

Lancashire County Council

Internal Scrutiny Committee

Friday, 20th July, 2018 at 10.30 am in Committee 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 | |
| 2. | Constitution: Membership; Chair and Deputy Chair; and Terms of Reference of the Internal Scrutiny Committee | (Pages 1 - 8) |
| 3. | Disclosure of Pecuniary and Non-Pecuniary Interests
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. | |
| 4. | Minutes of the Meeting held on 18 May 2018 | (Pages 9 - 14) |
| 5. | Highways Winter Service Plan update | (Pages 15 - 16) |
| 6. | Progress Report on Potholes
Presentation on progress to be provided | |
| 7. | Budget Scrutiny Review Panel Proposal | (Pages 17 - 20) |
| 8. | Local Authority Funding and Income Generation Task Group - initial response | (Verbal Report) |
| 9. | Work Programme 2018/19 | (Pages 21 - 28) |

10. Urgent Business

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.

11. Date of Next Meeting

The next meeting of the Internal Scrutiny Committee will be held on 21 September 2018 at 10:00am in Cabinet Room B, County Hall, Preston.

L Sales
Director of Corporate Services

County Hall
Preston

Internal Scrutiny Committee

Meeting to be held on 20 July 2018

Electoral Division affected: None

Constitution: Membership; Chair and Deputy Chair; and Terms of Reference of the Internal Scrutiny Committee

(Appendix 'A' refers)

Contact for further information:

Samantha Parker, 01772 538221, Legal and Democratic Services

sam.parker@lancashire.gov.uk

Executive Summary

This report sets out the constitution, membership, chair and deputy chair and terms of reference of the Internal Scrutiny Committee for the municipal year 2018/19.

Recommendation

The Committee is asked to note:

- i. The appointment of County Councillors David O'Toole and Jayne Rear as Chair and Deputy Chair of the Committee for the remainder of the 2018/19 municipal year;
- ii. The new Membership of the Committee following the County Council's Annual Meeting on 24 May 2018; and
- iii. The Terms of Reference of the Committee

Background

- i) Constitution and Membership of the Internal Scrutiny Committee

The Full Council, at its meeting on 24 May 2018, agreed that the Internal Scrutiny Committee shall comprise 12 County Councillors (on the basis of 7 Conservative, 4 Labour and 1 Liberal Democrat).

The membership of the Committee, as confirmed by the Political Group Secretaries is as follows:

County Councillors (12):

J Rear
J Fillis
M Iqbal
S Holgate
A Riggott
E Lewis

E Nash
D O'Toole
P Rigby
M Salter
D Whipp
G Wilkins

The Full Council also appointed County Councillors David O'Toole and Jayne Rear as Chair and Deputy Chair of the Committee for the remainder of the 2018/19 municipal year.

A copy of the Committee's terms of reference is attached at Appendix 'A'.

Consultations

N/A

Risk Management

There are no risk management implications arising from this item.

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

Paper	Date	Contact/Directorate/Ext
N/A		

Reason for inclusion in Part II, if appropriate

N/A

Part 2 – Article 5 (Overview and Scrutiny)

The council has established the following Overview and Scrutiny Committees:

Committee	Responsibility	Membership
Internal Scrutiny Committee	Review and Scrutinise decisions, actions and work of the Council	12 County Councillors
Health Scrutiny Committee	Statutory responsibility for scrutiny of adult and universal health services	12 County Councillors, plus 12 non-voting co-opted members, nominated by the 12 district councils
Children's Services Scrutiny Committee	Review and scrutinise children and young people's services including the statutory powers of a scrutiny committee as they relate to the NHS.	12 County Councillors, one non-voting co-opted youth council representative, and five non-voting district council members with one member being nominated by each Children's Partnership Board
Education Scrutiny Committee	Review and scrutinise issues around education services provided by the council including those education functions of a Children's Services authority.	16 County Councillors and 5 co-optees, (comprising three Church representatives and two parent governor representatives) who shall have voting rights in relation to any education functions which are the responsibility of the Executive
External Scrutiny Committee	Review and scrutinise issues, services and activities carried out by external organisations	12 County Councillors

All Overview and Scrutiny Committees have the following Terms of Reference:

1. To review decisions made, or other action taken, in connection with the discharge of any functions which are undertaken by the Cabinet collectively, or in the case of urgent decisions which cannot await a Cabinet meeting by the Leader of the Council (or in his/her absence

**(Approved and last updated under the Council's Urgent Business Procedure on behalf of the Urgency Committee, 20 June 2017
Owner – Chris Mather)**

the Deputy Leader) and the relevant Cabinet Member, or Cabinet committees.

2. To make reports or recommendations to the Full Council, the Cabinet, the Leader, Deputy Leader or other Cabinet Members as necessary or Cabinet committees with respect to the discharge of any functions which are undertaken by them or in respect of any functions which are not the responsibility of the Cabinet.
3. To hold general policy reviews and to assist in the development of future policies and strategies (whether requested by the Full Council or the Cabinet, individual Cabinet members, Cabinet committees, or decided by the Committee itself) and, after consulting with any appropriate interested parties, to make recommendations to the Cabinet, individual Cabinet members, Cabinet committees, Full Council or external organisations as appropriate.
4. To consider any matter brought to it following a request by a County Councillor or a Co-optee of the Committee who wishes the issue to be considered.
5. To consider requests for "Call In" in accordance with the Procedural Standing Orders – Overview and Scrutiny Rules at Appendix C – Appendix 3 of the Constitution
6. To request a report by the Cabinet to Full Council where a decision which was not treated as being a key decision has been made and the Overview and Scrutiny Committee is of the opinion that the decision should have been treated as a key decision
7. To request the Internal Scrutiny Committee to establish task groups and other working groups and panels as necessary.
8. To request that the Internal Scrutiny Committee establish as necessary joint working arrangements with district councils and other neighbouring authorities
9. To invite to any meeting of the Committee and permit to participate in discussion and debate, but not to vote, any person not a County Councillor whom the Committee considers would assist it in carrying out its functions.
10. To require any Councillor, an Executive Director or a senior officer nominated by him/her to attend any meeting of the Committee to answer questions and discuss issues.

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Owner – Chris Mather)**

Internal Scrutiny Committee

1. To review and scrutinise all services provided by the authority, unless specifically covered by the Terms of Reference of another Overview and Scrutiny Committee.
2. To consider matters relating to the general effectiveness and development of Overview and Scrutiny in the authority including training for county councillors and co-optees.
3. To consider requests from the other Overview and Scrutiny Committees on the establishment of task groups, and to establish, task groups, and other working groups and panels as necessary, as well as joint working arrangements with District councils and other neighbouring authorities including joint committees to exercise the statutory function of joint health scrutiny committees under the NHS Act 2006.
4. To determine which Overview and Scrutiny Committee considers a particular matter where this is not clear.
5. To establish arrangements for the scrutiny of member development, and receive reports from the Member Development Working Group.
6. To recommend the Full Council to co-opt on to a Committee persons with appropriate expertise, without voting rights

Children's Services Scrutiny Committee

1. To scrutinise matters relating to services for Children and Young People delivered by the authority and other relevant partners.

The following provisions relating to scrutiny of health and social care relate to services for children and young people:

2. To 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,
3. 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
4. The review and scrutinise any local services planned or provided by other agencies which contribute towards the health improvement and

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the reduction of health inequalities in Lancashire and to make recommendations to those agencies, as appropriate

5. In the case of contested NHS proposals for substantial service changes, to take steps to reach agreement with the NHS body
6. 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.
7. To refer to the relevant Secretary of State any NHS proposal which the Committee feels has been the subject of inadequate consultation.
8. To scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under Section 31 of the Health Act 1999.
9. To draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders.
10. 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
11. 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.
12. To invite any officer of any NHS body to attend before the Committee to answer questions or give evidence.

Education Scrutiny Committee

1. To scrutinise matters relating to education delivered by the authority and other relevant partners.
2. To fulfil all the statutory functions of an Overview and Scrutiny Committee as they relate to education functions of a Children's Services Authority.

**(Approved and last updated under the Council's Urgent Business Procedure on behalf of the Urgency Committee, 20 June 2017
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Health Scrutiny Committee

1. To scrutinise matters relating to health and adult social care delivered by the authority, the National Health Service and other relevant partners.
2. 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
3. In the case of contested NHS proposals for substantial service changes, to take steps to reach agreement with the NHS body
4. 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.
5. To refer to the relevant Secretary of State any NHS proposal which the Committee feels has been the subject of inadequate consultation.
6. To scrutinise the social care services provided or commissioned by NHS bodies exercising local authority functions under the Health and Social Care Act 2012.
7. To request that the Internal Scrutiny Committee establish as necessary joint working arrangements with district councils and other neighbouring authorities.
8. To draw up a forward programme of health scrutiny in consultation with other local authorities, NHS partners, the Local Healthwatch and other key stakeholders.
9. 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.
10. 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.
11. To invite any officer of any NHS body to attend before the Committee to answer questions or give evidence.
12. To recommend the Full Council to co-opt on to the Committee persons with appropriate expertise in relevant health matters, without voting rights.

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13. 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.

External Scrutiny Committee

1. To 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. To 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. To 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. To 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

**(Approved and last updated under the Council's Urgent Business Procedure on behalf of the Urgency Committee, 20 June 2017
Owner – Chris Mather)**

Lancashire County Council

Internal Scrutiny Committee

Minutes of the Meeting held on Friday, 18th May, 2018 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Present:

County Councillor David O'Toole (Chair)

County Councillors

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

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 March 2018

Regarding **Item 6 – Progress Report on the Reopened Libraries**, it was noted that the Committee had agreed to the following Motion. "This committee welcomes the decision to reopen libraries right across Lancashire and places on record its thanks and appreciation to all members of staff to deliver this programme. Furthermore this committee recognises that Lancashire's libraries are now much more than a place to simply borrow a book and that they play a central and valid role in our communities."

It was also noted that members had requested a dedicated phone number for them to contact in emergencies instead of the Emergency 101 number. There had been lengthy waiting times with the 101 number for councillors even with services that were council operated.

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

4. Household Waste Recycling Centres

The Chair welcomed Steve Scott, Head of Waste Management, to the meeting. The report presented explained that the Household waste Recycling Centre (HWRC) service was brought in-house on 1st April 2018 after many years of being delivered by a third party under contract.

Members were informed that addressing these issues would be a priority for the waste team. However, the move to in-house provision also gave the opportunity to conduct a fundamental review of all aspects of the recycling centre service which had generally been in its current format for more than two decades.

It was highlighted that the application of the Waste Hierarchy by local authorities was a requirement of the Waste Regulations 2011. It ranked waste management options according to what was best for the environment. The committee commended the Waste Management Team on the use of the Waste Hierarchy and the way it put it into practice as best it could.

Members were advised that in January 2017 the council bought out the brick and brick contract at the Preston HWRC and opened a reuse shop stocked by waste diverted from the recycling centre.

The Waste Service wanted to push the reuse agenda. It was intended that the council adjusted the focus of its recycling centres to ensure greater reuse of the waste delivered and seek to generate social value. This would mean changes in the way the facilities currently operated. There would be more direct engagement with the public and staff would actively sort through the items delivered. It was intended that a detailed communications and education campaign about reuse be developed, including promotion of the social value that the council was achieving from its reuse activities through media, social media, on the website and at the recycling centres themselves.

It was noted that reuse would not reduce landfill and reuse activities were also resource intensive from a staffing perspective. However, there clearly existed an opportunity to operate recycling centres in a manner which was better for the environment, supported communities, other organisations and Lancashire residents. There was also an opportunity to make better use of the resources delivered to recycling centres which were currently treated as waste.

The committee was informed that the plastics market in the UK now had a surplus of better quality plastics than the hard plastics Lancashire had in its recycling centres. The decision was therefore taken to withdraw the hard plastic skips until there was a guaranteed outlet for them. A trial was running at the moment at two sites in Lancashire with a processor who was willing to take good quality plastics and the staff on these sites would separate the plastics themselves as long as the plastics were clean.

It was noted that since the introduction of the Inert Waste Policy the level of fly tipping in Lancashire had increased. Members enquired if there was a possibility to change the policy in order to mitigate fly tipping. It was confirmed that a lot of

work had been done monitoring fly tipping. Lancashire Waste Partnership had a Fly Tipping Working Group in place to report back to the Waste Partnership.

The committee was informed that arrangements could be put in place regarding access for volunteer litter picking groups taking waste to HWRCs.

Concerns were raised about the security at HWRCs. It was confirmed that the Waste Management Team was aware of the security issues. A multi-agency group had recently been introduced at Chorley HWRC. This group included LCC, the district council, the police and local residents to look at the security problem.

The Waste Management Team confirmed that there had been teething problems regarding transport. There was a new transport contractor in place and trucks were now arriving at sites with skips.

Members questioned the reduction of opening hours at the HWRCs. Reduction of opening hours was not about reducing service but about what service was needed for certain sites to make them more efficient. The Waste Management Team was reviewing the services it had to see how they could be made more efficient.

The committee requested that the portfolio holder inform members what his views on the policy issues were.

Resolved: That;

- i. The report be noted;
- ii. The outcome of the service review be reported back to a future meeting of the committee.

5. Local Authority Funding and Income Generation Task Group Report

County Councillor Jayne Rear, Chair of the Local Authority Funding and Income Generation Task Group, presented a report on the conclusions of the task group.

The focus of the task group was to identify various areas that could potentially provide an increase in income to support the financial sustainability of the county council. The task group considered documentary evidence from both internal services and external sources. Meetings were held with senior officers within the county council representing a range of services.

Once the report had been agreed by the committee, it would then be circulated to all relevant stakeholders, directors and cabinet members. Cabinet members were required to provide a response within two months which would be fed back to the committee.

It was proposed that there would be a proposed verbal update at the July meeting of the committee on any progress with a full written response potentially at a future meeting of the committee.

Members could then consider whether any further monitoring would be required if the response was incomplete or because the satisfactory resolution of the issues depended on information not yet available. Reasons for further monitoring needed to be considered.

Resolved: That;

- i. Recommendations of the Task Group be supported as set out in the report at Appendix A;
- ii. Appropriate mechanism for reviewing the response to the Task Group's recommendations be considered.

6. Work Plan and Task Group Update 2017/18

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

Members raised the point that when they received reports they did not have anything to measure them against and felt this was hampering their scrutiny. The reports required key performance indicators.

The committee was informed that a work planning session was being arranged for early July to discuss topics for the next municipal year, 2018/19.

It was suggested that the Highways Team come back to the July meeting of committee to give an update on potholes and the winter service plan. It was also suggested to bring forward the item on winter gritting to the summer of 2018. The committee was informed that the topic of flooding was coming to External Scrutiny on 4 June.

Resolved: That;

- i. The report be noted
- ii. Work planning meeting for 2018/19 municipal year be noted

7. Urgent Business

There were no items of Urgent Business.

8. Date of Next Meeting

The next meeting of the Internal Scrutiny Committee would take place on Friday 20 July 2018 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, 20 July 2018

Electoral Division affected:
(All Divisions);

Highways Winter Service Plan update

Contact for further information:

Rob Wilson, Area Highway Manager (West),
rob.wilson@lancashire.gov.uk

Executive Summary

Update on the 2017/18 winter season and proposed updates to the Highways Winter Service Plan for the forthcoming season.

Recommendation

The Internal Scrutiny Committee is asked to:

- I. Note the content of the report and comment.
- II. Note that the task and finish group relating to grit bin assessment and provision is currently in progress and will report back to the service.

Background and Advice

The Highways Winter Maintenance Service is provided in line with the Winter Service Plan. The 2017/18 winter season saw an eventful winter with a higher number of precautionary and reactive treatments than in recent years. This was due to more nights with marginal temperatures combined with shower activity earlier in the season and then the harsher 'Beast from the East' events later in the season. The service went to plan and there were no issues with winter resilience.

The Winter Service Plan is guided by national guidance produced by the National Winter Service Research Group (NWSRG). It was reported to scrutiny in November 2017 that updated guidance was due to be published by the NWSRG which was likely to require changes to the treatment matrix in the Winter Maintenance Plan for the 18/19 season. The publication of the updated guidance has been delayed and is now not likely to be available for implementation for the 18/19 season.

A separate report is due to be submitted to Cabinet in August detailing a proposal to change the intervention level from the current plus 1 degree to plus 0.5 degree. If approved, this would be the only proposed change to the Winter Service Plan for the 18/19 season.

A Task and Finish group was established following Scrutiny in November 2017 to look at the provision of grit bins across the network. This is currently in progress and the findings of the group will be considered upon receipt.

Changes to the network are considered as the service become aware of them and the policy within the Winter Maintenance Plan is applied. This ensures that the network is treated in accordance with policy. Regular collaboration takes place with neighbouring authorities throughout the year to ensure that gritting routes across border boundaries are consistent.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The report has no significant risk implications.

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

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Internal Scrutiny Committee

Meeting to be held on Friday, 20 July 2018

Electoral Division affected: None

Establishment of a Budget Scrutiny Review Panel

(Appendix 'A' refers)

Contact for further information:

Samantha Parker, Tel: 01772538221, Senior Democratic Services Officer,

sam.parker@lancashire.gov.uk

Executive Summary

This report sets out a proposal to establish a Budget Scrutiny Review Panel to further enhance the scrutiny of budget proposals under consideration by Cabinet. Appendix 'A' sets out the suggested terms of reference.

Recommendation

The Internal Scrutiny Committee is requested to approve the establishment of the Budget Scrutiny Review Panel.

Background and Advice

In January 2018, a budget report was tabled and considered at each of the scrutiny committees with a view to identifying areas of potential risk relating to budget savings proposed by Cabinet. Areas identified were then included in the work plan for each of the committees for further scrutiny during 2018.

Following a series of meetings with officers and with member input, a review of the effectiveness of budget scrutiny in its current format was undertaken. It was concluded that in order to facilitate a more effective budget scrutiny process a new Budget Scrutiny Review Panel be established.

The suggested terms of reference for the Budget Scrutiny Review Panel is set out at Appendix 'A'.

If approved, the Review Panel will report on its activities to the Internal Scrutiny Committee. It should be noted that the Review Panel's role will not be to lead on the management of the budget or to set a budget, but to review savings proposals from Cabinet during budget development cycles.

Nominations for membership will be politically balanced meaning that four Conservatives, two Labour, one Liberal Democrat and one Independent would be

appointed on nomination by their group. It is suggested that where possible each Group establish a pool of substitutes with knowledge of local authority finance, should temporary replacements be required to attend in place of a member of the Review Panel.

The Internal Scrutiny Committee is requested to approve the establishment of the Budget Scrutiny Review Panel.

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

Proposed Draft Terms of Reference - Budget Scrutiny Review Panel

1. Composition and Role

The Budget Scrutiny Review Panel comprises 8 County Councillors (4 Conservative, 2 Labour, 1 Lib Dem and 1 Independent).

2. Role of the Review Panel

The role of the Review Panel would be 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 in exercising this function contributes to a robust budget scrutiny process, and supports effective monitoring of the county council's budget.

The Budget Scrutiny Review Panel 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 Budget Scrutiny Review Panel reports to the Internal Scrutiny Committee.

3. Frequency of Meetings

Meetings to be held monthly between September and January with additional potential meetings in April and July.

4. Functions of the Review Panel

- a) To review and scrutinise Cabinet's budget proposals
- b) To request any Councillor, an Executive Director or a senior officer nominated by him/her to attend any meeting of the Committee to answer questions and discuss issues
- c) To make recommendations in respect of those budget proposals
- d) To receive regular budget updates/monitoring reports as appropriate
- e) To engage with the relevant Portfolio Holder and officers on any financial issues arising from updates / monitoring reports
- f) To make any recommendations arising from discussions with the relevant Portfolio Holder and officers in respect of any financial issues
- g) To refer to the relevant scrutiny committee any issues arising for further consideration
- h) To receive and consider responses from Cabinet in relation to the Review Panel's recommendations
- i) To receive updates on the progress of agreed budget savings
- j) To engage with the relevant Portfolio Holder and officers on issues arising from reviews of agreed budget savings
- k) To provide quarterly update reports to Internal Scrutiny Committee
- l) To support and review potential options for self-sufficiency/commercialisation

Internal Scrutiny Committee

Meeting to be held on Friday, 20 July 2018

Electoral Division affected:
(All Divisions);

Internal Scrutiny Committee Work Programme 2018/19

Appendix 'A' refers

Contact for further information:

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

sam.parker@lancashire.gov.uk

Executive Summary

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

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

Recommendation

The Internal Scrutiny Committee is asked to:

- i. Note and comment on the report and work programme;
- ii. Consider topics not yet scheduled;
- iii. 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 new work programme includes topics to be discussed at committee meetings, events, task groups, rapporteur work, briefing notes and training for members. Also included are a number of items not yet scheduled for members to consider.

To support mechanisms to report back on actions and progress of recommendations, members are requested to note that two further columns have been included in the programme to enable more effective monitoring.

Members are requested to note and comment on the report, consider topics not yet scheduled and to discuss and confirm any further topics.

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.

Appendix A

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
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		
Winter Service Plans 2018/19	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	20 July 2018		
Winter Gritting Service – Grit Bin Provision Task Group	Update on progress of the task group linking in with the winter service plan item.	Committee meeting	CC Joe Cooney	20 July 2018		
Parking enforcement	Information to members on current issues around parking enforcement particularly in villages and schools.	Committee meeting	Peter Bell	21 September 2018		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Winter Gritting Service – Grit Bin Provision Task Group	Final report of the task group	Committee meeting	CC Joe Cooney	21 September 2018		
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	Sarah Jenkins/ CC Peter Buckley	16 November 2018		
Household Waste Recycling Centres (HWRC)	Update to committee following the review of the service in September.	Committee meeting	Steve Scott/ CC Albert Atkinson	16 November 2018		
Budget savings update	Update on budget savings impact on services identified in January 2018	Committee meeting	TBC	18 January 2019		
Blue Badges	Impact following changes to legislation.	Committee meeting	Sarah Jenkins/ CC Peter Buckley	15 March 2019		
'Does Local Government Work for Women'	Task group agreed through Full Council	Task Group	CC Erica Lewis	TBC - ongoing		

Appendix A

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Grit Bin Placement Review	Task group agreed through Internal Scrutiny Committee	Task Group	CC Joe Cooney	TBC - ongoing		
Single Use Plastics	Task group agreed through Full Council	Task Group	CC Gina Dowding	TBC - ongoing		
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	TBC		
Update on Planning Matters	Information to members on changes to legislation and impact.	Bite size briefing for members	Andrew Mullaney/ CC Michael Green	TBC		
Planning Controls	Enforcement of planning controls including information on public perception.	Briefing note for members	Andrew Mullaney	September 2018		
Street Lighting	Update on service timescales on publically reported faults plus energy spend update.	Briefing note for members	TBC	October 2018		
Member Grants, CGF and LIF	Impact on third sector and community organisations in relation to the withdrawal of funding	Briefing note for members	TBC	November 2018		
Highway Verges	Monitoring and impact of additional funding. Information	Briefing note for members	Ridwan Musa	November 2018		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
	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)					
Residual Waste	Potential opportunity for more savings which could reduce the impact to some services and areas of concern for residents	TBC	TBC	TBC		
Conservation and Collection Team	Would savings maintain current team and increase its activity and work more effectively and commercially – consultation due Oct/Nov 2018	TBC	TBC	TBC		
Community Transport	Impact of the budget savings – consultation June 2018	TBC	TBC	TBC		
Vacancies	How vacancies were being addressed and cost of agency and consultancy staff	TBC	TBC	TBC		
Budget Early Intervention and Prevention	Are the additional savings identified making savings or diverting costs elsewhere	TBC	TBC	TBC		

Topic	Scrutiny Purpose (objectives, initial outcomes)	Scrutiny Method	Lead Officers/ Organisation	Proposed Date(s)	Recommendations	Progress
Waste Arisings	1% target reduction in waste arisings. Impact on resources within the service for delivery of the option	TBC	TBC	TBC		