

Lancashire County Council

Internal Scrutiny Committee

Friday, 18th January, 2019 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Agenda

Part I (Open to Press and Public)

No.	Item
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1.	Apologies
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2.	Disclosure of Pecuniary and Non-Pecuniary Interests
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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.

3.	Minutes of the Meeting held on 16 November 2018	(Pages 1 - 6)
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4.	Grit Bins and Non-Priority Routes - Response to Recommendations of the Scrutiny Task and Finish Group	(Pages 7 - 14)
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5.	Report of the Reducing Single Use Plastics in Lancashire Task and Finish Group	(Pages 15 - 40)
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6.	Budget Savings Update 2018/19	(Pages 41 - 44)
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7.	Internal Scrutiny Committee Work Programme 2018/19	(Pages 45 - 86)
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8.	Urgent Business
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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.

9.	Date of Next Meeting
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The next meeting of the Internal Scrutiny Committee
will be held on Friday 15 March 2019 at 10:00am in
Cabinet Room B, County Hall, Preston.

L Sales
Director of Corporate Services

County Hall
Preston

Lancashire County Council

Internal Scrutiny Committee

Minutes of the Meeting held on Friday, 16th November, 2018 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Present:

County Councillor David O'Toole (Chair)

County Councillors

J Fillis	A Riggott
S Holgate	M Salter
M Iqbal	D Whipp
E Lewis	G Wilkins
E Nash	B Yates
P Rigby	

County Councillor Barrie Yates replaced County Councillor Jayne Rear 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 21 September 2018

Item 4 Update from the Chair – It was noted by the committee that subsequent legal advice on the gritter tracking system had differed from the information provided by officers at the 20 July 2018 meeting. The committee agreed to note this and stress the importance of accurate and timely information being provided to the committee.

Resolved: That the minutes from the meeting held on 21 September 2018 be confirmed as an accurate record and signed by the Chair.

4. Customer Access Service - Update on Performance and Savings Initiatives

The Chair welcomed Terry White, Customer Service Manager; and County Councillor Peter Buckley, Cabinet Member for Community and Cultural Services, to the meeting.

The purpose of the report presented was to provide the Customer Access Service (CAS), operational performance and key statistics for the period April 2018 to August 2018. The report also provided a comparison against the previous financial year and included the savings plan for the service 2015-21.

It was reported that the CAS currently delivered first point of contact for telephone, email and social media interactions for 28 LCC services. The CAS also processed Blue Badge applications, Crisis Support applications and Customer Satisfaction feedback reports. It was highlighted that these services were very diverse and varied widely. Each service had its own data handling tool which contacts were recorded in, requiring Customer Access staff to be able to competently use over 25 specialist systems.

Members were informed that so far this financial year there had been 38 compliments and 31 complaints.

It was highlighted that social media was a new channel of contact that had been introduced and had proved successful. It would be a contributing factor in the Digital Strategy as the team moved forward. There was a request for the information on social media data to be broken down.

In terms of future savings, members were advised that it was about how the CAS could do things quicker with the appropriate staffing in place. In relation to the self-serve approach, members enquired how this was going to develop from a digital point of view and one of the options was the use of voice recognition currently being developed.

Concerns were raised over the out of hour's service, mainly around highways issues. Members were advised that funding was an issue for an out of hour's service and this option presented numerous challenges around its cost effectiveness.

It was highlighted that staff morale was very important to the CAS and a new structure has been implemented this year which addressed many of the issues raised in the 2017 staff survey and staff morale was good. The committee was informed that there was an overall improvement in performance despite a reduction in staff.

In terms of benchmarking against other authorities, members enquired how the CAS stood in comparison to other authorities. As part of its service challenge the CAS went out to 50 other authorities to understand how their contact centres operated. It was noted that LCC was very cost effective and very good with

telephone advice. The stark contrast was that LCC received more contacts than per population. This suggested that further work was required on the digital offering currently in place.

Resolved: That the report be noted.

5. Household Waste Recycling Centres

The Chair welcomed Steve Scott, Head of Service Waste Management; and County Councillor Albert Atkinson, Deputy Leader of the County Council, to the meeting.

The report presented how the review of the Household Waste Recycling Centre (HWRC) service had been conducted to consider operating efficiency and financial savings following its transfer back in-house in April 2018.

It was reported that staffing costs was the main area that had the greatest potential for savings. There were a number of options regarding opening hours and the number of days the sites were open. Members were advised that the option put forward was for the sites to reduce open hours as it was recognised that outside peak hours, the demand for the service was limited. It was also recommended that the quieter sites move to 5 day a week opening.

Regarding the changes in days opened and opening hours of HWRCs there were concerns raised over the consequential fly-tipping and the costs this would incur. It was pointed out to the committee that there was no evidence to link HWRCs and fly-tipping as HWRCs did not accept commercial waste and the majority of fly-tipping was commercial waste.

The committee enquired if there had been consultation with district councils regarding the savings on staffing costs, the proposed reduced hours and mitigating the fly-tipping situation. District councils had been informed but the proposal would be subject to a full consultation as part of the service challenge process.

Staff at the HWRCs were commended for the work they did, not only in directing where waste should go but also with helping people. It was felt that the reduction in staffing would impact on the service provision. It was highlighted that communication with the public, informing them of the days sites were open and the hours they were open was vital. And it was noted that all organisations would be informed.

A new resolution was proposed and seconded, that ' The Internal Scrutiny Committee welcome the proposal not to extend charging on tyres and gas bottles but express deep concern at the reduced opening days for 7 centres and the reduced daily opening hours for all in view of the impact on fly-tipping and the

cost of collection to the public purse of the consequential fly-tipping.' On being put to the vote the new resolution was lost.

Resolved: That the report be noted.

6. Grit Bins and Non-Priority Routes Task and Finish Group - Initial Response

The Chair gave a verbal update of the initial response received in relation to the agreed report circulated to the Cabinet Member and senior officers following the Internal Scrutiny Committee in September.

It was reported that responses to the task and finish group's recommendations were currently being collated. Not all recommendations had been responded to yet as the county council was seeking advice from external organisations such as the Association for Public Excellence (APSE).

It was hoped that a full written response would be presented at the next meeting of the Internal Scrutiny Committee scheduled for 18 January 2019.

Resolved: That the initial response be noted.

7. Task and Finish Group Request - External Scrutiny Committee

The report set out the request from the External Scrutiny Committee for a task and finish group to be established on strengthening flood prevention and preparedness in Lancashire.

Resolved: That the request to establish a task and finish group on strengthening flood prevention and preparedness in Lancashire be approved.

8. Work Programme 2018/19

The work plan for the Internal Scrutiny Committee for the 2018/19 year was presented.

Resolved: That the report be noted.

9. Urgent Business

There were no items of Urgent Business.

10. Date of Next Meeting

The next meeting of the Internal Scrutiny Committee would take place on Friday 18 January 2019 at 10.00am in Cabinet Room B (The Diamond Jubilee Room) at the County Hall, Preston.

L Sales
Director of Corporate Services

County Hall
Preston

Internal Scrutiny Committee

Meeting to be held on Friday, 18 January 2019

Electoral Division affected: (All Divisions);
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Grit Bins and Non-Priority Routes - Response to the Recommendations of the Scrutiny Task and Finish Group

(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

In September 2018, the Internal Scrutiny Committee published a task and finish group report on a review of grit bins and non-priority routes.

In accordance with agreed protocols, the Cabinet Member for Highways and Transport has been asked to provide a response to the task and finish group's report. This is set out at Appendix A.

Recommendation

The Internal Scrutiny Committee is asked to receive and comment on the response by the Cabinet Member for Highways and Transport.

Background and Advice

In November 2017, the Internal Scrutiny Committee agreed to the establishment of a task and finish group to consider the provision of grit bins and the non-priority routes across Lancashire. The task and finish group's report was approved by the Internal Scrutiny Committee at its meeting held on 21 September 2018.

In accordance with statutory requirements, a response has been provided by the Cabinet Member for Highways and Transport. This is set out at Appendix A.

The Internal Scrutiny Committee is asked to receive and comment on the response.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

This report has no significant risk implications. The task and finish group's report reflected the views and recommendations of Overview and Scrutiny. It did not necessarily reflect the views of the county council. In many cases, suggestions were made for further consideration to be given to issues, and this may need to include an appropriate assessment of the legal and financial risks and implications. The response from the Cabinet Member does not necessarily equate to an assessment of the legal and financial risks and implications at this stage, merely that a commitment will or won't be pursued by them in relation to each recommendation.

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

Paper	Date	Contact/Tel
N/A		
Reason for inclusion in Part II, if appropriate		
N/A		

Cabinet Member response to the recommendations of the Grit bins and non-priority routes scrutiny task and finish group report

18 January 2018

General comments

I welcome the report from the Internal Scrutiny Committee on the important subject of winter service planning and its review of grit bin provision and support from volunteers on gritting secondary routes.

I would also like to thank the members of the grit bins and non-priority routes task and finish group for the time and commitment that they invested in the thorough research that they undertook as part of the group's work.

I have considered each of the recommendations adopted by the Internal Scrutiny Committee and my responses are as follows:

Recommendation 1:

Address the inconsistency of grit bin location data held in MapZone/MARIO/Highways Asset Management System and the spreadsheet data retained by the Highways Teams.

Response:

I support this recommendation. There should only be one source of information which should be HAMS (Highways Asset Management System); there should not be spreadsheets in the district offices; all alterations should be done via HAMS.

The definitive layer is the one in HAMS, which was created earlier this year to incorporate Gaist (Solutions company) Survey data with the previously mapped GIS layer.

There will be a piece of work to make sure that the MapZone/Mario layer is updated from HAMS. This will be built into the work programme.

Recommendation 2:

Permit the sponsorship of grit bins.

Response:

The sponsorship of grit bins is possible however further discussion will be needed with district council officers to see how they would view any proposed sponsorship arrangement in accordance with legislation before the council could confidently press forwards with any policy changes/introductions. If the sponsorship of grit bins was

permitted, it may be prudent for this to be in relation to existing grit bins on the network rather than introducing new grit bins.

Recommendation 3:

Amend the grit bin policy so that the views of the county councillor are sought on new/move or remove requests.

Response:

I am happy for councillors' views to be taken on board, and will ask for the policy on the provision of grit bins (WS 7) be amended to include this point for new and move requests. The policy already includes that "removal can only take place following consultation with the relevant local councillors (County, District and Parish) and approval by an appropriate senior officer."

Recommendation 4:

Review and act on the findings of the grit bin survey.

Response:

I can confirm that officers will review the councillor grit bin requests submitted as part of the survey, but as expected this will be a substantial exercise and will take time. I note within the correspondence from councillors that requests have been made to extend gritting routes and other winter related issues. These will be responded to accordingly.

Recommendation 5:

Review grit bin locations every two years.

Response:

I wouldn't be in favour of this due to staff time needed. What we need to ensure is that the policy is adhered to, which will mean reviews would only be needed if the policy changed.

Recommendation 6:

Review alternative grit bin designs available, with particular focus on more robust lids/access/design.

Response:

I support this recommendation. At present the council has no contract in place for the supply of grit bins and no standard grit bin specification has been agreed. Ordering

through procurement has been on an ad hoc basis and the number of orders placed is low.

There are numerous types of grit bin available and these consist of different types of build and capacity, and this is reflected on the network across Lancashire and confirmed by the scrutiny review.

A review of grit bin designs available will be conducted to agree a standard specification for a grit bin (this may consist of an agreed specification for two or three types of grit bin to allow for location and capacity requirements). However, whilst the council could put in place a contract arrangement to ensure standardisation, I am not sure that the spend would be sufficient to do so.

Recommendation 7:

Write to all Lancashire district councils to consider including the purchase of grit bins through Section 106 Agreements in relation to new housing developments.

Response:

The benefit of contacting individual Local Planning Authorities (LPA's) to consider purchasing grit bins through Section 106 (Town and Country Planning Act) agreements as part of development has been examined. On investigation it has been found that purchasing grit bins in this manner would not comply with the rules and regulations governing Section 106, specifically the element which relates to Community and Social Infrastructure provision. Consequently LPA's would be unable to support our requests and I therefore recommend that the option to contact the District Councils on this matter should not be progressed.

Recommendation 8:

Explore the opportunity to utilise external contractors for treating secondary routes.

Response:

This was already covered by the snow clearing contract which went out for re-tender in September 2018.

Recommendation 9:

Implement a voluntary snow warden scheme for community groups and parish and town councils in Lancashire to sign up and assist with snow clearance, gritting and grit bin monitoring.

Response:

I support this recommendation and have asked officers to implement a volunteer scheme in place for 2019/20 season. A national survey of local authorities took place through the Association for Public Service Excellence (APSE) to gauge what was happening in the industry. A total of 21 authorities responded. Out of the 21, 6 do not run a volunteers service and the majority of the others operate the service via the Town or Parish Council. Those that operate a service provide training, materials, tools and PPE (Personal Protective Equipment).

Officers are now working with the council's Community Resilience and Public Rights of Way (PROW) teams to establish what groups are available. However there is still a significant amount of work to be done to establish these volunteer groups and to determine the following points:

- *What service do we require?*
- *How is it triggered?*
- *What do we provide?*
- *How do they apply?*
- *What insurances are required?*
- *Preparation and acceptance of a Winter Resilience Plan*

Recommendation 10:

Explore the opportunity to implement a time credit scheme to support volunteers, should a voluntary snow warden scheme be implemented.

Response:

I support this recommendation. This will be incorporated in to the volunteer scheme as referenced in my response to recommendation 9 above.

Recommendation 11:

Explore opportunities with the Youth Offending Team and Safer Lancashire Community Payback Teams to assist with snow clearing and gritting.

Response:

I support this recommendation. Officers have engaged with Lancashire Volunteer Partnership and Lancashire Probation Service, and are in the process of establishing a procedure and a list of locations that can be attended to. It's hoped to have this scheme up and running early in the New Year. As above, training, materials, tools and PPE (Personal Protective Equipment) will need to be provided.

Recommendation 12:

Invite all county councillors to promote the snow clearing contract tender once published on the county council's website.

Response:

I support this recommendation. All county councillors were asked to promote the tender within their divisions. Due to the low number of returns, the deadline for submissions was then extended to 23 October 2018. On 9 October 2018, all county councillors were advised of the deadline extension and were asked to continue to promote the tender in their divisions.

Recommendation 13:

Work with the National Farmers Union/NFU Mutual and farmers to address and allay concerns around liability.

Response:

I support this recommendation. Whilst we have a reduced number of contractors who signed up this year, we are happy that we have countywide coverage if assistance for snow clearing is required.

Internal Scrutiny Committee

Meeting to be held on Friday, 18 January 2019

Electoral Division affected:
(All Divisions);

Report of the Reducing Single Use Plastics in Lancashire Task and Finish Group

(Appendix 'A' refers)

Contact for further information:

Misbah Bhatti, Tel: 01772 530818, Senior Democratic Services Officer,

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Executive Summary

The findings of the Reducing Single Use Plastics (SUP) in Lancashire task and finish group are detailed in the report at Appendix A.

Recommendation

The Internal Scrutiny Committee is asked to:

1. Support the recommendations of the task and finish group, as set out in the report at Appendix A.
2. Consider the appropriate mechanism for reviewing the responses to the task and finish group's recommendations.

Background and Advice

On the 22 February 2018 a Notice of Motion was submitted to Full Council asking the county council to take a lead on reducing single use plastics (SUP) in Lancashire. Following this meeting Cabinet agreed to invite Overview and Scrutiny to establish a task and finish group to review this matter.

A task and finish group was established to review the following objectives:

- (i) Developing a robust strategy to make Lancashire County Council a 'single-use-plastic-free' authority and encourage the county's institutions, businesses and citizens to adopt similar measures;
- (ii) Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services;
- (iii) Encouraging schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises;

(iv) Ensuring that the County Council, via its procurement of goods and suppliers, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate;

(v) Exploring measures to encourage District and Borough Councils and other statutory partners of Lancashire County Council within Lancashire to adopt a rigorous enforcement policy on disposal of SUP products.

Membership of the Task and Finish Group

The following County Councillors were appointed to the task and finish group:

- Gina Dowding (Chair)
- Stephen Clarke
- Loraine Cox
- Charles Edwards
- Steve Holgate
- Dave Stansfield
- Peter Steen

Consultations

N/A

Implications

This item has the following implications, as indicated:

Financial

The initial changes made to disposable products in the Reflections Café by Facilities Management Service indicate an increase of £2,314 which is a 37.5% increase in the cost of these products based on the previous year level of purchase. This increased cost will be incorporated into the sale price of items to customers to ensure full cost recovery. The impact of any changes will be monitored to ensure performance of the business is not effected and the budgeted contribution to overheads is maintained.

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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N/A

Reason for inclusion in Part II, if appropriate

N/A



Reducing Single Use Plastics in Lancashire

Overview and Scrutiny Review – January 2019

For further information regarding this report, please contact

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Background and Scope to the Review

On the 22 February 2018 a Notice of Motion was submitted to Full Council asking the county council to take a lead on reducing single use plastics (SUP) in Lancashire. The motion approved by Full Council was:

According to recent research, eight million metric tons of plastic waste ends up in the world's oceans each year, endangering marine life. There is also a growing understanding of the risks posed to human health by toxic chemicals present in plastics.

Less than a year after the introduction of the 5p bag charge, use of single-use plastic (SUP) bags had already dropped by 85%, 300 million tons of plastic are produced around the globe each year. Public awareness of the problems of our throwaway culture is at an all-time high.

It is time for Lancashire to take a lead on this issue.

Council resolves to ask Cabinet to work towards:

- (i) Developing a robust strategy to make Lancashire County Council a 'single-use-plastic-free' authority and encourage the county's institutions, businesses and citizens to adopt similar measures;
- (ii) Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services;
- (iii) Encouraging schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises;
- (iv) Ensuring that the County Council, via its procurement of goods and suppliers, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate;
- (v) Exploring measures to encourage District and Borough Councils and other statutory partners of Lancashire County Council within Lancashire to adopt a rigorous enforcement policy on disposal of SUP products.

Following this meeting Cabinet agreed to invite Overview and Scrutiny to establish a task and finish group to review this matter.

Membership of the Task and Finish Group

The following County Councillors were appointed to the task and finish group:

- Gina Dowding (Chair)
- Stephen Clarke
- Lorraine Cox
- Charles Edwards
- Steve Holgate

- Dave Stansfield
- Peter Steen

Officers

The following officers were either consulted with or attended meetings of the task and finish group:

- Suzie Evans – Communications Account Manager
- Clare Joynson – Head of Service Facilities Management
- William Maxwell – Service Development Manager, Waste Management
- Steve Scott - Head of Service Waste Management
- Rachel Tanner – Head of Service Procurement
- Ginette Unsworth – Head of Communications
- Andy Walker – Head of Service Business Growth

A research student from the University of Lancaster also attended a meeting of the task group to update Members on research work completed for his Masters dissertation.

Methodology

The task and finish group considered documentary evidence from a variety of sources both internal and external to the county council. Senior officers and Heads of Service from a number of Services were consulted as part of the process and attended meetings of the task group.

A visit to a leading manufacturer of recycling plastics which are collected from household waste was also conducted to give Members the opportunity to see first-hand how recycled plastic is used to produce products for building and construction, fencing and barriers, ground reinforcement, furniture and outdoor spaces.

This report reflects the views and recommendations of Overview and Scrutiny. It does not necessarily reflect the views of the county council. In many cases, suggestions are made for further consideration to be given to issues, and this would need to include a full assessment of the legal and financial risks and implications.

Documents

HM Government - A Green Future: Our 25 Year Plan to Improve the Environment

HM Government – Resources and Waste Strategy for England

HM Treasury – Tackling the plastic problem: Using the tax system or charges to address single-use plastic waste

Lancashire County Council - Procurement Strategy – Section 4 Sustainable Procurement

Lancashire Waste Partnership – Rubbish to Resources, Waste Management Strategy for Lancashire 2008 – 2020

WRAP (The Waste and Resources Action Programme) - The UK Plastics Pact, Understanding plastic packaging and the language we use to describe it, WRAP

Websites

<http://www.wrap.org.uk/>

<https://recyclingtechnologies.co.uk/>

<https://www.hahnplastics.com/en/>

<https://www.lancasterguardian.co.uk/news/lancaster-city-council-launches-plastic-campaign-1-9109470>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/690293/PU2154_Call_for_evidence_plastics_web.pdf

https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england?utm_source=b0d0d95f-7f69-47ca-ad4a-d36d5b082d9f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Findings

Context

"It is estimated that 8.3 billion tonnes of plastic have been produced since the 1950s. Without urgent action to cut demand, this is likely to be 34 billion tonnes by 2050, the majority of which will end up in landfill or polluting the world's continents and oceans"

Source: Government's 25 Year Environment Plan

SUPs, or disposable plastics, are only used once before they are thrown away or recycled. A SUP item may have only been used for a few seconds but can last for centuries in the natural environment. SUPs include items such as plastic bags, straws, coffee cups and stirrers, water bottles and most food packaging. There is growing public awareness and concern about the widespread use of SUPs and the exponential growth in recent times, especially reflecting concerns that vast quantities of SUPs could be considered completely unnecessary and have only been introduced into our lifestyles relatively recently for convenience rather than need.

Tackling plastic waste requires a determined and intense effort at a national and global level. Earlier this year, the Government's 25 Year Environment Plan was set out which highlighted key targets for reducing plastic waste. The Government has pledged to eradicate all avoidable plastic waste by the end of 2042. To help meet these targets a new Resources and Waste Strategy has just been published (December 2018) which aims to set out how the UK will achieve this.

In April 2018 a UK Plastics Pact was also put in place bringing together the government, businesses and citizens with an aim of transforming the plastic system. The Pact is led and managed by The Waste and Resources Action Programme (WRAP), in partnership with Ellen MacArthur Foundation (EMF) and highlights the following UK target:

By 2025, the UK Plastics Pact will transform the UK plastic packaging sector and help stop plastics polluting the environment by;

- *Take actions to eliminate problematic or unnecessary single use packaging items through redesign, innovation or alternative (reuse) delivery models.*
- *100% of plastic packaging to be reusable, recyclable or compostable.*
- *70% of plastic packaging effectively recycled or composted.*
- *30% average recycled content across all plastic packaging.*

Source: The UK Plastics Pact, WRAP

The county council is already doing some things to help reduce plastic waste, however, more action is required both internal and external to the authority if Lancashire is to become as plastic free as possible. To look at this issue further a number of Services across the county council were engaged and officers attended task group meetings and gave advice and detailed the support their Service could offer to meet the objectives of the task group's review.

(i) Developing a robust strategy to make Lancashire County Council a 'single use plastic free' authority and encourage the county's institutions, businesses and citizens to adopt similar measures.

Communication and education about the need to eliminate or reduce SUPs and recycling is a key element of driving change, both internal and external to the county council.

The county council's Corporate Communications Team is working with the Waste Management Service to drive a campaign about recycling in Lancashire and reducing SUPs will be highlighted as part of this drive to educate Lancashire residents about the issue. A graphic video has been created to show residents how one small action per household can build into a mountain of waste. The Waste service will be launching new initiatives to raise awareness of plastic, targeting schools as well as engaging the wider community, throughout 2019. The task group also suggested that the county council consider a ban on helium balloon releases and sky lanterns in line with a growing number of other local authorities and the district and borough councils also be encouraged to do the same.

The Facilities Management Service who are responsible for the day to day management of the council's buildings and facilities are working on a range of key messages to be included in a poster campaign throughout the Facilities Management catering outlets using the existing SUP national campaign materials. This will be phased into the catering outlets throughout February and March 2019 and linked to the introduction of changes that are being implemented in support of the SUP initiative to raise awareness of the changes being offered.

Promotion of the SUP initiative amongst employees was included in the Chief Executive's fortnightly communication to staff which took place week commencing 24 September 2018 to coincide with National Recycling Week.

Reduction of SUP's in the business community is being recognised as a commercial opportunity and there is the demand out there to encourage businesses to look at this issue further. There are a number of examples of companies in Lancashire that have aided the reduction of SUP's, for example a printing company in Clitheroe who are producing 100% recyclable paper cups. Business Service Growth is supportive of using its business links to share key information about reducing SUP's in Lancashire through social media and by promoting any campaigns that the county council wish to use to reach out to the business community.

The task group suggested that a robust strategy is developed to make Lancashire County Council a SUP free authority, where possible and feasible, incorporating the recommendations proposed in this report.

(ii) Ending the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services.

The Facilities Management Service is responsible for a number of contracts across county council buildings. The Service is fully committed to identifying alternative

products to cease the use of SUP products and to support the review of the supply chain through the formal tender process in future business plans for areas within their direct control, and where it is feasible to do so in meeting the objectives of the task group for the eradication of SUP in Lancashire.

The county council's catering contract is one of the key contracts which supplies SUP items such as plastic cutlery, tea/coffee cups and fast food packaging. Schools across Lancashire are the main purchaser of these items as well as the County Hall Reflections café.

As part of this review, Facilities Management Service liaised with Procurement Service and directly with a range of suppliers to identify suitable alternative items and products for each of the SUP products currently used in fulfilling a takeaway service and for the product lines sold over the counter. The Service has undertaken considerable research to identify suitable alternatives available on the market and has held meetings with existing approved suppliers to share ideas and request suppliers to source new items for their catalogue. For the majority of product lines the Service found that the external supply chain is still in the early stages of responding to consumer and client demands, which has delayed the Service's ability to move as quickly as desired to implement all the changes proposed. At this stage there is a requirement to use existing suppliers contracted to the county council, and therefore options are limited in identifying immediate suitable and cost effective alternatives. In the longer term, suitable products will be incorporated into the tender requirements through liaison with Procurement Service as and when supplier contracts are due for retender.

The Facilities Management Service is looking to identify operational practical solutions to allow customers to use their personal reusable drinkware and containers. However this presents many challenges, for example, loss of portion control, self-service as against high street fully resourced/controlled service, potential for non-payment of goods, hygiene issues, as advised by Public Health England, as well as the conflict this may cause at the point of sale with customers. This is not something the Service feels able to implement at present and will remain a consideration for future development, with the focus remaining on the introduction of SUP alternative products, and a drive to reduce all waste.

Where change is possible, it is being implemented incrementally, as and when suitable products are sourced by suppliers and approved for purchase. The Service will continue to roll out changes with the aim of achieving maximum change possible for those items in the current product range. It is evident that progress through the supply chain in the future will be the key to much greater success in eradicating the use of SUP across the Facilities Management catering outlets, and the wider Lancashire adoption of change.

The Facilities Management Service has made some early progress in identifying, and where possible implementing changes to cease the use or sale of all SUP items, to contribute to the objectives of the SUP task group. To date the following changes have either been introduced or are in the short-term forward plan to implement:

- All plastic cups in County Hall complex staff and public areas have been removed and replaced with drinking glasses. The impact on staff resources and cost of stock is being monitored.
- All plastic soft drinks bottles have been replaced by canned drinks, the impact on sales/revenue is being monitored.
- Consideration of ceasing sale of plastic water bottles is under review. There were 5500 units sold in the period 2017/18 attracting an income of £4,660. It is anticipated current year sales are in line with the previous year. There is no suitable alternative product to plastic bottled water readily available. Front of house service are encouraging customers to use chilled water provided with their own refillable drinkware. Research through suppliers is underway to find a solution.
- A further 6 items of disposable products have been replaced over recent months. There will be a relatively low increase in cost, of just over £2,300 per annum based on estimated annual purchases as per the table below:

Product	2018/19 Estimate (based on 2017/18 purchases)	
	Current Annual Cost (£)	Revised Annual Cost (£)
12oz Cup/Lid	3,747	4,400
Salad box	261	305
Sandwich box	261	261
Stirrer	164	263
Cutlery	1,672	3,122
Jacket Potato box	69	137
Total	£6,174	£8,488
Annual Increase		£2,314

- There are a further 15 types of disposable products currently in use that require a suitable alternative. Sourcing is currently underway with contracted suppliers.

This process has identified the financial impact of potential changes and any risks associated with the implementation of change in product lines. The increased cost of alternative products or cessation of selling popular product lines e.g. bottled water, may impact upon the catering business outturn due to passing the additional cost on to the customer base, if customers go elsewhere, and the potential knock on effect of losing income from impulse purchases of the wider service offer. A balance will be needed to ensure ongoing customer satisfaction and that the business remains in a position to sufficiently contribute to the cost of overheads.

Financial

The initial changes indicate an increase of £2,314 which is a 37.5% increase in the cost of disposable products based on previous year level of purchase. This increased cost will be incorporated into the sale price of items to customers to

ensure full cost recovery. There may be a loss of income from sale of items such as bottled soft drinks, which have been exchanged for cans. The selection of drinks available in cans has been increased in line with the top ten best-selling soft drinks in the UK and it is hoped the wider variety will attract custom and have a positive impact on sales.

There may be an impact on resources required for the provision and replenishment of drinking glasses supplied throughout meeting areas, where plastic cups have been replaced. This change will be monitored in terms of any impact on service performance in other areas, the aim will be to absorb any effect within the current resource allocation. There may also be a cost pressure from the ongoing supply of water glasses due to breakages, and this will be monitored.

Risks

The following risks have been identified:

- Financial risk due to increased cost and therefore increase in sale price compared to high street may affect customer retention.
- Customer retention risk due to lack of convenient disposable drinks; canned drinks can't be resealed; if sale of bottled water ceased due to convenience, and still readily available on high street, this may affect sales from other customer impulse purchases.
- Environmental risks of alternative products is not yet fully understood both internally and in the wider environment.

Discussions with Waste service colleagues are taking place to fully understand the impact of product changes and to ensure that any environmental impact is minimised when alternatives are sourced. Research by the Facilities Management Service so far has established there are various complexities in products that are presented as recyclable and understanding of this is needed to ensure that any SUP replacement products fully meet the objectives of the council's SUP strategy.

The requirement to end the sale and provision of SUP products such as bottles, cups, cutlery and drinking straws in council buildings, events and services is ongoing. The Service aims to have this completed, where possible, by the end of the financial year, however much will depend on the procurement process, and it will be important to closely monitor the impact of any changes on the performance of the business and ensure sufficient contribution to overheads maintained. One of the main issues will be ensuring the customer understands the cost increases and the poster campaign will be used to highlight changes as they occur and gain buy in from potential customers. When all alternatives have been sourced through suppliers, the Service will be in a position to place orders and will work with Procurement colleagues to negotiate competitive unit rates for the most suitable alternatives. It is likely that more attractive unit rates will be agreed when a supplier contract is due to be retendered.

(iii) Encouraging schools and social care facilities to adopt measures, with the aim of phasing out single-use plastic, for example containers and cutlery in their premises.

The catering contract is one of the main contracts that supplies items such as plastic cutlery, plates, bowls, soup cartons and lids, cups and fast food packaging to schools and social care facilities. Although the majority of the material used is recyclable, it is not widely recycled within the UK. Changes within existing contracts can quite easily be made internally to the council such as the Reflections Café as detailed above, however, schools are not under the control of the county council and change would be dependent on individual schools. Whilst schools can be encouraged to make more environmentally friendly changes, they cannot be forced to change their current products or suppliers. The task group noted that changes to some products would inevitably incur greater costs and this could be a determining factor when choices were made.

Discussions with schools should be initiated through School Forums, Governing Bodies and the Head of Service for Learning and Skills to ensure schools are engaged with reducing SUPs across Lancashire. Whilst many young people are already engaged with doing more for the environment, further information and education about the issue throughout schools is necessary to help promote the issue and encourage opportunities for change, both at home and in the school environment. The task group also suggested schools could run competitions or other campaigns which could be used to further highlight the issue.

(iv) Ensuring that the County Council, via its procurement of goods and suppliers, has integrated the aim to end the use of SUP products by suppliers wherever feasible and appropriate.

Procurement is led by service need and there is currently over 300 contracts in place across the county council, not including BT Lancashire Services contracts. Across the Procurement Service, work has been undertaken to identify all the contracts that will be impacted on in relation to the reduction of plastic across the county council, although given the number of contracts and that massive diversity of what the council procures, from personal care items to furniture to teaspoons, this is clearly a complex task.

The Procurement Service is reviewing the need and requirement for SUPs against each of these contracts. Details of each of the current contracts in place including the length of contract, whether current items are recyclable, the main customer(s) and actions being taken or will be taken in due course are detailed in **(Appendix A)**.

Fresh meat and cooked meat contracts is provided in vacuum bags and plastic trays, both of which are non-recyclable. The supply chain are currently trying to identify alternative products, however the current market place has limited alternative packaging available. Any new packaging will have a cost increase implication that needs to be considered, discussions are ongoing with the relevant Service. The cheese contract has also been considered, however, again at this stage there is no

alternative to the plastic packaging currently used. This will be reviewed as and when a suitable replacement is available in the market.

The task group noted that changes to cleaning and medical materials are more challenging due to the chemicals present in products. There is provision for suppliers to collect empty containers but work needs to be done to ensure this service is fully utilised. Currently no alternative packaging is available across the supply chain due to the nature of the product being stored, this will be reviewed in due course by Procurement Service as and when new products come out into the market.

Future Contracts

As part of the Procurement Service's category management activity, procurement initiative plans (PIPs) and contract extension gateways (Gateway 5s) are developed by the relevant Category Managers prior to re-tender or extension of an existing contract.

Whilst the procurement strategy adopted for each tender exercise/contract extension (and the subsequent specification for the goods required) is heavily influenced by the customers' requirements and priorities, both the PIPs and Gateway 5s are aligned to the commitments of the council under Section 4 of the Procurement Strategy – Sustainable Procurement, which states the following:

It is recognised that procurement has a vital role in furthering sustainable development through the procurement of goods, services and work. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations.

When referring to Sustainable Procurement, Lancashire County Council means the process whereby the Council meets its needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits to not only to the council, but also society and the economy, whilst minimising damage to the environment.

Some practical examples of sustainable procurement that are employed include:

- *Evaluating whole life contract costs in purchasing decisions.*
- ***Minimising packaging used in goods received.***
- *Reducing delivery frequencies to County Council premises.*

To maximise sustainable procurement in the future, the County Council will strive to:

- *Raise education and awareness*
- ***Educate, train and encourage our staff to review their consumption of goods, services and works, reduce usage and adopt more environmentally-friendly products;***
- *Communicate our sustainability objectives to our suppliers;*
- *Promote and embed best practice for sustainable procurement;*
- ***Understand the sustainable impact of procurement activities for all contracting activities and include specifications to mitigate against***

negative impacts and develop actions to deliver positive ones where possible.

Consider environmental issues:

- ***adopt the principles of resource and waste minimisation for materials, energy, water, air and land in support of carbon reduction and climate change, reusing and recycling wherever possible;***
- ***consider the costs and benefits of environmentally-friendly goods, services and works;***
- ***wherever possible and practicable, specify a requirement in line with nationally or regionally agreed minimum specifications;***
- ***where such exact specification is not possible, enable suppliers to submit offers for environmentally-friendly alternatives;***
- ***work in partnership with other public bodies to maximise sustainable procurement gains through collaboration and information sharing.***

Source: Lancashire County Council Procurement Strategy

Existing or future requirements for SUP products will be identified and reviewed as part of the PIP and Gateway 5 development, these are reviewed and agreed by the Procurement Manager and Main Stakeholder(s)/Customer(s) prior to approval and commencement of any procurement exercise/contract extension.

Earlier in 2018, the Procurement Service worked with Lancaster University and a student who as part of his Masters Dissertation researched SUP and alternative provision at the county council. The scope of the research was:

1. Research the supply chain to determine if alternative products are available, and determine viability (still provide good value for money to the council and compliance with legislation where appropriate);
2. Identifying current usage of SUP through corporate contracts. The main areas include Catering/Cleaning/Traded Services;
3. Identifying contracts where immediate action can be taken to remove or reduce the use of SUP;
4. Propose what measures/steps need to be taken in order to develop the market.

A number of recommendations are made in the final report and generally speaking the short term and medium term recommendations are ones that the county council is already pursuing or will be pursuing as a result of the work of the task group.

(v) Exploring measures to encourage district and borough councils and other statutory partners of Lancashire County Council within Lancashire to adopt a rigorous enforcement policy on disposal of SUP products.

Engagement with the district and borough councils (in their roles as 'Waste Collection Authorities') through the Lancashire Waste Partnership is essential in order to drive a rigorous enforcement policy across Lancashire. Examples of policies in place at other authorities such as Lancaster were shared with the task group. It is recommended that a copy of the report and the recommendations proposed by the task group be shared with district and borough council colleagues in the first instance for a wider debate to be initiated. The Lancashire Waste Partnership is already being engaged and will continue to play a role in this transformation.

Waste Management Service

Whilst there is a real need to reduce the use of SUPs and using alternative products, it was noted by the task group that often many forms of plastic can be reused and/or recycled and a key element is educating the public about what can and can't be recycled and how to avoid plastic in the first place. Due to the lack of demand for certain types of plastic to be recycled, often items that can be recycled are not in the UK.

As an example of how plastic can be transformed, the work of a local company that manufactures new plastics from used plastics was provided to the task group. The company use plastics that we currently in Lancashire do not ask the public to separate. The plastics are used to create a pellet which is then used to create recycled plastic lumber and outside products for building and construction, ground reinforcement, fencing etc. Members of the task group attended a site visit to see first-hand how used plastics are recycled. There is potential for the county council to consider finding a strategic partner who can help the council change its entire approach on plastics to enable more plastic material to be recycled into new products from the waste we generate. The county council (in its role as the 'Waste Disposal Authority') is working with its waste company, Lancashire Renewables Limited, to see if the right mix of plastics collected in Lancashire could become feedstock used for recycled plastic products used by North West manufacturers.

Current practices

Lancashire's waste collection authorities only currently collect plastic bottles. The majority doing so co-mingled with glass and cans. These materials are then delivered to a Materials Recovery Facility (MRF) which separates all of the materials back out into the each individual waste stream so they can then be sent to relevant recycling processors.

Around 7,000 tonnes of plastic goes to the council's own MRF at Farington Waste Recovery Park from doorstep collections every year. It is estimated that at least this amount again, when all plastics are included, remains in the residual waste stream.

When set against all of the materials collected for recycling over the course of a year, 150,000 tonnes, this figure seems low. However plastic is light, so in terms of volume, this makes up a sizeable amount, and unlike garden waste or paper and card, it will not break down quickly or harmlessly. Its environmental impact is therefore disproportionately high for its mass.

Restricted by the MRF capacity available the county council currently limits the recycling of other plastics, such as pots, tubs and trays to its HWRCs. Recycling facilities for larger plastic items are also provided for at the same.

Recycling More Plastic in Lancashire

The government has responded to increased public concern around waste plastic, in particular around SUP items. With a new government strategy just published, there is expected to be tougher targets for recycling overall and under what is called the consistency agenda (getting more consistency in what and how materials are collected throughout the UK) a duty to collect and process a wider range of doorstep collected materials.

With just under three quarters of all councils currently collecting plastic pots, tubs and trays, Lancashire authorities may also well be required to collect these items, amongst others, in the future. Albeit this could be introduced sooner if additional MRF capacity was available.

Options for the Material Recovery Facility (MRF)

Most district councils are keen to encourage the collection of a wider variety of plastics in the co-mingled stream by including pots, tubs and trays. To enable this the county council would have to increase the MRF capacity available to it. There would be two main options available in this respect:

- **Expand our own MRF** – The MRF at Farington is configured primarily to separate out the types of plastic that bottles are made of. To separate out more plastics would require investment of up to £1.5 million in new equipment. This would have the lateral benefit of picking out, not just additional plastic types, but make the MRF more effective in capturing plastics with higher value. This could potentially make it an 'invest to save' opportunity, with a re-payment period of possibly as little as 4-5 years.
- **Third party processing** – Third party contracts could be put in place in order to separate out co-mingled materials. However, it isn't considered that there is sufficient MRF capacity available locally for a significant increase in materials which would inevitable increase transport costs. Furthermore, as MRF operators are subject to volatile market fluctuations they may not always be keen to receive co-mingled materials. On this basis, at the end of any contract the council could end up with more recyclables than it can recycle simply as there is not the facility to separate it back out.

It is worth noting that the need to increase MRF capacity is highly likely to be necessary at some point in response to tougher government recycling targets.

Removing more recyclables at the doorstep will increase the amount collected co-mingled unless more streams are collected separately. In this respect some investment or risk on the county council's behalf (or both) will be required.

Having sustainable outlets for separated materials will always reduce the council's risk. Additional processing (beyond simple separation) such as cleaning, flaking or pelletising the plastic, would increase its value and open up more markets for processing. There is space next to the MRF for this, but it would again require significant investment. Talks are ongoing with plastic processors. It may make sense for a business to be set up alongside a recycled plastic source, process the plastic 'on site' then supply the manufacturing-ready feedstock to a nearby plant.

Future Considerations

The task group recommends that the Waste service be supported to take these opportunities forward with the support of Lancashire Renewables where costs can be kept (over a five year timescale) neutral or would produce savings; and where diversion from landfill of plastic can be increased.

Conclusions

Reducing plastic and being environmentally responsible is a significant issue and one that over the past few years has increasingly gained more media exposure and coverage as the public become more educated on the issues and consequences of plastics. The Government has just launched the Resources and Waste Strategy which is aimed at making the UK a world leader in resource efficiency and as such sets out for local authorities the Government's approach to reducing waste, promoting markets for secondary materials, incentivising producers to design better products and how we can better manage materials at the end of life by targeting environmental impacts.

Communication and education about recycling and reducing plastic waste is fundamental to making changes, both internal and external to the county council. A large contribution to this needs to be made by schools by educating the youth of today, this will support long term change in mind set and actions. School Forums, Governing Bodies and the Head of Service for Learning Skills need to be engaged as part of this process. The impact of how education from an early age can make a difference is evident, for example in Germany where they are regarded as the best in the world at recycling.

The task group welcomes the research work conducted by a Lancaster University student, and it is encouraging to see that a number of the short and medium term recommendations are in line with proposals already being considered by Services as part of this review.

Whilst reducing or eliminating SUP is the key objective of this task group, it is acknowledged that waste in general and the need to reduce and recycle waste as an authority is important. The Waste service has estimated that there is the potential to

save more than 50,000 tonnes of waste that is currently going into landfill when it should be recycled. If Lancashire collectively recycled more we could potentially save around £4m a year which could make a big contribution to balancing the budget for the county council. The Waste service is working closely with Corporate Communications on a campaign to promote best practice and to encourage Lancashire residents to recycle more. Further opportunities to accept more plastic waste, investigate secondary processing alongside the MRF and reducing the amount of waste in the reject stream are being recommended to be explored further.

In order to make a significant difference across Lancashire it is necessary to engage with district and borough councils, statutory partners, businesses and citizens to adopt a truly Lancashire wide SUP free strategy. The Lancashire Waste Partnership is already being engaged and will continue to play a role in this transformation.

The work of the task group has initiated considerable debate and much positive action has already taken place as a result of the enquiries to help the county council become as plastic free as possible. The task group acknowledge that a number of the objectives are longer term ones that can only be implemented once existing supplies and contracts come to an end. Understanding the financial implications and any other potential risks of changes to existing products and suppliers will need to be considered by Services.

Actions Implemented

Since the Full Council resolution and as a result of the issues raised by the task group a number of important actions have already been implemented, including:

- All plastic cups in the County Hall complex for staff and in public areas such as the Committee Floor have been replaced with glassware.
- The sandwich packaging for sandwiches in Reflections café have been changed to a new material which is fully biodegradable.
- The tea/coffee mugs have been replaced and are now fully biodegradable.
- All plastic soft drinks bottles have been replaced by canned drinks.
- Takeaway food boxes have been replaced and are now fully biodegradable.
- The tea spoon/stirrers have been replaced and are now fully biodegradable.
- The takeaway cutlery have been replaced and are now fully biodegradable.
- Information about the changes are being shared with staff as and when they are implemented so that they are aware.
- HWRCs have extended the type of plastics they collect to include pots, tubs and trays.

The work of officers in responding to the task group and taking forward these important initiatives is extremely positive and demonstrates a genuine commitment at all levels of the county council to respond to the problems created by SUPs in an innovative and positive way.

Recommendations

This report reflects the views and recommendations of Overview and Scrutiny. It does not necessarily reflect the views of the county council. In many cases, suggestions are made for further consideration to be given to issues, and this would need to include a full assessment of the legal and financial risks and implications.

The task and finish group recommends that the relevant Cabinet Member:

Short Term

1. Produces posters for display across all county buildings facilitated by Facilities Management and Corporate Communications to promote, educate and encourage the council's workforce to help with the reduction of SUP products.
2. Shares key messages from the SUP campaign with businesses and partners across Lancashire with the support of Head of Business Service Growth using social media and other methods.
3. Engages with the School Forum, Governing Bodies and the Head of Service for Learning and Skills to initiate discussions with schools about the SUP campaign and the need to reduce SUPs across Lancashire.
4. Shares a copy of this report with District and Borough Councils to initiate and inform wider discussions about the SUP campaign in Lancashire.

Medium Term

5. Develops a robust strategy to make Lancashire County Council a SUP free authority, where possible and feasible.
6. Continues discussions with suppliers and services in regards to alternative products that can be used and an understanding of cost implications for the following contracts:
 - a. Fresh meat
 - b. Cooked meat
 - c. Soft drinks
 - d. Stationary
7. Holds a bite size briefing for county councillors on the issues of plastic waste and what is being done to address this and what role councillors can play.
8. Invests in moveable signs that can help deter the public from littering from their cars and reminding them to be responsible with their waste.
9. Sets up a measureable target for reducing SUPs, internal to the county council.

10. Involves and consults with the Lancashire Waste Partnership and the district councils so that a joined up and coherent approach to reducing SUP across Lancashire is enabled.
11. The council takes account of The Government's Resources and Waste Strategy which has just been launched and develops an approach to meet its requirements.
12. Investigates proposals from the Waste service, whereby costs can be kept (over a five year timescale) neutral or would produce savings; and where diversion from landfill of plastic can be increased, including–
 - a. Accepting all plastic at HWRCs
 - b. Working towards accepting more doorstep collected plastics
 - c. Investigating secondary processing alongside the Material Recovery Facilities (MRF)
 - d. Reducing the amount of plastics in the reject stream at the MRF
 - e. Undertaking plastic-specific education and communication campaigns during 2019.
13. Considers a ban on helium balloon releases and sky lanterns on all council owned land and leased premises. The district and borough councils to be encouraged to do the same.

Longer Term

14. Continues discussions with suppliers over the following contracts and when alternative products are available on the market, for these to be considered:
 - Cleaning materials
 - First aid and medical
 - Cheese packaging

The task group is grateful for the support and advice of those who provided information and evidence to support its work.

Abbreviations and terminology

Gateway 5s	Contract Extension Gateways
EMF	Ellen MacArthur Foundation
HWRC	Household Waste Recycling Centres
MRF	Material Recovery Facility
PIPs	Procurement Initiative Plans
SUPs	Single Use Plastics
WRAP	The Waste and Resources Action Programme

Appendix A – Procurement Contracts

Green – action has already been taken and re-procurement of the contract will remove the requirement for SUP.

Amber – medium term action, ongoing discussions with both service area and suppliers to identify alternative products where possible.

Blue – longer term action, currently no alternative provision identified but the position will continue to be reviewed.

Contract	Main Products/Detail	Recyclable	Main Customer(s)	Contract End Date	Comments/Action Being Taken
Catering Disposables	Plastic Cups, Soup Cartons/Lids, Disposable Cutlery, Plates and Bowls	Majority of material is recyclable but not widely recycled within the UK	Head of Service Facilities Management (Reflections) Head of Service Learning and Skills - Catering Services (School Kitchens and Care Homes)	31/05/2020	Wider removal of disposable cutlery plates, bowls and soup cartons etc. would need to be discussed and agreed with service area. On-going work with service area to address how these can be removed from the contract. Alternative products are available but may have quality and cost implications.
Cleaning Materials	Variety of Cleaning Products, packaging of which is mainly	Majority of packaging (once cleaned) can be	Head of Facilities Management (Office Cleaning)	31/03/2020 Option to Extend to	No alternative packaging currently available across the supply chain due to the

	plastic	recycled within the UK.	Head of Service Learning and Skills - Catering Services (School Kitchens and Care Homes)	31/03/2022	nature of the product that is being stored. This will be reviewed when supply chain has alternative packaging products available.
Fresh Meat	Vacuum Bags and Plastic Trays	Non-Recyclable	Head of Service Learning and Skills - Catering Services (School Kitchen and Care homes) Head of Facilities Management (Reflections)	28/02/2019 Option to Extend to 29/02/2020	Supply chain currently trying to identify alternative products, market place has limited alternative packaging available. Main priority is food hygiene requirements. Alternative packaging would have cost increase implications. On-going discussion with service area.
Cooked Meat	As Above (mainly vacuum packed, some products provided on plastic trays)	Non-Recyclable	Head of Service Learning and Skills - Catering Services (School Kitchen and Care homes) Head of Facilities Management (Reflections)	30/04/2019	As Above.
Cheese	Plastic Bag or	Non-Recyclable	Head of Service Learning and Skills -		Manufacturers have not confirmed any alternative

	Plastic Tray		Catering Services (School Kitchen and Care homes) Head of Facilities Management (Reflections)		to the plastic bag packaging. No alternative products currently available within the supply chain. Review when supply chain has alternative packaging available.
Soft Drinks	Plastic Bottles	Top volume items are either 50% or 100% recyclable (bottle tops not recyclable)	Head of Learning and Skills - Catering Services (School Kitchens) Head of Facilities Management (Reflections)	30/09/2019 Option to Extend to 30/09/2021	Need to work closely with catering services and school units to identify alternative items. May have cost increase implications. On-going discussions with service area.
Water (Large Bottled Cooler Units)	Cooler Units are fully recyclable (not classed as single use). Disposable plastic cups provided for drinking purposes	Disposable Plastic Cups – Not recyclable.	Head of Facilities Management (Office use)	28/02/2019	Plastic cups have been removed from use and are no longer purchased. Re-tender of contract will not include the provision of disposable plastic cups.
Stationery	Not classed as true single use products, however, a number of plastic items are purchased, consisting mainly	Not widely recyclable	Head of Procurement - Authority Wide	31/01/2020	Discussions to take place with supplier to identify alternatives to plastic wallets and folders. Currently there are no available alternatives to

	of: Pens (various sorts), Plastic Document Wallets and Folders				plastic pens across the supply chain. On-going review of contract.
First Aid and Medical	Disposable Aprons, Vinyl/Latex Gloves	Not widely recyclable	Head of Facilities Management - Care Homes	31/03/2019 Option to Extend to 31/03/2021	Currently limited or no alternatives to disposable aprons/gloves available across the supply chain. Discussion to take place with supplier to identify alternatives where possible.

Internal Scrutiny Committee

Meeting to be held on Friday, 18 January 2019

Electoral Division affected: (All Divisions);
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Budget Savings Update 2018/19

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

This report provides an update as requested by Internal Scrutiny Committee on specific areas for savings identified from the 2018/19 budget.

Recommendation

The Internal Scrutiny Committee is asked to:

- i. Note and comment on the report.
- ii. Consider the requirement for further updates to be included as part of the work programme.

Background and Advice

At the Full Council meeting on 8 February 2018, a series of savings options were approved as part of the County Council's 2018/19 budget.

At the 19 January 2018 meeting of the Internal Scrutiny Committee, a report on the proposed budget savings for 2018/19 was considered and a number of those savings were included onto the work programme of the committee for a further scrutiny. Attached at Appendix 'A' provides a summary position update on these budget savings.

The Internal Scrutiny Committee is asked to note and comment on the position statement and consider the requirement for further updates.

Consultations

N/A

Implications:

Financial

The report is provided as an update on approved savings; the implementation of which is being managed through a series of Finance Monitoring Boards and reported to Corporate Management Team.

Risk management

There are no significant implications.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

	A	B	C	D	E	G	H	I	J	K	L	M	N	O	P
1	18/19 Savings Summary - January 2019 Update														
2															
3				subject to consultation		Approved Savings Profile						Revised Profile if different			
4	Ref	Cabinet	Area	Service element	What is the option, what would stop or reduce?	2018/19	2019/20	2020/21	Total	Reason for Scrutiny	Current Position - Service	2018/19	2019/20	2020/21	Total
5	COM002b	Sept 17	Asset Management	Asset Management	Agree to reduce the following budgets within Asset Management from 1 April 18: • Building Schools for the Future Revenue £0.500m • Highways Asset Management £0.315m • Data Capture and Cleansing £0.043m	0.858			0.858	how reductions relating to revenue would have no impact on service delivery	BSF - at the time of the savings proposal the allocation was reported as a recurrent underspend. The BSF contracts are currently under review and school place planning in the Burnley area is being closely monitored. Highway Asset Management - this expenditure has been capitalised. Data Capture - HAMS implementation was intended to enable efficiencies in service delivery however this has not yet materialised . Whilst the loss of the post is creating pressure on existing resource, the service as a whole is forecast to underspend in 2018/19. The position will continue to be reviewed.				
6	CORP001	Nov-17	Vacancy Factor	Corporate	Agree to apply a 2% vacancy factor to the staffing budget of the County Council.	6.381			6.381	How vacancies were being addressed and the costs around the use of agency and consultancy staff	The staffing budgets across the County Council are forecast underspend by £2.7m, which is the position after the budget was removed to reflect the vacancy factor saving and also the terms and conditions saving. This position includes significant underspends across some large areas such as the Children, Family and Wellbeing Service and Mental Health (Adults), however the service have undertaken successful recruitment campaigns during 2018/19, therefore we would not expect this level of underspend to continue into the next financial year. It must be noted that the underspend position is net of the challenges that are faced in delivering the terms and conditions saving that includes an element relating to agency spend.				
7	CMTY009	Sept 17	Waste	Reduction in residual waste arisings	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.	0.250	0.250	0.250	0.750	Further information on waste arisings in relation to the impact on resources within the service for delivery of this option	The intent of this saving option was to invest in communications, re-use and recycling initiatives, and waste minimisation and education activities, to engage stakeholders and Lancashire residents in order to try to address a trend in recent years of large annual increases in residual waste arisings. The budget provision has been utilised using existing resources within the waste service. This will always be difficult to measure due to natural fluctuations in waste arisings and needs to be a long term commitment in order to be successful. 12 months increase to end Oct 2018 = 0.3% as opposed to the budgeted increases of 2.1% based on 3 year average increases. The expectation is that the whole of the £200k expenditure budget will be utilised in 18/19.				
8	LD0013	Dec 17	Democratic Services	Member Grants	Agree to cease the Member Grants scheme	0.252			0.252	The potential impact of the withdrawal of funding to and cessation of Member Grants, the Central Gateway Fund and the Local Initiative Fund.	The Grant schemes have ended. Discussions are ongoing with the Public Health team and key third sector infrastructure support organisations on using the outstanding underspend of around £166,000 from the Central Gateway fund, plus small amounts from the other grant streams, on capacity building in the third sector, using this money and potential other grant funding sources (both internal to the council and from external sources) available to maximise the impact. The precise arrangements are still to be confirmed for the use of this money and for any ongoing support that the council can provide.				
9	LD001	Jan 18	Democratic Services	Central Gateway Fund (VCFS)	Agree to cease the Central Gateway Fund (Voluntary, Community and Faith Sector) Grants.	0.673			0.673	The potential impact of the withdrawal of funding to and cessation of Member Grants, the Central Gateway Fund and the Local Initiative Fund.	The Grant schemes have ended. Discussions are ongoing with the Public Health team and key third sector infrastructure support organisations on using the outstanding underspend of around £166,000 from the Central Gateway fund, plus small amounts from the other grant streams, on capacity building in the third sector, using this money and potential other grant funding sources (both internal to the council and from external sources) available to maximise the impact. The precise arrangements are still to be confirmed for the use of this money and for any ongoing support that the council can provide.				
10	LD011	Jan 18	Democratic Services	Local Initiative Fund	Agree to cease the Local Initiative Fund Grants.	0.127			0.127	The potential impact of the withdrawal of funding to and cessation of Member Grants, the Central Gateway Fund and the Local Initiative Fund.	The Grant schemes have ended. Discussions are ongoing with the Public Health team and key third sector infrastructure support organisations on using the outstanding underspend of around £166,000 from the Central Gateway fund, plus small amounts from the other grant streams, on capacity building in the third sector, using this money and potential other grant funding sources (both internal to the council and from external sources) available to maximise the impact. The precise arrangements are still to be confirmed for the use of this money and for any ongoing support that the council can provide.				
11	CMTY007	Jan 18	Waste	Reduce waste to landfills	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.	1.120			1.120	The potential opportunity for more savings in Residual Waste which could reduce the impact to some services and areas of concern for residents	This particular saving is in relation to mass loss at Thornton Waste Recovery Park. The service is constantly looking to achieve savings from residual waste but markets for recovered fuels are limited and existing commitments are such that the business case for additional processing does not provide financial saving. Opportunities to divert residual waste from landfill come and go throughout the year so the service does seek out and maximise these opportunities as part of our day to day work. Mass loss currently running at 48% YTD and hasn't altered in the winter period so forecast for the year assumes 45% across the year. Still diverting most waste away from landfill post mass loss. The additional mass loss has been reflected in the 19/20 budget although only half the waste has been assumed to be diverted from landfill so there is potential for further savings next year if we achieve similar levels of diversion from landfill next year.				
12	CAS004	Sept 17	Customer Access	Customer Access Service	Agree to cease Lancashire House reception cover from 1st April 2018.	0.020			0.020	Update on the impact from the changes outlined for the Customer Access Service	There has been no impact as CAS has worked closely with Facilities Management to ensure everyone is aware of the change and for special circumstances such as Ofsted, then temporary cover is provided although this is not necessarily from CAS.				
13	CAS002	Sept 17	Customer Access	Customer Access Service	Agree to restructure the support functions across the customer access service. This would be achieved through increased automation and self-service.	0.013	0.040		0.053	Update on the impact from the changes outlined for the Customer Access Service	CAS restructure finalised, new structure commenced 15/09/18, transitional plans in place for 3 months until end of December. No immediate impact as the 18/19 saving was vacant hours. If automation technology provides the efficiencies then there will be no issues and no impact.				
14	CAS009	Sept 17	Customer Access	Customer Access Service	Agree to implement telephony automation.		0.118	0.056	0.174	Update on the impact from the changes outlined for the Customer Access Service	Current assessments of the Genesys technology being implemented indicates that the technology will bring efficiency savings which will be realised with no impact on service performance. There is a slip due to technology delays of about 5 months behind. Mitigating actions are being explored to reduce any impact on the savings profile.				
15	CAS010	Sept 17	Customer Access	Customer Access Service	Implement blended email in Customer Access Service Social Care and Ask HR.		0.060		0.060	Update on the impact from the changes outlined for the Customer Access Service	On track - pilot completed by end of November 2018, with final tweaking of system then full rollout by end of January 2019. The impact to CAS is better use if time and intelligent working in terms of allocation of jobs and call handling.				
16	CMTY018	Dec 17	LMCR	Conservation & Collection team	The Conservation service within the Conservation and Collections Team is required to become cost neutral in 2019/20		0.278		0.278	whether the savings identified would continue to maintain the current team, potentially increase its activity and work more effectively and commercially	The current and future financial position of the Conservation and Collections Team is in the process of being reviewed by officers and the Cabinet Working Group for Museums following the transfer of 3 museums back to Lancaster City Council in October 2018				

	A	B	C	D	E	G	H	I	J	K	L	M	N	O	P
1	18/19 Savings Summary - January 2019 Update														
2															
3				subject to consultation		Approved Savings Profile						Revised Profile if different			
4	Ref	Cabinet	Area	Service element	What is the option, what would stop or reduce?	2018/19	2019/20	2020/21	Total	Reason for Scrutiny	Current Position - Service	2018/19	2019/20	2020/21	Total
17	CAS003	Jan 18	Customer Access	Customer Access Service	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 18:00 Mon to Fri, instead of 8:00 to 20:00 - 7 days a week).	0.170			0.170	Update on the impact from the changes outlined for the Customer Access Service	The CAS restructure is complete with minimal impact as staff have been found alternative hours and 2.75 fte transferred to EDT to facilitate the additional out of hours work they pick up. CAS resources have been profiled around increased work on Monday mornings due to weekend referrals which was a known impact in the Equality Impact Assessment.				
18	CAS006	Jan 18	Customer Access	Customer Access Service	Agree to implement a Social Care self-service portal for professional referrers.			0.140	0.140	Update on the impact from the changes outlined for the Customer Access Service	The work has started but due to the future profiling t is too early to report on the impacts.				
19	CMTY002	Sept 17	Highways	Highways structural defects	Agree to capitalise all Highways structural defects	2.700			2.700	financial viability of the proposal	Achieved - Capitalised £2.7m in 2017/18.				
20	CMTY014	Dec 17	Highways	Street Light Maintenance (subject to consultation)	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.	1.715	0.446		2.161	potential impact on the service performance levels	Capitalise fault repairs - £1.715m 18/19 saving (no consultation) The consultation relates to the £0.446m savings for 19/20 - to cease night time inspections and extend the maintenance cycle from 5 to 10 yrs. The consultation report went to the November 18 Cabinet with option approved for implementation. The time taken to repair street lighting defects is measured via a street lighting performance indicator that has traditionally been reported to the Cabinet Committee on Performance Improvement on a quarterly basis. Experience has shown that our performance in repairing lighting defects is seasonal in that the number of street lighting faults detected is directly proportional to the amount of daylight hours i.e. during summer when it goes dark late in the day, we receive relatively few lighting reports as many lighting faults go largely un-noticed. As the summer gives way to autumn and the amount of daylight hours reduce, street lights that are not working become more noticeable and more get faults get reported. As a result, the general trend over the years has been for performance in the first quarter to be quite good, it gets better in summer with the longer days, then tends to deteriorate over the third quarter as the clocks change and works get delayed either through severe weather or due to staff being unavailable if they have undertaken gritting, standby callout etc. From January onwards performance starts to improve and generally is similar to Qtr1. Now that the night inspection service has stopped, we are entirely reliant on receiving reports from the public. As a result there will be more random faults spread across the county than previously, which will involve more travelling between columns, meaning we may not able to repair as many faults per day as we used to. With the widespread use of LEDs it is expected however, that the number of lighting defects will reduce, which may to some extent offset some of the potential problems associated with stopping the night inspection service (no requirement on public to report and for claims we can't prove the lights were working). Due to the above factors it is felt that it will be a further 12 months before we can fully assess what impact, if any, stopping the night inspection service has had on the number of faults reported by the public and the time taken to fix such faults.				
21	CMTY024	Jan 18	Transport	Community Transport (subject to consultation)	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).	0.254	0.087	0.050	0.391	Potential additional costs that could be incurred as a result of the outlined saving proposal	A report on the consultation was presented to October 18 Cabinet. Cabinet resolved that the proposals as previously agreed by Full Council be approved. Payments to the Lancashire Community Transport Consortium were reduced by £75,000 for 12 months from 1 January 2019 and will be reduced by a further £100,000 from 1 January 2020 for 12 months although a new contract will need to be procured for 1 April 2020 as the existing one ends on 31 March 2020. To be able to help evaluate any additional cost that may be borne by other services caused by a reduction on Community Transport provision the contract to be procured from April 2020 will require the reporting of appropriate metrics The £31k BEST saving has already been delivered.	0.232	0.084	0.075	0.391
22					Saving value £	14.533	1.279	0.496	16.308						
23					No of Options	13	7	4							
24															
25					12 options for 18/19 on track	14.279	98%								
26					1 options for 18/19 with part delay	0.254	2%								
27					0 options for 18/19 with part at risk	0.000	0%								
28					13 options for 18/19 in Total	14.533									

Internal Scrutiny Committee

Meeting to be held on Friday, 18 January 2019

Electoral Division affected:
(All Divisions);

Internal Scrutiny Committee Work Programme 2018/19

(Appendices 'A' to 'E' refer)

Contact for further information:

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sam.parker@lancashire.gov.uk

Executive Summary

The work programme for the Internal Scrutiny Committee is attached at Appendix 'A'.

The topics included were identified at the work planning workshop held on 2 July 2018.

Recommendation

The Internal Scrutiny Committee is asked to:

- i. Note and comment on the report and work programmes;
- ii. Discuss and confirm any further topics required and reasons for scrutiny.

Background and Advice

A statement of the work to be undertaken and considered by the Internal Scrutiny Committee for the 2018/19 municipal year is set out at Appendix 'A'.

The work programme will be presented to each meeting for consideration.

The work programme includes topics to be discussed at committee meetings, events, task groups, rapporteur work, briefing notes and training for members.

Members are requested to note and comment on the report and to discuss and confirm any further topics and reasons for scrutiny.

In addition, the Committee are requested to note and comment on the work programme included for all other Scrutiny Committees as set out in Appendices 'B' through to 'E' (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 Programme 2018/19

The Internal Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled Committee meetings, task group, events, training and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Councils Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the Internal Scrutiny Committee will:

- Determine which Overview and Scrutiny Committee considers a matter where this is not clear.
- Receive for approval requests from the other Overview and Scrutiny Committees to establish task groups and/or other working groups
- Receive for approval requests from the other Overview and Scrutiny Committees to establish as necessary joint working arrangements with district councils and other neighbouring authorities
- Review and scrutinise all services provided by the authority, unless specifically covered by the terms of reference of another Overview and Scrutiny Committee
- Consider matters relating to the general effectiveness and development of Overview and Scrutiny in the authority including training for County Councillors and Co-optees
- Recommend the Full Council to co-opt on to a Committee persons with appropriate expertise, without voting rights
- Establish arrangements for the scrutiny of member development, and receive reports from the Member Development Working Group

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda. The dates are indicative of when the Internal Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Meeting						
Lancashire Highways – Pothole repairs update	Update on progress around Lancashire on repairs to potholes including impact of the extra funding to support this work.	Committee meeting	Harvey Danson/ Rob Wilson/ Ridwan Musa/ Paul Binks/ Phil Barrett/ CC Keith Iddon	20 July 2018	The content of the report presented be noted.	NA
Highways Winter Service Plan Update	Update on plans including lessons learnt from 2017/18, winter gritting and assessment process for new grit bins. Also information on process for new housing developments and impact on service.	Committee meeting	Harvey Danson/ Rob Wilson/ Ridwan Musa/ Paul Binks/ Phil Barrett/ CC Keith Iddon CC Joe Cooney	20 July 2018	The task and finish group relating to grit bin assessment and provision is currently in progress and will report back to the service be noted.	Completed with report in January 2019
					The treatment intervention level proposal be reviewed by the Grit Bin task and finish group.	Completed
					Legal advice be sought on the gritter tracking system and twitter feed.	Advice sought and reported
Lancashire Parking Services	Information to members on current issues around parking enforcement particularly in villages and schools.	Committee meeting	Peter Bell	21 September 2018	Information on the pilot scheme and any new parking schemes be circulated to members when available.	Awaiting information

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
	Parking services transition from district to county.				The Lancashire parking services report and presentation be circulated to all county councillors.	
Winter Gritting Service – Grit Bin Provision Task Group	Final report of the task group	Committee meeting	CC Joe Cooney	21 September 2018	<p>An additional recommendation on engaging external contractors for treating secondary routes be added to the report.</p> <p>Responses from the Cabinet Member for Highways and Transport be presented to the Internal Scrutiny Committee at an appropriate scheduled meeting.</p>	Completed
Customer Access Service	Update to members on any impact of budget savings agreed. Update on improvements to the service particularly around telephone response times.	Committee meeting	Terry White/ CC Peter Buckley	16 November 2018	The content of the report presented be noted.	NA
Household Waste Recycling	Update to committee following the review of the service in September.	Committee meeting	Steve Scott/ CC Albert Atkinson	16 November 2018	The content of the report presented be noted.	NA

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Centres (HWRC)						
Winter Gritting Service – Grit Bin Provision Task Group	Initial response to the report recommendations	Committee meeting	Phil Durnell	16 November 2018	The initial response presented be noted.	Further response in January 2019
Budget savings update	Update on budget savings impact on services identified in January 2018	Committee meeting	Richard Hothersall/Neil Kissock	18 January 2019		
Winter Gritting Service – Grit Bin Provision Task Group	Response to the report recommendations	Committee meeting	Phil Durnell/Ridwan Musa CC Keith Iddon	18 January 2019		
Single Use Plastics Task Group	Final report of the task group	Committee meeting	CC Gina Dowding	18 January 2019		
Blue Badges	Impact following changes to legislation.	Committee meeting	Sarah Jenkins/ CC Peter Buckley	15 March 2019		
Single Use Plastics Task Group	Initial response to the report recommendations	Committee meeting	TBC	15 March 2019		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
'Does Local Government Work for Women' Task Group	Final report of the task group	Committee meeting	CC Erica Lewis	15 March 2019		
Local Government Funding and Income Generation Task Group	Further update to committee on progress of recommendations	Committee meeting	Neil Kissock	15 March 2019		
Task Group						
'Does Local Government Work for Women'	Task group agreed through Full Council	Task Group	CC Erica Lewis	Completed	Approval to be sought March 2019	
Grit Bin Placement Review	Task group agreed through Internal Scrutiny Committee	Task Group	CC Joe Cooney	Completed	Further response to Committee in January 2019	
Single Use Plastics	Task group agreed through Full Council	Task Group	CC Gina Dowding	Completed	Approval to be sought January 2019	
Schools Causing Concern	Task group requested through Education Scrutiny Committee	Task Group	CC Jayne Rear	TBC	First meeting in January 2019	

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Bite Size Briefing						
Countryside Matters	Information to members on overview of the range of services provided including list of LCC sites	Bite size briefing for members	Andrew Mullaney/ CC Albert Atkinson	26 November 2018	Completed	NA
Update on Planning Matters	Information to members on changes to legislation and impact.	Bite size briefing for members	Andrew Mullaney/ CC Michael Green	TBC		NA
Lancashire Parking Services	Information to all members around parking services and enforcement across Lancashire	Bite size briefing	Peter Bell	13 March 2019		NA
Briefing Note						
Planning Controls	Enforcement of planning controls including information on public perception.	Briefing note for members	Andrew Mullaney	January 2019		
Street Lighting	Update on service timescales on publically reported faults plus energy spend update.	Briefing note for members	Mel Ormesher	January 2019		
Member Grants, CGF and LIF	Impact on third sector and community organisations in relation to the withdrawal of funding	Briefing note for members	TBC	April 2019		
Highway Verges	Monitoring and impact of additional funding. Information on different responsibilities of	Briefing note for members	Ridwan Musa	January 2019		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
	the county council and boroughs. Environmental versus safety Policy around trees on verges and type of trees planted (in relation to roots)					
Topics not yet scheduled						
Residual Waste	Potential opportunity for more savings which could reduce the impact to some services and areas of concern for residents	Meeting	TBC	January 19 – Budget Savings update		
Conservation and Collection Team	Would savings maintain current team and increase its activity and work more effectively and commercially – consultation due Oct/Nov 2018	Meeting	TBC	January 19 – Budget Savings update		
Community Transport	Impact of the budget savings – consultation June 2018	Meeting	TBC	January 19 – Budget Savings update		
Vacancies	How vacancies were being addressed and cost of agency and consultancy staff	Meeting	TBC	January 19 – Budget Savings update		
Budget Early Intervention and Prevention	Are the additional savings identified making savings or diverting costs elsewhere	Meeting	TBC	January 19 – Budget Savings update		

Appendix A

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Waste Arisings	1% target reduction in waste arisings. Impact on resources within the service for delivery of the option	Meeting	TBC	January 19 – Budget Savings update		
Winter Service Review	Including update on the road surface treatment level trigger	Meeting	TBC			

Children's Services Scrutiny Committee Work Programme 2018/19

The Children's Services Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled Committee meetings, task group, events and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Councils Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the Children's Services Scrutiny Committee will:

- Scrutinise matters relating to services for Children and Young People delivered by the authority and other relevant partners
- Review and scrutinise any matter relating to the planning, provision and operation of the health service in the area and make reports and recommendations to NHS bodies as appropriate
- Invite interested parties when reviewing any matter relating to the planning, provision and operation of the health service in the area, to comment on the matter and take account of relevant information available, particularly that provided by the Local Healthwatch
- Review and scrutinise any local services planned or provided by other agencies which contribute towards the health improvement and the reduction of health inequalities in Lancashire and to make recommendations to those agencies, as appropriate
- Take steps to reach agreement with NHS body, in the case of contested NHS proposals for substantial service changes
- Refer a matter to the relevant Secretary of State in the case of contested NHS proposals for substantial service changes where agreement cannot be reached with the NHS
- Refer to the relevant Secretary of State any NHS proposal which the Committee feels has been the subject of inadequate consultation

- Scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under Section 31 of the Health Act 1999
- Draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders
- Acknowledge within 20 working days to referrals on relevant matters from the Local Healthwatch or Local Healthwatch contractor, and to keep the referrer informed of any action taken in relation to the matter
- Require the Chief Executives of local NHS bodies to attend before the Committee to answer questions, and to invite the chairs and non-executive directors of local NHS bodies to appear before the Committee to give evidence
- Invite any officer of any NHS body to attend before the Committee to answer questions or give evidence

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda.

The dates are indicative of when the Children's Services Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Meeting						
SEND – Lancashire Parent Carer Forum	Progress on the establishment of the Lancashire Parent Carer Forum	Meeting	Sophie Valinakis Catherine Ratcliffe (Contact)	4 July 2018	<p>A letter be sent from the Chair of the Committee to the Regional Manager at Contact with a copy to the Department for Education highlighting the concerns raised on the progress in Lancashire on the establishment of a Lancashire Parent Carer Forum.</p> <p>An action plan be drafted on delivery and timescales by Contact.</p> <p>A further update on progress from Contact be provided to the Committee later in the autumn.</p> <p>Members attend engagement events in their areas and report back to the Committee.</p>	Response received. Update to be presented at December meeting. Completed.
Ofsted Report	To receive report and to discuss any further items to be included in the work programme	Meeting	Sally Allen	10 October 2018	An invite be extended to the Social Work Academy and Leadership Academy to attend the January meeting of the committee to provide an update to members on the progress made.	Completed

Children's Health	Overview of current challenges across Lancashire	Meeting	Clare Platt Judith Gault Karen Gosling CC Shaun Turner	10 October 2018	A report be presented to the committee in six months on the progress and improvements being made.	Scheduled on work programme
Task Group Report	Receive the Supporting Pupils at School with Medical Conditions task group report	Meeting	CC Ian Brown	5 December 2018	The relevant Cabinet Members and officers from the NHS and the county council be invited to attend the Children's Services Scrutiny Committee meeting scheduled for 27 February 2019, to present their responses to the Task and Finish Group's recommendations.	
Child and Family Wellbeing Service	Service provision update following outcome of consultation on budget saving proposal.	Meeting	Debbie Duffell Cllr Stella Brunskill	5 December 2018	An update from the Children and Family Wellbeing Service be provided to the Children's Services Scrutiny Committee in 6 months.	To be scheduled on work programme
Lancashire Parent Carer Forum	Progress of forum establishment and engagement with parents	Meeting	Contact David Graham Sophie Valinakis	5 December 2018	Information be circulated to school clusters on the work of the LPCF. Information be circulated to all councillors on the work of the LPCF.	

Children's Services Development Plan	Overview of the Development Plan following Ofsted inspection for member feedback	Meeting	Sally Allen	5 December 2018	Suggestions from the committee on the draft plan be fed back	
Social Work and Leadership Academy	Progress update	Meeting	Bertie Goffe Debbie Cookson Rachel Rump	16 January 2019		
Teenage suicide	Detail on work being undertaken in relation to teenage suicide	Meeting	Chris Lee	TBC		
Children's Partnership Board	Update following review	Meeting	Dave Carr/ Executive Director Children's Services	27 February 2019		
Task Group Report	Supporting Pupils at School with Medical Conditions task group report – response to recommendations	Meeting	TBC	27 February 2019		
Children's Health Update	Update on programmes/projects discussed at October meeting	Meeting	Clare Platt Sakthi Karunanithi	17 April 2019		

Children's Services Development Plan	A review of progress on the development plan including timescale challenges and data	Meeting	Sally Allen	17 April 2019		
0-19 Healthy Child Programme	Service provision following change of service provider	Meeting	TBC	TBC		
YOT Pan Lancs	From service challenge savings	Meeting	Barbara Bath	TBC		
Inquiry Day						
SEND (joint Education and Children's Services)	Social skills/connections between YOT and teen suicide Transition from primary to high school	Inquiry Day	David Graham	TBC		
Task Group						
Teenage Suicide	TBC	Task Group	TBC	TBC		
Rapporteur						
Children and Family Wellbeing	Mobile resources to challenge pockets of deprivation and rural isolation	Rapporteur	Cllr Stella Brunskill	TBC		

Bite Size Briefing						
Online Safeguarding	Overview of training provided by LSCB	Bite Size Briefing	LSCB	27 February 2019		
Ofsted report	Overview of report detail	Bite Size Briefing	Amanda Hatton	4 October 2018	NA	Completed
Risk Sensible Model	Overview of training provided by LSCB	Bite Size Briefing	LSCB	11 December 18	NA	Completed
Domestic Abuse Perpetrator Programme	Overview of programme	Bite Size Briefing	Debbie Thompson	13 March 19		
Child and Adult Mental Health Service	Overview of service provision	Bite Size Briefing	TBC	TBC		
Briefing Note						
Secure units	Update following inspection and recommendation from Cabinet	Briefing Note	TBC	November 2018		
Children's Social Care	New models of delivery following overspend	Briefing Note	TBC/Neil Kisson	November 2018		
YOT	Budget savings proposal	Briefing Note	Barbara Bath	November 2018		
SCAYT+	Budget savings proposal	Briefing Note	TBC	November 2018		
Domestic Abuse	Update following conclusion of the cabinet working group	Briefing Note	TBC	TBC		

National Troubled Families Programme	Update on data system and recruitment	Briefing Note	Debbie Duffell	November 2018		Completed
Children Looked After	Breakdown of Lancashire children looked after placed outside of Lancashire	Briefing Note	Sally Allen	TBC		
Forced Marriage	Annual briefing note	Briefing Note	TBC	March 2019		

Additional potential topics:

- Corporate Parenting Strategy and Local Offer
- Neglect – strategy review
- Workforce strategy and impact
- Oral Health
- Childhood obesity
- Mental health
- Road safety
- Teenage pregnancy
- Total Neighbourhood programme
- Child and Family Wellbeing Service update (May or July 2019)

Education Scrutiny Committee Work Programme 2018/19

The Education Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled Committee meetings, task group, events and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Councils Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the Education Scrutiny Committee will:

- Scrutinise matters relating to education delivered by the authority and other relevant partners
- Fulfil all the statutory functions of an Overview and Scrutiny Committee as they relate to education functions of a Children's Services Authority

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda.

The dates are indicative of when the Education Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Meeting						
Maintained Nursery Schools	Financial situation facing nursery school provision	Meeting	Helen Belbin Andrew Good Nursery Headteacher	25 June 2018	The outcome of the nursery task group be reported back to the Committee in November.	Completed
SEN Attainment	Update from the joint meeting around initiatives to support progress	Meeting	Steve Belbin	25 June 2018	Report noted. No further recommendations.	NA
Schools causing concern	Impact on services involved in support schools causing concern	Meeting	Debbie Ormerod Steve Belbin Mel Ormesher Steph Rhodes	10 September 2018	<ol style="list-style-type: none"> 1. Formation of a task group looking at school improvement for schools facing challenges. 2. Further consideration be given to potential targeted support from local councillors with officers for under-subscribed schools or where there were signs a school may be having difficulties. 3. An annual report come to the Education Scrutiny Committee on school admissions and schools causing concern. 	<p>Task group first meeting in January.</p> <p>Annual report scheduled for November 2019</p>

School Budgets	Funding issues and impact on schools, staffing needs/support systems to share good practice	Meeting	Andrew Good Helen Belbin Steve Belbin	6 December 2018		
Maintained Nursery Provision	Update following conclusion of task group work	Meeting	Andrew Good Steve Belbin Helen Belbin	6 December 2018		
School Governors	Skills, training, financial challenges facing schools, recruitment	Meeting	LASGB Ajay Sethi Margaret Scrivens	6 December 2018		
Lancashire Schools Attainment	Standards of achievement in Lancashire Schools	Meeting	Steve Belbin	6 February 2019		
CLA attainment	Progress of attainment levels for children looked after	Meeting	Audrey Swann	6 February 2018		
School Attendance	Missing from home and education Elective Home Education	Meeting	Frances Molloy	26 March 2019		
Permanent Exclusions in Lancashire Schools	Review of permanent exclusions in Lancashire	Meeting	Steve Belbin David Graham	26 March 2019		

Early Years Education	Overview of provision across Lancashire	Meeting	TBC	18 June 2019		
School Finance update	Update from the December meeting	Meeting	Andrew Good Steve Belbin	18 June 2019		
Maintained Nursery Provision	Progress update on working group	Meeting	Andrew Good Helen Belbin	18 June 2019		
Post 16 EET	Update	Meeting	TBC	TBC		
SEND Transport Policy	Review of policy	Meeting	TBC	TBC		
School Admissions/Schools Causing Concern update	Annual update	Meeting	TBC	TBC		
Inquiry Day						
SEND (joint Education and Children's Services)	Social skills/connections between YOT and teen suicide Transition from primary to high school	Inquiry Day	David Graham	TBC		
Bite Size Briefing						
Online Safeguarding	Overview from training provided by LSCB	Bite Size Briefing	LSCB	27 February 2019		

School Admissions	Overview of code and legislation	Bite Size Briefing	Debbie Ormerod	10 September 2018		Completed
Ofsted report	Overview of report detail	Bite Size Briefing	Amanda Hatton	4 Oct 2018		Completed
Education update	Update on changes to the education landscape	Bite Size Briefing	Steve Belbin	TBC		
Briefing Note						
Pupil tracking	From primary to secondary faith schools	Briefing Note	Steve Belbin	January 2019		
Summer Born Policy	Overview of policy and process in place	Briefing Note	Debbie Ormerod	January 2019		
Rapporteur						
Online Safeguarding	TBC – after BSB date confirmed	Rapporteur	John Withington	TBC		

External Scrutiny Committee Work Programme 2018/19

The External Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled or extraordinary Committee meetings, task group, events and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Council's Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the External Scrutiny Committee will:

1. Review and scrutinise issues, services or activities carried out by external organisations including public bodies, the voluntary and private sectors, partnerships and traded services which affect Lancashire or its inhabitants, and to make recommendations to the Full Council, Cabinet, Cabinet Members, Cabinet Committees or external organisations as appropriate.
2. Review and scrutinise the operation of the Crime and Disorder Reduction Partnership in Lancashire in accordance with the Police and Justice Act 2006 and make reports and recommendations to the responsible bodies as appropriate
3. In connection with 2. above, to require an officer or employee of any of the responsible bodies to attend before the Committee to answer questions
4. Co-opt additional members in accordance with the Police and Justice Act 2006 if required, and to determine whether those co-opted members should be voting or non-voting
5. Review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda.

The dates are indicative of when the External Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Flood Risk Management	Partnership working	Committee	United Utilities	4 June 2018	<p>The report be noted;</p> <p>The External Scrutiny Committee writes to the Secretary of State for the Ministry of Housing, Communities and Local Government to reconsider making water companies a statutory consultee on all planning applications; and</p> <p>Natural flood risk management be added to the External Scrutiny Committee's work programme for 2018/19.</p>	<p>N/A</p> <p>In progress</p> <p>In progress</p>
Community Safety Partnerships	Lancashire Community Safety Agreement - Either; 1. Prevent;	Committee	LCC	October	All County Councillors be urged to undertake	To be considered by the Member Development

Appendix D

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
	2. Serious Harm Reduction Strategy; 3. Pan-Lancashire Domestic Abuse Strategy; or 4. Towards Zero Lancashire: Road Safety Strategy for Lancashire.				Prevent Duty training; and The Cabinet Member for Community and Cultural Services consider the allocation of a small budget to fund Prevent Duty project work.	Working Group Response due by 18 December 2018
Community Safety Partnerships	Strategic Assessment – overview report	Committee	Debbie Thompson and Clare Platt, LCC	22 January 2019		
Non-crime	Overview of the issues identified as non-crime	Committee	Clive Grunshaw, Police and Crime Commissioner, Angela Harrison	22 January 2019?		
Transport for the North (TfN)	1. Revised Strategic Transport Plan (STP) 2. Investment Programme 3. Central Pennines Corridor	Committee	Robin Miller-Stott, Jonathan Spruce and Owen Wilson, TfN (and delivery partners – Highways England, HS2, Network Rail?)	16 April 2019		
LCC Energy Policy	Policy development	Committee	Denise Jepson, LCC, Electricity North West, Lancashire Renewables (CEO),	16 April 2019		

Appendix D

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
			Npower, Total Gas and Power, Heat network			
Lancashire Enterprise Partnership (LEP)	tbc	Committee	Martin Kelly/Richard Kenny	16 April 2019?		
Task and finish groups						
Strengthening flood prevention and preparedness in Lancashire	<p>to bring together the expertise of all flood risk management authorities, local flood and emergency response groups, and residents to better understand how the County Council as Lead Local Flood Authority and all other flood risk management authorities can better support residents to:</p> <ul style="list-style-type: none"> - be prepared for flooding; - respond to flooding; - recover from flooding; <p>and</p> <ul style="list-style-type: none"> - understand what we can do together to reduce flood risk. 	Task and finish group	LCC, Environment Agency, United Utilities, Flood action groups	2018/19		

Appendix D

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Inquiry days						
Energy	Renewable and alternative energies – a vision for Lancashire. How are they coming together? How the Council might engage and support with different projects and companies, and how the council might focus and coordinate its own activities to best engage, lead and support them.	Scrutiny Inquiry Day/Committee	British Gas, Electricity North West, Lancashire Energy HQ, Natural Energy Wyre, Halite Energy, Ecotricity	Winter/spring 2019	To be divided up – separate invites to ENW, Lancashire Energy HQ (Chair visiting here in the New Year – rapporteur?), Natural Energy Wyre, Halite Energy, Ecotricity	
Rapporteurs						
Advanced Manufacturing	Impact of Brexit	Rapporteur (CC C Crompton)	North West Aerospace Alliance, BAE, UCLAN Engineering Innovation Centre (EIC)	-		
Homes England	Unlocking brownfield sites across Lancashire	Rapporteur (CC A Ali)	Homes England	-		
Universal Credit	Bite size briefing: Universal Credit full service roll out in Lancashire	Rapporteur (CC G Oliver)	Joanne Barker, Welfare Rights Manager, Health, Equity, Welfare and Partnerships, LCC	30 October 2018 and 22 January 2019		

Appendix D

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Completed						
Governance of Police and Fire and Rescue Services in Lancashire	Formulate recommendations on the local business plan and respond to public consultation	Committee	Police and Crime Commissioner, Chief Constable, Chief Fire Officer, Fire Brigades Union, Chair of Lancashire Fire Authority	July/Sept (extraordinary meeting tbc)	N/A	Complete – no longer proceeding with changes to fire governance at this time

Future meeting dates

2019/20 – 16 July; 15 October; 21 January 2020; and 21 April.

Additional suggestions:

- Flood Risk Management - partnership working and the Environment Agency (2019)
- Scrutiny Inquiry Day on Natural Flood Risk Management
- Co-ordination of roadworks across Lancashire – LCC, utility companies and housing developers

Health Scrutiny Committee Work Programme 2018/19

The Health Scrutiny Committee Work Programme details the planned activity to be undertaken over the forthcoming municipal year through scheduled Committee meetings, task group, events and through use of the 'rapporteur' model.

The items on the work programme are determined by the Committee following the work programming session carried out by the Steering Group at the start of the municipal year in line with the Overview and Scrutiny Committees terms of reference detailed in the County Council's Constitution. This includes provision for the rights of County Councillors to ask for any matter to be considered by the Committee or to call-in decisions.

Coordination of the work programme activity is undertaken by the Chair and Deputy Chair of all of the Scrutiny Committees to avoid potential duplication.

In addition to the terms of reference outlined in the [Constitution](#) (Part 2 Article 5) for all Overview and Scrutiny Committees, the Health Scrutiny Committee will:

- To scrutinise matters relating to health and adult social care delivered by the authority, the National Health Service and other relevant partners.
- In reviewing any matter relating to the planning, provision and operation of the health service in the area, to invite interested parties to comment on the matter and take account of relevant information available, particularly that provided by the Local Healthwatch
- In the case of contested NHS proposals for substantial service changes, to take steps to reach agreement with the NHS body
- In the case of contested NHS proposals for substantial service changes where agreement cannot be reached with the NHS, to refer the matter to the relevant Secretary of State.
- To refer to the relevant Secretary of State any NHS proposal which the Committee feels has been the subject of inadequate consultation.
- To scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under the Health and Social Care Act 2012.

- To request that the Internal Scrutiny Committee establish as necessary joint working arrangements with district councils and other neighbouring authorities.
- To draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders.
- To acknowledge within 20 working days to referrals on relevant matters from the Local Healthwatch or Local Healthwatch contractor, and to keep the referrer informed of any action taken in relation to the matter.
- To require the Chief Executives of local NHS bodies to attend before the Committee to answer questions, and to invite the chairs and non-executive directors of local NHS bodies to appear before the Committee to give evidence.
- To invite any officer of any NHS body to attend before the Committee to answer questions or give evidence.
- To recommend the Full Council to co-opt on to the Committee persons with appropriate expertise in relevant health matters, without voting rights.
- To establish and make arrangements for a Health Steering Group the main purpose of which to be to manage the workload of the full Committee more effectively in the light of the increasing number of changes to health services.

The Work Programme will be submitted to and agreed by the Scrutiny Committees at each meeting and will be published with each agenda.

The dates are indicative of when the Health Scrutiny Committee will review the item, however they may need to be rescheduled and new items added as required.

Health Scrutiny Committee work programme

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Dementia Strategy	Opportunities and challenges	Committee	Dr Z Atcha, LCC	3 July 2018	The report be noted; and The Cabinet Member for Health and Wellbeing be invited to a future scheduled meeting of the Health Scrutiny Committee to present on the development of a housing strategy and the ageing population.	N/A Report scheduled for 2 April 2019
Our Health Our Care Programme	Update on the future of acute services in central Lancashire	Committee	Dr Gerry Skales, Lancashire Teaching Hospitals Foundation Trust and Sarah James, Greater Preston and Chorley and South Ribble CCGs	3 July 2018, 25 September and tbc	3 July: The update be noted; Further updates be presented to the Health Scrutiny Committee at its scheduled meetings in September and November 2018 [tbc];	N/A In progress

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
					<p>The importance of all partners working together on prevention and early intervention form a part of developing the new models of care for acute services in central Lancashire; and</p> <p>Public information and education be included in the new model of care for acute services in central Lancashire.</p>	<p>Awaiting response</p> <p>Awaiting response</p>
Delayed Transfers of Care (DToC) and Winter 2019/20	Update on performance as a whole system and preparations for winter 2019/20	Committee	Sue Lott, LCC and NHS Trusts/Chairs of A&E Delivery Boards	6 November 2018	<p>The considerable improvement in the reduction of Delayed Transfers of Care across Lancashire over the past year be noted.</p> <p>The staff of the County council and in the NHS whose commitment and contributions to this improvement had been so significant be commended.</p>	<p>-</p> <p>-</p>

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
					A further update on Delayed Transfers of Care be scheduled in 6 months' time for the Health Scrutiny Steering Group and in 12 months' time for the Health Scrutiny Committee.	Updates scheduled for May '19 Steering Group and Nov '19 Committee
Transforming Care (Calderstones)	Model of care for CCG commissioned learning disability beds	Committee	Rachel Snow-Miller, Director for Commissioning for All-age Mental Health, Learning Disabilities and Autism and Neil Greaves, Healthier Lancashire and South Cumbria	11 December 2018		
Integrated Care System	Delivery of strategic transformational plans - finance	Committee	Gary Raphael, Healthier Lancashire and South Cumbria	5 February 2019		
Lancashire and South Cumbria Stroke Programme	Consultation	Committee	Gemma Stanion, Healthier Lancashire and South Cumbria	tbc		
Housing with Care and Support		Committee	CC S Turner, Cabinet Member for Health and Wellbeing, CC G	2 April 2019		

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Strategy 2018-2025			Gooch, Cabinet Member for Adult Services, Louise Taylor, Joanne Reed/Craig Frost, Sarah McCarthy LCC			
Healthy New Towns – Whyndyke Garden Village, Fylde		Committee	Andrea Smith and Andrew Ascroft, Public Health, LCC, Fylde and Wyre CCG?	2 April 2019		
Tackling period poverty	Full Council Notice of Motion 8 October 2018 - a report on the issue and how it can best be addressed.	Committee	Dr Sakthi Karunanithi, LCC	14 May 2019		
Obesity in adults		Committee	Dr Sakthi Karunanithi, LCC	tbc		

Future meeting dates:

2019/20 – 2 July 2019; 24 September; 5 November; 10 December; 4 February 2020; 31 March; and 13 May.

Other topics to be scheduled

- Delayed Transfers of Care – update on performance (Sue Lott, LCC, Faith Button, Ailsa Brotherton, LTH and Emma Ince, GPCCG and CSRCCG) – November 2019

Health Scrutiny Steering Group work programme

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Fylde Coast Integrated Care Partnership (ICP)	Update on the work of the partnership	Steering Group	Wendy Swift, Blackpool Teaching Hospitals Foundation Trust and Andrew Harrison, Fylde and Wyre CCG	15 June	The Steering Group agreed that an item on Healthy New Towns and the Whyndyke Garden Village in Fylde be presented to a future meeting of the Health Scrutiny Committee.	
NWAS	Update on new Government reporting standards and NWAS' new Nursing and Residential Home Triage (NaRT) Tool. (Also hospital pharmacy waiting times and delays for NWAS transport)	Steering Group	Peter Mulcahy and Julie Butterworth, NWAS	19 September	<p>The Health Scrutiny Steering Group recommends that;</p> <p>The Cabinet Member for Adult Services, officers from Lancashire County Council, North West Ambulance Service and the lead commissioner at Blackpool Clinical Commissioning Group give consideration to the implementation of the Nursing and Residential Home Triage Tool within all care homes across Lancashire.</p>	Initial update to be presented on 21 November meeting

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Vascular Service Improvement	Improving quality and access to Vascular Services	Steering Group	Tracy Murray, Healthier Lancashire and South Cumbria	21 November (10:30)		
NWAS	Update on recommendations from the Steering Group on the potential roll out of NWAS' new Nursing and Residential Home Triage (NaRT) Tool across Lancashire Care Homes.	Steering Group	Lisa Slack and Sumaiya Sufi, LCC And Blackpool CCG, NWAS representatives + Cabinet Member for Adult Services? + Lancashire Care Association	21 November and 16 January 2019 (11:30) 20 Feb instead?		
East Lancs CCG	Enhanced Health in Care Homes – training programme folders	Steering Group	Adele Thornburn and David Rogers, East Lancs CCG	16 January 2019 (10:30am)		
Quality Accounts	Preparations for responding to NHS Trusts Quality Accounts	Steering Group	Healthwatch Lancashire	20 February 2019		
Local Government and Social	Annual Review of Complaints: 'assessments and care planning' and 'other' (such as blue badges and	Steering Group	Tony Pounder, Angela Esslinger,	20 February 2019 April instead?		

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Care Ombudsman	disabled facilities grants) – systems, policies and procedures		Kieran Curran, LCC			
Secondary Mental Health Services in Lancashire	Update	Steering Group	Charlotte Hammond, LCC	20 February 2019	DROP OFF?	
Childhood immunisations	Progress report (invite to be extended to Chair and Deputy Chair of Children's Services Scrutiny Committee)	Steering Group	Jane Cass?/Tricia Spedding, NHS England, Sakthi Karunanithi, LCC	20 February 2019	Briefing note instead?	
Care For You	Options	Steering Group	Silas Nicholls, Southport and Ormskirk Hospital Trust Rosie Cooper MP?	13 March 2019		
North West Clinical Senate	Joint working	Steering Group	Prof. Donal O'Donoghue and Caroline Baines	13 March 2019		
Suicide Prevention in Lancashire	Progress report/annual update on outcomes set out in the Logic Model	Steering Group	Dr Sakthi Karunanithi and Chris Lee, LCC	17 April		
Delayed Transfers of Care	Progress update and learning from ECIST event.	Steering Group	Sue Lott, LCC Faith Button, Ailsa Brotherton, LTH	14 May 2019		

Appendix E

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
			and Emma Ince, GPCCG and CSRCCG			
Vascular Service Improvement	Model of care.	Steering Group	Tracy Murray, Healthier Lancashire and South Cumbria	14 May 2019 (tbc)		
Rossendale Birth Centre	Proposals	Steering Group	Kirsty Hamer and Christine Goodman, East Lancs CCG	tbc		
Lancashire and South Cumbria Stroke Programme	Overview	Steering Group	Gemma Stanion, Healthier Lancashire and South Cumbria	tbc		
NHSE – Quality Surveillance Group	Overview and relationships with scrutiny	Steering Group	Sally Napper, NHSE, Lisa Slack, LCC	Tbc – 16 January 2019		
Health in All Policies	Embedding spatial planning and economic determinants	Briefing note (and Steering Group)	Dr Aidan Kirkpatrick and Andrea Smith, LCC	-		
Scrutiny of Budget Proposals 2018/19	<ul style="list-style-type: none"> Sexual Health Advocacy Services Learning, disability and autism: Enablement 	Briefing note	Neil Kisson/Richard Hothersall, LCC	- (16 January 2019?)		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
	<ul style="list-style-type: none"> Older persons in-house residential services: self-funder fees Extra sheltered care services 					

Future meeting dates: 2019/20 dates to be set

Other topics to be scheduled:

- Lancashire Care Foundation Trust – Improvement Plan(NB: special meeting of Blackpool Council's Adults Social Care and Health Scrutiny Committee to be held on 24 January 2019 – LCC members welcome to attend)
- Integrated Care Partnerships (ICP) – Central Lancashire; Fylde Coast; Morecambe Bay; Pennine; West Lancashire
- Chorley A&E, GTD Healthcare and CCGs - performance
- NWAS – transformation strategy and future
- Disabled facilities grants and housing associations

Standing items:

- Health and Wellbeing Board update
- Adult Social Care update – (joint working activity with NHS and other partners/organisations???)
- Lancashire Safeguarding Boards Annual Report 2017/18
- Adult Social Care Complaints Annual Report

