

## **Lancashire County Council**

### **Internal Scrutiny Committee**

**Friday, 19th January, 2018 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston**

### **Agenda**

#### **Part I (Open to Press and Public)**

<b>No.</b>	<b>Item</b>
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<b>1.</b>	<b>Apologies</b>
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<b>2.</b>	<b>Appointment of Chair</b>	<b>(Verbal Report)</b>
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Members to note the appointment of a new Chair of the Internal Scrutiny Committee

<b>3.</b>	<b>Disclosure of Pecuniary and Non-Pecuniary Interests</b>
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Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

<b>4.</b>	<b>Minutes of the Meeting held on 17 November 2017</b>	<b>(Pages 1 - 6)</b>
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<b>5.</b>	<b>Scrutiny of Budget Proposals for 2018/19</b>	<b>(Pages 7 - 30)</b>
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<b>6.</b>	<b>Work Plan and Task Group Update 2017/18</b>	<b>(Pages 31 - 58)</b>
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<b>7.</b>	<b>Urgent Business</b>
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An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

<b>8.</b>	<b>Date of Next Meeting</b>
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The next meeting of the Internal Scrutiny Committee will be held on Friday 16 March at 10:00am in Cabinet Room B, County Hall, Preston.

County Hall  
Preston

L Sales  
Director of Corporate Services

## Lancashire County Council

### Internal Scrutiny Committee

**Minutes of the Meeting held on Friday, 17th November, 2017 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston**

#### **Present:**

County Councillor Jayne Rear (Chair)

#### **County Councillors**

A Ali	P Rigby
J Fillis	A Riggott
S Holgate	A Schofield
E Lewis	D Whipp
E Nash	G Wilkins
D O'Toole	

County Councillor Alan Schofield replaced County Councillor John Shedwick for this meeting.

#### **1. Apologies**

There were no apologies.

#### **2. Disclosure of Pecuniary and Non-Pecuniary Interests**

None were disclosed.

#### **3. Minutes of the Meeting held on 22 September 2017**

Regarding **Item 4 – The County Council's Expenditure on Statutory and Non-Statutory Services, and Income Generation Activities**, there was a request to add, "The Base Budget Review process completed in 2015 was a desktop exercise to identify the minimum statutory services required and where the County Council would stand in relation to any possible legal action".

**Resolved:** That the minutes from the meeting held on 21 July 2017 be confirmed as an accurate record and signed by the Chair.

#### 4. Transport Asset Management Plan

The Chair welcomed Mel Ormesher, Head of Asset Management; and Paul Binks, Highway Asset Manager, to the meeting.

The report presented explained that the Transport Asset Management Plan (TAMP) was approved in 2014 and identified the key strategic priorities of the County Council, as highway authority for Lancashire, during the period 2015-16 to 2029-30.

The Committee was informed that the updating of the MARIO/Mapzone was an ongoing piece of work. Reassurance was given that the data used within the TAMP refresh was robust. Members requested an update on timescales for the completion of the asset data update and it was reported that the Highways Asset Management Team was still in the process of migrating highways data to MARIO. Members would be updated on when the migration would be completed.

It was confirmed that Customer Access now flagged queries from Parish Councillors so they could be tracked. A working group, which was in its early stages, had been set up to look at the flow of information from Customer Access linking with the HAMS system.

The website for the reporting process of complaints was felt to be not very efficient for phone use and worked much better on laptops. Members enquired if the website could be optimised for phone use with the possibility of a GPS app.

It was pointed out that United Utilities repair work was improving and LCC would continue to hold them to account through inspection of their works. In addition, ongoing meetings were being held with United Utilities. The Committee requested for the updated pothole policy to be brought back to a future meeting for review prior to formal approval.

In regards to street lighting there had been a £70m grant for LED replacements. Complaints had been received from the public that the new street lamps were not as good as the old ones especially in residential areas. Members requested further investigation into the complaints.

The Highways Asset Management Team was looking at making the reporting of highways issues more accessible. Members suggested links on district councils' websites to the MARIO system would be a help.

Regarding the issue of white lines painted around potholes and the delays in repairs, the Team would take this back and look at the time between the lines being painted and the repair.

**Resolved:** That the report presented and the progress on delivery of the TAMP be noted.

## **5. Winter Gritting Service**

The Chair welcomed Phil Durnell, Head of Service Highways; Ridwan Musa, Highways Manager; Harvey Danson, Area Highways Manager; and Dwayne Lowe, Area Highways Manager to the meeting.

The report presented explained that LCC aimed to provide a winter gritting service which, as far as is reasonably practicable, would ensure that safe passage along a highway was not endangered by snow or ice.

Preparations for winter was an all year round process and Highways had a Winter Maintenance Group in place. The Group met every month and looked at current and future practices, and, what lessons could be learnt from the previous year. The Winter Service plan set out LCC's requirements and advice for the Winter Service on all highways for which LCC was the highway authority.

Regarding climate change, Members enquired if the Highways team had a contingency plan in place for the variety of weather issues. The gritters were on 24 hour standby for severe weather. There were resources in place for the different weather issues. Additional staff were on standby as gritter drivers were only allowed to drive for 12 hours.

There was a new draft guidance currently being looked at and it had been discussed with the National Winter Resilience Group. It had also been tabled at various service groups that the Highways Team attended. The Team was currently looking to understand the data provided to allow it to be implemented in the winter Maintenance Plan. It was felt that the revised guidance should come to the Internal Scrutiny Committee prior to going to the Cabinet Member so as to give Members a chance to comment.

A proposal was put forward for a Task and Finish Group to be established to review the amount of grit bins currently in place and where they are placed. It would also look to review the criteria used to agree grit bin placement.

In terms of Twitter information on gritting, the Highways Team would consult with the Communications Team to see if the information could be more finely tuned for the public to identify where gritting had been done.

**Resolved:** That;

- i. The preparations that are in place for the Winter Gritting Service 2017/18 be reviewed and scrutinised.
- ii. That the requirements to implement revised guidance for treatment when ice/hoar frost/snow is forecast be noted.
- iii. That the Implementation Navtrak guidance software to all gritters be noted.
- iv. That the requirement for the Installations of a weighbridge at Singleton depot over the forthcoming season be noted.
- v. That the requirement for the replacement of the weather stations be noted.

## **6. Highway Verges**

Along with Ridwan Musa, Highways Manager; the Chair welcomed Rob Wilson, Senior Engineer, to the meeting.

The report presented stated that the Lancashire County Council Highway Maintenance Plan (HMP) provided a comprehensive Code of Practice in the form of guidance and operational standards for the maintenance and related management of the publicly maintainable highway infrastructure network. This included grass cutting and weed control.

The Committee was informed that from 2018/19, funding was to increase. As a result, LCC had distributed some of the extra funding to the district councils for their blanket weed clearing programmes. Members questioned the monitoring of the Service's work and compliance with the regulations. They also questioned if the additional funding to the Service was making a difference. It was confirmed that the item on Highway Verges and the extra funding would be added to the work plan for a future meeting.

Members enquired if there was guidance and assurance for people from local communities around the clearing of weeds and grass cutting in public areas. This action would be taken back to work with the Communications Team looking at updating the Highways website with self-help advice.

**Resolved:** That;

- i. The arrangements that are in place for highway verges - grass cutting and weed control be reviewed and scrutinised.
- ii. That the additional funding for 2017/18 and the additional work to be undertaken be noted.
- iii. That the additional funding for 2018/19 and the following two years and how that will be allocated to grass cutting and weed control be noted.
- iv. That the developments regarding future weed control be noted.

## **7. Internal Scrutiny Committee Work Plan 2017/18**

The work plan for the Internal Scrutiny Committee for the 2017/18 year was presented. The topics included were identified at the work planning workshop held on 23 June 2017.

The new Task and Finish Group (discussed under Item 5) was agreed to be set up to look at before April 2018 the next winter plan for the Committee's information.

It was confirmed that the subject of street lighting would stay on the work plan.

The Committee agreed the topics to be considered at the next scheduled meeting on 19 January 2018.

**Resolved:** That the work plan be noted.

## **8. Urgent Business**

There were no items of Urgent Business.

## **9. Date of Next Meeting**

The next meeting of the Scrutiny Committee would take place on Friday 19 January 2018 at 10.00am in Cabinet Room B (The Diamond Jubilee Room) at the County Hall, Preston.

I Young  
Director of Governance, Finance  
and Public Services

County Hall  
Preston





## Internal Scrutiny Committee

Meeting to be held on Friday, 19 January 2018

Electoral Division affected: (All Divisions);
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## Scrutiny of Budget Proposals for 2018/19

(Appendix 'A' refers)

Contact for further information:

Gary Halsall, Tel: (01772) 536989, Senior Democratic Services Officer (Overview and Scrutiny), gary.halsall@lancashire.gov.uk and Samantha Parker, Tel: (01772) 538221, Senior Democratic Services Officer (Overview and Scrutiny), sam.parker@lancashire.gov.uk

### Executive Summary

This report sets out all of the savings proposals as agreed by the Cabinet at its meetings between 14 September and 7 December 2017 inclusive that are relative to the Internal Scrutiny Committee's terms of reference for consideration.

### Recommendation

The Internal Scrutiny Committee is asked to determine which matters from the relevant Cabinet Members' budget proposals for 2018/19 should form the basis for scrutiny review during 2018/19.

### Background and Advice

This report presents a revised process as agreed by the Chairs and Deputies of all relevant Scrutiny Committees for the scrutiny of Cabinet's budget proposals following the disestablishment of the Executive Scrutiny Committee and its Budget Scrutiny Working Group.

Cabinet, at its meeting held on 7 December 2017, noted the revised funding gap of £157.786m covering the period 2018/19 to 2021/22 and approved the budget proposals as set out in the Money Matters – Updated Medium Term Financial Strategy (MTFS) 2018/19 - 2021/22 report. The report to Cabinet and its appendices can be [viewed on the County Council's website](#).

The Cabinet's budget proposals for 2018/19 are currently out for general consultation with a deadline of the 19 January 2018 for responses (note that some proposals are subject to a further, in depth and specific consultation, where indicated in the proposal documents). These will be reported to the Full Council budget meeting scheduled to take place on 8 February 2018.

It should be noted that opposition groups will have the opportunity to submit alternative budget proposals at this Full Council budget meeting.

The Committee should note that the Money Matters report to Cabinet on 7 December 2017, also set out the primary financial risks as follows:

- Level of Future Resources from Central Government;
- Demand [on services];
- Inflation; and
- Delivery [of savings].

To assist the Committee, all savings proposals as agreed by the Cabinet (including those proposals approved to go out for consultation and those where officers have been authorised by Cabinet to proceed with implementation) at its meetings on 7 December, 9 November, 12 October and 14 September 2017 that are relative to the Committee's terms of reference have been extracted and are set out at **Appendix 'A'** to this report for consideration. Links to the respective Cabinet Agenda are contained within the Appendix. Savings proposals have been published as part of the Cabinet Agenda for its next scheduled meeting on 18 January 2018, and are listed in Appendix 'A'. The outcome of that meeting will be announced at Internal Scrutiny Committee on 19 January 2018.

The Leader, Deputy Leader and Cabinet Members for 'Economic Development, Environment and Planning'; 'Highways and Transport'; and 'Community and Cultural Services' along with the Director of Finance are due to attend the meeting.

The Committee will also recall that at its meeting on 21 July 2017, it agreed to establish a Task and Finish Group on Local Authority Funding and Income Generation to identify areas to increase current income generation to support the financial viability of the County Council. The initial objectives for this group include the following:

- To investigate further the current traded services available across the Council to identify any possible areas where traded services could be introduced/further enhanced.
- To further understand the statutory and non-statutory services with a view to making recommendations on potential scope to reduce any non-statutory services further.
- To understand and consider the possibilities around commercialisation from the documentation provided, case studies and/or discussion with other authorities who have used this method successfully.
- To understand and investigate funding streams not currently utilised by the Council and current income streams such as business rates, revenue funding grants etc. with a view to identifying potential ways to further maximise this area of funding.
- To understand and consider the current property portfolio to identify any potential scope for further streamlining.
- To make recommendations on how the Council could improve income generation through the use of additional funding streams, traded services and/or commercialisation.

Recommendations from this Task and Finish Group will inform a report to Cabinet.

The Committee is therefore asked to determine which matters from the relevant Cabinet Members' budget proposals for 2018/19 as set out at **Appendix 'A'** should form the basis for scrutiny review during 2018/19, thereby providing the potential opportunity to help inform proposals for the next budget. Any matters identified will be scheduled on the Committee's work plan accordingly.

It should also be noted that the Health Scrutiny Committee at its next meeting scheduled on 23 January 2018 will consider budget proposals from the Cabinet Members for 'Adult Services' and Health and Wellbeing'. Also the Children's Services Scrutiny Committee (along with representatives from the Education Scrutiny Committee) at its next meeting scheduled on 31 January 2018 will consider budget proposals relating to the Cabinet Member for Children, Young People and Schools.

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

This report has no significant risk implications.

### **Local Government (Access to Information) Act 1985 List of Background Papers**

Paper	Date	Contact/Tel
Cabinet Agenda Papers	7 December, 9 November, 12 October, 14 September 2017 and 18 January 2018	Josh Mynott, (01772) 534580

Reason for inclusion in Part II, if appropriate

N/A



**Internal Scrutiny Committee**  
**Identified Areas for Savings 2018/19 - 2020/21**

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Human Resources	£0.161m	£0.161m	Agree to increase the income budget within Human Resources to reflect current income levels.	There will be no impact upon the service.	<a href="#">Sept 17 Item 6 App D</a>	Leader of the Council
Asset Management	£0.858m	£0.858m	Agree to reduce the following budgets within Asset Management from 1 April 18: <ul style="list-style-type: none"> <li>• Building Schools for the Future Revenue £0.500m</li> <li>• Highways Asset Management £0.315m</li> <li>• Data Capture and Cleansing £0.043m</li> </ul>	The reductions relating to BSF revenue and Highways Asset Management will have no impact on service delivery as these are underspends that the service is currently reporting.	<a href="#">Sept 17 Item 6 App D</a>	Leader of the Council
Corporate Finance	£1.250m	£1.250m	Agree to delay the suggested provision balance of £26m as detailed below which will deliver a recurrent saving of £1.25m from 2018/19.	The Council is currently expected to achieve the suggested provision balance of £26m in 2019/20. Delaying the achievement of this provision balance to 2020/21 would deliver a recurrent saving of £1.25m from 2018/19.	<a href="#">Sept 17 Item 6 App D</a>	Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Corporate Finance	£1.000m	£1.600m	Agreement to reduce the amount provided for in the budget to fund inherited pension liabilities. These payments will be impacted by CPI rates and mortality rates. When looking at future projections it is expected that this budget can be reduced in each financial year as detailed above.	There will be no impact on the service.	<a href="#">Sept 17 Item 6 App D</a>	Leader of the Council
Apprenticeship Levy	£0.250m	£0.600m	Agreement to maximise the opportunity presented by the introduction of the Apprenticeship Levy and reduce internal budgets by any corresponding amounts that would be used to fund training and development.	LCC has an active Apprenticeship programme but this will need to grow and develop. L&D will be responsible for the management of this as well as the management of the Digital Account. Reprioritisation of training programmes will need to take place to maximise potential income. Continual Professional Development – a significant proportion of the workforce requires this form of training and development. This will not qualify for Apprenticeship Levy funding, but will need to be delivered through L&D.	<a href="#">Sept 17 Item 6 App D</a>	Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Exchequer Services	£1.300m	£1.900m	Approval to implement a revised staffing structure, subject to consultation.	The programme of improvement work started in the current financial year (2017/18) must continue implementation to ensure that transition into the staffing restructure is seamless. The ultimate universal adoption in Exchequer of Lean thinking initiatives as laid out in the Exchequer Service plan are expected to be key enablers of the new staffing structure which help to potentiate its effect and achievement of target savings.	<a href="#">Oct 17 Item 4 App A</a>	Leader of the Council
Vacancy Factor – approved for consultation only	£6.381m	£6.381m	Agree to apply a 2% vacancy factor to the staffing budget of the County Council.	This decision may impact on some service capacity, however the current position in 2017/18 is a forecast underspend on staffing budgets of c£5m with services continuing to deliver services. A review of those services for which a vacancy factor may not be appropriate will need to be undertaken.	<a href="#">Nov 17 Item 4 App D</a>	Leader of the Council
Terms and Conditions – approved for	£3.750m	£5.000m	Review staff terms and conditions across the County Council and enter into formal	This may result in low staff morale and increased staff turnover.	<a href="#">Nov 17 Item 4 App D</a>	Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
consultation only			consultations with the recognised Trade Unions to achieve at least a £5m saving.			
Facilities Management	£0.400m	£0.400m	Agree to increase the income target for Facilities Management by £0.320m to reflect actual income levels received from tenants at county hall into the budget. County hall now provides a fully managed accommodation service to a number of external bodies. Agree to reduce the opening hours at County Hall thereby reducing running costs including staff overtime.	The increased income target for the Facilities Management budget will have no impact on service delivery. The change to opening hours will have no impact on service delivery.	<a href="#">Dec 17 Item 4 App B</a>	Leader of the Council
Land not in operational use	£0.075m	£0.275m	Agree to reassess priorities for spend on land which is not in operational use with a continued priority focus on health & safety and occupiers' liability factors in the first instance.	Potential reduction in the level of capital receipt secured for land where 'invest to save' spend of the LNIU budget has been reduced or removed due to the requirement to satisfy health and safety and occupiers liability requirements with a reduced budget.	<a href="#">Dec 17 Item 4 App B</a>	Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018



Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
				Reduced marketability of land without the benefit of planning application etc. Reduced availability of funding to address health and safety and occupiers liability costs on sites which are not in operational use.		
Asset Management – Energy Recharge (for Cabinet approval 18 Jan 18)	£0.027m	£0.027m	Agree to increase the premium charged through the traded service for management of school energy contracts which has not been increased since 2013.	An increase in the tariff levied on energy suppliers would make a minimal impact on the energy costs of most schools.	<a href="#">Jan 18 Item 4 App D</a>	Leader of the Council
Asset Management – Repairs and Maintenance (for Cabinet approval 18 Jan 18)	£0.750m	£2.250m	Agree to a reduction in the revenue repairs and maintenance budget following the implementation of a planned programme of condition led, capital investment across property assets. Reduce the repairs and maintenance budget.	<p>The Repairs and Maintenance budget comprises three elements:</p> <ul style="list-style-type: none"> <li>• Service contracts e.g. statutory compliance and maintenance aspects</li> <li>• Planned maintenance</li> <li>• Day-to-day maintenance</li> </ul> <p>This proposal will result in a reduced revenue capacity for unplanned works to property assets in the event of unforeseen need for repairs.</p>	<a href="#">Jan 18 Item 4 App D</a>	Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Exchequer Services – Early Payments Initiative (for Cabinet approval 18 Jan 18)	£0.100m	£0.500m	To agree the contractual arrangement with Oxygen Finance to implement the Early Payments Scheme which will mean if the County Council pays creditors' earlier than traditional payment terms then a discount will be incurred.	A number of improvements in operational practice are expected to flow from this arrangement if agreed, with a major one being the opportunity to increase take up of early payments by increasing the level of electronic invoicing.	<a href="#">Jan 18 Item 4 App D</a>	Leader of the Council
Design and Construction – Highway Design Element	£0.638m	£0.638m	Agree to increase charges to the Highways capital programme from 2018/19. Agree that any consequential adjustments to the Capital Programme would require Member agreement.	The increase in multiplier will require an increase in the value of the capital programme to cover the additional cost of the multiplier and associated borrowing costs.	<a href="#">Dec 17 Item 4 App B</a>	Leader of the Council/Cabinet Member for Highways and Transport
Design and Construction – Property Element	£0.683m	£0.683m	Agree to increase the level of Design & Construction Fee on all of the authority's Property Capital projects excluding Schools Capital and bring the fee (equivalent multiplier) charged in line with the proposed increased multiplier charged in Highways of 3.03.	The increase in fee (equivalent multiplier) will require an increase in the capital programme and associated borrowing costs. The current fee structure is closely aligned with the industry norm, to ensure the service demonstrates value for money, and will need to be amended to reflect the increased fee.	<a href="#">Dec 17 Item 4 App B</a>	Leader of the Council/Cabinet Member for Highways and Transport

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
			Agree that any consequential adjustments to the Capital Programme would require Member agreement.			
Property Insurance (Waste Recovery Parks)	£1.000m	£1.000m	None. Agreement previously secured to reduce the level of property insurance cover in line with independent risk management advice. Changes to types of cover and excess in order to reduce policy premiums have been made.	There will be a need for capital expenditure, currently estimated to be less than £1m, to deliver the recommendations emerging from a risk mitigation strategy being implemented at the Thornton and Farington waste recovery parks.	<a href="#">Sept 17 Item 6 App D</a>	Leader/Deputy Leader of the Council
Coroners Service	£0.175m	£0.175m	Agree to pursue the merger of 3 coronial areas: <ul style="list-style-type: none"> <li>• Blackburn with Darwen</li> <li>• Preston and West Lancashire</li> <li>• East Lancashire</li> </ul>	Improved service	<a href="#">Sept 17 Item 6 App D</a>	Deputy Leader of the Council
Household Waste Recycling Centre and Waster	£0.280m	£0.560m	Agree to re-commission the HWRC and WTS services based on a combined insourced and outsourced service model.	Short term resource impacts for delivery of project. Waste service resource re-allocation/re-structuring for management of transferred services.	<a href="#">Sept 17 Item 6 App D</a>	Deputy Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Transfer Stations			Agree to the provision of £1m within the capital programme for works required.	At this stage the actual cost of delivering the service is uncertain due to unknown factors. Should the budget for service delivery be reduced and the actual cost of delivery be higher than anticipated this would impact on the wider waste budget and potentially on delivery of other waste services.		
Waste Arisings	£0.250m	£0.750m	Agree to a 1% target reduction in waste arisings through investment in mitigating actions. A 1% reduction in residual waste arisings would elicit a saving of £450,000, of which £200,000 would be reinvested annually. Investment in 2017/18 of £250,000 is needed if savings are targeted in 2018/19 and the 2018/19 savings target may need to be revised given the time available to implement actions in 2017/18.	Impacts on resources within service for delivery of option. The saving proposed is predicated upon 1% of residual waste being prevented and not simply being moved from residual waste to recycling. Whilst naturally an increase in the amount of residual waste that is recycled would be beneficial to the council, the cost of handling and processing recyclable waste would offset the saving achievable. To target both waste prevention and increases in recycling would require more financial investment and increased staffing resources.	<a href="#">Sept 17 Item 6 App D</a>	Deputy Leader of the Council

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Planning and Environment (Public Rights of Way)	£0.005m	£0.005m	Agreement to formalise PROW requirements as part of the planning contributions process (e.g. S106) and secure an increase in the amount of S106 contributions to the public rights of way network.	In the past, new housing development, especially on greenfield sites, has brought increased pressure on the local public rights of way network. As a result of this new pressure, local paths have been improved or repaired through the Public Rights of Way maintenance budget. In the future, requests will be made for S106 contributions to improve the local PROW network.	<a href="#">Sept 17 Item 6 App D</a>	Deputy Leader of the Council
Member Grants	£0.252m	£0.252m	Agree to cease the Member Grants scheme	Impact assessments would not specifically be required given that the grants scheme supports external organisations and are not delivering essential services. However, some assessment may be needed of the impact on strategic/corporate priorities.	<a href="#">Dec 17 Item 4 App C</a>	Deputy Leader of the Council
Central Gateway Fund (for Cabinet approval 18 Jan 18)	£0.673m	£0.673m	Agree to cease the Central Gateway Fund (Voluntary, Community and Faith Sector) Grants.	The grants would cease.	<a href="#">Jan 18 Item 4 App D</a>	Deputy Leader of the Council

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Local Initiative Fund (for Cabinet approval 18 Jan 18)	£0.127m	£0.127m	Agree to cease the Local Initiative Fund Grants.	The grants would cease.	<a href="#">Jan 18 Item 4 App D</a>	Deputy Leader of the Council
Residual Waste (for Cabinet approval 18 Jan 18)	£1.120m	£1.120m	Agree to additional waste recycling processes to reduce the weight of waste that cannot be recycled, which will result in a reduction in the amount of waste being sent to landfill and therefore help save money. Proposal to be implemented initially at the Thornton Waste Recovery Park on a trial basis to prove ongoing financial and operational viability.	Improved environmental performance and increased diversion from landfill.	<a href="#">Jan 18 Item 4 App D</a>	Deputy Leader of the Council
Customer Access Service	£0.020m	£0.020m	Agree to cease Lancashire House reception cover from 1 <sup>st</sup> April 2018.	A different approach to visitors to the building, i.e. each service to take responsibility of their own.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Community and Cultural Services

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Customer Access Service	£0.013m	£0.053m	Agree to restructure the support functions across the customer access service. This would be achieved through increased automation and self-service.	If managed in line with the other options proposed by CAS and the technology implementation, the reduction in support will be manageable within CAS.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Community and Cultural Services
Customer Access Service	£0.000m	£0.174m	Agree to implement telephony automation.	If managed effectively this proposal for telephony automation will be positive for both the customer and the business, fast tracking callers to their requested destination without the need to speak to a Customer Service Assistant.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Community and Cultural Services
Customer Access Service	£0.060m	£0.060m	Agree to implement blended email in Customer Access Service Social Care and Ask HR.	The deployment of this technology will benefit the customer and the business and will be a more effective use of resources.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Community and Cultural Services
Conservation and Collection Team - approved for consultation only	£0.000m	£0.278m	That the conservation service within the Conservation and Collections Team is required to become cost neutral in 2019/20.	The conservation function already does generate external income. There is potential to increase this area of activity and to work towards generating additional income which would support the objective of the service becoming cost neutral.	<a href="#">Dec 17 Item 4 App B</a>	Cabinet Member for Community and Cultural Services

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
				<p>The collection function is primarily curatorial together with the maintenance of records about the items in LCC's collection. There is little scope for generating external income as it is related primarily to the care of LCC's collections.</p> <p>The intention is to encourage the new operators to generate grant funding for conservation work that could then be undertaken – on a paid basis - by the Conservation and Collection Team.</p>		
Crime and Disorder – Police Community Support Officers (for Cabinet approval 18 Jan 18)	£0.220m	£0.265m	Agree to cease funding for Police Community Support Officer (PCSO) posts currently part funded by Lancashire County Council (LCC).	Lancashire County Council provides funding, but does not directly employ the PCSOs. However two PCSOs are embedded in the Council's Safe and Healthy Travel Team, managed on a day to day basis by officers of LCC, and deal with issues of crime and disorder on the bus network, especially in relation to young people travelling to and from school.	<a href="#">Jan 18 Item 4 App C</a>	Cabinet Member for Community and Cultural Services
Resource Budget for Libraries,	£0.150m	£0.280m	To reduce the resource fund by £0.280m. The Resource Fund covers not only physical	This reduction in the Resource Fund would impact on the quality of service that each service point could offer.	<a href="#">Jan 18 Item 4 App D</a>	Cabinet Member for Community

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018



Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Museums, Culture and Registrars (for Cabinet approval 18 Jan 18)			stock on shelves but also the e-book and e-audio collections we have and licences to online reference resources.	The Library Service charges 60p per reserved item (proposals will be being presented this year to increase this cost to 75p). With the reduction in budget we could see a decrease in customer satisfaction and an increase in complaints. Less up to date stock on the shelves may result in fewer visits to libraries and the service will not be able to provide as many items of stock. This may impact on literacy levels especially as regards children and young people as well as impacting on the mental health and wellbeing of our communities. Our contract with library suppliers may mean that our spending power will reduce.		and Cultural Services
Customer Access Service – Operating Hours (for Cabinet	£0.170m	£0.170m	Agree to reduce the operating hours for the Customer Access Service Social Care and bring in line with the corporate service delivered (i.e. reduce Social Care opening times to 8:00 to	With agreement that professionals refer into the authority in a more structured way, and a review of the Emergency Duty Team, it is very feasible. There would need to be considerable investment in the cultural and behavioural changes	<a href="#">Jan 18 Item 4 App D</a>	Cabinet Member for Community and Cultural Services

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
approval 18 Jan 18)			18:00 Mon to Fri, instead of 8:00 to 20:00 - 7 days a week).	required from our partners and Social Work teams. The Multi Agency Safeguarding Hub (MASH) model could also be impacted, however at this time they operate standard hours. Partners would need to agree to different ways of working and align to the authorities risk model. Agreement that only emergencies would be handled at these times. The call volumes that Customer Access Service (CAS) would no longer be handling would be picked up by the Emergency Duty Team (EDT) and would require a 2.50 fte transfer (£57k per annum) to the EDT establishment, reducing the CAS savings to 6.50 fte (£170k per annum).		
Customer Access – Professional Referrals (for Cabinet approval 18 Jan 18)	£0.00m	£0.140m	Agree to implement a Social Care self-service portal for professional referrers.	This proposal in addition to creating savings, would improve the collaboration between key partners and stakeholders, working to agreed thresholds, and e referrals into our electronic systems. This would support the Multi Agency Safeguarding Hub (MASH) models	<a href="#">Jan 18 Item 4 App D</a>	Cabinet Member for Community and Cultural Services

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
				and the time to react to situations our most vulnerable families find themselves in.		
Customer Access Service – Internal Ask HR Self Service (for Cabinet approval 18 Jan 18)	£0.174m	£0.174m	Agree to implement a self-service option for internal customers for Ask HR.	This approach will require cultural change for LCC staff to be reminded to use the Intranet at the first point of contact. This transition could be supported by the Web Chat tool within CA, supporting users to navigate. Initial work to redesign and re-build resources would be required as would communication and engagement with all LCC employees.	<a href="#">Jan 18 Item 4 App D</a>	Cabinet Member for Community and Cultural Services
Planning and Environment (Development Control pre app advice)	£0.006m	£0.006m	Agreement to develop a charging scheme, based on research of what other Local Planning Authorities are charging for pre-application planning advice to ensure it does not become a disincentive to developers.	If the uptake of pre-app advice does not reduce as a result of the charging scheme, the quality of application will be maintained. In turn, this will assist in the speed of determination. The converse is also possible. Charging might reduce the uptake of pre-app advice, especially from smaller companies. In turn this might result in lower quality applications, which will lengthen determination timescales.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Economic Development, Environment and Planning

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Planning and Environment (Natural Environment Information)	£0.020m	£0.020m	Agree to increase charges for environmental information.	Revised charging scheme will take account of the average charge imposed by Planning Authorities in North West England.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Economic Development, Environment and Planning
Defect Pothole Repairs	£2.700m	£2.700m	Agree to capitalise all defect pothole repairs expenditure. This expenditure is already included within the capital programme funded from a revenue contribution to capital. This would result in borrowing for this expenditure instead of funding from revenue.	No impact on service delivery.	<a href="#">Sept 17 Item 6 App D</a>	Cabinet Member for Highways and Transport
Highway Lines and Signs Renewal	£0.500m	£0.500m	Agree to a reduction in the refreshing of road markings and replacement of traffic signs and only safety critical will be renewed or where enforcement is required.	Minor reduction (no FTE reductions) in sign shop workload. Increase in third party claims and requests for and complaints about non-critical works. A lower standard of service (less reflective/faded signs and markings) could increase the risks of collisions. Less use of contractors. Reduced sign clutter.	<a href="#">Oct 17 Item 4 App A</a>	Cabinet Member for Highways and Transport

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Street Lighting Maintenance - approved for consultation only	£1.715m	£2.161m	Agree to cease night time inspections. Agree to extend the routine maintenance and testing cycle on the illuminated network from 5 to 10 years. Agree to the capitalisation of fault repairs.	Less routine maintenance, testing and fault repair would be required resulting in a reduced staffing requirement. Likely to be changes to performance levels as the service will be more reactive to publically reported fault repairs.	<a href="#">Dec 17 Item 4 App B</a>	Cabinet Member for Highways and Transport
Information Centres - approved for consultation only	£0.099m	£0.198m	Agree to close transport information centres at Preston Bus Station, Nelson and Clitheroe interchanges and Carnforth railway station. Remove funding for LCC staff working at Morecambe Visitor Centre providing transport and local tourist information.	Popular service providing travel information and tickets to public transport users would cease. Travel ticketing provision for LCC employees would cease. Impact on business support services and possibly greater costs to service budgets.	<a href="#">Dec 17 Item 4 App B</a>	Cabinet Member for Highways and Transport
Drainage Maintenance	£1.359m	£1.359m	Agree to capitalise all drainage repairs expenditure.	There will be no impact on service delivery	<a href="#">Dec 17 Item 4 App B</a>	Cabinet Member for Highways and Transport

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Traffic Signal Maintenance	£0.150m	£0.150m	Capitalise the signal refurbishment works currently funded out of revenue.	No impact on the service as workloads would remain unchanged	<a href="#">Dec 17 Item 4 App B</a>	Cabinet Member for Highways and Transport
Community Transport (for Cabinet approval 18 Jan 18)	£0.254m	£0.391m	Renegotiate the contract with the Community Transport consortium and revise the in-house Dial-a-Ride provision to provide a reduced service. Cease provision of the Burnley Employment Shuttle Transit (BEST - £0.031m). (Consultation on the withdrawal of this service has been completed).	Journeys for those who rely on door to door Dial-a-Ride services will be reduced. The viability of Community Transport may be put at risk resulting in additional services offered by the operators being lost. Eleven workers living in Burnley will no longer be able to access employment using the Burnley BEST service.	<a href="#">Jan 18 Item 4 App C</a>	Cabinet Member for Highways and Transport
Discretionary Concessionary Transport (for Cabinet approval 18 Jan 18)	£0.043m	£0.087m	Agree to Increase the charge made to disabled NoWcard holders for travel before 0930 Monday to Friday from 50p to £1.00.	Disabled NoWcard holders who rely upon bus travel before 9.30 will need to pay £1.00 instead of 50p.	<a href="#">Jan 18 Item 4 App C</a>	Cabinet Member for Highways and Transport
Bus Stop Information and Publicity Material (for	£0.015m	£0.015m	Reduce the cost to LCC associated with the provision of bus stop information, timetable leaflets and other	The 2000 Transport Act makes it a duty on the local authority to make sure that appropriate transport information is made available to the	<a href="#">Jan 18 Item 4 App D</a>	Cabinet Member for Highways

All figures taken from Money Matters – Additional Savings 2018/19 – 2020/21 reports published between September 2017 and January 2018

Service	Saving Identified 2018/19	Total Saving Identified	Decisions needed to deliver the budgeted savings	Impact	Date Reported to Cabinet	Cabinet Member
Cabinet approval 18 Jan 18)			literature, including bus station stand departure information. Agree to work with bus operators to develop a model for activity and cost sharing in relation to public transport information provision at bus stops and bus stations throughout Lancashire. Increase the charge for timetable changes when carried out by LCC.	public. LCC discharges this duty by producing coordinated information literature and recharging an element of this cost to the operators, whilst maintaining a similar level of service. The cost sharing model is likely to require the loss of one member of staff.		and Transport





## Internal Scrutiny Committee

Meeting to be held on Friday, 19 January 2018

Electoral Division affected:  
(All Divisions);

## Work Plan and Task Group Update 2017/18

Appendices 'A' to 'F' refer

Contact for further information:

Samantha Parker, Tel: 01772538221, Legal and Democratic Services,

sam.parker@lancashire.gov.uk

### Executive Summary

The Plan at Appendix 'A' is the work plan for the Internal Scrutiny Committee.

The topics included were identified at the work planning workshop held on 23 June 2017.

### Recommendation

The Internal Scrutiny Committee is asked to:

- i. Note and comment on the report and corresponding appendices;
- ii. Confirm the topic(s) to be considered at the next scheduled meeting; and
- iii. Discuss and identify information required for each topic to be considered at the next scheduled meeting

### Background and Advice

A statement of the work to be undertaken and considered by the Internal Scrutiny Committee for the remainder of the 2017/18 municipal year is set out at Appendix 'A'. The work plan is presented to each meeting for information.

The committee is asked to confirm the topic(s) to be considered at the next scheduled meeting on 16 March 2018. The committee is also asked to make suggestions on the information they would like to receive as part of the report(s).

An overview of all current agreed Task and Finish Groups across all of the scrutiny committees is set out in Appendix B for members to note. The overview report will be presented at each meeting for information.

In addition, the Committee are requested to note and comment on the work plans included for all other Scrutiny Committees as set out in Appendices C through to F (Children's Services, Education, External Services and Health).

**Consultations**

NA

**Implications:**

This item has the following implications, as indicated:

**Risk management**

This report has no significant risk implications.

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

Paper	Date	Contact/Tel
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NA

Reason for inclusion in Part II, if appropriate

NA

Internal Scrutiny Committee Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
<b>21 July 2017</b>	LA funding	Steve Browne	To ascertain the funding streams and mechanisms that the County Council is subject to
	RIPA	Ian Young	Annual report of the Regulation of Investigatory Powers Act 2000 activities
<b>22 September 2017</b>	Statutory and non-statutory services	Steve Browne	To also include what the council currently doesn't do but if it did could potentially save money in the future
	Income generation	Steve Browne	Report on the current and potential income streams of the county council
<b>17 November 2017</b>	TAMP	Mel Ormesher	Update following TAMP briefing in Sept
	Winter gritting	Phil Durnell	Preparedness
	Highway verges	Phil Durnell	Grass cutting/street scapes/weeding contract
<b>19 January 2018</b>	Council budget	Neil Kissock	Budget proposals from the following Cabinet Members: <ul style="list-style-type: none"> <li>• Michael Green – Economic Development &amp; Planning</li> <li>• Keith Iddon – Highways and Transport</li> <li>• Peter Buckley – Community &amp; Cultural Services</li> </ul>

			<ul style="list-style-type: none"> <li>• Leader &amp; Deputy Leader</li> </ul>
<b>16 March 2018</b>	Civil Contingencies	Alan Wilton	Information relating to risk
	Emergency resilience	Alan Wilton	Update on the preparedness of the county council
	Libraries	Julie Bell	Update on the progress of the re-opening of libraries
<b>18 May 2018</b>	Economic Development	Martin Kelly	Skills and apprenticeships – gaps post 18
	Household Waste Recycling Centres	Steve Scott	Changes and risks Recycling
<b>Other topics not yet scheduled</b>	Enforcement of planning controls		
	Risk management – risk register		
	Countryside matters		
	Update on planning matters		
	Street lighting – energy spend update		
	Highway verges – additional funding monitoring (Nov 18)		
	Winter Service Plan 2018/19 (Summer 2018)		

## Task Group Work

Task Group	Update
Local Authority Funding and Income Generation	<p>First meeting of the task group held. Chair confirmed and terms of reference agreed. The following work to be undertaken:</p> <ol style="list-style-type: none"> <li>1. To investigate further the current traded services available across the Council to identify any possible areas where traded services could be introduced/further enhanced – County Councillor Jayne Rear</li> <li>2. To further understand the statutory and non-statutory services with a view to making recommendations on potential scope to reduce any non-statutory services further – County Councillors Steve Holgate and Erica Lewis</li> <li>3. To understand and consider the possibilities around commercialisation from the documentation provided, case studies and/or discussion with other authorities who have used this method successfully – County Councillor Edward Nash</li> <li>4. To understand and investigate funding streams not currently utilised by the Council and current income streams (such as business rates, revenue funding grants etc.) with a view to identifying potential ways to maximise funding – County Councillors David Whipp and John Shedwick</li> <li>5. To understand and consider the current property portfolio to identify any potential scope for further streamlining – County Councillor Paul Rigby</li> </ol>



**Scrutiny Committees – Task Group Work Overview**

Scrutiny Committee	Task Group Title	Number of Members	Start Date	Anticipated End Date	Progress	Actual End Date	Outcomes
Internal	Local Govt Funding and Income Generation	7	23/10/17	Feb 18	2 meetings held so far. Good progress in each of the areas of work. Further meeting to be held on January		
Education/ Children's Services	Supporting Pupils at School with Medical Conditions	7	28/11/17	Jan 18	First meeting held TOR and TG activity agreed		
Internal	Does Local Government work for women?	7	TBC	TBC	Group confirmed – awaiting confirmation of first meeting date		
Internal	Grit Bin Placement Review	TBC	TBC – March 18?				





## Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
26 July 2017	Wellbeing, Prevention and Early Help Service (WPEHs) – Overview	Debbie Duffell	Overview of WPEHs offers in particular – the early offer and universal services accessibility - identification of any gaps in provision around the Continuum of Need, CAF, children's centres, partnership and integrated working challenges, CAMHS, MASH
6 September 2017	New SEND Pathway	David Graham	Overview of changes /referral process/journey of a child/case studies/transition timescales and managing parents expectations
	Medicine management in schools	David Graham	Reviewing the impact of withdrawing School nurses from special schools
	Ofsted feedback	Amanda Hatton	Following monitoring visit in July
18 October 2017	Homelessness of young people	Tracy Poole-Nandy	District level data – who do we pay? Who do we work with? What's the accommodation offer? And links with CAMHS
	Tracking of Care Leavers	Audrey Swann	Overview of new process
	Youth Accommodation for LAC	Tracy Poole-Nandy	Care leavers and accommodation issues – what's the offer? Is it up to standard?
6 December 2017	Children in secure accommodation – out of area	Sally Allen	Exit strategies and update on Audit exercise National picture – placing child nearer to families

Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
	Children's social worker recruitment and retention challenges (strategy and support)	Amanda Hatton/Tracy Poole-Nandy	Update on the ongoing challenges
	Buildings and accommodation for social workers	Tracy Poole-Nandy	Overcrowding, access to IT equipment and lack of desk space for social workers
31 January 2018	New models of delivery (overspend on children's social care)	Amanda Hatton Neil Kissock	Overview of New Models of Delivery in response to overspend on Children's Services
	Budget proposals	Neil Kissock	Budget Proposals from Susie Charles – Cabinet Member for Children, Young People and Schools
14 March 2018	Recent Children's Services Reviews	Amanda Hatton	Update on recent reviews undertaken, outcomes from the reviews and impact on services: LGA Peer Review YOT Peer Review SEND inspection Ofsted monitoring visit DfE 6 month review
	EHCP progress update and	David Graham	Update on progressing with conversions  Overview of the criteria and the role of Local Moderating Panels

## Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
	Criteria for EHCP and the role of Local Moderating Panels		
11 April 2018	Children's Partnership Boards	Amanda Hatton	Review of the Boards effectiveness and their future
22 May 2018	tbc		

## Potential topics for the Committee:

- LSCB annual report topics – Forced Marriage and Domestic Abuse
- Recruitment and retention of social workers – update from December meeting – July 2018

## Task Group Work

Task Group	Update
Supporting Pupils in School with Medical Conditions	Task group in progress with schools allocated for contact



## Education Scrutiny – Work plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
26 September 2017	Implementation of the School Places Provision Strategy (Basic Need funding and S106 funding)	Mel Ormesher	Overview and update on basic need funding and the allocation of S106 funding
	Summer Born Policy	Debbie Ormerod	Overview on the Policy and Implementation of deferred/delayed places
	School Admissions Appeals	Angela Esslinger and Debbie Ormerod	Report on the effectiveness of the service for parents and schools
28 November 2017	Foundation Stage Standards and level of progress through each Key Stage	Steve Belbin	Tracking progression of pupil attainment through the key stages
	GCSE Performance	Steve Belbin	Data report
	LAC Attainment	Audrey Swann	Narrowing the gap of attainment
	Elective Home Education	Frances Molloy	Overview report on the service, attainment and take up
27 March 2018	Personal Education Plans	Audrey Swann	Overview of the process, how they are being progressed and risk management
	School Improvements Report	Steve Belbin	Rise in permanent exclusions and recruitment of teachers
	Alternative Provision	David Graham	TBC

Education Scrutiny – Work plan 2017/18

Potential topics for the Committee:

- TA to teacher career path initiatives
- School attendance – missing from home and education
- SEND Transport Policy 2013/14 – David Graham
- Pupil tracking from primary to secondary faith schools (request from CC Hasina Khan)
- Summer Born Policy

Task Group Work

Task Group	Update
Supporting Pupils in School with Medical Conditions	Task group in progress and schools identified

## External Scrutiny – Work plan 2017/18

Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
25 July 2017	Safer Lancashire – Community Safety Partnerships (CSP)	Clare Platt, Debbie Thompson, Angela Harrison, Robert Ruston	Overview report of CSPs across Lancashire and their priority areas for 2017/18
10 October	Hate Crime	Saeed Sidat, Ian Mills and Andrew Proctor	Update on the Lancashire Hate Crime Strategy
	Lancashire Enterprise Partnership (LEP)	Martin Kelly/Kathryn Molloy, LCC	Presentation on the Lancashire offer, Assurance Framework, the LEP's priorities and City Deal
16 January 2018 - postponed	<i>Flood Risk Management – working together</i>	<i>Rachel Crompton, LCC, United Utilities plc, Yorkshire Water plc, Environment Agency.</i>	<i>Report on flood risk management authorities and partnership arrangements.</i>
	<i>Affordable Housing Policies across Lancashire's district councils</i>	<i>Gary Halsall, LCC</i>	<i>Overview of affordable housing policies across Lancashire's district councils</i>
24 April	Franklaw Event – Drinking Water Inspectorate (DWI)	Sue Pennison, DWI Dr Sakthi Karunanithi, Director of Public Health, United Utilities?	Report on the Franklaw Water Treatment Works Summer 2015 water contamination event
	Affordable Housing Policies across Lancashire's district councils	Gary Halsall, LCC	Overview of affordable housing policies across Lancashire's district councils
	Flood Risk Management – working together	Rachel Crompton, LCC, United Utilities plc, Yorkshire Water plc, Environment Agency.	Report on flood risk management authorities and partnership arrangements.

\*= Provisional/subject to change/may require special meeting

## External Scrutiny – Work plan 2017/18

## Statutory requirements:

- Community Safety Partnerships
- Flooding (flood risk management functions or coastal erosion risk management functions)

## Requested topics for the Committee:

Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
United Utilities – investments and delivery	UU – tbc	Opportunity to formulate recommendations on UUs 6 year asset investment programme. Capacity of sewers, new housing developments, flooding, investments and proactive delivery, reservoir capacity and chalk streams, water outage in Fylde
Flood Risk Management – working together	Rachel Crompton, LCC EA, UU, YW	An overview of how work is co-ordinated between LCC, EA, UU (Canal & River Trust - more closely aligned to tourism/leisure and environmental management)
Community Safety Agreement – priorities and/or emerging initiatives/issues	Public Health/ LCFT/LCC Policy	<b>Either;</b> exploitation of vulnerable people/poor mental health determinant/Hate Crime Strategy/Prevent/Serious Harm Reduction Strategy/Pan-Lancashire Domestic Abuse Strategy/Alcohol Harm Reduction Action Plan
Transport for the North – Sub-national Transport Body	Dave Colbert, LCC Transport for the North – awaiting appointment of replacement Chief Executive And Martin Kelly, LEP	Update on Strategic Transport Plan in relation to Lancashire
<i>Community Policing in rural Lancashire</i>	<i>PCC and Angela Harrison, OPCC</i>	<i>Access to police services and rural areas – front desks, 111 service *responsibility of the Police and Crime Panel for Lancashire)*</i>

## Potential external organisations/topics for the Committee:

- Electricity North West



**External Scrutiny – Work plan 2017/18**

- Arriva/Northern Rail – transforming rail in the north
- Lancashire's Universities
- Third sector – One Lancashire
- Local Member Grants
- Bus services
- Partnerships – BTLS, Road Safety, Resilience Forum
- Fire Authority
- Traded services – Travelcare, school catering, Lancashire Teaching Agency, Outdoor Education



## Health Scrutiny – Work plan 2017/18

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
24 July	STP Workforce – Scrutiny Inquiry Day Report	Workforce*	CC Steve Holgate, former Chair of the Health Scrutiny Committee	To formulate recommendations from the report and to determine who to circulate to.
	Update on the Local Workforce Action Board	Workforce*	Heather Tierney-Moore and Damian Gallagher, LCFT	Update on the work of the Board.
	Chorley Hospital Emergency Department mobilisation	Workforce*/Hospitals** and Urgent Care**	Karen Partington, Mark Pugh, LTHFT	Update on the mobilisation of the Emergency Department and recruitment issues
19 Sept	Next Steps on the NHS Five Year Forward View – Sustainability and Transformation Partnerships; Accountable Care Systems and Local Delivery Plans	-	NHSE North, Healthier Lancashire and South Cumbria, Fylde and Wyre CCG, Morecambe Bay CCG,	Overview of the next steps on the NHS five year forward view and update on the Accountable Care System.
31 Oct	Winter pressures and preparations (A&E)	All	Heather Tierney-Moore (AEDB), Derek Cartwright, NWAS, Paul Simic, LCA, LTHFT? Tony Pounder, LCC	Overview of pressures and preparations (adults/acute trusts/mental health)

## Appendix F

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
12 Dec	Improvements to Mental Health Services in Lancashire	Care Professional Board*	Steve Winterson, LCFT	Report on planned changes for both the Central and Pennine Lancashire areas
	Suicide Prevention	Care Professional Board* Mental Health**	Dr Sakthi Karunanithi and Chris Lee, Public Health	To ensure effective implementation of the (local authority) suicide prevention plan
23 Jan 2018	Adult Social Care – and Public Health Budget Proposals	-	Tony Pounder, Dr Sakthi Karunanithi and Neil Kissock	Budget proposals from the following Cabinet Members: <ul style="list-style-type: none"> <li>Graham Gooch – Adult Services</li> <li>Shaun Turner – Health and Wellbeing</li> </ul>
	Delayed Transfers of Care	Care Professional Board*	Tony Pounder, Sue Lott, Mike Kirby, LCC (All Trusts? – LTHFT, ELHT etc; & BwD Borough Council, Blackpool Council and Cumbria CC) Paul Simic, LCA	<ol style="list-style-type: none"> <li>Overview and update on DTOC and discharge policies - Development of joint approach to DToC with NHS providers across the STP footprint. Health and Wellbeing Board to receive update on 14 November 2017; or</li> <li>Review of Supporting Patients to Avoid Long Hospital Stays Policy and Funding Framework</li> </ol>

## Appendix F

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
5 March	Life Expectancy and Health in All Policies	Care Professional Board* Prevention**	Dr Sakthi Karunanithi	Overview of Life Expectancy, causes, prevention and self-help work, key service issues, challenges and opportunities
	Transforming Care for people with a Learning Disability and/or Autism	Care Professional Board* Health and social care**, Mental Health**	Mersey Care NHS Foundation Trust, NHS England Charlotte Hammond, LCC?	Update on Specialist Learning Disability Services
17 April	Skin cancer awareness	Care Professional Board* Prevention**	Sofiane Rimouche, LTHFT, Dr Sakthi Karunanithi CCGs	Raising awareness, prevention

### Requested topics to be scheduled:

- STP Refresh (after December 2017)
- Community mental health; early intervention and prevention (Chris Lee, Public Health)
- Inequity of funding for medical under-graduate and post-graduate training in Lancashire and South Cumbria – Health Education England
- Suicide Prevention in Lancashire – annual update (December 2018)

### Referrals from Steering Group to the full Committee to be scheduled:

- Immunisations – seasonal influenza (Sakthi Karunanithi, LCC, Jane Cass, NHS England)
- Winer preparations (July 2018)

### Potential topics for the Committee and its Steering Group:

- Data sharing
- Dementia awareness
- Care Home Quality

## Health Scrutiny Steering Group – Work plan 2017/18

Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
4 July 2017	<ul style="list-style-type: none"> <li>i. Royal Preston Hospital – bid for new primary care front end at Emergency Department and Urgent Care Centre (A&amp;E)</li> <li>ii. WLCCG – Termination of single handed GP contract</li> <li>iii. FWCCG – Improving health services in Kirkham and Wesham</li> </ul>	<ul style="list-style-type: none"> <li>i. Stephen Gough and David Armstrong, NHS England – Lancashire</li> <li>ii. Jackie Moran, WLCCG</li> <li>iii. Kate Hurry and Andrew Harrison, FWCCG</li> </ul>	<ul style="list-style-type: none"> <li>i. Unique bid for capital – need to identify appropriate funding stream to expedite and assist with overall A&amp;E function</li> <li>ii. To receive updates on progress – wider concerns around single handed GPs in Lancashire</li> <li>iii. Overview of the proposals – concerns also raised by local councillor</li> </ul>
27 Sept	<ul style="list-style-type: none"> <li>i. Proposal for a Central Lancashire Mental Health Inpatient Unit</li> <li>ii. NHS England – 'Childhood Immunisation Performance Report for Lancashire, and Associated Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>i. Steve Winterson, LCFT</li> <li>ii. Jane Cass, NHS England, Sakthi Karunanithi, Director of Public Health</li> </ul>	<ul style="list-style-type: none"> <li>i. Overview of proposals</li> <li>ii. To receive a report on Childhood Immunisation Performance for Lancashire and associated action plan to identify and address reasons for the downward trend of low uptake for screening, vaccinations and immunisations across Lancashire, how this will be monitored, targets met and timescales.</li> </ul>
11 Oct	<ul style="list-style-type: none"> <li>i. Health and Wellbeing Board (HWB) – Update</li> <li>ii. Implementation of the Care Act 2014 within secondary mental health services in Lancashire</li> </ul>	<ul style="list-style-type: none"> <li>i. Sakthi Karunanithi, LCC</li> <li>ii. Charlotte Hammond, LCC</li> </ul>	<ul style="list-style-type: none"> <li>i. Update on HWB Partnerships/Lancashire Health and Wellbeing Strategy</li> <li>ii. To receive referral made to scrutiny and to determine how the Steering Group wishes to proceed.</li> </ul>

## Appendix F

Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
15 Nov	<ul style="list-style-type: none"> <li>i. General service updates on Adult Social Care</li> <li>ii. Suicide Prevention</li> <li>iii. Report on Steering Group's purpose</li> </ul>	<ul style="list-style-type: none"> <li>i. Tony Pounder, LCC</li> <li>ii. Chris Lee, Public Health, LCC</li> <li>iii. Gary Halsall, LCC</li> </ul>	<ul style="list-style-type: none"> <li>i. To receive general service updates and to prepare for January 2018 Committee meeting on DToC</li> <li>ii. Preparations and key lines of enquiry for Committee meeting scheduled 12 December 2017</li> <li>iii. Advice and options for a revised purpose of the Committee's Steering Group</li> </ul>
6 Dec	<ul style="list-style-type: none"> <li>i. Implementation of the Care Act 2014 within secondary mental health services in Lancashire</li> <li>ii. VirginCare – Community Health and Urgent Care Services Contract</li> <li>iii. Better Care Together; or</li> <li>iv. Together A Healthier Future</li> </ul>	<ul style="list-style-type: none"> <li>i. Charlotte Hammond, LCC, and LCFT</li> <li>ii. Jackie Moran, Karen Tordoff WLCCG and VC</li> <li>iii. Morecambe Bay CCG</li> <li>iv. Mark Youlton, East Lancashire CCG</li> </ul>	<ul style="list-style-type: none"> <li>i. Awaiting responses to a referral made to scrutiny in relation to a Section 75 Agreement</li> <li>ii. Update on contract awarded to private provider</li> <li>iii. Update on the Bay Health and Care Partners LDP and outcomes of Trust Boards in relation to integrated hospital community and primary care services (Integrated Care Communities ICC).</li> <li>iv. Update on the Pennine Lancashire LDP</li> </ul>
10 Jan 2018	<ul style="list-style-type: none"> <li>i. Our Health, Our Care Local Delivery Plan (LDP) – need to move</li> <li>ii. Public Health – Life Expectancy</li> <li>iii. Implementation of the Care Act 2014 within secondary mental health services in Lancashire</li> </ul>	<ul style="list-style-type: none"> <li>i. Denis Gizzi, Mark Pugh and Sarah James GPCCG + CSRCCG</li> <li>ii. Dr Sakthi Karunanithi</li> </ul>	<ul style="list-style-type: none"> <li>i. Outcome of clinical process mapping work from the Solution Design Events and the LDP programme</li> <li>ii. Develop objectives, key lines of enquiry and outcomes</li> </ul>



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	<ul style="list-style-type: none"> <li>iv. VirginCare – Community Health and Urgent Care Services Contract</li> <li>v. Update on the completion of the new primary care front-end at Royal Preston Hospital</li> </ul>	<ul style="list-style-type: none"> <li>iii. Charlotte Hammond, LCC, and LCFT</li> <li>iv. Jackie Moran, Karen Tordoff WLCCG and VC</li> <li>v. Stephen Gough and David Armstrong, NHS England – Lancashire</li> </ul>	<ul style="list-style-type: none"> <li>iii. Awaiting responses to a referral made to scrutiny in relation to a Section 75 Agreement</li> <li>iv. Update on contract awarded to private provider</li> <li>v. Update – briefing note/attendance at meeting</li> </ul>
7 Feb	<ul style="list-style-type: none"> <li>i. Fylde Coast ACS, Your Care, Our Priority and Multi-speciality Community Partnerships (MCP)</li> <li>ii. Skin Cancer awareness</li> <li>iii. Life Expectancy and Health in All Policies</li> <li>iv. Transforming Care for people with a Learning Disability and/or Autism</li> </ul>	<ul style="list-style-type: none"> <li>i. Peter Tinson, Fylde and Wyre CCG</li> <li>ii. Sofiane Rimouche, LTHFT, Dr Sakthi Karunanithi, CCGs</li> <li>iii. Dr Sakthi Karunanithi</li> <li>iv. tbc</li> </ul>	<ul style="list-style-type: none"> <li>i. Update on the Fylde Coast ACS, Your Care, Our Priority LDP and Multi-speciality Community Providers (MCP)</li> <li>ii. Develop objectives, key lines of enquiry and outcomes</li> <li>iii. Develop objectives, key lines of enquiry and outcomes</li> <li>iv. Develop objectives, key lines of enquiry and outcomes</li> </ul>
14 Mar	<ul style="list-style-type: none"> <li>i. Report on Steering Group's purpose for 2018/19?</li> <li>ii. Chorley Hospital Emergency Department mobilisation and Urgent Care Centre Performance (GTD)?</li> <li>iii. Quality Accounts for Trusts and mechanisms with Healthwatch</li> </ul>	<ul style="list-style-type: none"> <li>i. Gary Halsall, LCC</li> <li>ii. Karen Partington, Mark Pugh, LTHFT</li> <li>iii. Sheralee Turner-Birchall, Healthwatch</li> </ul>	<ul style="list-style-type: none"> <li>i. Advice and options for a revised purpose of the Committee's Steering Group for 2018/19 onwards</li> <li>ii. Update on the mobilisation of the Emergency Department and recruitment issues</li> </ul>

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	iv. <b>Healthy Child Programme Contract?</b>	iv. <b>Rachel Tanner, LCC</b>	iii. To formulate responses to requests from Trusts on their Quality Accounts; consider potential mechanisms with Healthwatch and Impact Events.
11 Apr	LCC Adult Social Care Winter Plan	Tony Pounder, Sue Lott, LCC	Review the effective/robustness of the 2017 plan
16 May (all day event?)	Work planning for 2018/19 (open invite to full Committee)?	<p>Louise Taylor, Dr Sakthi Karunanithi, Tony Pounder, LCC and Cabinet Members for Health and Wellbeing and Adult Social Care; Healthwatch Lancashire; NHS England and Healthier Lancashire and South Cumbria; NHS Improvement?; Lancashire Care Association; Lancashire Care Foundation Trust</p> <p>Briefing notes from CCGs, Acute Trusts, NWAS?</p>	<p>Presentations from strategic health and social care organisations setting out details of:</p> <ul style="list-style-type: none"> <li>Emerging issues;</li> <li>Priorities and planned activity;</li> <li>Policy development;</li> <li>Timelines and deadlines; and</li> <li>Ongoing work relating to the Five Year Forward View and the STP for Lancashire [and South Cumbria];</li> </ul> <p>For scrutiny to identify topics of their choice for the 2018/19 work plan where they can add value and see potential objectives and outcomes and an opportunity to formulate a focussed and timely work plan.</p>

### Topics referred by the Committee for Steering Group's action:

- Chorley Hospital Emergency Department mobilisation and Urgent Care Centre Performance (GTD)
- Suicide Prevention in Lancashire – 6 monthly progress report on outcomes set out in the Logic Model (June 2018)

### Potential topics for Steering Group:

- NWAS - Update on Government reporting standards – Peter Mulcahy, and NWAS transformation Strategy and NWAS future – Mark Newton
- West Lancashire LDP
- Pharmacies and prescriptions – volume of returned medicines and disposal of same, failure to collect, patient medicine reviews, change to current practice
- Low priority prescribing – consultations across CCGs - update
- Capital investments across Lancashire
- Lancashire Care Association – update on Registered Care Managers Network (RCMN) – Paul Simic, CEO

