

<b>REPORT TO:</b>		Cabinet	
<b>DATE:</b>		31 August 2016	
<b>REPORT OF:</b>		Councillor Abdul Khan, Chair of the Resources Overview and Scrutiny Officer; Councillor Eamonn Higgins, Chair of the Communities and Wellbeing Overview and Scrutiny Officer	
<b>REPORT AUTHOR:</b>		Overview and Scrutiny Officer	
<b>TITLE OF REPORT:</b>		Overview and Scrutiny Work Programmes 2016/17	
<b>EXEMPT REPORT:</b>	<b>No</b>		
<b>KEY DECISION:</b>	<b>No</b>	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 2016/17.

### 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 A draft work programme for each of the Committees is submitted for Cabinet to comment upon. The Overview and Scrutiny Committees will meet on the 6<sup>th</sup> and 7<sup>th</sup> September 2016 to formally approve their work programmes.
- 3.4 The work programmes have been developed following extensive consultation including:
- Multiple emails to all Councillors
  - Suggestions sought from all service managers
  - Informal meeting with the Cabinet
- 3.5 Meetings 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).
- 3.6 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.
- 3.7 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.
- 3.8 As in previous years, additional items will be added to the work programmes as the year progresses.
- 3.9 Cabinet is asked to comment on the draft work programme.

#### **4. Alternative Options considered and Reasons for Rejection**

- 4.1 Cabinet is the relevant body to consider the work programme, pursuant to Overview and Scrutiny procedure rules.

#### **5. Consultations**

- 5.1 Consultations were held with Overview and Scrutiny Committee members and with Cabinet. All Councillors and all service heads were also given the opportunity to contribute to the work programmes.

#### **6. Implications**

<b>Financial implications (including mainstreaming)</b>	Not applicable – none arising directly from this report.
<b>Legal and human rights implications</b>	Not applicable

<b>Assessment of risk</b>	Not applicable
<b>Equality and diversity implications</b> <i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	As this is an outline of the work programme and does not contain any specific policy or service changes, this process is not necessary at this stage.

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

None

**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.

**Work Programmes 2016/17**

<b>Draft Resources Work Programme 2016/17</b>	
<b>Meeting Date</b>	<b>Work Topics (Please note from the July meeting, the Resources Committee will review one department business plan update at each meeting. There will be no Business Plans Scrutiny Meeting in November)</b>
19 <sup>th</sup> July	<ul style="list-style-type: none"> <li>- Impact of Taxis Licenced outside of the Borough – Cllr Molineux / Jane Ellis</li> <li>- HR Business Plan (People Strategy)</li> </ul>
6 <sup>th</sup> Sept	<ul style="list-style-type: none"> <li>- Integrated IT solution and potential savings – Cllr Molineux/Scott Gardner</li> <li>- Housing and Regeneration Business Plan Update – Cllr Cleary/Mark Hoyle/Helen McCue Melling</li> <li>- Land Asset Review – Progress on Recommendations – Cllr Cleary / Mark Hoyle / Helen McCue Melling</li> </ul>
25 <sup>th</sup> October	<ul style="list-style-type: none"> <li>- Town Centre Viability (Report to include impact of late night licensing, business rates, betting shops and takeaways) – Cllr Cleary (To liaise with various Service Heads)</li> <li>- Audit Business Plan Update – Mark Beard</li> </ul>
13th December	<ul style="list-style-type: none"> <li>- <b>Fly Tipping in Hyndburn – Cllr Cox</b></li> <li>- <b>Environmental Health Service Plan – Cllr Cox</b></li> <li>- <b>Effects of the Removal of Cost Share for Waste Services from LCC – Cllr Cox</b></li> </ul>
24th January	<ul style="list-style-type: none"> <li>- Hyndburn Borough Council website review – Cllr Molineux / Scott Gardner</li> <li>- IT Business Plan Update – Cllr Molineux/Scott Gardner</li> <li>- Legal and Democratic Services Business Plan Update – Cllr Molineux/ Jane Ellis</li> </ul>
14 <sup>th</sup> February	Budget – <b>Joe McIntyre/Cllr Molineux</b>
21st March	<ul style="list-style-type: none"> <li>- Hyndburn Leisure Financial Update – Cllr Moss</li> <li>- Office of the Chief Executive Business Plan Update – Cllr Parkinson / Mike Walker</li> </ul>

Draft Communities and Wellbeing Work Programme 2016/17	
Meeting date	Work topics
28 <sup>th</sup> June	<ul style="list-style-type: none"> <li>- <b>Applications for Co-opted Members</b></li> <li>- <b>Closure of Calderstones NHS Trust / Transforming Care</b></li> <li>- <b>Proposal for Free School in Great Harwood</b></li> </ul>
7 <sup>th</sup> September	<ul style="list-style-type: none"> <li>- LCC Property Strategy</li> </ul>
28 <sup>th</sup> October	<ul style="list-style-type: none"> <li>- St Christophers School Proposal</li> </ul>
13 <sup>th</sup> December	<ul style="list-style-type: none"> <li>- Social Housing Report</li> </ul>
27 <sup>th</sup> January	<ul style="list-style-type: none"> <li>- Community Safety Plan</li> <li>- Policing in Hyndburn – update on new model</li> <li>- North West Ambulance Service</li> <li>- Fire and Rescue Update / First Responders</li> </ul>
24 <sup>th</sup> March	<ul style="list-style-type: none"> <li>- Lancashire and South Cumbria Change Programme</li> </ul>

## **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?