

<b>REPORT TO:</b>		Communities and Wellbeing Overview and Scrutiny Committee; Resources Overview and Scrutiny Committee;	
<b>DATE:</b>		11 <sup>th</sup> September 2018; 12 <sup>th</sup> September 2018	
<b>REPORT AUTHOR:</b>		Ben Caulfield, Overview and Scrutiny Officer	
<b>TITLE OF REPORT:</b>		Overview and Scrutiny Work Programmes	
<b>EXEMPT REPORT (Local Government Act 1972, Schedule 12A)</b>	<b>No</b>	Not applicable	
<b>KEY DECISION:</b>	<b>No</b>	If yes, date of publication:	

### 1. **Purpose of Report**

- 1.1 To approve the Overview and Scrutiny Work Programmes for 2018/19, to be submitted to the next meeting of Cabinet.

### 2. **Recommendations**

- 2.1 That the Committees approve their 2018/19 Overview and Scrutiny Work Programmes for submission to the next meeting of Cabinet.

### 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. Upon approval from the Overview and Scrutiny Committees, the work programme will be submitted to the next meeting of Cabinet

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 Seven items were suggested by Councillors (including one item which was suggested separately by multiple Councillors). Three of these items have been added to the work programme. Of the remaining four, it has been suggested that two of these be reviewed in 2019/20 due to a recent Scrutiny review or to allow time for a new service to settle in, whilst the other two items have not been taken forward. No items were submitted by Service Managers.

3.6 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).

3.7 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.

3.8 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.

3.9 As in previous years, additional items will be added to the work programmes as the year progresses.

3.10 The Committee is asked to approve their work programme.

#### **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**

<b>Financial implications (including any future financial commitments for the Council)</b>	None arising from this report
<b>Legal and human rights</b>	Not applicable

<b>implications</b>	
<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>	Not applicable

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

7.1 *None*

## Overview and Scrutiny Work Programmes 2018/19

Draft Resources Work Programme 2018/19	
Meeting Date (All 3pm unless otherwise stated)	Work Topics
12 <sup>th</sup> July	<ul style="list-style-type: none"> <li>- <b>Confirmation of Work Programme</b></li> <li>- <b>Appointment of Coopteers</b></li> </ul>
11 <sup>th</sup> Sept	<ul style="list-style-type: none"> <li>- Hyndburn Green Agenda – Establishment of a Task and Finish Group</li> <li>- Review of Hyndburn Apprentice and Employment Event</li> <li>- HR Service Plan Update</li> </ul>
1 <sup>st</sup> November	<ul style="list-style-type: none"> <li>- Fly Tipping, Littering and Graffiti</li> <li>- Corporate Support Service Plan Update</li> </ul>
13th December	<ul style="list-style-type: none"> <li>- IT Report on outcome of previous Scrutiny Recommendations</li> <li>- Asset Disposal Update</li> <li>- Housing and Regen Service Plan Update</li> </ul>
12 <sup>th</sup> February (10am)	Budget
14 <sup>th</sup> March	<ul style="list-style-type: none"> <li>- Procurement Report</li> <li>- Hyndburn Leisure Financial Update</li> <li>- Audit Service Plan Update</li> </ul>

Draft Communities and Wellbeing Work Programme 2018/19	
Meeting date (All 10am unless otherwise stated)	Work Topics
11 <sup>th</sup> July	<ul style="list-style-type: none"> <li>- <b>Confirmation of Work Programme</b></li> <li>- <b>Appointment of Coopteers</b></li> </ul>
12 <sup>th</sup> September	<ul style="list-style-type: none"> <li>- Citizens Advice – Issues facing Hyndburn Residents (CAB)</li> <li>- Homelessness in Hyndburn</li> </ul>
31 <sup>st</sup> October	<ul style="list-style-type: none"> <li>- Impacts of Universal Credit</li> <li>- Social Housing (Onward Housing) including Right to Buy</li> </ul>
12 <sup>th</sup> December	<ul style="list-style-type: none"> <li>- Impact of the close of the Health Access Centre at Accrington Victoria (CCG)</li> <li>- Fire Safety</li> <li>- Local Business Case for Future Fire Governance Arrangements</li> </ul>
13 <sup>rd</sup> March	<ul style="list-style-type: none"> <li>- Crime and Disorder</li> </ul>

## 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?