

REPORT TO:		Cabinet	
DATE:		18 July 2018	
REPORT OF:		Councillor Noordad Aziz, Chair of the Resources Overview and Scrutiny Committee; Councillor Glen Harrison, Chair of the Communities and Wellbeing Overview and Scrutiny Committee	
REPORT AUTHOR:		Overview and Scrutiny Officer	
TITLE OF REPORT:		Overview and Scrutiny Work Programmes 2018/19	
EXEMPT REPORT:	No		
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 2018/19.

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 11th and 12th September 2018 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 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.
- 3.8 The remaining items on the work programme were submitted by the Chairs and Vice Chairs, or requested by Cabinet.
- 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 will be added to the work programmes as the year progresses.
- 3.11 As always, Cabinet Members will be written to alongside their Service Head at least 6 weeks prior to a Scrutiny meeting where that scrutiny topic falls within their Portfolio and / or requires the Cabinet Member or Service Head to produce a report.
- 3.12 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

Financial implications (including mainstreaming)	Not applicable – none arising directly 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>	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**

7.1 *Agenda, reports and minutes of the Communities and Wellbeing Overview and Scrutiny Committee on 11th July and the Resources Overview and Scrutiny Committee on 12th July*

<https://democracy.hyndburnbc.gov.uk/ieListDocuments.aspx?CId=129&MId=2359&Ver=4>

<https://democracy.hyndburnbc.gov.uk/ieListMeetings.aspx?CommitteeId=132>

Appendix 1 - Work Programmes 2018/19

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

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

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?