

REPORT TO:		Cabinet	
DATE:		11 th November 2020	
REPORT OF:		Cllr Paddy Short, Chair of the Resources Overview and Scrutiny Committee and Cllr Glen Harrison, Chair of the Resources Overview and Scrutiny Committee	
REPORT AUTHOR:		Overview and Scrutiny Officer	
TITLE OF REPORT:		Overview and Scrutiny Work Programmes	
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 Cabinet to give consideration to and comment on the draft work programmes for Overview and Scrutiny for 2020/21.

2. Recommendations

- 2.1 That Cabinet notes the work programmes for the Overview and Scrutiny Committees contained in the Appendix to this report and provides comments accordingly.

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;

“A draft work programme will be submitted for comment to the first appropriate meeting of the Cabinet at the beginning of each new Municipal Year 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 Due to COVID-19 related restrictions and the absence of meetings for a prolonged period, it has not been possible to comply with the requirements of the Constitution.

Therefore the draft work programme was agreed via email exchange between Chairs and Vice Chairs of Scrutiny, Cabinet Members and Corporate Management Team.

- 3.4 A draft work programme for each of the Committees is submitted for comment. This will be sent in draft to Cabinet, then to both Scrutiny Committees along with any comments from Cabinet. The Scrutiny Committees will then approve a full programme which will be submitted to the next meeting of Cabinet. Due to the timings of meetings this year it is proposed that the Overview and Scrutiny Officer will circulate any comments from Cabinet to Committee members, with a final programme being approved at the November Scrutiny meetings.
- 3.5 The work programmes have been developed following consultation including:
- Multiple emails to all Councillors
 - Suggestions sought from all service managers
 - Emails to Cabinet members
- 3.6 Several items were suggested by Councillors. Due to the reduced Scrutiny programme this year relating to the COVID-19 outbreak, all requested items could not be fit into the Scrutiny programme. Therefore the Chairs, Vice Chairs and Scrutiny Officer prioritised the items included.

Scrutiny Topic	Reason for Suggestion	Accepted/R ejected (If rejected include reason why)	Notes	Suggested Committee to review (If approved)
COVID grants to Businesses	To review the grants distributed to local businesses – requested by Cllr Paddy Short	Yes	Report request to portfolio holder for Resources.	Resources
Implications of COVID on the Councils budget	To review the implications on council income and expenditure of COVID – requested by Councillor Paddy Short	Yes	Report request to Portfolio Holder for Resources	Resources
Hyndburn Leisure Financial Update	To review the performance of Hyndburn Leisure in line with Council Capital investment – previously agreed as a standing annual item	Yes	Report request to Portfolio Holder for Leisure and CEO Hyndburn Leisure	Resources
Budget	Statutory duty to review the budget for 2021/22	Yes	Report request to Portfolio Holder for Resources	Resources
AED (Defibrillator) stock in Hyndburn	The Council previously provided grants to several external organisations to purchase and install AEDs – requested by Councillor Glen Harrison	yes	There is an issue with the responsibility for checking and maintaining the current AED stock in Hyndburn. Invite to NWS and HBC Facilities	Communities
Police and Crime Update	Statutory Item	Yes	Invite to Lancs Police	Communities
Green Review	To receive an update on any progress on recommendations	Yes	Invite to Green Review Lead	Resources

	submitted by the Green Review Scrutiny Panel			
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- 3.7 Discussions with the chairs and vice chairs also took place, and items for the work programme were discussed and selected in accordance with the Criteria for Selecting Work Programme Items (Appendix 2).
- 3.8 In addition, Cabinet members were invited to a work programme meeting with the chairs and vice chairs of both committees to put forward potential items.
- 3.9 We have sought to provisionally allocate items to specific meetings. These may be subject to change during the year, particularly where they involve the attendance of external and partner organisations.
- 3.10 As in previous years, additional items can be added to the work programmes as the year progresses, although scope for this may be limited this year.

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

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 *None*

Overview and Scrutiny Work Programmes 2019/20

	Draft Resources Work Programme 2019/20
Meeting Date (All 3pm unless otherwise stated)	Work Topics
26 th November	<ul style="list-style-type: none"> - Confirmation of Work Programme - Local Business Grants - Council budget – COVID 19 Implications
11 th February	Budget Reports
17 th March	<ul style="list-style-type: none"> - Hyndburn Leisure Financial Update - Green Review Update

	Draft Communities and Wellbeing Work Programme 2019/20
Meeting date (All 10am unless otherwise stated)	Work Topics
25 th November	<ul style="list-style-type: none"> - Confirmation of Work Programme - AED (Defibrillator) Review
17 th March	<ul style="list-style-type: none"> - Police and Crime Report

Appendix 2

Criteria for selecting work programme items:

1. Is this topic a key priority for the Council? (e.g. as identified in the Sustainable Community Strategy and Corporate Strategy)
2. Is this topic important to the public? (e.g. are Members aware of public concern, has the issue been raised at Area Councils, has it been raised via public consultation?)
3. Is there evidence of poor performance or value for money concerns which Overview & Scrutiny should investigate? (e.g. from performance information, external and internal audit reports etc)
4. Does the Council spend a significant proportion of its budget on this issue?
5. Is this issue important to Members?
6. Is anyone else already looking at this issue? (i.e. is it really necessary for Overview & Scrutiny to spend time on this?)
7. Is this the right time to look at this issue? (e.g. is it about to change anyway?)
8. Will the time spent on this item be worthwhile? (e.g. can Overview & Scrutiny really make a contribution to this issue?)
9. Is there scope to involve the public, voluntary groups or other organisations in this topic?