visual improvements to the town centre would be more obvious once the covered scaffolding, which was required to protect the public and site operatives (whilst all the façade works were being undertaken), was no longer needed and had been removed. The appointment of the new Market Hall operator had almost been completed and it was hoped that a report would be submitted to Cabinet in March to announce the appointment. Once appointed the new operator would then be able to reach out to any ex market hall traders, as well as looking to bring in new traders.

Members of the Committee raised the following issues:

- Market traders had endured a lot throughout the works.
- A previous Scrutiny report had indicated that footfall in Accrington Town Centre had increased.
- Due to the success of the outside market cabins, consideration was requested about retaining them and factoring their use into a future market strategy? However, the Committee members were informed that the vast majority were hired.
- The mechanics and delivery of phase 2 would be dependent on the appointment of contractors through the tender process. It was, therefore, suggested that separate updates were given on these items at a future meeting.
- The Committee pointed out the importance of ensuring that market traders were kept informed of works taking place and any timescales including the decanting from the market units.
- That it was important to ensure good publicity on completion of the works.
- The importance of awarding contracts to local contractors, where possible, even if this increased costs. They noted that this would also be more sustainable and that this strategy should also be adopted within planning policies.
- Consideration should be given to employing an operating strategy similar to those of supermarkets e.g. looking at gaps in the market and bringing in other offerings that could increase footfall.

The Cabinet Portfolio Holder, Councillor Aziz, and Executive Director (Environment) responded to the issues set out about as follows:

- On the completion of the projects, the regenerated and modernised buildings should increase footfall and be a major asset to the businesses of Accrington.
- The outside stalls had increased business for some stall holders and it had been noted that this temporary format had created a better atmosphere. Three of the outside market cabins had been purchased by the Council so would be retained whilst the remainder had been hired, which would be returned. On the formal appointment of the Market Hall operator, conversations could take place about a future market strategy and use of any temporary market cabin, although it would be the new operator's decision on the type of market hall offerings. The preferred operator has already been provided with details of ex market hall offerings and market trader details.
- The Council had and continued to spend considerable time and effort in maintaining the dedicated Accrington Town Square website where all relevant information was

kept in a single place. Committee members were informed to let Councillor Aziz know if they had any further suggestions in how to publicise this.

- The list of local businesses/trades who responded to the call from Morgan Sindall to register their interest in the project, would be provided to any new contractor/s who were appointed for the Phase 2 fit-out works.

The Cabinet Portfolio Holder, Councillor Aziz, acknowledged the strong cross party support for the projects and agreed that there had been an initial 6 month delay in the funding announcement but indicated that the success of the town centre regeneration would be measured by increased footfall into the town and how each of the interventions once open, supported and traded off each other.

Resolved

- (1) That the report be noted;**
- (2) That Officers ensure that communications with market traders and customers are prioritised to ensure regular updates and information;**
- (3) That Officers ensure that the appointed contractors are informed of the Council's ethos to appoint local businesses/trades, where possibly, to promote economic and sustainable prosperity;**
- (4) That the link to the Accrington Town Square website be forwarded to Committee Members; and**
- (5) That Planning Officers give consideration to the inclusion of using local suppliers/companies, where practicable, when establishing planning policies.**

201 Hyndburn Towns Fund

The Cabinet Portfolio Holder for Transformation, Education and Skills, Councillor Noordad Aziz, confirmed that the Government had yet to issue the updated guidance for the Long Term Plan for Towns Funding. He also informed the Committee that whilst there was an in-principal agreement to the allocation for the final year UKSPF funding from the new Combined County Authority, (2025/26), final guidance had yet to be provided to authorities as the CCA was the accountable authority. He indicated that it was likely that there could be further information available at the next meeting following the Spending Review in Spring 2025.

Signed:.....

Date:

Chair of the meeting
At which the minutes were confirmed

REPORT TO:		Special Scrutiny Committee	
DATE:		16 th July 2024	
REPORT OF:		Cllr Kate Walsh (Chair of the Special Overview & Scrutiny Committee)	
REPORT AUTHOR:		Susan Gardner, Scrutiny and Policy Officer	
TITLE OF REPORT:		Overview and Scrutiny Work Programmes 2025-26	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. Purpose of Report

- 1.1 This report requests that the Special Overview and Scrutiny Committee gives consideration to the proposed work programme for 2025-26.

2. Recommendations

- 2.1 That the Special Overview & Scrutiny Committee, having given consideration, approves the attached Work Programme for 2025-26.

3. Reasons for Recommendations and Background

- 3.1 At the beginning of each municipal year, the Council's Overview and Scrutiny Committees each agree a work programme for the year.
- 3.2 The process for agreeing the work programme is set out in Overview and Scrutiny procedure rule C6(a) as follows;

"The chair and vice chair of each overview and scrutiny committee will meet with the Cabinet within four weeks of each Annual Meeting to discuss the Cabinet's policy priorities for the coming year. The chairs and vice chairs will propose a draft work programme for their committee within two weeks of that meeting. The draft work programmes will be submitted to the next following meeting of the Cabinet for comment and the draft work programme for each overview and scrutiny committee will then be submitted to the next following meeting of that committee (together with any comments or recommendations from the Cabinet) for approval."

- 3.3 There were no comments received from Cabinet for the Committee to consider.
- 3.4 The work programmes have been developed following consideration of the Council's guide for selecting items for scrutiny and consultation including:
- Emails to all Councillors
 - Suggestions sought from all service managers
 - Social media coverage for public suggestions
 - Informal meeting with the Leader of the Council and the Chair and Vice-Chairs of the Scrutiny Committees.
- 3.5 There were forty-six requests for items received for consideration for Scrutiny from Service Heads, Councillors and members of the public. Items of a similar nature have been merged. These items were discussed in depth between the Scrutiny Chairs and the Leader of the Council before producing the work programmes. It should be noted that there were far too many suggested items for all of them to be included in the work programmes and therefore, some items had to be rejected on that basis.
- 3.6 Several items, including statutory items and previously agreed standing items (as listed at the end of the appended Work Programmes) have been included in the work programme.
- 3.7 Items which were not deemed suitable for Scrutiny have not been included in the programmes.
- 3.8 The Chairs of the Scrutiny Committees have sought to provisionally allocate items to specific meetings. These may be subject to change during the year.
- 3.9 As in previous years, additional items can be added to the work programmes as the year progresses following scrutiny procedure rules.
- 3.10 The three Overview and Scrutiny Work Programmes can be seen in Appendix 1.
- 3.11 All suggested items (including those rejected and reasons for rejection) can be seen in Appendix 2.

4. Alternative Options considered and Reasons for Rejection

- 4.1 **Not applicable to this report**

5. Consultations

- 5.1 All Councillors and Service Heads were given the opportunity to contribute to the Overview and Scrutiny Work Programme.
- 5.2 Members of the public were invited to suggest items via social media.

6. Implications

Financial implications (including any future financial commitments for the Council)	None arising from this report
Legal and human rights implications	Not applicable
Assessment of risk	Not applicable
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	Not applicable

**7. Local Government (Access to Information) Act 1985:
List of Background Papers**

- 7.1 Hyndburn Borough Council – Constitution (Part 4,C) – - [Hyndburn Borough Council](#)
Hyndburn Borough Council – Cabinet (18/06/25) - [Hyndburn Borough Council](#)

8. Freedom of Information

- 8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

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Appendix 1 – Overview and Scrutiny Work Programmes 2025/26

Resources Overview and Scrutiny Committee Work Programme 2025-26			
Date	Item	Reason	Requested Attendance
4pm start unless otherwise stated.			
23 rd July	Work Programme	To approve the 2025-26 Work Programme	Susan Gardner (Scrutiny and Policy Officer)
	Performance Review Report	To monitor and review Council performance.	Stuart Sambrook (Policy Manager)
	Hyndburn Leisure Services Annual Review	To provide a progress report on the Hyndburn Leisure Trust after recent changes to operations.	Lyndsey Sims (CEO Hyndburn Leisure Trust) and Martin Dyson (Executive Director of Resources)
	Household Support Fund	To provide an update on the operational function of the Household Support Fund within the Council.	Lee Middlehurst (Head of Benefits, Revenues & Customer Contact)
5 th November	Budget Monitoring	To inform members of the financial spending of the Council up to current time and the financial forecast outturn position for the Accounting Year 2024/25.	Martin Dyson (Director Resources)
	Review of the use and cost of Consultants by the Council	For Members to scrutinise the selection criteria/process when using consultants; to understand if the cost of projects built in a percentage for consultancy fees; and how decisions for using consultants are made.	Martin Dyson (Director of Resources)
	The cost and effect on Council services of employing agency staff.	To scrutinise the reason for using agency staff and the cost of this to the Council.	Martin Dyson (Director of Resources)
10 th December	The impact of HMOs in the Borough	To review the impact of HMOs in the borough following the consultation and	Adam Birkett (Head of Planning & Transportation)

	<p>To review the number of empty homes in the borough</p> <p>Planning Enforcement</p>	<p>subsequent report.</p> <p>To consider the number of empty properties in the borough and to scrutinise the Council's challenges in bringing them back into use.</p> <p>To review the outcomes and resources of planning enforcement.</p>	<p>Tom Birtwistle (Environmental Health Manager – Housing Standards)</p> <p>Adam Birkett (Head of Planning & Transportation)</p>
18th February	<p>Prudential Indicators and Treasury Management</p> <p>Medium Term Financial Strategy</p> <p>General Fund Revenue Budget</p> <p>Capital Programme</p>	<p>Statutory duty to review the budget</p>	<p>Martin Dyson (Director Resources); Leader of the Council, Deputy Leader of the Council & Leader of the Opposition</p>
4th March	<p>Review of progress against new Corporate Strategy</p> <p>Review of Taxi Outsourcing</p>	<p>To review progress against Corporate Strategy progress.</p> <p>To review progress on taxi outsourcing including MOTs/Maintenance etc.</p>	<p>Stuart Sambrook (Policy Manager)</p> <p>Liz Wallace-Mills (Licensing Manager)/Jane Ellis (Executive Director, Legal & Democratic Services)</p>
Notes			

Date (4pm Unless Otherwise stated)	Item	Reason	Requested Attendance
14th July	Work Programme To review the draft Climate Strategy and Action Plan To review Allotments	To approve the 2025-26 Work Programme To review and comment on the Council's new Climate Strategy and Action Plan. To review the value and service of providing allotments to the community including value for money, number of empty plots and waiting lists.	Susan Gardner (Scrutiny and Policy Officer) Stuart Sambrook (Policy Manager) Ian Marfleet (Regeneration Project Manager)
13th October	Crime and Disorder and the Community Safety Partnership Fly Tipping	Statutory Duty to scrutinise crime and disorder, including local policing and community safety. To scrutinise enforcement data and fines.	Lancashire Police, Kirsten Burnett (Head of Policy and OD) and Community Safety Manager Helen Dodds (Head of Environmental Health)/Craig Haraben (Head of Environmental Services)
1st December	Citizens Advice Disabled Facilities Grants	To provide an annual update to the Council To consider the support and value of the DFG service to the community.	New CEO (Contact Julia Hannaford/Mohammed Khan) Mark Hoyle (Head of Housing & Regeneration)
9th March	Leisure Services – Let's Move Hyndburn Access to swimming lessons in the borough Oswaldtwistle Civic Theatre	To scrutinise the provision and impact of the Healthy Walk initiative and other health initiatives on the borough's wellbeing To review the availability, cost and accessibility of swimming lessons provided by the Leisure Trust. To review progress in bringing back the Civic Theatre into use as a community	Lyndsey Sims (CEO of Hyndburn Leisure Trust) Lyndsey Sims (CEO of Hyndburn Leisure Trust) Helen McCue-Melling (Regeneration & Property)

		asset and plans for its future.	Manager)
Notes			

Special Overview and Scrutiny Committee Work Programme 2025-26			
Dates (4pm unless otherwise stated)	Item	Reason	Requested Attendance
16th July	Work Programme	To approve the 2023-24 Work Programme	Susan Gardner (Scrutiny and Policy Officer)
	Events Review	To provide an update on plans for events in Accrington Town Centre for 2025-26 including costs and value for money.	Victoria Tindall (Business & Marketing Co-ordinator)
	Financial support to the borough's other Town Centres.	To scrutinise the financial support provided to the borough's main town centres, other than Accrington.	Martin Dyson (Executive Director – Resources) & Victoria Tindall (Business & Marketing Co-ordinator)
1st October	Local Government Reorganisation	To provide an update on the upcoming submission.	Dave Welsby (Chief Executive) /Leader of the Council
	Plan for Neighbourhood Funding	To provide an update on the 'Plan for Neighbourhood Funding' and the role of the Town Centre Neighbourhood Board in delivering this.	Kirsten Burnett (Head of Policy & Organisational Development)
	Town Centre Levelling Up Project Progress	To update the Committee on the Council's levelling up project	Steve Riley (Executive Director - Environment)
19th November	Huncoat Garden Village Progress report	To provide a progress report on the Huncoat Garden Village Project.	Mark Hoyle (Head of Regeneration and Housing)
	Update on the Town Centre Dome bid	To provide a progress report on the Dome bid and details of future plans.	Kirsten Burnett (Head of Policy & Organisational Development)
	Leisure Transformation Update	To provide a progress report on the Leisure Transformation Project.	Martin Dyson (Executive Director, Finance)
25th March	Town Centre Levelling Up Project Progress	To update the Committee on the Council's levelling up project	Steve Riley (Executive Director - Environment)

	Local Government Reorganisation	To provide an update on the Government's response to the submission of Local Government reorganisation plans.	David Welsby (Chief Executive)/Leader of the Council
Notes			

The following are standing items (Including Statutory items* and previously agreed standing items)

Crime and Disorder (Community Safety)* – Communities and Wellbeing

Budget Scrutiny* - Resources

Budget Monitoring (1-2 times per year) - Resources

Hyndburn Leisure Annual Report – Resources

Town Centre Levelling Up Project Progress (On agenda for alternate meetings) – Special

Citizens Advice

Appendix 2 – All items suggested for the Overview and Scrutiny Work Programmes 2025/26

Scrutiny Topic	Suggested by	Reason for Suggestion	Scrutiny Officer Notes	Accepted / Rejected (If rejected include reason why)	Suggested Committee to review (If approved)
Performance Review	Stuart Sambrook (Policy Manager)	To monitor and review Council performance.		Accepted	Resources
Draft Climate Strategy and Action Plan	Stuart Sambrook (Policy Manager)	To review and comment on the Council's new Climate Strategy and Action Plan.		Accepted	Communities & Wellbeing
Corporate Strategy	Stuart Sambrook (Policy Manager)	To review the new Corporate Strategy.		Accepted	Resources
Hyndburn Leisure Services Annual Review	Public	To provide a progress report on the Hyndburn Leisure Trust after recent changes to operations.	Agreed Standing Item	Accepted	Resources
Household Support Fund	Lee Middlehurst (Head of Benefits, Revenues & Customer Contact)	To provide an update on the operational function of the Household Support Fund within the Council.		Accepted	Resources
Review of the use and cost of Consultants by the Council	Public	For Members to scrutinise the selection criteria/process when using consultants; to understand if the cost of projects built in a percentage for consultancy fees; and how decisions for using consultants are made.		Accepted	Resources
The cost and effect on Council services of employing agency staff.	Public	To scrutinise the reason for using agency staff and the cost of this to the Council.		Accepted	Resources
Review of HMOs	Cllr Steven Smithson	To review the impact of HMOs in the borough.		Accepted	Resources

Review of Empty Homes	Cllr Steven Smithson	To review the number of empty homes and plans to reduce this.		Accepted	Resources
Derelict Buildings Review	Cllr Steven Smithson	The number in the borough and any plans to bring the buildings back into use.		Rejected A review of empty homes would include elements of this.	Resources
Oswaldtwistle Civic Theatre	Cllr Steven Smithson	To review progress in bringing the Theatre back into use.		Accepted	Communities & Wellbeing
Recycling Review	Cllr Steven Smithson	How can recycling be improved across the borough?		Rejected – considered in part last municipal year.	Resources
Review of Events	Cllr Steven Smithson	A review of the cost and value of events.		Accepted	Special
Flytipping	Cllr Steven Smithson	To scrutinise enforcement data and fines.		Accepted	Communities & Wellbeing
Skip Days	Cllr Steven Smithson	A review of the service		Rejected – considered in part last municipal year.	Communities & Wellbeing
Sport Pitch fees	Cllr Steven Smithson	A review of costs and uptake of the pitches.		Rejected – considered last municipal year.	Communities & Wellbeing
Pest Control	Cllr Steven Smithson	To provide a service update.		Rejected – reviewed in recent past.	Resources
Onward Homes	Cllr Steven Smithson	To review social housing services.		Rejected – scrutinised last municipal year.	Communities & Wellbeing
Climate Emergency	Cllr Steven Smithson	To consider the green agenda and net zero targets		Accepted – similar request.	Communities & Wellbeing
Dog Warden	Cllr Steven Smithson	To provide an update on service and enforcement		Rejected – reviewed in recent past.	Resources
Allotments	Cllr Steven Smithson	To review the service, value for money and empty plots		Accepted	Communities & Wellbeing
Food Hygiene ratings	Cllr Steven Smithson	How many businesses are compliant and work to improve.		Rejected – a possible item for future scrutiny.	Resources
Parks and Open Spaces	Cllr Steven Smithson	To review service provision including managing anti-social behaviour, maintenance costs, waste bins in parks and green flag status.		Rejected – considered in part last municipal year.	Resources
Grass Cutting	Cllr Steven Smithson	To review the provision of service.		Rejected – a possible item for future scrutiny.	Resources

Transparency and Communication	Councillor Zak Khan	To review transparency and communication of the Council to the public.		Rejected – included within the Corporate Peer Challenge review (Rec. 7 of the CPC Action Plan)	Resources
Appointment of Scrutiny Chairs and Co-optees	Councillor Zak Khan	To review the appointment of Scrutiny Chairs and Co-optees.		Rejected – constitutional item reviewed annually.	Resources
Council reputation and relationship management	Councillor Zak Khan	To review the Council's reputation and relationship management with external partners, organisations, businesses.		Rejected – included within the Corporate Peer Challenge review (Recs. 3,4 & 10 of the CPC Action Plan).	Resources
Ability for Councillors & Cabinet to hold Executive to account.	Councillor Zak Khan	To review the ability for Councillors and Cabinet to hold the Executive to account.		Rejected – included within the Corporate Peer Challenge review (Recs. 2 & 8 of the CPC Action Plan)	Resources
Internal culture, attitude and behaviours	Councillor Zak Khan	To review internal culture, attitude and behaviours.		Rejected – included within the Corporate Peer Challenge review/constitutional item reviewed annually.	Resources
Council's role in Place Making.	Councillor Zak Khan	To review the success and weaknesses of the Council's role in Place Making and to consider an improvement plan.		Rejected – included within the Corporate Peer Challenge review (Rec. 3 of the Action Plan)	Resources
Relationship with neighbouring Councils.	Councillor Zak Khan	To scrutinise the Council's relationship with neighbouring Councils.		Rejected – included within the Corporate Peer Challenge review.	Resources
Review of our response to the Peer Review Challenge	Jane Ellis, Executive Director, Legal & Democratic Services	To review the Council's response to the Corporate Peer Challenge.		Rejected – considered by the Corporate Action Plan Working Group	Resources
Staff and Member Training	Jane Ellis, Executive Director, Legal & Democratic	To review training for staff and Members, including barriers to attendance, method of delivery etc.		Rejected – considered by the Corporate Action Plan (Rec. 4 of the Action Plan)	Resources

	Services				
Review of Planning Enforcement	Jane Ellis, Executive Director, Legal & Democratic Services	To review the outcomes and resourcing of planning enforcement.		Accepted	Resources
Progress Report of Huncoat Garden Village	Jane Ellis, Executive Director, Legal & Democratic Services	To hold a 6 monthly review of the Huncoat Garden Village project.		Accepted	Special
Review of Taxi Outsourcing	Jane Ellis, Executive Director, Legal & Democratic Services	To review progress on taxi outsourcing including MOTs/Maintenance etc.		Accepted	Resources
Review of Corporate Strategy	Jane Ellis, Executive Director, Legal & Democratic Services	Review of progress against the Corporate Strategy objective.		Accepted – duplicated request	Resources
Disabled Facilities Grants	Cllr Stephen Button	To consider the support and value of the DFG service to the community.		Accepted	Communities & Wellbeing
Household Support Fund	Cllr Stephen Button	To provide a progress report on the Household Support Fund.		Accepted – duplicated request	Resources
Dog Warden/Pest Control Services	Cllr Stephen Button	To provide an update on the services and monitor data relating to the range of work and successes of the services		Rejected – reviewed in recent past.	Resources
Leisure Services – Health Initiatives	Cllr Stephen Button	To scrutinise the provision and impact of the Health Walk initiative and other similar initiatives on the borough's wellbeing		Accepted	Communities & Wellbeing
Access to swimming lessons provided by Hyndburn	Jane Ellis	To review the availability, cost and accessibility of swimming lessons provided by the Leisure Trust.		Accepted	Communities & Wellbeing

Leisure Trust					
Update on the Town Centre Dome Bid	Councillor Kate Walsh	To provide a progress report on the Dome bid and details of future plans.		Accepted	Special
Financial Support to the Borough's Other Town Centre	Councillor Kate Walsh	To scrutinise the financial support provided to the borough's main town centre, other than Accrington.		Accepted	Special
Local Government Reorganisation	Councillor Kate Walsh	To provide an update on the Council's submission and after the Government's response.		Accepted	Special
Plan for Neighbourhood Funding	Councillor Kate Walsh	To provide an update on the 'Plan for Neighbourhood Funding' and the role of the Town Centre Neighbourhood Board in delivering this.		Accepted	Special

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REPORT TO:		Communities and Wellbeing Overview and Scrutiny Committee ; Resources Overview and Scrutiny Committee; Special Overview and Scrutiny Committee	
DATE:		14 th July 2025; 16 th July 2025; 23 rd July 2025	
REPORT OF:		Scrutiny & Policy Officer	
REPORT AUTHOR:		Susan Gardner, Scrutiny and Policy Officer	
TITLE OF REPORT:		Co-optee Vacancies on the Overview & Scrutiny Committees	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. Purpose of Report

- 1.1 To advise the Overview and Scrutiny Committees of a remaining co-optee vacancy each, for a young person (aged between 18 & 25 years), on the Communities and Wellbeing Overview & Scrutiny Committee and the Resources Overview & Scrutiny Committee;
- 1.2 To inform Overview and Scrutiny Committee of a new co-optee vacancy on the Special Overview & Scrutiny Committee.

2. Recommendations

That the Overview & Scrutiny Committees note the co-optee vacancies on each Committee and give consideration to new nominations. All vacancies may be filled in year with approval from Council. There are vacancies on the following Committees:

- 2.1 That a vacancy remains on the Communities and Wellbeing Overview & Scrutiny Committee for the appointment of a young person onto the Committee as co-optee until the end of 2025/26.
- 2.2 That a vacancy remains on the Resources Overview & Scrutiny Committee for the appointment of a young person onto the Committee as a co-optee until the end of 2025/26.
- 2.3 That a vacancy has arisen on the Special Overview & Scrutiny Committee for a co-optee to be appointed until the end of 2025/26.

- 2.4 That Andy Tatchell be thanked for his contributions to the Special Overview & Scrutiny Committee.

3. Reasons for Recommendations and Background

- 3.1 The Councils Constitution, Overview and Scrutiny Procedure Rule C2 states:

“Up to four members of the public may be appointed to each Overview and Scrutiny Committee as non-voting co-optees, if they are deemed to have relevant experience of matters falling within the remit of that Overview and Scrutiny Committee”.

(i) Co-optees may be appointed following nomination by a councillor or following an application received directly from a member of the public.

(ii) Applications received directly from the public will be considered first at the relevant Overview and Scrutiny Committee. The Committee will consider the knowledge and experience of the applicant relevant to the terms of reference or work programme of the Committee. If the majority of the Overview and Scrutiny members support the appointment of the applicant, the proposed appointment will be presented to Council for approval.

(iii) Nominations received from councillors will be presented to the Council for approval, if supported by the Chair of the relevant Overview and Scrutiny Committee. In reaching a decision, the Council will consider the knowledge and experience of the nominee relevant to the terms of reference or work programme of the Committee.”

- 3.2 In 2024/25, there had been three co-optees each appointed, with approval from Full Council, to both the Resources Overview and Scrutiny Committee and the Communities and Wellbeing Overview & Scrutiny Committee until the end of 2025-26. Both Committees had received approval from Full Council to allocate their final co-optee vacancy to a ‘young person (aged between 18 & 25 years)’. Therefore, there remains one co-optee vacancy, for a young person, on each Committee.
- 3.3 The Special Overview and Scrutiny Committee had appointed two co-optees until the end of 2025-26, however, one vacancy has arisen due to the resignation of Andy Tatchell. Therefore, one co-optee position on the Committee is currently vacant.
- 3.4 Nominations for the vacant co-optee posts will be considered at future Committee meetings, with recommendations being made for approval to Full Council.

Alternative Options considered and Reasons for Rejection

- 4.1 Not applicable – this report is to inform the Overview and Scrutiny Committees of the remaining co-optee vacancies on the Committees.

5. **Consultations**

5.1 None

6. **Implications**

Financial implications (including any future financial commitments for the Council)	None
Legal and human rights implications	None
Assessment of risk	None
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	Not Applicable

7. **Local Government (Access to Information) Act 1985:**
List of Background Papers

7.1 Agenda, reports and minutes of Council on 26th September 2024 - [Hyndburn Borough Council](#) and 16th January 2025 - [Hyndburn Borough Council](#)

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