

Lancashire County Council

Internal Scrutiny Committee

Friday, 15th March, 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 18 January 2019	(Pages 1 - 6)
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4.	Local Authority Funding and Income Generation Update Report	(Pages 7 - 30)
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5.	'Does Local Government Work for Women' Task and Finish Group Report	(Pages 31 - 66)
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6.	Report of the Budget Scrutiny Review Panel	(Pages 67 - 72)
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7.	Internal Scrutiny Committee Work Programme 2018/19	(Pages 73 - 114)
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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 17 May 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, 18th January, 2019 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 Rear	P Rigby
J Fillis	A Riggott
S Holgate	M Salter
M Iqbal	D Whipp
E Lewis	G Wilkins
E Nash	

1. Apologies

There were no apologies.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None were disclosed.

3. Minutes of the Meeting held on 16 November 2018

Resolved: That the minutes from the meeting held on 16 November 2018 be confirmed as an accurate record and signed by the Chair.

4. Grit Bins and Non-Priority Routes - Response to Recommendations of the Scrutiny Task and Finish Group

The Chair welcomed County Councillor Keith Iddon, Cabinet Member for Highways and Transport; Phil Durnell, Head of Service Highways; and Ridwan Musa, Highways Manager, to the meeting.

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 had been asked to provide a response to the task and finish group's recommendations as detailed in the report.

Members thanked the Cabinet Member for the largely positive response and proactive stance taken.

Regarding data held on the location of grit bins in the Highways Asset Management System (HAMS), whilst the system was not perfect, much progress was being made. The committee was assured that data held on the old systems including paper copies and spreadsheets would not be lost and would match up with HAMS system.

It was highlighted that increasingly a number of new estates often did not have adopted roads and therefore no grit bins or other services were provided. It was noted that roads needed to be brought up to a certain standard before they could be adopted by the council, however LCC was working with developers to take this forward.

A question was raised about what the county council provided in terms of kit and equipment to recognised volunteer groups who could help fill the gaps, as it was recognised that the county council could not respond to every request. It was agreed that a pilot volunteer group would be set up in the Pendle Rural division which would also take into consideration the kit requirements.

The committee welcomed the opportunity to explore working with the Youth Offending Team and Safer Lancashire Community Payback Teams to assist with snow clearing and gritting. The legalities of implementing this were being looked at, but it was hoped that these recommendations could be implemented in time for next winter.

The Cabinet Member informed members that he would work with borough councils regarding Section 106 Agreement money in terms of engaging or diverting some of this money towards the winter service.

In reference to reviewing grit bin locations every two years it was suggested that the county council engage with Parish and Town Councils to see if this was a task they could assist with. It was agreed this proposal would be explored further.

In terms of contracts for snow clearing for farmers and local residents, there were concerns that the tendering process was quite complex and there might be value in simplifying the process and making it user friendly. The problem was that there were legalities with the contracts and certain questions had to be asked. The county council did offer help to people completing the tender forms if needed.

Members requested a Bite Size Briefing to be arranged on winter gritting and how county councillors could help more. It was noted that there was a printed document available on the Winter Service with various telephone contacts which would be circulated to members.

Resolved: The Internal Scrutiny Committee receive the report on the responses by the Cabinet Member for Highways and Transport.

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

The Chair welcomed County Councillor Gina Dowding, Chair of the Reducing Single Use Plastics (SUP) in Lancashire Task and Finish Group, to the meeting. The report presented provided the findings of task and finish group.

The committee noted that there had already been some successes across the County Hall complex. Plastic cups had been removed for staff and in public areas such as the Committee floor and replaced with glassware. A number of packaging items and the cutlery and hot drink cups and lids in the Reflections café had been replaced with new material that was fully biodegradable. Household Waste Recycling Centres (HWRCs) had now extended the types of plastics they collected to include pots, tubs and trays.

The recommendations from the task and finish group had been split into short, medium and long term recommendations as it was acknowledged that much of the desired change could only take place once existing contracts with suppliers had expired. The task and finish group now wanted the Heads of Service to look in more detail at the more difficult issues such as food packaging, cleaning materials etc. and introduce internal targets for the reduction of SUP use. Another important recommendation to get members up to speed on the whole issue of plastics, was No. 7: a Bite Size Briefing to be held for County Councillors on the issues of plastic waste and what was being done to address this and what role county councillors could play. It was felt this should be arranged as soon as possible.

It was important to target families and child care facilities and ensure that people were aware of the significant issues that could be caused by baby wipes, often many of which contained plastic in them. Many of these wipes were being flushed away and causing blockages in the sewage systems.

In terms of posters being displayed in all county buildings to promote, educate and encourage the council's workforce to help with the reduction of SUP products, the committee felt social media graphics should also be incorporated which could then be shared with constituents and local businesses.

Regarding engaging with schools, it was important to use the School's Forum to push the ideas forward. There needed to be a budget found for educating all county staff, the public and other organisations.

Regarding plastic litter being disposed of on grass verges, the committee was informed that the collection of this litter lay with the borough councils and the county council cut the grass verges. There needed to be coordination between the borough councils and the county council as to when grass cutting took place to ensure that litter needed to be picked up before the cutting of the verges. The committee was in agreement regarding LCC to invest in moveable signs that could help deter the public from littering from their cars.

Resolved: The Internal Scrutiny Committee;

- i. Support the recommendations of the task and finish group.
- ii. Consider writing to Central Government in regards to setting out legislation for the banning of sky lanterns across Lancashire.
- iii. Receive an update report in six months' time.
- iv. Arrange a Bite Size Briefing for county councillors on the issues of plastic waste and what was being done to address this and what role county councillors could play.

6. Budget Savings Update 2018/19

The Chair welcomed Neil Kissock, Director of Finance, and Richard Hothersall, Head of Service Programme Office, to the meeting.

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

The cuts from Local Member Grants, Central Gateway Grants and the Local Initiative Fund was raised. There were proposals that local voluntary and community groups were expected to help more and more with delivering services whilst grants to these groups had been cut. An update request was made to update Members on the impact of cuts to voluntary groups.

In terms of Street Light Maintenance and the ceasing of night time inspections, Highways were now entirely reliant on receiving reports from the public. It was felt that this was a cut in service as less repairs would be completed. There was a request that this situation be looked at on a regular basis as repairs were likely to back up. It was noted that due to the investment and the lifespan of the new lighting units, Highways were in a position where these lights did not have to be inspected as frequently. It was reported to committee that Highways workmen still went out at night to do other jobs but would report faulty lights. Councillors reported faults as well as the public. Things had improved.

Resolved: The Internal Scrutiny Committee;

- i. Note the report presented.
- ii. Include as part of the work programme an update on the impact on voluntary groups.
- iii. Request a further update on the budget savings at a future meeting.

7. Internal Scrutiny Committee Work Programme 2018/19

The work plan for the Internal Scrutiny Committee for the 2018/19 year was presented. The topics included were identified at the work planning workshop held on 2 July 2018.

Resolved: That the report presented be noted.

8. Urgent Business

There were no items of Urgent Business.

9. Date of Next Meeting

The next meeting of the Internal Scrutiny Committee would take place on Friday 15 March 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, 15 March 2019

Electoral Division affected: (All Divisions);
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Local Authority Funding and Income Generation

(Appendix 'A' refers)

Contact for further information:

Khadija Saeed, Head of Corporate Finance, (01772) 536195

khadija.saeed@lancashire.gov.uk

Executive Summary

An update is provided on the actions taken by officers in response to the Internal Scrutiny Committee task group recommendations for income generation in support of the council achieving financial sustainability.

Recommendation

The Internal Scrutiny Committee is asked to note the progress detailed in the report.

Background and Advice

In September 2017, the Internal Scrutiny Committee formed a task and finish group to look at local authority funding and income generation. Following a series of meetings and evidence gathering sessions, a report on the conclusions and recommendations of the task group was produced.

The report concluded that, whilst Lancashire County Council, facing an unprecedented period of financial challenge, had made good progress in addressing the forecast financial shortfall, further work was needed to ensure the county council could achieve a financially sustainable position.

From the reviews conducted by the task group, a number of areas were identified for further exploration which could potentially increase income to support the financial sustainability of the county council; offer different ways in maximising services that have a community benefit or contribute to economic regeneration.

In particular, the task group recommended that consideration could be given to exploring and/or undertaking feasibility studies in the following areas:

- Traded Services
- Statutory and non-statutory services
- Property portfolio
- Commercialisation

In February 2018, the council's operational plan presented a summary of the organisation's focus and methodology for supporting the delivery of the council's aspirations. Developing a sustainable financial strategy is identified as one of the four organisational priorities with increasing income, both from commercial activities and from fees and charges being a key lever.

To this end, the council undertook a number of work programmes, which included the following:

Service Challenges

The objective of the service challenge was to secure a better service at a lower cost and included the identification of opportunities for maximising income streams from fees and charges.

The service challenge involved a focused piece of work for each service area consisting of four stages including:

- Evidence – understanding the dimensions of the existing service including demand, delivery methodology, costing, relative performance, qualitative data and future expectations.
- Research – establish best in class service providers in terms of customer experience, quality of service and efficiency, undertake field work, consult users and knowledgeable partners (including elected members), record findings.
- Design – rapid design for Lancashire; build alpha concept, stress test and develop beta model. Present demonstrator and outline business case.
- Implementation plan – full business case and delivery plan.

The outcome of the service challenges has yielded a number of recommendations to the Full Council resulting in actions agreed to deliver savings of £77m over the next 3 years.

Commercialisation

In the operational plan, commercialisation for the council was defined as maximising current income and the identification of new income streams. It also includes 'sweating' those assets which are critical to service delivery (with appropriate investment) and realising assets no longer required where the flexibility to utilise capital receipts to support the revenue budget continues to exist.

A board was established to oversee those initiatives whose primary purpose was to generate income, and this board considered the specific recommendations made by the task and finish group (as at Appendix A), and each are considered in turn.

Traded Services

Lancaster Castle has hosted 8 weddings for this financial year (2018-19) and this number has built up steadily over a number of years since the Castle was first licensed for weddings and civil partnerships.

Clitheroe Castle has hosted 8 weddings for 2018 and other events too such as naming ceremonies.

The museum manager at Gawthorpe Hall has had detailed discussions with her colleagues at Lancaster Castle and Clitheroe Castle about their experience of hosting wedding events, covering the pros and cons, details etc. Discussions will then need to be held with the National Trust (from whom the council leases the Hall) about introducing weddings into the venue as they are not covered by the existing lease agreement.

The museum manager at the Judges' Lodgings Museum in Lancaster that re-opens on 8 March after 2 years of closure is also preparing to register the premises with the county council's Registration Service as a wedding venue.

The experience at Lancaster Castle suggests that there is limited demand for a wedding service to be conducted at one location and then re-locate to another location for food and entertainment. That is as much to do with the competition between wedding venues in the area as it is to do with the inconvenience of parking large numbers of wedding guests around the limited parking available at the Castle for guests who are usually dressed for the occasion. This is also a consideration at Clitheroe Castle, which is also a unique proposition but not that easy in terms of access. However, Clitheroe Castle does offer an on-site bar/café that can cater for wedding parties as well as hosting the ceremony.

The grounds surrounding Gawthorpe Hall and the availability of parking (especially on Saturdays when Burnley Football Club's training ground is in use and results in the car parks being filled to capacity with cars then lining the drive) are factors that have deterred events from being held at the Hall and may prove to be as discouraging for weddings. However, week days are not as busy and so could be used for weddings.

Only by registering Gawthorpe Hall as a wedding venue and then promoting it will determine the true level of interest in the venue and prove if it can generate income. The intention is to seek approval from the National Trust and then register the premises during 2019/20 and then promote it. However, as experience at Lancaster and Clitheroe has proven, most marriages are booked at least one if not up to two years in advance so opening a new income stream at Gawthorpe Hall might only generate a small but steadily growing income over coming years.

Progress has also been made around a number of other existing business areas, which were identified by the task and finish group as areas where expansion could potentially take place:

Educational Resources - Participation at the Education Show 2019 has resulted in over 100 credible leads (with over 80% being from the international schools market). It has already led to sales to schools in both Hungary and Lithuania, and we are currently working on a deal to roll out some of our National Curriculum support materials to almost 100 schools in Nigeria.

Outdoor Education - Work has commenced on delivering non-school activities at Towerwood and Borwick Hall. Support is also being provided to the council's corporate parent role with events at Borwick Hall.

Catering services – New contracts have been secured to provide services in neighbouring local authorities, and this contracted work has commenced.

Although additional income may be raised through the expansion in these business areas, the additional income will contribute towards existing budget commitments made.

Statutory and Non-Statutory Services

The Executive Director of Adult Services and Health & Wellbeing convened a work shop in December 2018 that all health partners from across Lancashire and South Cumbria were invited to along with our upper tier authorities to discuss how we could work together better in articulating our 'ask' of the market and more collaborative commissioning to support that. This was ostensibly to help us start to shape a market position statement. This was a positive session but just the start of that work.

An agreement was reached with one of the Integrated Care System (ICS) executive team around how we can put some pace behind issues where we are both spending significant amounts, particular around population groups e.g. Mental Health /Learning Disability & Autism (adults) and could achieve greater value for money and outcomes by working differently. We plan to have a half day with key commissioners to take this agenda forward recognising the need to do business differently.

In addition, actions were agreed by Full Council which encouraged improved working in achieving a more equitable cost distribution between health services and social care. This fits with the work we have been doing on the vision for adult social care which has been presented to nearly all Integrated Care Providers.

Telecare – we now have some independent research which shows cost effectiveness which we need to build on with the NHS, as this can also guide us on where and what we fund not just for those who have eligible care needs but as those approaches that are preventative.

Richard Jones a former Director of Adult Social Care at the council, has been asked to lead some work between the council and the ICS to achieve greater connection between local government and health services.

Property Portfolio

A review of all assets owned by the council was undertaken, identifying the scope and nature of the opportunities that may exist in relation to those assets that were non-operational in nature. To further progress this work into realisable opportunities, it is resolved that an external organisation will be appointed to identify specific income generation opportunities for consideration by the council. Officers will follow the existing procurement protocols to secure this appointment.

The Woodlands Conference Centre was one of a number of sites operated by the county council for hosting a variety of in-house conferences and meetings for council staff, and courses delivered by the Learning and Skills service. In 2017, the county council, as part of a programme of property rationalisation, closed the Woodlands Conference Centre along with Alston Hall near Preston and the Leyland Learning Centre.

The staff training delivered by the Learning and Development Service from Leyland Learning Centre was transferred to the Exchange Conference & Training venue, which is located at County Hall in Preston.

The commercialisation board considered the scope to reopen the Woodlands Conference Centre to provide a North West Regional Conferencing and Training Centre, commissioning a study to ascertain if there was sufficient scope and potential for this.

The outcome of the study has been received by the council, and in particular concluded that there are significant risks in positioning the Centre within a commercial, primarily corporate, market. The Centre would require significant investment and there are major barriers and challenges to it reaching a breakeven operating point – let alone generating a surplus.

In relation to recommendations for income generation through renewable energy, an exercise was undertaken approximately five years ago by the Carbon Trust/Partnership for Renewables with central government funding, to look at renewables on public sector land. This study looked at all our land holding within the county apart from that held for development purposes. Unfortunately the limiting factors whether it was, for example, location, neighbouring properties, elevation, aspect etc. meant that the consultants concluded that we did not have any viable land opportunities for these purposes.

Commercialisation

Income generation initiatives have been identified through the service challenge process and recommendations have been made to the Cabinet and Full Council as part of the budget setting process for 2019/20.

The task and finish group specifically requested consideration of the potential for an 'Energy from Waste' option. This initiative is already being considered as part of a strategy to replace our existing landfill contract and is being progressed. Consultants

have been appointed to advise on different contract models. A formal procurement exercise will then be conducted.

To be clear, it is not guaranteed that this option will generate income and is dependent upon the contract model chosen. For example, the revenue generated from electricity production may simply offset the gate price for processing waste, reducing costs this way. There are models where income can be generated based on electricity revenue but it will be a case of understanding the risk of such a model against other options and deciding which is likely to deliver best value for the council.

Although it is considered that there is no question of feasibility to deliver an energy from waste solution, as the technology is widely used, it would be anticipated that the delivery of the option would take a number of years to bring to fruition.

In relation to the car charging points suggestion from the task group, 150 electric charging points are in the process of being placed on highway or other county council land in Lancashire. The work has been commissioned as part of the commitment the county council made around changing our present street lighting to LED lamps that in turn will reduce the council's carbon footprint and electricity bill for street lighting.

The electric charging point programme is set up to be financially neutral. Once the units are in place our partners, BP Chargemaster, will take the funds from selling the electricity and maintain the machines. This will mean that the management will be fully completed by BP Chargemaster and the work needed to chase up problems with payment will also be managed by them.

Although this programme of work has been ongoing for a long period of time, we are now in a position where we will have the first few units in place and functioning by the end of March.

Once the on-road charging points have been put in place we will look into the provision of charging points in residential areas, taking guidance from both unit suppliers and the experience of other highway authorities. It is already anticipated that there will be a number of concerns to overcome in taking this forward, for example with regard to the cables needed to charge vehicles and laws around the use of these on the public highway. There will also be challenges with the perception of the public with regard to the permissions to park outside residential properties. It has to be noted that a financially neutral outcome will be sought, rather than an income generation outcome, given the economics of this type of business in its current stages i.e. it is highly developmental.

Consultations

NA

Risk management

The council's commercialisation board has overseen the work to provide this report to the committee.

**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

N/A



Local Authority Funding and Income Generation

Overview and Scrutiny Review – May 2018

For further information regarding this report, please contact

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Background to the Review

At the 21 July and 22 September meetings of the Internal Scrutiny Committee, the following presentations were provided to members:

- Local Authority Funding Update
- Statutory and non-statutory services
- Lancashire County Council Income Update

From discussions following the presentations, it was agreed that a task and finish group would be established to consider options in the following areas:

- Statutory/non-statutory services
- Income generation – funding streams/traded services
- Commercialisation
- Property portfolio

Membership of the Task and Finish Group

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

- Jayne Rear (chair)
- Steven Holgate
- Erica Lewis
- Edward Nash
- Paul Rigby
- John Shedwick
- David Whipp

Scope of the Scrutiny Review

The focus of the task and finish group was to identify various areas that could potentially provide an increase in income to support the financial sustainability of the county council.

The review sought to:

- Investigate further the current traded services available across the county council to identify any possible areas where traded services could be introduced/further enhanced.

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

Methodology

The task group considered documentary evidence from a variety of sources both through internal services and external sources. Meetings were held with senior officers within the county council representing a range of services.

Officers

The following senior officers were consulted with by members as part of this review:

Local Authorities:

- Neil Kissock, Director of Financial Services, Lancashire County Council
- Andrew Good, Head of Financial Management, Lancashire County Council
- Ajay Sethi, Head of Learning and Skills(Start Well), Lancashire County Council
- Mel Ormesher, Head of Asset Management, Lancashire County Council

Documents

[Enterprising councils: Supporting councils' income generation activity. From the Local Government Association](#)

[Public Finance innovation Awards 2017: Winners Guide](#)

[Delivering change: How city partnerships make the most of public assets. From the Centre for Cities](#)

Websites

All information provided via reports and presentations from the Internal Scrutiny Committee meetings:

[Browse meetings - Internal Scrutiny Committee](#)

Traded Services information:

<http://www.lancashire.gov.uk/council/organisation-and-partnerships/traded-services.aspx>

Eco-commerce useful websites:

<https://solartribune.com/how-to-store-solar-energy/>

<https://www.azocleantech.com/article.aspx?ArticleID=488>

<https://swedishcleantech.se/english/cleantechsectors/recyclingandwaste.4.32e88512143a83807392852.html>

<http://www.thechargingpoint.com/beginners-guide.html>

<https://www.nationalgrid.com/uk/about-grid/our-networks-and-assets/how-we-balance-electricity-transmission-system>

<http://www.whytelight.co.uk/>

<http://www.alderking.com/energy-project>

LGiU Investing in Prevention – information on a project undertaken by Camden Borough Council to look more closely at spend on 'preventative' or 'early action' services:

<https://www.lgiu.org.uk/investing-in-prevention/>

Glossary of Terms and Abbreviations

- PROP Scheme - Pooled Resources Operational Plan: non-profit making building and maintenance scheme for all primary, nursery, special schools and ACERS
- SEND - Lancashire Special Educational Needs and Disabilities service provides support for children with identified additional educational needs.
- LPDS - Lancashire Professional Development Service: Provision of professional training and development through a range of courses and conferences covering curriculum subjects and cross-curricular issues.
- LCDL - Lancashire County Developments Ltd: A company limited by guarantee which is overseen by Lancashire County Council's Economic Development Service.
- PwC - PricewaterhouseCoopers: A multinational professional services network.
- Schools' Portal - An information service provided to schools, giving a whole host of information for head teachers, clerical staff, teaching staff, non-teaching staff and governors.
- Eco-commerce - Business, investment and technology development model that employs market based solutions balancing energy needs and environmental integrity.

Context

Lancashire County Council is the fourth largest council in the UK and serves a population of 1,198,800.

Lancashire has 593 maintained schools and 38 academies serving 166,300 children and young people with five University campuses located in the county. In addition, Lancashire has one of the largest economies in the North of England with almost 52,000 businesses.

Lancashire County Council's Budget 2017/18

The county council's net budget for 2017/18 was £724.822m. The "funding gap" is the difference between the Council's forecast income and expenditure. If steps are not taken to reduce the funding gap by 2021/2022 it is forecast to be around £144m. This is driven both by reductions in central government funding and also increases in demand for services, especially relating to social care.

Income

The Council's core funding comes from Council Tax, Business Rates, and Revenue Support Grant.

Funding Streams

❖ Revenue Support Grant

This is the main funding support received by councils from central government. The government has been reducing the level of this grant in recent years, with the aim of removing it completely by 2020, to be replaced by Business Rate Retention (see below). Reductions in this funding has had a significant impact on the budget of the county council.

❖ Council Tax

From information provided in July 2017, benchmarking information completed by PwC comparator analysis with the other 26 county councils showed that Council Tax income in Lancashire was the third lowest nationally based on income per head.

❖ New Homes Bonus

The New Homes Bonus was introduced to encourage local authorities to grant planning permissions for building new homes in return for additional revenue. As part of the provisional settlement announced in December 2016, the Secretary of State announced that payments would be received for five years from 2017/18.

❖ Business Rates Retention Scheme

In 2015 the Chancellor announced that local government would be able to keep 100% of business rates by 2020. Although work on this is progressing, the impact on the county council is not yet known.

Service Areas with Commercial Activity

There are a number of service areas with commercial activity. The following list is a sample of such service areas. It is not exhaustive and in no particular order.

Service	Service areas
Estates	Funding traveller sites External client services
Design Group	Design work for externally funded schemes PROP scheme
Children's Services	Outdoor Education Lancashire Music Service School Catering Learning Excellence Governor Services HR - Schools Health and Safety Services to Schools Aspects of School Improvement SEND Teaching and Educational Psychology Service
Libraries, Museums, Culture and Registrars	Lancashire Museum Service Conservation Studios Community Heritage Service Arts Development
Waste	Refuse derived fuel Recycling activity
Assets	Income from properties

Key Findings

Traded Services

As part of the review of traded services, several aspects of the portfolio were reviewed around the possibilities for improved revenue streams.

❖ Catering

A review undertaken on the current position of service delivery across Lancashire identified that approximately 85% of schools in Lancashire buy into the catering service and in addition around 17 residential homes run by the county council. From this, the possibility of increasing the opportunities for the provision of catering services was discussed to open up the service provision to more schools, borough councils and hospitals.

❖ Buildings

A review of the buildings currently identified as part of traded services highlighted that further, more detailed reviews would be appropriate in order to explore potential additional service provision to generate further income streams including:

- Woodlands – this site was recently closed down for teacher training and as a conference centre. It is a highly accessible venue with good parking facilities.
- Outdoor Education Sites – namely Hothersall Lodge, Borwick Hall, and Tower Wood. Whilst term time uptake at these sites is good, better use could be made of the facilities at weekends and during school holidays.
- Use of Gawthorpe Hall and other appropriate buildings as locations for weddings and other celebrations.

❖ Governor Services

Approximately 95% of schools engage with some aspect of the traded Governor Services, and there was limited opportunity to extend the service within Lancashire. However, the service was highly valued by schools and enjoys a good reputation for the quality of its work. It was felt that there could be an opportunity to explore the option of taking the service beyond Lancashire, although noting that it would be important that such a step would not affect the service to Lancashire's own schools.

❖ Schools' Portal

This is an information service provided to schools across Lancashire. It was identified that there could be an opportunity to explore whether this system could be provided to other local authorities.

❖ Teacher Training – LPDS

The constraints on school budgets and logistics have resulted in a fall in numbers at teacher training events. However, there is potential scope for income generation by offering educational resources prepared by a well-respected group of Teaching Consultants using an online service. The success of this online service is

highlighted by the fact that schools in Hong Kong, Russia the UAE, Uzbekistan and the Philippines have previously or already buy into the online service provided by the county council and there is the potential to offer this service across the UK and more widely.

Statutory and Non-Statutory Services

The county council has a statutory responsibility to deliver services across a number of services areas including adult and children's services, public health and wellbeing, community services, and support services such as HR, Legal and Finance. Although the county council has a statutory responsibility to deliver these services, there is no specific remit as to how those services should be provided.

Further to this the county council has a number of services that are regarded as non-statutory. There are elements of non-statutory services which sit within and support statutory functions. In addition, non-statutory services may be delivered for a number of reasons:

- Reduction or withdrawal in service would increase risks e.g. street lighting
- To prevent escalation to higher cost services
- The service generates a net income to the county council to support overheads

It was concluded that as the non-statutory elements of the 2017/18 budget largely supported the delivery of statutory services, there was little scope to cut these further.

However, it was felt that with some services which support health and wellbeing activities, in particular where services work very closely with NHS, there was an opportunity to identify overlap, duplication and develop better co-ordination which could reduce costs to the county council. Therefore the task group, in assessing the review of statutory and non-statutory services concluded that a working group could be established by the Health Scrutiny Committee to assess and identify better joint working opportunities that might exist between the county council and the NHS.

In addition, it was acknowledged that although it was outside of the remit of the task group work, an awareness and understanding of better investment in prevention across all services provided by the county council could further support the reduction in costs in intervention.

Property Portfolio

To understand the current property portfolio with a view to identifying any potential scope for further streamlining, a number of services were considered.

❖ Estates

The Estates service covers a wide range of areas which includes the estates management activity. This area of work incorporates the management of the operational premises, surplus sites and/or premises and the commercial activity required. The Estates services also provides the management of the LCDL commercial portfolio. This portfolio includes 170 tenants with c£4million annual turnover, and covering about 1 million square feet of commercial property.

❖ Facilities Management

The key services provided by Facilities Management include managing the county councils office space allocation, property management traded services and the provision of the building cleaning service, which is a traded service to a number of external partners. It also provides services for external clients and manages relations with internal occupiers of county council's building space.

❖ Asset Management

The Asset Management service has a number of key service areas. Their main focus areas are to maintain the asset register, delivery lead for Property Strategy and delivery of Community Asset Transfer. In addition, the team provide support in relation to the potential co-location of services with other public sector partners, management of the council's energy use, premises compliance and capital programme for condition and suitability works.

It was concluded that there was a need to conduct a county wide review of the portfolio to further understand existing capacity and to identify any areas for further analysis which could include:

- Solar panel installation on county council properties.
- Installation of wind or solar farms on existing land.
- Infra-red heating and low cost lighting installation in existing county council buildings where appropriate.

Commercialisation

Many of the findings included as part of this review were carried out through web based research, particularly around the eco-commerce potential. Also of particular interest is the work undertaken by the LGA to understand this area of income generation activity in response to reducing budgets, increasing costs and demand for services.

From initial research into the various county council services, the following areas were identified for further income generation exploration:

- Transport service – as the county council currently has a large fleet, there could be scope for commercial use.
- Highways service – scope for the county council to build for private construction.
- Installation of additional electric car charging points.

From this research, the task group felt that further consideration could be given for a thorough review to be undertaken of what the county council own and what services are in place that may have commercial viability (assets, expertise and market potential).

In relation to eco-commerce for Lancashire County Council, a number of options were identified for further exploration which included the installation and use of solar energy utilising the current council buildings and land. Further to this would be the potential scope to utilise existing land or buildings to store electricity to sell back to the National Grid or to provide electricity to supply charging points for electric cars.

Another option in relation to the production of electricity would be to explore the possibility of wind farms utilising any existing land that could be identified in the property portfolio.

In relation to the recycling of waste, information was sourced through a desktop exercise on the process utilised in Sweden to produce electricity from waste. They are recognised as global leaders when it comes to dealing with and recycling waste with 99% of all household waste recycled as either energy or materials, and this could be an option to further explore.

Conclusions

Lancashire County Council has faced an unprecedented period of financial challenge and whilst good progress has been made in addressing the forecast financial shortfall, further work is needed to ensure the county council can achieve a financially sustainable position.

From the reviews conducted across all areas identified by the task group, it was concluded that there were many areas that could be explored further which could potentially increase income to support the financial sustainability of the county council or to consider different ways in maximising services that have a community benefit or contribute to economic regeneration. Depending on the outcome to be achieved the county council will need to consider the most appropriate operating model to achieve this.

One of the challenges facing Lancashire County Council in maximising the potential income generation identified as part of the work completed by this task group, is the skills mix and expertise required to further investigate, identify and manage the potential risks against the advantages particularly around commercialisation projects. Lancashire has excellent staff with a wealth of experience and skills, but to properly explore innovation in income generation, would require specialist knowledge and expertise and the county council may need to consider investment in outside support to help deliver long term benefits. In addition, the county council would need to look more closely at the current governance arrangements in place to ensure they are robust enough to manage the risk variance.

It appears to be widely acknowledged that there is an opportunity for further exploration of the potential scope of commercialisation, which is further highlighted by the inclusion of this in the recently published county council Operational Plan. In addition, a number of government agencies are providing conferences and events on this subject matter.

However, one clear message that has been consistent throughout this work is that Lancashire County Council acknowledges the changing landscape of local government funding but needs to continue to further explore a variety of new potential income streams to become more sustainable in the future.

Recommendations

The task group recommends that consideration could be given for further exploration and/or the undertaking of feasibility studies and risk assessments to the following identified areas within:

1) Traded Services:

- a. The scope to reopen the Woodlands site in Chorley not only for teacher training and conferences in Lancashire but due to its location, as a suggested North West Regional Training Centre and offer to space to private businesses, colleges, universities, LEP etc.
- b. The scope to open Borwick Hall, Towerwood and Hothersall Lodge for weekend and out of term time conferences and also for outdoor learning opportunities for families and groups.
- c. The marketing of Gawthorpe Hall and other appropriate buildings as part of the county council's portfolio as a location for weddings and other celebrations.
- d. The use of Tower Wood (in the Lake District) during the school holidays and its potential use for:
 - A high quality hotel or B&B facility operating on a commercial basis in the open market.
 - Vulnerable families for breaks and opportunities to work together.
 - Clubs using the Lake District.
 - Technical and specialist training facilities – for example sailing courses, fell walking centre, mountaineering, mountain biking, etc.
- e. The scope to extend the Governor Services provision to schools outside of Lancashire.
- f. The opportunity to extend the Schools' Portal service to other local authorities.
- g. The opportunity to generate additional income through the offer of educational resources using an online service.
- h. The possibility of increasing the opportunities for the provision of catering services.

2) Statutory and non-statutory services:

- a. The Health Scrutiny Committee or its Steering Group undertake of a review to assess and identify better joint working opportunities that might exist between the county council and the NHS.
- b. A review by all of the scrutiny committees to understand opportunities available for better investment in prevention across all services provided by the county council which could further support the reduction in costs in intervention.

3) Property portfolio:

- a. A county wide review of the property portfolio with the aim to better understand the existing activity and identify areas for further analysis.
- b. Assessment of the possibility of solar panel installation on county council's properties.
- c. Exploration of the use of county council land to install wind or solar farms.
- d. Exploration of the installation of infra-red heating and low cost lighting in all county council buildings.

4) Commercialisation:

- a. Building on the current programme of car charging points across Lancashire, the exploration of a charging mechanism to generate income from additional electric car charging points.
- b. Further to 3 c), exploration of the use of county council land to install battery farms to store excess electricity to sell back to the National Grid or to provide electricity to car charging points.
- c. Assessment of the options available to produce electricity from waste.
- d. A thorough audit of what the county council have and own that have commercial viability.

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

Internal Scrutiny Committee

Meeting to be held on Friday, 18 January 2019

Electoral Division affected:
(All Divisions);

'Does Local Government Work for Women?' Task and Finish Group Report (Appendix 'A' refers)

Contact for further information:

Samantha Parker, Tel: 01772538221, Senior Democratic Services Officer,
sam.parker@lancashire.gov.uk

Executive Summary

Provided at Appendix 'A' is the report of the 'Does Local Government Work for Women?' Task and Finish Group.

Recommendation

The Internal Scrutiny Committee is asked to:

- i. Support the recommendations of the Task Group, as set out in the report at Appendix 'A'.
- ii. Consider the appropriate mechanism for reviewing the responses to the Task Group's recommendations.

Background and Advice

Following a notice of motion submitted at the 26 October 2017 meeting of Full Council on the Fawcett Society and the Local Government Information Unit (LGIU) report 'Does Local Government Work for Women?', the county council requested that the Internal Scrutiny Committee establishes a task and finish group to further explore the findings of the report and make recommendations as to good practices which could be adopted by the county council.

Membership of the Task and Finish Group

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

- Hasina Khan
- Erica Lewis (Chair)
- Cosima Towneley
- Anne Cheetham
- Joan Burrows
- David Foxcroft
- Gina Dowding

Scope of the Scrutiny Review

The focus of the task and finish group was to:

- To review the report and the recommendations detailed within the report 'Does Local Government Work for Women?'
- To discuss and agree recommendations which could be further reviewed by the task group.
- To consider the scope of the work required by the task group (including key contacts, evidence requirements, schedule of meeting dates).
- To consider the format of evidence gathering (surveys, interviews, desktop exercises etc).
- From investigations conducted, a report produced with recommendations to relevant stakeholders and cabinet members.

The final draft report can be found at Appendix 'A' and members of the Internal Scrutiny Committee are asked to:

- i. Support the recommendations of the Task Group, as set out in the report at Appendix 'A';
- ii. Consider the appropriate mechanism for reviewing the responses to the Task Group's recommendations.

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



'Does Local Government Work for Women?'

Overview and Scrutiny Report – March 2019

For further information regarding this report, please contact:

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Background to the Review

The following notice of motion was submitted at the 26 October 2017 meeting of Full Council:

Following a year-long commission, jointly chaired by Labour's Dame Margaret Hodge MP, and Gillian Keegan, then Councillor and Director of Women2Win, and now Conservative MP, earlier this year the Fawcett Society and the Local Government Information Unit (LGIU) released a report 'Does Local Government Work for Women'?

The report highlights the ongoing under-representation and barriers to women's participation in local government. In particular it noted that progress in increasing the number of women councillors had stalled, increasing by only 5% over the last 20 years, whereas the number of women in Parliament has increased by 10% over that period.

Noting the important issues raised in the report, this council requests that the Internal Scrutiny Committee establishes a task and finish group to further explore the findings of the report and make recommendations as to good practices which could be adopted by this council.

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- To consider the format of evidence gathering (surveys, interviews, desktop exercises etc).
- From investigations conducted, a report produced with recommendations to relevant stakeholders and cabinet members.

Methodology

The task group considered documentary evidence from a variety of sources both through internal services and external sources. A number of meetings were held with officers within the county council representing a range of services.

Officers

The following officers attended meetings of the task and finish group:

Inspector Andrew Procter, Local Authority Liaison Officer, Lancashire Constabulary

Saeed Sidat, Policy Information and Commissioning Manager

Josh Mynott, Democratic and Member Services Manager

The following services provided information included in the report:

Equality and Cohesion

Human Resources

Democratic Services

Documents

[Does Local Government Work for Women Final Report](#)

[Code of Conduct](#)

[County Councillor/Officer Relations](#)

[Language and Behaviour](#)

[Conduct Committee](#)

[LCC Equality and Cohesion](#)

[21st Century Councillor](#)

[Intimidation in public life-a review by the committee on standards in public life](#)

[Personal Safety for Elected Members](#)

Websites

<https://www.londoncouncils.gov.uk/membersarea/supporting-disabled-councillors>

<https://beacouncillor.co.uk/resources/>

<https://local.gov.uk/topics/culture-tourism-leisure-and-sport/suffrage-citizenship>

<http://www.suffrage-pioneers.net/>

<https://www.womensvotecentenaryfund.co.uk/>

<https://www.bbc.co.uk/news/uk-england-lancashire-44003115>

<https://www.fawcettsociety.org.uk/news/womens-representation-in-local-government-stuck-in-the-past>

Context

In July 2017, the Fawcett Society in partnership with the LGiU produced a report titled 'Does Local Government Work for Women?' following a year-long review combining survey data along with information provided by councillors, council leaders, officers and members of the public across England and Wales who took part in the review.

The Commission took into account all aspects and stages of the councillor role, from becoming a candidate to becoming a leader of a council. The report highlighted that whilst women make up 78% of the councils workforce, just one in three councillors in England are women, up by only five percentage points in two decades. In addition, all of the six elected metro mayors are men and just 12% of combined authority representatives are women.

The report went on to highlight the barriers women face in entering and progressing in local government. Along with the 32 recommendations, a number of statistics were included to further support the conclusion of the report that there is a need for government, political parties and local councils to reassess their current provision to ensure that it is robust enough to support opportunities for women to enter and progress in local government.

Part of the work undertaken by the task group was to review additional findings from a number of sources in relation to this subject area which included:

The Fawcett Society – 'Women's representation in local government stuck in the past'

New Fawcett Society analysis of council elections in May 2018 revealed that "100 years after women first won the right to vote, 97% of councils are male dominated and there has been virtually no progress on women's representation in local government. The proportion of women elected to local government in England increased by less than 1 percentage point, bringing the total proportion of female councillors to just 34%".

The 21st Century Councillor

In 2016, a research programme was undertaken focussing on the skills, roles and attributes of the '21st Century Councillor' by the University of Birmingham's INLOGOV and supported by the North West Employers (Employers' Organisation for the 41 local authorities in the North West of England). The report reflects on the variety of roles councillors play, what skills are required and how they can be supported in performing these roles. Part of the 'Councillor Profile' section of the report highlighted the limited diversity of councillors in relation to ethnicity, gender, disability and sexuality and presents a challenge 'How can local government create a culture/narrative which encourages people from a diverse range of backgrounds to consider standing for election'.

Intimidation in Public Life – A Review by the Committee on Standards in Public Life

This review was published in December 2017. The terms of reference were to review the intimidation experienced by Parliamentary candidates and consider the broader implications for other candidates for public office and other public office holders. The report focused on the impact of social media, responsibilities of the political parties, laws currently in place and the wider impact of intimidation in public life.

LGA response to the Fawcett Society report

On 10 September 2018, the LGA published the following response:

"The report identifies that progress must be made at a faster pace to ensure greater representation of women in our local authorities.

It is vital that local government better reflects the communities we represent and is inclusive in order to have the best skills and make the best possible decisions.

Local government must be at the forefront of driving change, but it will be important to get the balance right between changing culture and imposing structures. Change will also require all political parties and independents to fully engage and support a wide range of aspiring councillors".

Lancashire County Council

Of the 84 councillors at Lancashire County Council, 25 (30%) are women. The following table shows the gender make-up of the main committees of the county council (highlighted in Table 1 below).

Table 1: Lancashire County Council – Committee Gender Make-up¹

Committee	Total Members	Male	Female	% Female
Audit, Risk and Governance Committee	8	6	2	25%
Cabinet	8	7	1	12.5%
Cabinet Committee on Performance Improvement	5	4	1	20%
Children's Services Scrutiny Committee	12	6	6	50%
Corporate Complaints Committee	7	5	2	29%
Development Control Committee	12	11	1	8%
Education Scrutiny Committee	16	10	6	37.5%
Employment Committee	8	6	2	25%
External Scrutiny Committee	12	7	5	42%
Health Scrutiny Committee	12	6	6	50%
Internal Scrutiny Committee	12	10	2	17%
Lancashire Health and Wellbeing Board	4	3	1	25%
Pension Fund Committee	12	8	4	33%
Regulatory Committee	12	10	2	17%
Student Support Appeals Committee	4	3	1	25%
Urgency Committee of the Full Council	12	10	2	17%
Employment Appeals Committee	5	4	1	20%
Conduct Committee	5	5	0	0
Corporate Parenting Board	5	3	2	40%

¹ Information correct as at November 2018

Executive Summary

The Fawcett Society/LGiU report 'Does Local Government Work for Women' identified that research from the private sector has demonstrated that more gender diverse teams perform more effectively as a result of the broader range of backgrounds and skills. This in turn presents a greater ability to connect with a wider audience and better understand their needs and experiences.

The report goes on to look at a number of areas to which the 32 recommendations are associated:

- Collecting the data
- Getting more women in
- Improving diversity
- Removing structural barriers to progress
- Challenging sexism and changing council culture
- Helping her – networks, mentoring, building confidence
- Leadership
- Devolution

The task group conducted a review of the 32 recommendations. This review focussed on the current provision of support for councillors at Lancashire County Council including elements of the constitution, building facilities and training. In addition, the group received information from the Police, Democratic Services and the Equality and Cohesion team. From this review, 21 recommendations have been determined for consideration (as detailed on Pages 9 - 11 of this report).

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 group recommends that further consideration could be given to the following:

Local authorities to work with police to tackle abuse of council candidates

That;

1. Personal safety be included in the 'Be a Councillor' information.
2. The Electoral Commission be asked to include 'personal safety for candidates' in the guidance on candidate briefings.
3. Consideration be given to further work to develop personal safety guidance for councillors with the appropriate agencies.

Reasonable adjustment policies for disabled councillors

That;

4. A review of Committee floor provision be undertaken to ensure ongoing suitability for councillors with disabilities.
5. Clear guidance on the use of microphones in meetings be provided to all councillors.
6. A statement on the support the council will provide for councillors with disabilities on county council premises be adopted (draft as at Appendix 'B').

Challenge racism and support BAME and Muslim women

That;

7. An information and resource pack be developed for councillors to use with schools to further raise the profile of the role of councillors and with a view to encouraging future councillors from diverse backgrounds.

8. The use of short cross party video clips through a range of social media avenues particularly within 'hard to reach' communities be explored to raise the profile of the role of councillors.
9. A 'Be a Councillor' event be held in summer 2019 to promote the role of councillors, highlighting the importance of councillors from diverse backgrounds through circulation of invitations to Lancashire BME Networks.
10. Engagement with mosque groups and the Lancashire Council of Mosques be progressed to further support future women councillors.

Legalise remote attendance at council meetings and use technology to support inclusion

That;

11. Where appropriate and the technology allows, remote attendance at informal meetings be considered to be utilised in situations to support inclusion, noting that individual preferences of participants in any meeting must be taken into account.

Childcare and caring costs must be covered

That;

12. Consideration be given by council to the DBS checks requirement currently stipulated as part of the carers allowance payment, subject to the views of the Independent Remuneration Panel.
13. Consideration be given by Full Council for an increase in the current carers allowance hourly rate, subject to the views of the Independent Remuneration Panel.

Introduce maternity, paternity and parental leave entitlements for councillors

That;

14. A statement be adopted by the council setting out support available to councillors during pregnancy and for parental leave (maternity, paternity or adoption) (draft as at Appendix 'A').

Standards committee to be established

That;

15. Consideration be given by council on the outcome of the 'Standards in Local Government' review currently being undertaken and its potential implications.
16. A review of the terms of reference of the Conduct Committee be considered to ensure that the membership of the committee reflects the nature of the complaint where it relates to discrimination.

Code of conduct to address sexism and discrimination

That;

17. Consideration be given by the council to adopt the proposed revised Protocol for Members and Co-opted Members on Language and Behaviour, Appendix 'M' of the Constitution (as at Appendix 'C').

Standards, training and transparency

That;

18. Briefing sessions be offered to all councillors on the Equality Act 2010 and the protected characteristics to further support councillors understanding of contemporary issues.

Local authority gender equality networks to include women officers

That;

19. Consideration be given for the development of a gender equality network to support women officers in challenging sexism experienced.

General recommendations

That;

20. Links be established into the Fawcett Society regional networks to further support the work from this task group report through the sharing of best practice and ideas.
21. The gender balance on the committees of the county council be kept under review by political groups.

In addition to the work undertaken by the group on the Fawcett Society recommendations highlighted, the following recommendations from the report were discussed and supported by the group:

- Collect and report diversity monitoring data
- Access to elected office fund to be reopened
- Change childcare expenses reporting so that councillors can claim in aggregate form
- Establish a role with authority to oversee member conduct
- Provide active sponsorship for new councillors
- Establish regional gender equality networks
- Adopt a requirement for gender balanced leadership
- Create new leadership roles and support women in leadership positions
- Proactively seek out and target women councillors for leadership programmes

The following recommendations were noted as being specific to the political parties:

- Political parties to set targets, make progress or legislate to increase women's representation
- Political parties to issue guidance on sex discrimination
- Political parties to review how councillor performance is assessed
- Standards committees to suspend then deselect councillors who sexually harass council colleagues, staff or the public

The following recommendations were noted as specific to the Secretary of State for Communities and Local Government and the Welsh Government:

- Term limits for councillors
- Extend leave provision in Wales to 12 months

The following recommendations were noted and agreed that these should be considered during the development of a Combined Authority for Lancashire.

- Equal representation across combined authorities
- Permit all-women shortlists for metro mayor elections
- Women and equalities committees in combined authorities
- Equality impact assessments used to inform decision-making

Key Findings

❖ **Local authorities to work with police to tackle abuse of council candidates**

The Fawcett Society report recommends that:

"Local authorities should work with local police forces to ensure that women council candidates understand the legal protection available against online and offline abuse and harassment, and that they can quickly report it in the knowledge that they will be taken seriously."

As part of the review of this recommendation, the group were presented with information from a representative of the Police. The findings indicated that there was scope to further explore the following:

- Online briefing for candidates (for elections) could be made available.
- The harassment of women councillors or women standing for election in some ethnic communities and how this could be addressed through relationships with those communities.
- Personal safety information provided to MPs and the inclusion of the relevant aspects of this information for candidates standing in local elections.

A report published on 'Intimidation in Public Life – A Review by the Committee on Standards in Public Life' highlighted:

"33% of candidates surveyed had experienced 'inappropriate' behaviour during the election campaign."

"56% of candidates surveyed are concerned about abuse and intimidation, and 31% say they are fearful."

"No female MP who was active on Twitter has been free from online intimidation."

"More than half of candidates surveyed are moderately or very concerned about inappropriate behaviour (56%) and almost a third (31%) say they are fearful."

The task group also discussed concerns regarding the publication of councillors' home addresses for the purposes of including this on the ballot papers at elections.

Further information from Democratic Services confirmed that in relation to the Register of Interests, if a councillor is a home owner, this must be declared.

However, it was accepted that as it currently stands, there is sensitive interest category which could be utilised for those councillors where the disclosure could lead to them being subject to possible violence or intimidation.

The group also acknowledged that in the report 'Intimidation in Public Life – A Review by the Committee on Standards in Public Life' it was highlighted that:

"The Government should bring forward legislation to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper. Returning Officers should not disclose the home addresses of those attending an election count."

The Government response to this report in March 2018 stated:

"The Government agrees with this recommendation and will look to bring forward secondary legislation at a suitable opportunity to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper. We do not want to see capable individuals deterred from standing for office because they believe the process risks their safety, or makes them vulnerable to abusive activity."

"This requirement will be replaced with an option to include a statement of residence based on an electoral area the candidate lives in rather than having to include a specific address. The Government aims to do this in time for the 2019 local authority elections."

In December 2018, The Local Elections (Principal Areas) (England and Wales) (Amendment) (England) Rules 2018 was laid before Parliament which sought an amendment to remove the requirement for candidate's home address to be published during the election process and to be included on the ballot paper. The amendment also sought to remove the requirement for each candidate's qualifying address to be published during that process. This amendment came into force on 31 December 2018.

❖ **Reasonable adjustment policies for councillors with disabilities**

The Fawcett Society report recommends that:

"All local authorities should introduce reasonable adjustments policies for disabled councillors so that access to legal entitlements is not subject to discretion."

The task group undertook a review of the county council's arrangements currently in place for councillors with disabilities to support them in their role of a councillor. The review included establishing the accessibility of information on reasonable adjustments in relation to facilities and equipment, specialist ICT equipment and communication tools.

It was established that the induction guide provided to all new councillors includes a request for information on any disability and reasonable adjustments requirements which then triggers a meeting with the relevant services (such as Facilities Management, Health and Safety, BTLS ICT) to consider the support that can be provided. The meeting would also consider any appropriate risk assessments or Personal Emergency Evacuation Procedures which would need to be put into place.

The group felt that although there is significant support available to councillors with disabilities in place through the county council, the review highlighted that there was a need for a more comprehensive assessment of the provision of support available to councillors with disabilities in relation to the council buildings facilities, focussing on the committee meeting rooms and also specialist equipment dependant on need.

In addition it was felt that clarification was required in the form of a statement of support (drafted by the group) to give councillors a greater understanding of the provision of support available from the county council particularly to assist those who may have concerns around disclosing their disability.

❖ **LGA 'Be a councillor' to focus on women's representation in suffrage centenary year 2018**

The Fawcett Society report recommends that:

"The Local Government Association (LGA) should focus 'Be a Councillor' activity in the 2018 centenary year of women's votes on women's representation. The LGA should put significant additional resources into a proactive campaign to

deliver cross-party, local events to encourage more women to consider political engagement and standing to be a councillor."

The task group considered information supplied by the LGA in relation to the 'Be a Councillor' activity and the focus on women's representation in suffrage centenary year 2018.

The task group noted that a Chairman's celebration event would take place in 2019 with a date to be confirmed. The group discussed and agreed the following suggestions for the event:

- Linking in with other events such as the Library service event.
- Highlighting women councillors across parties sharing their story.
- Linking in with Amnesty International – Suffragette Spirit Map.

❖ **Challenging racism and support BAME and Muslim women**

The Fawcett Society report recommends that:

"Political parties need to take positive action measures to enable and encourage more BAME women councillors to be selected, and local government leaders need to support Muslim women who experience pressure from within their communities not to participate in political life."

The task group was provided with a presentation from the Equality and Cohesion Team which highlighted key areas for consideration including:

- A need to raise the profile of the role of county councillors at a local level utilising key partners such as mosque groups.
- Local political parties support in the selection of candidates and the support available.
- Mentoring opportunities for women at party level.

The task group recognised that there were recent examples of generational changes already occurring as shown in Blackburn recently. In May 2018, Blackburn voters elected the town's first Asian women councillors. Information quoted in local news emphasised that:

"At the 2011 census, nearly a third of its 147,500 residents were recorded as Asian, of which half were women. Yet the demographics were not reflected by the area's previous political make-up, where 19 Asian men were councillors but there were no women".

In light of these recent local examples, the group felt there was a need to consider further links within communities to continue to build on this achievement.

Additional information provided from Democratic Services highlighted that there continues to be an open invitation for school visits to the county council for pupils to gain a greater understanding of the role of the council and councillors.

It was discussed and agreed that further consideration could be given for support to councillors to visit schools to talk about the role of a councillor and to engage colleges/universities. It was identified that there is also potential scope to further enhance the offer for school visits to the county council.

The task group undertook a review of the information provided on the 'Be a Councillor' webpage for Lancashire County Council which included 'A day in the life of' videos featuring a number of councillors. It felt that although these were useful in providing key information on the role of the councillor, in order to engage a wider, more diverse audience, short, sharp cross party video clips could be produced and placed on a variety of social media platforms.

Intimidation in Public Life – A Review by the Committee on Standards in Public Life emphasised:

"Political parties must take steps to provide support for all candidates, including through networks, training, support and resources. In particular, the parties should develop these support mechanisms for female, BAME, and LGBT candidates who are more likely to be targeted as subjects of intimidation."

The Government response highlighted that:

"The Government does believe that, as a matter of self-regulation, each registered political party should draw up and publish a clear statement of the standards expected of its members, affiliated groups and activists, and how the party would uphold such standards in this code."

The 21st Century Councillor further highlights the limited diversity of councillors through a series of quotes from councillors, in relation to gender, ethnicity, disability and sexuality:

"I think we struggle a little bit... around female representation but I think that's true of the council just in general and we do struggle with some of our sort of BME type diversity as well".

"Typically elected members are white, and I think most areas are struggling to engage with some of those new communities and actually, help them to understand what it is to be a councillor or why you would want to spend time to do it. The question is do you feel able to represent those communities in your role".

The group discussed the potential scope to hold a 'Be a Councillor' event in summer 2019 to raise the profile of councillors including the importance of councillors from a diverse background, and ensure invitations circulated to Lancashire BME networks to this event.

❖ Consult on meeting times to better meet the needs of those with caring responsibilities or disabled people

The Fawcett Society report recommends that:

"Council members' services teams should regularly survey councillors to identify the most mutually convenient meeting times for all members involved in meetings, and when setting meeting times should make sure councillors with caring responsibilities and disabled councillors are not excluded."

Information received from the Member Development team has concluded that although there has been no recent review undertaken of Lancashire County Council's meeting times, a section was included in a recent member development review to gauge feedback from members on this subject. The responses received were inconclusive at that time.

From a brief desktop exercise undertaken looking at a number of county councils across the country, including Cumbria, Kent, Essex and Durham, all meetings seem to take place during the day. Borough councils such as Rossendale and South

Ribble favour evening meetings and city councils such as Preston and Lancaster have a mix of day and evening meetings.

From this exercise, it identified a mixed picture across a variety of councils and it was felt that the current processes which enable Committee Chairs the flexibility to change meeting times according to the needs of members and the committee type was appropriate at this time.

❖ **Legalise remote attendance at council meetings and use technology to support inclusion**

The Fawcett Society report recommends that:

"The Secretary of State for Communities and Local Government should change the law so that remote attendance at meetings, including voting rights, is possible through Skype or other technological solutions. Councils should be required to proactively offer this to their councillors."

Information received from the Democratic Services team confirmed that remote attendance is already available as required for informal meetings within the council.

The group felt that as all councillors have access to the relevant technology (therefore no additional cost would likely to be incurred), this option could be further explored to promote and support inclusion for councillors at meetings.

❖ **Childcare and caring costs must be covered**

The Fawcett Society report recommends that:

"The Secretary of State for Communities and Local Government should issue guidance to the existing local independent remuneration panels to promote our model for a comprehensive dependent carers' allowance scheme so that all childcare and adult dependent care costs are covered."

In looking at this particular recommendation, members of the task group undertook a review of Appendix 'I' Members' Allowance Scheme within the council's Constitution which includes comprehensive information on the 'Dependants' Carers' Allowance' scheme currently in place. This information includes details the requirements under which this allowance can be claimed.

Members noted the section which states 'payment of Dependants' Carers' Allowance shall not be payable unless the carer has been cleared by the Disclosure and Barring Service (formerly CRB)'. The task group discussed whether this could be a potential barrier to accessing the allowance and it was agreed that further consideration could be given by the Independent Review Panel (IRP) and Full Council.

A further desktop exercise was conducted to review comparator authorities in relation to the allowances provided.

Table 2: Dependants' Carers' Allowance Terms and Rates²

Council	Terms of Allowance	Allowance Rate
Lancashire County Council	Dependants' Carers' Allowance may be claimed in respect of named children aged 16 or under or in respect of other named dependants where there is medical or social evidence that care is required. It will not be payable unless the carer has been cleared by the Disclosure and Barring Service.	£7.19 per hour up to max £1505 in any one year
Kent County Council	Members who incur expenses themselves in respect of care responsibilities for dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on Council duties. The childcare provider must be OFSTED registered.	Up to £11.50 per hour for each child or adult
Essex County Council	Members with care responsibilities in respect of dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on Approved Duties.	Child £6 per hour Older People £13.06 per hour Physical or Sensory Impairment £12.97 per hour Learning Disability £13.55 per hour
Nottinghamshire County Council	Councillors may claim expenses for the care of their children or other dependants when attending meetings of the Council, its subordinate bodies or other approved duty. Payments, which will not be payable to a member of the claimant's own household	£7.50 per hour per child and up to £15.49 per hour per dependant
Cumbria County Council	A member shall be entitled to claim an allowance ("dependants' carers' allowance") in	£6.25 per hour up to limit of £1250 per

	respect of such expenses of arranging for the care of their children or dependents as are necessarily incurred in the performance of any of the approved duties set out in. A carer may be any responsible adult who does not normally live with the member as part of that member's family.	annum
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² Information taken from council websites correct as at August 2018

The information identified from this exercise further supported the consideration to the DBS checks requirement currently stipulated as part of the carers allowance payment, subject to the views of the IRP (although this was not supported by some of the task group as it was felt that this was important given the council's responsibilities around safeguarding) and highlighted the need for a potential review of the current allowance rate.

❖ **Maternity, paternity and parental leave entitlements for councillors**

The Fawcett Society report recommends that:

"The Secretary of State for Communities and Local Government should introduce a statutory England-wide, comprehensive maternity, paternity, adoption and parental leave policy for councillors. This should be in line with leave available to employees, and ensure that cabinet members continue to receive their allowances."

The group were provided with information on a maternity/paternity Labour party group working with the LGA reviewing information from councils who already have policies in place. The task group confirmed that there was an opportunity to consider this work being undertaken by the LGA to identify a potential policy for use by the political groups.

Further to this and from an assessment of information available on the support provided, the group acknowledged that there was significant provision available to councillors in relation to maternity, paternity and adoption support. However there was an identified need for a statement to be provided by the county council in relation to the provision of support available to meet the needs of an expectant mother or new parent. A draft statement was produced by the task group (attached at Appendix 'A') for consideration.

❖ **Standards Committee to be established**

The Fawcett Society report recommends that:

"Local authorities should be required to establish a formal standards committee, elected by full council on an annual basis, representative of party political make-up, and with a clear process for individuals to make complaints. The Secretary of State should change the law so that these committees have the power to suspend councillors as an ultimate sanction. The Secretary of State should open discussions with the LGA on establishing a higher arbiter of appeals against local standards committee decisions."

It was reported that the county council have a Conduct Committee and the terms of reference was circulated to members. It was noted that the purpose of the Conduct Committee is to:

"Determine whether a councillor or co-opted member has failed to comply with the Council's Code of Conduct and if so, to determine what action, if any, to take. The Committee also considers the granting of a dispensation to a member or co-opted member allowing him/her to participate in any discussion at a meeting or vote in relation to any matter in which they have a disclosable pecuniary interest."

It was felt that a review of the terms of reference for the Conduct Committee was required to ensure that if a complaint is received which relates to discrimination of any kind, that the membership of the committee reflects the nature of the complaint.

It was also highlighted that the Nolan Committee was currently undertaking a review of Standards in Local Government which may further support the need for a more robust terms of reference for the committee.

❖ **Code of Conduct to address sexism and discrimination**

The Fawcett Society report recommends that:

"Local authorities should make clear in their codes of conduct that councillor behaviour is governed by the prohibition on sex discrimination in the Equality Act 2010. Codes of conduct must be changed to include a requirement for councillors to promote equality in their actions and behaviour."

The task group undertook a review of the current Members' and Co-opted Members' Code of Conduct from the Constitution. This document primarily focuses on the principles as a Member or Co-opted Member of Lancashire County Council such as selflessness, integrity, objectivity, accountability, openness, honesty and leadership. In addition, the Code of Conduct also focuses on registering and declaring disclosable interests (including sensitive interests) and gifts and hospitality.

However, Appendix 'M' of the Constitution concentrates on the 'Protocol for Members and Co-opted Members on Language and Behaviour' which covers:

- Harassment or offensive behaviour
- Sexual harassment
- Racial harassment

From a review of Appendix 'M' undertaken by the group in line with information provided under the Equality Act 2010, it was felt that further work could be undertaken to include more detailed information linking to the Equality Act 2010 and the protected characteristics. From further discussions, a suggested version of Appendix 'M' was drafted by the group and can be found at Appendix 'C' of this report.

❖ **Standards, training and transparency**

The Fawcett Society report recommends that:

"With clear standards in place, councils should provide councillors with appropriate training to tackle discrimination, and enable transparency through publishing audio recordings in order to monitor behaviour."

The following information was provided to the group by the Equality and Cohesion Team in relation to training provided previously to councillors:

"Training has previously been delivered via the then Equal Opportunities Section of the County Council in relation to the different equality strands and briefings on matters such as harassment specifically."

"As there is now the Equality Act 2010, there would be scope to deliver some short briefings which would cover the Act, discrimination and harassment (behaviour)."

The group felt that consideration could be given to the provision of a rollout of training and briefing sessions to further support the role of councillors in this sensitive and potentially emotive subject area.

❖ **Open up all senior roles to flexible working or part-time by default**

The Fawcett Society report recommends that:

"Local authorities should offer all roles, including senior roles, as flexible working and part-time by default, unless there is a clear business case otherwise. This must be backed up by a genuine organisational commitment to viewing flexible working on equal terms with traditional working patterns."

The following information was provided by the Human Resources Team:

"The Council's Flexible Working Policy is open to everyone covered by the scope, is not gender specific or restricted to certain grades of staff. Whilst the flexible working legislation requires that employees must have 26 weeks' service with their employer in order to submit a statutory request for flexible working, we will allow employees who do not meet this criteria to submit requests to work flexibly and managers can choose to consider these (taking account of the specific circumstances of the case) but are under no obligation to do so.

Also, information on the more popular types of flexible working options (e.g. annualised hours, compressed hours, job share, sabbatical, V time and voluntary term time working) can be accessed from the link to the flexible working policy but these are not restrictive in terms of the only options available to employees."

Members of the task group felt that the information provided around the current arrangements for flexible working was robust and no further recommendations required.

❖ **Local authority gender equality networks to include women officers**

The Fawcett Society report recommends that:

"Local authorities must support the development of gender equality networks so that councillor allies can support women local government officers in challenging sexism that they experience."

The information below was supplied to the task group by the Equality and Cohesion Team:

"There are a number of equality groups, as referenced and linked to on the Council's [Equality and Cohesion webpages](#).

Any complaints of sexual harassment received by an employee about another employee of the Council, or members of the public against an employee of the Council, are dealt with under the Council's Bullying and Harassment Policy and if there is evidence to support this has, or has likely to have happened on the balance on probabilities, disciplinary action will be taken. The Council's Code of Conduct for Employees states that as an employee of Lancashire County Council you must and are required to "show respect for all people that you come into contact with in the course of your duties (e.g. the public, fellow employees, employees from other agencies, etc.) and demonstrate continually whilst at work your commitment to ensuring equality and respect for all."

Members of the task group noted the information provided from the Equality and Cohesion Team and felt that further consideration could be given to the development of a gender equality network to support women officers in challenging sexism experienced.

Conclusions

The work of this task group has been a timely exploration of the barriers that women face in local government. The focus of such work is often at Parliament level, however local government is key in delivering vital services in our communities. The inclusion of women in decision making at a local government level is fundamental to ensuring that it is more reflective of the communities represented.

In addition, through the work undertaken by the task group, it is recognised that the barriers faced are not only in relation to gender but across a variety of backgrounds and circumstances. There is a need to acknowledge the progress required to remove these barriers to further engage and support a more diverse range of councillors.

Whilst we can progress a number of important recommendations concluded by the task group, it is acknowledged that a significant proportion of the recommendations from the Fawcett Society report require support from political parties and the Secretary of State for Communities and Local Government.

Thanks are given to the Fawcett Society, the LGA and LCC officers who provided information and evidence to support its work.

Glossary of Terms and Abbreviations

BME	-	Black and Minority Ethnic
BAME	-	Black, Asian and Minority Ethnic
BTLS	-	BT Lancashire Services
CRB	-	Criminal Records Bureau
DBS	-	Disclosure and Barring Service
GDPR	-	General Data Protection Regulation
ICT	-	Information Communications Technology
INLOGOV	-	The Institute of Local Government Studies
IRP	-	Independent Remuneration Panel
LCC	-	Lancashire County Council
LGiU	-	Local Government Information Unit
LGA	-	Local Government Association
LGBT	-	Lesbian, Gay, Bisexual, Transgender
SRA	-	Special Responsibility Allowance

Appendices

Appendix A: Draft Parental Leave Policy for County Councillors

Appendix B: Draft Disability Statement for County Councillors

Appendix C: Draft Protocol for Members and Co-opted Members on Language and Behaviour

Parental Leave Policy for County Councillors

Introduction

Lancashire County Council aims to ensure as far as possible that Councillors are supported should they wish to temporarily reduce or suspend their workload due to pregnancy or becoming a new parent.

Lancashire County Council recognises that supporting councillors at this time contributes towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

Lancashire County Council also recognises the importance of ensuring that mechanisms are in place to enable member of the public to be represented during periods when a councillor has taken a supported break from council duties.

Lancashire County Council encourages all groups represented on the council to provide appropriate support to their members who wish to take a supported break from council duties, including arranging for replacements at meetings and making arrangements to handle casework on behalf of a Councillor.

1. Pregnancy

The Council will endeavour to make all reasonable adjustments to support a councillor to continue to perform their duties during pregnancy. This could include:

- Personal Emergency Evacuation Plan completed where required
- Appropriate facilities to support the councillor to attend meetings e.g. cushions and back supports for seats
- Change of seat position at council meetings to allow easy of mobility and easy access in and out of the meeting
- Access to a suitable breakout room for comfort breaks

Councillors are encouraged to discuss their requirements, on a confidential basis, with officers to enable appropriate support to be provided.

2. Supported Breaks

2.1 The council supports all members wishing to take a supported parental break from council duties following the birth or adoption (through an approved adoption agency) of a child for a period of 12 months from the expected date of birth or adoption. This applies equally to both parents and to nominated carers of a child.

2.2 Any Councillor who takes a supported parental break retains their legal duty under the Local Government Act 1972 to attend a meeting of the council within a six month period. However, where the failure to attend a meeting or event throughout a

period of six months is due to a pregnancy related matter or whilst the Councillor is on a notified parental supported break, the six months' rule shall not apply and any allowance paid to the councillor shall be unaffected and continue. This decision shall apply to any Councillor.

2.3 Obligations of the Councillor

Councillors who wish to take advantage of the measures set out in this policy must inform Democratic Services as soon as possible, on a confidential basis as appropriate, of their pregnancy and/or intention to take a supported break. As soon as possible, Councillors should also inform Democratic Services of the date of birth or adoption.

The Councillor should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

The Councillor should also supply Democratic Services with contact details, if different from those already held, to ensure that the Councillor can be kept informed of important issues.

2.4 Support from the council

The council will provide appropriate support, including but not limited to:

- Access to a suitable breakout room for comfort breaks
- Availability of breastfeeding facilities
- Change of seat position at council meetings to allow easy of mobility and easy access in and out of the meeting
- Removal from distribution lists for meetings and committees during the supported break
- A single point of contact in the council to ensure contact is maintained.

2.4 Role of Groups

All groups are encouraged to provide appropriate support to expectant and new mothers, fathers and nominated carers, to ensure the full opportunity for the councillor in question to reduce or withdraw from duties. Groups should in particular make arrangements for support with casework and identifying replacements for meetings.

3. Basic Allowance

All Members shall continue to receive their Basic Allowance in full whilst on a supported break.

4. Special Responsibility Allowances

4.1 Members entitled to a Special Responsibility Allowance (SRA) shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

4.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

4.3 The payment of SRA, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

4.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.

4.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

5 Resigning from Office and Elections

5.1 If a Member decides not to return at the end of their supported break they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

5.2 If an election is held during the Member's supported break and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the date when they would technically leave office.

Lancashire County Council

Disability Statement for County Councillors

Lancashire County Council acknowledges the duty imposed by the Equality Act 2010 and is committed to supporting disabled individuals who are elected to the council to assist with any special requirements necessary to support the work carried out by the Councillor whilst based at county council premises. Lancashire County Council will make any reasonable adjustments to accommodate the needs of disabled councillors to ensure that they are not placed at a disadvantage. This includes but is not exclusive to;

- Sign language interpreters
- Extra travel and accommodation costs
- Meeting rooms fitted with audio loop systems
- Specialist office and IT software
- Accessibility to group offices and meeting rooms in Lancashire County Council premises
- Personalised Emergency Evacuation Plan where required from Lancashire County Council buildings

Where appropriate, Democratic Services will arrange specialist equipment where this is deemed necessary and ICT training tailored to suit your needs will be provided.

Councillors with a disability are encouraged to contact Democratic Services following their election to discuss their personal requirements.

Protocol for Members and Co-opted Members on Language and Behaviour

This protocol provides to Members and Co-opted Members of the county council guidance from the Equality Act 2010 to support the requirement to promote equality through actions, behaviour and conduct (including use of social media) and the types of discrimination which can occur. This document should be read in conjunction with the Code of Conduct and forms part of it.

The following are definitions of the nine protected characteristics of the Equality Act 2010. These are deemed to be protected from unlawful behaviour such as harassment and offensive behaviour.

Age: An individual of a certain age or in or not in a certain age group. Discrimination by perception (someone thinks you are (or are not) a specific age or age group) and discrimination by association (you are connected to someone of a specific age or age group) is also included as part of this protected characteristic.

Disability: An individual who has a mental, physical or progressive condition, which is substantially long-term and adversely affects their ability to carry out normally day-day activities. Discrimination by perception or by association is also included as part of this protected characteristic.

Gender Reassignment: An individual who is undergoing, has undergone or is planning to undergo a process (or part of a process) for the purpose of reassigning their sex by changing the physiological or other attributes of their birth sex to their preferred sex. Individuals do not need to have undergone any specific treatment or surgery to change from their birth sex to their preferred gender. It also covers individuals who dress in a particularly way to express their preferred sex, in order for them to show their preferred gender identity.

Marriage and Civil Partnership: An individual who is legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.

Pregnancy and Maternity: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race: 'Race' includes; colour, nationality, citizenship, ethnic origins, or national origins. Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

Religion and Belief: Religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system. This also covers non-belief or a lack of religion or belief. In addition, discrimination **by perception or association** is also included as part of this protected characteristic.

Sex: Applies to men and women of any ages and includes being treated differently because of their sex and discrimination by perception or association. This characteristic also provides protection against forms of unwanted behaviour such as unwanted sexual attention, advances and propositions, physical or verbal sexual approaches which are either deliberate, unreasonable, imposed or offensive to the recipient.

Sexual Orientation: Applies to any sexual orientation (or discrimination by perception or association) and includes how sexual orientation is expressed, such as through an individual's appearance or the places visited.

Discrimination can come in one of the following forms:

- Direct discrimination - treating someone with a protected characteristic less favourably than others.
- Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- Victimisation - treating someone unfairly because they've complained about discrimination or harassment

In all of the above characteristics, the discrimination does not have to be re-occurring and can be a one off event. It can include verbal threats of abuse, display of offensive material, any form of speech or action (such as nicknames, teasing, name-calling, pulling faces, jokes, pranks and comments) which are considered offensive, are deliberate and unwelcome or which are likely to bring the Authority into disrepute. Even if this behaviour is not deliberately meant to hurt the individual, it may still count as discrimination if they find it upsetting.

Internal Scrutiny Committee

Meeting to be held on Friday, 15 March 2019

Electoral Division affected: None;

Report of the Budget Scrutiny Review Panel

Contact for further information:

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

Executive Summary

Overview of matters presented and considered by the Budget Scrutiny Review Panel at its meetings held on 3 and 29 January 2019.

Recommendation

The Internal Scrutiny Committee is asked to receive the report of its Budget Scrutiny Review Panel.

Background and Advice

The Budget Scrutiny Review Panel comprises 9 County Councillors (5 Conservative, 2 Labour, 1 Lib Dem and 1 Independent).

The role of the Review Panel is to:

- Provide further support to the overall budget monitoring process
- Consider and formulate recommendations on Cabinet budget proposals
- Monitor progress of agreed budget savings

The Review Panel's role is not to lead on the management of the budget or to set a budget, but to provide support as a 'critical friend'. The Review Panel will report its activities and any aspect of its work to the Internal Scrutiny Committee for information.

Meeting held on 3 January 2019

❖ Service Challenge Process 2019/20

An overview of the service challenge process for 2019/20 was presented to the Review Panel. It was reported that the process covered all service areas across the council, putting service users at the heart of the process and empowering delivery staff to design an optimum operating solution.

The following discussions were noted:

It was confirmed that Phase 2 of the process may pick up those service challenge items/ideas that required further work to identify the savings that could be realised.

In relation to the commercialisation element, it was reported that traded services were being considered with a view to extend into new markets, widening remits and maximising current services. Members felt there was potential for the Review Panel to look at this in greater detail at a future meeting.

Members were advised that detailed work had been undertaken around service costs. In addition, a cost comparison analysis alongside other councils had been completed.

In relation to the monitoring of savings through the service challenge process, it was reported that five Finance and Monitoring Boards (FMB) had been established across the council to oversee progress.

Resolved: That the information presented be noted.

❖ **Money Matters 2018/19 position – Quarter 2**

The Review Panel received an update on the financial position since the Money Matters report was presented to Cabinet on 3 December 2018. A summary of the update included:

- Improved performance on employer pension contributions
- Capital receipts would be used to support investment to save
- Since December, the provisional settlement had been received and some assumptions were confirmed. There was no change to the adult social care precept.
- A Surplus of £2.8m on business rates had been identified
- No change to new homes bonus
- Lancashire was one of 15 areas undertaking the business rate pilot

The council tax collection rates contained in the report was highlighted by members. It indicated that from the performance analysis completed, there was a 3.5% variance between the districts. An improvement of just 1% overall would increase funding to the council by approximately £5m. It was reported that the county council was working with some district councils to look at how collection rates could be improved. Members felt this was a key issue that should be included on a future Lancashire Leaders meeting agenda.

Members were invited to raise questions in relation to the service challenge savings as set out in Appendices C and D of the Money Matters report. Questions raised would be issued to the relevant Cabinet Members for response with an invite for them to attend the next meeting of the Budget Scrutiny Review Panel which would be held prior to Cabinet meeting in February.

Questions were raised in relation to the following service challenge proposals:

SC001 – HWRC service provision
SC002 – Reduction non-recyclable waste disposal at HWRCs
SC012 – Integrated Transport Services
SC013 – Bus Shelter advertising
SC035 – Highways Network Regulation (parking on street pay and display)
SC048 – Highways Regulation – Street Works Permit Fees
SC104 – Youth Offending Team
SC113 – Education/Children's Services Business Support
SC119 – SEND Lancashire Breaktime
SC400 – Estates – Traveller sites
SC505 – Home care for older adults and people with physical difficulties – promoting single handed care
SC608 – Welfare Rights Service
SC610 – Lancashire Wellbeing Service

Resolved: That;

- i. A further meeting be held at the end of January.
- ii. Questions raised by the Panel as part of this item be collated and circulated to the relevant Cabinet Members for responses.
- iii. The relevant Cabinet Members be invited to attend the next meeting of the Panel to discuss the responses.

❖ **Position Statement on Savings Proposals agreed for 2018/19**

The Review Panel received a presentation on the tracking and delivery of savings for 2018/19, which were agreed at Full Council on 8 February 2018.

Members were advised that a piece of work was being undertaken in relation to the Apprenticeship Levy as the bulk of the saving had not been delivered this year. This matter required further consideration by Cabinet and Management Team.

It was acknowledged that the scope of work for the panel could include monitoring additional funding to the budget as well as savings.

It was noted that seven out of the 67 options were part at risk from delivery which equated to £1.872m. It was suggested that a further report on this be presented at the next meeting of the Panel.

Resolved: That a further breakdown on the current £1.8m savings at risk be provided at the next meeting of the Panel.

Meeting held on 29 January 2019

❖ **Minutes of the 3 January 2019 meeting**

A verbal update on the current £1.8m savings at risk from the savings proposals agreed for 2018/19 was provided. It was reported that of the £7.275m of savings agreed but not forecast to be delivered in 2018/19, £5.402m had been offset by other

service savings / underspends and £1.873m remained as a monitoring pressure in-year

Resolved: That the minutes be agreed as an accurate record.

❖ **Service Challenge Savings - responses**

Members of the Cabinet and officers were welcomed to the meeting.

Members debated the responses provided and a number of questions were raised. From these discussions, the following additional requests for information was noted:

- Household Waste Recycling Centres (HWRC) service provision - staffing levels request on those HWRC sites highlighted for reduced hours.
- Clarification on the Traffic Regulation Order (TRO) consultation process in relation to the on street parking pay and display proposal.
- Additional data to be provided on the numbers of families accessing, eligible, or would be affected by the removal of Lancashire Breaktime (LBT). Also, more detail on how this would impact on those services who provide the activities and what the criteria around what qualified families for eligibility.
- Wellbeing Service - further detail on the Better Care Fund and how the saving could be achieved.
- Welfare Rights – how much LCC paid for Citizens Advice support.

Further to this, the following were agreed to come to a future meeting of the Panel:

- HWRC – report to be presented to the Panel on impact to service provision and fly tipping activity.
- Lancashire Breaktime – further update report to be presented to the Panel in April.

The Review Panel then discussed the additional information provided on the proposal for the Traveller Sites in Lancashire.

The following recommendation was arrived at by consensus:

'The Budget Scrutiny Review Panel does not believe that the service challenge saving on traveller sites should be included as a saving unless Cabinet are confident that a purchaser can be found and that it is included in the conditions of sale that they are retained as traveller sites'

The recommendation would be presented to the 7 February Cabinet meeting.

Resolved: That;

- i. The information provided be noted.
- ii. Further information requested be circulated to members.
- iii. HWRC update be presented to a future meeting of the Panel.
- iv. Lancashire Breaktime update be presented to the April meeting of the Panel.

- v. The following recommendation agreed by the Panel be presented to the 7 February Cabinet meeting 'The Budget Scrutiny Review Panel does not believe that the service challenge saving on traveller sites should be included as a saving unless Cabinet are confident that a purchaser can be found and that it is included in the conditions of sale that they are retained as traveller sites'.

The next meeting of the Review Panel has been scheduled for 11 April 2019.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

This report has no significant risk implications.

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

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

Internal Scrutiny Committee

Meeting to be held on Friday, 15 March 2019

Electoral Division affected:
(All Divisions);

Internal Scrutiny Committee Work Programme 2018/19

Appendix 'A' to 'E' refers

Contact for further information:

Misbah Mahmood, 01772 530818, Senior Democratic Services Officer,

Misbah.mahmood@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	<p>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.</p> <p>The treatment intervention level proposal be reviewed by the Grit Bin task and finish group.</p> <p>Legal advice be sought on the gritter tracking system and twitter feed.</p>	<p>Completed with report in January 2019</p> <p>Completed</p> <p>Advice sought and reported</p>
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	An additional recommendation on engaging external contractors for treating secondary routes be added to the report. Responses from the Cabinet Member for Highways and Transport be presented to the Internal Scrutiny Committee at an appropriate scheduled meeting.	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 including: <ul style="list-style-type: none"> • Residual Waste • Conservation and Collection Team • Community Transport • Vacancies • Budget Early Intervention and Prevention • Waste Arisings 	Committee meeting	Richard Hothersall/Neil Kissock	18 January 2019	Update to be brought back to future meeting of Committee.	
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	Bite size briefing to be arranged.	Bite size briefing scheduled for Oct/Nov 19.

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Single Use Plastics Task Group	Final report of the task group	Committee meeting	CC Gina Dowding	18 January 2019	<p>Consider writing to Central Government in regards to setting out legislation for the banning of sky lanterns across Lancashire.</p> <p>Receive an update report in six months' time.</p> <p>Bite size briefing to be arranged.</p> <p>Responses from the relevant Cabinet Members to be presented to the Internal Scrutiny Committee at an appropriate scheduled meeting.</p>	Update report detailing responses from Cabinet Members scheduled for May 2019.
'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	Further update to committee on progress of recommendations	Committee meeting	Neil Kissock	15 March 2019		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Generation Task Group						
Blue Badges	Impact following changes to legislation.	Committee meeting	Sarah Jenkins/ CC Peter Buckley	TBC		
Single Use Plastics Task Group	Initial response to the report recommendations	Committee meeting	TBC	17 May 2019		
Budget savings update	Further update to the budget savings impact on services as agreed at the January 2019 meeting.	Committee meeting	Richard Hothersall/Neil Kisson	TBC		
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		Sent 05/02/19
Street Lighting	Update on service timescales on publically reported faults plus energy spend update.	Briefing note for members	Mel Ormesher	January 2019		Sent 05/02/19
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		

Appendix A

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Highway Verges	Monitoring and impact of additional funding. Information on different responsibilities of the county council and boroughs. Environmental versus safety Policy around trees on verges and type of trees planted (in relation to roots)	Briefing note for members	Ridwan Musa	January 2019		Sent 05/02/19
Topics not yet scheduled						
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.	Scheduled on the work programme for 27 February 2019
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. Further update provided on progress	Update scheduled on work programme
Social Work and Leadership Academy	Progress update	Meeting	Sally Allen Rachel Rump	16 January 2019	Social Work Academy – quarterly report to be provided on vacancy rate. Leadership Academy - briefing note to update on the progress of the Leadership Academy and the retention figures for 2018/19 be provided.	
Suicide Prevention (young people)	Detail on work being undertaken in relation to teenage suicide	Meeting	Chris Lee	27 February 2019		
Task Group Report	Supporting Pupils at School with Medical Conditions task group report – response to recommendations	Meeting	David Graham Dave Carr Headteachers CCG reps	27 February 2019		
CAMHS	Timescales and delays in referrals	Meeting	NHS reps	10 April 2019		
Lancashire Getting to Good Plan	Focus on Neglect	Meeting	Sally Allen	10 April 2019		

SEND – Right First Time	Inspection preparation and EHCP timescales	Meeting	Dr Sally Richardson	22 May 2019		
Independent Reviewing Officer Annual Report	Update to committee on the recent annual report	Meeting	Andy Smith	22 May 2019		
Inquiry Day						
SEND (joint Education and Children's Services)	Transition from primary to high school	Inquiry Day	David Graham	25 March 2019		
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		
CAMHS	Overview of service provision	Bite Size Briefing	TBC	10 April 19?		
Briefing Note						
Secure units	Update following inspection and recommendation from Cabinet	Briefing Note	TBC	February 2019		
YOT	Budget savings proposal	Briefing Note	Barbara Bath	TBC		
SCAYT+	Budget savings proposal	Briefing Note	TBC	February 2019		
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	February 2019		
Forced Marriage	Annual briefing note	Briefing Note	TBC	March 2019		

Children's Health Update	Update on programmes/projects discussed at October meeting	Briefing Note	Clare Platt	March 2019		
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Additional potential topics:

- Corporate Parenting Strategy and Local Offer
- Workforce strategy and impact
- Road safety
- Total Neighbourhood programme
- Child and Family Wellbeing Service update (July 2019?)
- YOT Pan Lancs – service challenge
- 0-19 Healthy Child Programme
- Children's Partnership Boards review
- Area Safeguarding Arrangements

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>

Schools in Financial Difficulty	Funding issues and impact on schools, staffing needs/support systems to share good practice	Meeting	Andrew Good Helen Belbin Steve Belbin	6 December 2018	An update on the figures of schools in financial difficulty including how this has transitioned over time be presented to a future meeting of the Committee.	
The Future of Maintained Nursery Provision	Update following conclusion of task group work	Meeting	Andrew Good Steve Belbin Helen Belbin	6 December 2018	<ol style="list-style-type: none"> 1. An all-party Notice of Motion be submitted to February Full Council around the funding formula from Central Government. 2. An update from the working group be presented to the June 2019 meeting. 	
School Governors	Skills, training, financial challenges facing schools, recruitment	Meeting	LASGB Ajay Sethi Margaret Scrivens	6 December 2018	Details of chairs forums be circulated to members along with details of governor vacancies in all districts.	Completed
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 Transport impact	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 EY funding to 2020 – securing extra funding?	Meeting	TBC	18 June 2019		
School Finance update	Update from the December meeting Special measures funding impact	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		

New Ofsted Framework		Bite Size Briefing	Steve Belbin	TBC		
CLA Attainment	Validated data including bigger picture commentary inc attendance data, numbers of pupils and school changes	Bite Size Briefing	Audrey Swann	TBC		
Briefing Note						
Pupil tracking	From primary to secondary faith schools	Briefing Note	Steve Belbin	February 2019		
Summer Born Policy	Overview of policy and process in place	Briefing Note	Debbie Ormerod	February 2019		
Rapporteur						
Online Safeguarding	TBC – after BSB date confirmed	Rapporteur	John Withington	TBC		

Additional topics:

- SEND Transport Policy
- Post 16 EET
- School Admissions/Schools Causing Concern update

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	16 October 2018	All County Councillors be urged to undertake	To be considered by the Member Development

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
	<p>2. Serious Harm Reduction Strategy;</p> <p>3. Pan-Lancashire Domestic Abuse Strategy; or</p> <p>4. Towards Zero Lancashire: Road Safety Strategy for Lancashire.</p>				<p>Prevent Duty training; and</p> <p>The Cabinet Member for Community and Cultural Services consider the allocation of a small budget to fund Prevent Duty project work.</p>	<p>Working Group 30 January 2019</p> <p>Response due by 18 December 2018</p>
Community Safety Partnerships	Strategic Assessment – overview report	Committee	Debbie Thompson and Clare Platt, LCC	5 March 2019		
Electricity North West	Powering the North West's Future and Community and Local Energy Strategy (Sustainability and vulnerable customers)	Committee	Helen Norris, Mike Taylor, Jo Crinson and Jonathan Booth.	5 March 2019		
Non-crime*	Overview of the issues identified as non-crime	Committee	Clive Grunshaw, Police and Crime Commissioner, Angela Harrison	tbc		
Transport for the North (TfN)	<p>1. Revised Strategic Transport Plan (STP)</p> <p>2. Investment Programme</p>	Committee	Robin Miller-Stott, Jonathan Spruce and Owen Wilson, TfN (and delivery partners – Highways England, HS2, Network Rail?)	16 April 2019		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
	3. Central Pennines Corridor					
Lancashire Enterprise Partnership (LEP)	Transition to Independence	Committee	Richard Kenny	16 July 2019?		
LCC Internal Energy and Water Management Policy	Policy development	Committee	Denise Jepson, LCC, Electricity North West, Lancashire Renewables (CEO), Npower, Total Gas and Power, Heat network	16 July 2019		
Task and finish groups						
Strengthening flood risk management and preparedness in Lancashire	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: - be prepared for flooding;	Task and finish group	LCC, Environment Agency, United Utilities, Flood action groups	Task and finish group report presented at 15 October 2019 meeting		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Initial Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
	- respond to flooding; - recover from flooding; and - understand what we can do together to reduce flood risk.					
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	5 March 2019		
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. **Work planning session May 2019?**

Additional suggestions/organisations:

- 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
- Lancashire Energy HQ, Natural Energy Wyre, Halite Energy, Ecotricity, [Future Biogas](#)

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.	- Report scheduled for 2 April 2019
Our Health Our Care Programme	Update on the future of acute services in central Lancashire	Committee	Dr Gerry Skailles, Lancashire Teaching Hospitals Foundation Trust and Sarah James, Greater Preston and Chorley and South Ribble CCGs Jason Pawluk, NHS Transformation Unit	3 July 2018, 25 September and 2 July 2019	3 July: The update be noted; Further updates be presented to the Health Scrutiny Committee at its scheduled meetings in September and November 2018;	- Update scheduled for 2 July 2019

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 Faith Button, Ailsa Brotherton, LTH and Emma Ince, GPCCG and CSRCCG	6 November 2018 and 5 November 2019	<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>

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	11 December 2018 and 10 December 2019	<p>The performance against the trajectory for discharge rates, annual health checks (AHC) and Learning Disabilities Mortality Reviews (LeDeR) be noted.</p> <p>A written report and action plan on performance against these targets be presented to the Health Scrutiny Committee in 12 months' time</p>	- Update to be scheduled for 10 December 2019

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Integrated Care System	Delivery of strategic transformational plans - finance	Committee	Dr Amanda Doyle, Neil Greaves and Gary Raphael, Healthier Lancashire and South Cumbria	5 February 2019	The Healthier Lancashire and South Cumbria five year local strategy be presented to the Committee at its meeting scheduled on 24 September 2019.	To be scheduled
Lancashire and South Cumbria Stroke Programme	Consultation	Committee	Gemma Stanion, Healthier Lancashire and South Cumbria	5 February 2019	The content of the report be noted. The decisions to be made about the Stroke programme by commissioners and providers in the next few months be noted. The programme and work going forward be endorsed.	- - -
Housing with Care and Support Strategy 2018-2025		Committee	CC S Turner, Cabinet Member for Health and Wellbeing, CC G Gooch, Cabinet Member for Adult Services, Louise Taylor, Joanne Reed/Craig Frost, Sarah McCarthy LCC	2 April 2019		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers/organisations	Proposed Date(s)	Recommendations	Progress
Healthy New Towns – Whyndyke Garden Village, Fylde		Committee	Andrea Smith and Andrew Ascroft, Public Health, LCC, Alan Oldfield, Chair of WGV	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:

24 September 2019 – Healthier Lancashire and South Cumbria ICS Five Year Local Strategy

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

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

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
East Lancs CCG	Pennine Lancashire Regulated Care Transformation Programme Update	Steering Group	Adele Thornburn and David Rogers, East Lancs CCG, Sumaiya Sufi LCC	16 January 2019 (10:30am)	The upskilling programme for care staff be explored beyond insulin administration and form a part of the Pennine Lancashire Regulated Care Transformation Programme's key area of work for 2019/20.	Awaiting response
Quality Accounts	Preparations for responding to NHS Trusts Quality Accounts	Steering Group	David Blacklock, Sue Stevenson, Healthwatch Lancashire	20 February 2019 and 17 April or 14 May 2019?		
Care For You: Transforming hospital services and care for people in Southport, Formby & West Lancs	Consultation	Steering Group	Silas Nicholls, Southport and Ormskirk Hospital Trust	tbc		
North West Clinical Senate	Role of senate	Steering Group	Prof. Donal O'Donoghue and Caroline Baines	13 March 2019 10:30		
Blackpool Council	LCFT and Mental Health provision in A&E departments across Lancashire	Steering Group	Sharon Davis, Blackpool Council	13 March 2019 Time?		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Local Government and Social Care Ombudsman	Annual Review of Complaints: 'assessments and care planning' and 'other' (such as blue badges and disabled facilities grants) – systems, policies and procedures	Steering Group	Tony Pounder, Angela Esslinger, Kieran Curran, LCC	17 April 2019		
Suicide Prevention in Lancashire	Progress report/annual update on outcomes set out in the Logic Model	Steering Group	Dr Sakthi Karunanithi/Clare Platt and Chris Lee, LCC	17 April 2019 or move to July?		
Delayed Transfers of Care	Progress update and learning from ECIST event.	Steering Group	Sue Lott, LCC Faith Button, Ailsa Brotherton, LTH and Emma Ince, GPCCG and CSRCCG	19 June 2019		
Rosendale Birth Centre	Proposals	Steering Group	Kirsty Hamer and Christine Goodman, East Lancs CCG	tbc		
NHSE – Quality Surveillance Group	Overview and relationships with scrutiny	Steering Group	Sally Napper, NHSE, Lisa Slack, LCC	Tbc July 2019?		
Childhood immunisations	Progress report (invite to be extended to Chair and Deputy Chair of Children's Services Scrutiny Committee)	Briefing note	Jane Cass?/Tricia Spedding, NHS England, Sakthi Karunanithi, LCC	Tbc		

Topic	Scrutiny Purpose (objectives, evidence, initial outcomes)	Scrutiny Method	Lead Officers	Proposed Date(s)	Recommendations	Progress
Health in All Policies	Embedding spatial planning and economic determinants	Briefing note (and Steering Group)	Dr Aidan Kirkpatrick and Andrea Smith, LCC	-		Awaiting briefing note
Scrutiny of Budget Proposals 2018/19	<ul style="list-style-type: none"> • Sexual Health • Advocacy Services • Learning, disability and autism: Enablement • Older persons in-house residential services: self-funder fees • Extra sheltered care services 	Briefing note	Neil Kissock/Richard Hothersall, LCC	-		Awaiting briefing note

Future meeting dates: 14 May, 19 June (pm - work programming), 17 July, 11 September, 16 October, 20 November, 18 December, 15 January 2020, 19 February, 11 March, and 16 April.

Other topics to be scheduled:

- 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
- Secondary Mental Health Services in Lancashire – Charlotte Hammond, LCC
- Disabled facilities grants and housing associations