

REPORT TO:		Resources Overview and Scrutiny Committee; Communities and Wellbeing Overview and Scrutiny Committee; Special Scrutiny Committee	
DATE:		18 th July 2023; 7 th 26 th July 2023; 24 th July 2023	
REPORT OF:		Cllr Paddy Short, Chair of the Resources Overview and Scrutiny Committee; Cllr Peter Edwards, Chair of the Communities and Wellbeing Overview and Scrutiny Committee; Cllr Josh Allen, Chair of the Special Scrutiny	
REPORT AUTHOR:		Ben Caulfield, Scrutiny and Policy 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 that the Overview and Scrutiny Committees give consideration to and approve the work programmes for Overview and Scrutiny for 2023/24.

2. **Recommendations**

- 2.1 That:
- 2.2 The Resources Overview and Scrutiny Committee approves its work programme for 2023/24.
- 2.3 The Communities and Wellbeing Overview and Scrutiny Committee approves its work programme for 2023/24.
- 2.4 The Special Scrutiny Committee approves its work programme for 2023/24.

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 Due to timings of meetings, work programmes will be sent first to their respective committees for approval, and then to Cabinet for comment. Any comments received from Cabinet will be considered at the next meetings of the Committees.

3.4 The work programmes have been developed following consideration of the Council’s guide for selecting items for scrutiny and consultation including:

- Multiple emails to all Councillors
- Suggestions sought from all service managers
- Social media coverage for public suggestions
- Informal meeting with Cabinet

3.5 37 requests for items to be considered for Scrutiny were submitted by service heads, Councillors (Including Cabinet members), co-optees and members of the public. There were several requests of a similar nature so in some cases, requested items have been merged. These items were discussed in depth between the Scrutiny Chairs and Cabinet members before producing the work programmes.

3.6 In addition, 6 items were included as standing or statutory items. An additional item was included as a roll over item from the previous year.

3.8 Not all suggested items were deemed suitable for Scrutiny, in which case these suggestions have not been included in the programme.

3.9 We have sought to provisionally allocate items to specific meetings. These may be subject to change during the year.

3.10 As in previous years, additional items can be added to the work programmes as the year progresses following scrutiny procedure rules.

3.11 The three Overview and Scrutiny Work Programmes can be seen in Appendix 1.

3.12 All suggested items (including those rejected and reasons for rejection) and standing/roller over items used to create the Work Programmes 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.

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*

Appendix 1 – Overview and Scrutiny Work Programmes 2023/24

Resources Overview and Scrutiny Committee Work Programme 2023-24			
Date	Item	Reason	Requested Attendance
18th July	Work Programme	To approve the 2023-24 Work Programme	Ben Caulfield (Scrutiny and Policy Officer)
	Hyndburn Leisure Annual Update	Previously agreed as a standing item to monitor outcomes of Council's capital investments	Lyndsey Sims (CEO, Hyndburn Leisure) and Cllr Loraine Cox
	Corporate Strategy	To consult Scrutiny Councillors on the Draft Corporate Strategy	Stuart Sambrook (Policy Manager)
	Nominations of Co-optees (RESTRICTED ITEM - PART B due to discussions which will include details of members of the public)	To make recommendations to Council on the appointment of Co-optees	Ben Caulfield (Scrutiny and Policy Officer)
5th September	Planning Portal	To report an update on progress in rectifying problems with the Planning Portal.	Simon Prideaux (Chief Planning Officer); Cllr Marlene Haworth
	Allotments	To review the current service including budget, pricing, vacancy rates and any plans for future allotment provision	Ian Marfleet (Allotments Manager); Cllr Steven Smithson
17th October	Customer Contact Service Update	To update the Committee on the Customer Contact Service. Focus on dealing with customers and the bereaved.	Lee Middlehurst (Head of Benefits, Revenues and Customer Contact); Cllr Peter Britcliffe
	Derelict Buildings	To discuss the Council's plans for dealing with derelict buildings in the borough	Mark Hoyle (Head of Housing and Regeneration); Cllr Zak Khan
	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 2023/24.	Martin Dyson (Director Resources); Cllr Peter Britcliffe

12th December	People Strategy	To provide an update	Kirsten Burnett (Head of Policy and OD); Cllr Peter Britcliffe
	Employee Survey Results	To provide a report on the outcome of the 2023 Employee Survey	Kirsten Burnett (Head of Policy and OD); Cllr Peter Britcliffe
15th February	Prudential Indicators and Treasury Management Medium Term Financial Strategy General Fund Revenue Budget Capital Programme	Statutory duty to review the budget	Martin Dyson (Director Resources); Cllr Marlene Haworth; Cllr Peter Britcliffe; Cllr Munsif Dad
19th March	Procurement	To review the Council's Procurement Strategy and contract evaluation procedures	Jane Ellis, Director Legal and Other Service Head with Large/Regular Procurements
	Member Development	To review our programme of member development.	Julian Joinson, Democratic Services Manager
Notes	Huncoat Garden Village to be added as an item at a suitable time.		

Communities and Wellbeing Overview and Scrutiny Committee Work Programme 2023-24			
Date (3pm Unless Otherwise stated)	Item	Reason	Requested Attendance
26th July	<p>Work Programme</p> <p>Parks and Open Spaces – Disability Provision</p> <p>Dog Warden Service Update</p> <p>Nominations of Co-optees (RESTRICTED ITEM - PART B due to discussions which will include details of members of the public))</p>	<p>To approve the 2023-24 Work Programme</p> <p>To report on the disability provision for parks and open spaces, or plans for future development</p> <p>To provide an update to Councillors</p> <p>To make recommendations to Council on the appointment of Co-optees</p>	<p>Ben Caulfield (Scrutiny and Policy Officer)</p> <p>Craig Haraben (Head of Environmental Services); Cllr Steven Smithson</p> <p>As above</p> <p>Ben Caulfield, Scrutiny and Policy Officer</p>
7th September (10am)	Climate	Meeting focussed on climate, to hear updates from Service Heads regarding progress against our Net Zero Targets	Stuart Sambrook (Policy Manager), Craig Haraben, Mark Hoyle, Anne Hourican, Helen McCue-Melling, Cllr Zak Khan
19th October	<p>Road Safety</p> <p>Social Housing Update</p> <p>Citizens Advice</p>	<p>Report request to Road Safety Team at LCC (Send Request Early)</p> <p>Report Request to Onward Homes as Hyndburn’s biggest social housing provider to provide an update to the Committee</p> <p>To provide an annual update to the Council</p>	<p>LCC – Need to identify Lead Officer; Cllr Kath Pratt</p> <p>Onward Homes – Need to identify Lead Officer; Cllr Kath Pratt</p> <p>David Olgaza (CEO Citizens Advice);</p>
13th December	Household Support Fund	To review how the scheme has supported local charities and individuals	Lyndsey Sims (CEO Hyndburn Leisure)

	Holiday Activity Fund	To review how the scheme has supported local charities and individuals	Lyndsey Sims (CEO Hyndburn Leisure)
	Pest Control	To provide an update as agreed previously by the Committee and Cabinet	Craig Haraben, Head of Environmental Services; Cllr Steven Smithson
14th March	Crime and Disorder	Statutory Duty to scrutinise crime and disorder, including local policing and community safety	Lancashire Police, Kirsten Burnett (Head of Policy and OD) and Community Safety Manager
Notes			

Special Overview and Scrutiny Committee Work Programme 2023-24

Dates (5pm unless otherwise stated)	Item	Reason	Requested Attendance
24 th July	<p>Work Programme</p> <p>Levelling Up Project</p> <p>Culture and Heritage</p>	<p>To approve the 2023-24 Work Programme</p> <p>To update the Committee on the Council's levelling up project</p> <p>To provide members with a strategic update on Culture and Heritage Projects from newly appointed officer.</p>	<p>Ben Caulfield (Scrutiny and Policy Officer)</p> <p>Steve Riley (Executive Director) and Cllr Mohammed Younis</p> <p>Lyndsey Sims (CEO Hyndburn Leisure); Lucy Dugate (Head of C&H Hyndburn Leisure); Cllr Mohammed Younis</p>
12 th September	<p>LCC Levelling Up Project</p> <p>Events</p>	<p>To inform the Council and seek input from Councillors on LCC's Levelling Up project in Hyndburn</p> <p>To report on outcomes from previous events and assess value for money</p>	<p>Andrew Mullaney, Director of Environment and Planning LCC Andrew.Mullaney@lancashire.gov.uk</p> <p>Victoria Tindall, Business and Marketing Coordinator (Invite for info to Steve Riley)</p>
24 th October	<p>Levelling Up Project Update</p> <p>Local Plan Monitoring</p> <p>Leisure Transformation Update</p>	<p>To update the Committee on the Council's levelling up project</p> <p>Annual Review of progress on delivery of the Council's Local Plan</p> <p>Update on Leisure Transformation Project</p>	<p>Steve Riley (Executive Director) and Cllr Mohammed Younis</p> <p>Simon Prideaux (Chief Planning Officer); Cllr Marlene Haworth</p> <p>Lyndsey Sims (CEO Hyndburn Leisure); Cllr Loraine Cox</p>
19 th December	<p>Economic Development</p>	<p>To provide an update on Economic Development and respond to a number of</p>	<p>Mark Hoyle (Head of Housing and Regen); Economic Development</p>

		questions previously submitted by members	Manager (TBC); Cllr Mohammed Younis; Cllr Zak Khan
5th March	Levelling Up Project Update	To update the Committee on the Council's levelling up project	Steve Riley (Executive Director) and Cllr Mohammed Younis
Notes	Committee will require some degree of flexibility to ensure scrutiny happens at appropriate times.		

Appendix 2 – All items suggested for the Overview and Scrutiny Work Programmes 2023/24

Scrutiny Topic	Suggested by	Reason for Suggestion	Scrutiny Officer Notes	Accepted / Rejected (If rejected include reason why)	Suggested Committee to review (If approved)
Leisure Transformation	Special Scrutiny Committee	Previous Leader indicated Leisure Transformation should be considered as part of overall Levelling Up of Hyndburn		Accepted	Special
Local Plan Monitoring	Special Scrutiny Committee / Cllr Carole Haythornthwaite	To monitor progress on delivery of the local plan annually	Previously discussed and agreed with Chief Planning Officer	Accepted	Special
LCC Levelling Up Scheme	Special Scrutiny Committee	To inform the Council and seek input from Councillors on LCC's Levelling Up project in Hyndburn	Previously discussed and agreed with LCC Director of Environment and Planning	Accepted	Special
Town Centre Investment (Not Accrington)	Special Scrutiny Committee	To consider how levelling up can benefit the other townships of Hyndburn	Not currently within remit of the Committee (Only Accrington Town Centre).	Rejected – no current levelling up plans outside of town centre. May be an item to add in future should further levelling up plans emerge	Special
Culture and Heritage	Lyndsey Sims / Cllr Jodi Clements	To provide members with a strategic update on Culture and Heritage Projects from newly appointed officer.	New post is funded by UKSPF. Special Scrutiny Committee seems most suitable to attend.	Accepted	Special
Events	Cllr Jodi Clements	To assess value for money		Accepted	Special
Economic Development	Cllr Carole Haythornthwaite / Cllr Josh Allen	Councillors have submitted several questions which I have grouped under Economic Development		Accepted	Special
Parks and Open Spaces – Disability Provision	Cllr Jodi Clements			Accepted	Communities
Road Safety	Communities and Wellbeing Committee	Community Safety Report received in 2022/23 highlighted pedestrian KSIs in Hyndburn as significantly higher than average		Accepted	Communities

HAF	Lyndsey Sims	The Holiday Activities and Food (HAF) programme is funded by the Department for Education, providing free meals and activities for eligible benefits related free school meal children during the Easter, Summer and Christmas school holidays.		Accepted – request HSF update in addition	Communities
Fly tipping	Cllr Scott Brerton			Accepted	Communities
Climate	Cllr Josh Allen	Does the council feel like it will meet its target for Net Zero? What is the council doing to ensure it stays on track/get on track-		Accepted	Communities
Pest Control	Cllr Scott Brerton / Cllr Josh Allen	To provide an update on charges / waiting times	A review after 1 year was previously requested by Scrutiny	Accepted	Communities
Onward Homes	Cllr Carole Haythornthwaite	Review of Social Housing service provided		Accepted	Communities
People Strategy and Employee Survey Results	Kirsten Burnett	To report on the latest info to the committee		Accepted	Resources
Corporate Strategy	Jane Ellis	To consult the committee on the new corporate strategy	Aiming to go to Council in September so July meeting	Accepted	Resources
Member Development	Jane Ellis	To review our programme of member development		Accepted	Resources
Dog Warden Service	Cllr Jodi Clements			Accepted	Resources
Hyndburn Leisure	Cllr Jodi Clements	Management of Council Assets and Fees	Hyndburn Leisure already reporting, suggested that any questions can be submitted when they attend.	Already reporting in July	
Hyndburn Leisure	Cllr Josh Allen	Costs to repair Mercer Hall / Forecasts for Wilsons development / Council spend on Hyndburn Leisure	Hyndburn Leisure already reporting, suggested that any questions can be submitted when they attend.	Already reporting in July	
Funerals	Cllr Scott Brerton	Including weekend burials		Rejected – add to WP early next year	Resources

Huncoat Garden Village	Cllr Scott Brerton			To be added at suitable time	Resources
Investments	Cllr Scott Brerton / Public	Scrutiny of the Councils Investments and Investment Strategy	Already done at budget scrutiny	Accepted	Resources
Link Road	Cllr Carole Haythornthwaite	What is being done to progress prospects of a link road from Alan Ramsbottom Way to Junction 7		Rejected – Would be an LCC scheme	Resources
Township expenditure	Cllr Josh Allen	Provide a breakdown spend per head of each Township, i.e. how much money has been spent in each township per head over the last 5 years		Rejected – not possible to provide this data with current financial system	Resources
Planning	Public	Why is the Councils planning portal still not working, when will it be up and running correctly and who is taking responsibility for the issues which have occurred		Accepted	Resources
Customer Contact	Public	Review of how service deal with the public, particularly the bereaved		Accepted	Resources
Towns	Cllr Carole Haythornthwaite	What are the Councils plans to re-use derelict buildings; address blackened buildings/structures prevent, rather than treat weed growth in urban areas (cementing in gaps etc or incentivising residents and landlords) plan for demolition of old housing in areas particularly in heavy traffic areas where health hazards are of greatest concern.	Would be difficult to scrutinise. Which departments would need to be involved?	Rejected – suggested Derelict Buildings be added as stand-alone item	Resources
Procurement	Cllr Josh Allen	What is the Councils procedure for managing companies and organisations acting on its behalf? How are these companies selected and what reports are produced to determine whether the company has fulfilled their specified criteria of works and requirements		Accepted	Resources

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

The following are items rolled over from 2022/23:

Allotments