

Subject:	Overview and Scrutiny Annual Report 2018/19 and Work Programme 2019/20	Status:	For Publication
Report to:	Overview & Scrutiny Committee Full Council	Date:	17 th June 2019 17 th July 2019
Report of:	Overview and Scrutiny	Portfolio Holder:	Corporate Services
Key Decision:	No <input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	No	Attached: No
Biodiversity Impact Assessment	Required:	No	Attached: No
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1.	RECOMMENDATION(S)
1.1	To note the Overview and Scrutiny Annual Report 2018/19.
1.2	To notes and approve the Overview and Scrutiny Work Programme for 2019/20.

2. PURPOSE OF REPORT

- 2.1 To note the Overview and Scrutiny (O&S) Annual report for 2018/19 and approve the O&S Work Programme for 2019/20.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **A clean and green Rossendale:** our priority is to keep Rossendale clean and green for all of Rossendale's residents and visitors, and to take available opportunities to recycle and use energy from renewable sources more efficiently.
 - **A connected and successful Rossendale that welcomes sustainable growth:** our priority is to ensure that we are well connected to our residents, key partners and stakeholders. We want to make the most of every pound we spend and we are always looking for new and innovative ways to make the resources we do have, work harder for us.
 - **A proud, healthy and vibrant Rossendale:** our priority is to ensure that we are creating and maintaining a healthy and vibrant place for people to live and visit.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 There are no specific risk issues for members to consider arising from this report.

5. BACKGROUND AND OPTIONS

- 5.1 The Council's Constitution requires the Overview and Scrutiny Committee to produce an Annual Report, which outlines the work carried out over the municipal year. The report highlights the work of the committee along with any work carried out by task and finish groups and is attached as Appendix 1.

- 5.2 The Overview and Scrutiny Committee is also required to produce an Annual Work

Programme to outline the work to be undertaken during 2019/20. The Work Programme is designed to be a fluid document that can change as required throughout the year. The Work Programme, including the standard items that O&S will look into throughout the year, is attached as Appendix 2.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 Where any financial implications do arise, they will be considered by members as part of the annual budget process.

7. MONITORING OFFICER

7.1 Any legal comments are covered in the body of the report.

8. POLICY IMPLICATIONS AND CONSULTATION CARRIED OUT

8.1 The scrutiny process was introduced by the Local Government Act 2000. The purpose of the Overview and Scrutiny Committee is to provide constructive challenge and recommend improvements that will make a positive impact on the quality and delivery of services to local communities. Task and Finish Groups support specific focused pieces of work and produce reports and recommendations for improvement.

The four main principles of scrutiny are:-

- Empowering local people working with their local representatives, to challenge the council and other agencies to deal with local concerns
- Ensuring that the views and concerns of local people are heard at the heart of the local authority
- Enabling local councillors, as community champions to take the lead in raising issues for scrutiny
- Reinforcing the scrutiny functions as a way to get things changed and improved so that local communities can see tangible results.

8.2 Consultation has been undertaken with the following in the development of the Work Programme:-

- Internal consultation with Directors, Heads of Service and Managers
- Councillors and Co-opted members
- General public via the council's news website, social media (Facebook and Twitter), and forms in the One Stop Shop

8.3 At O&S Committee on 17th June 2019 the Annual Report was noted. Discussion took place on the Work Programme and it was agreed to consider a Task and Finish Group to examine suicide rates in Rossendale using the 'scrutiny in a day' method. This would be scheduled for late 2019/early 2020.

9. CONCLUSION

9.1 It is important to provide an Annual Report to Full Council to demonstrate the work carried out by the committee each year. By agreeing the Work Programme the Council ensures that local issues and services to local communities continue to be part of the scrutiny process with a view to being able to make recommendations for continuous improvements.

Appendices	Description
Appendix 1	O&S Annual Report 2018/19
Appendix 2	O&S Work Programme 2019/20

**OVERVIEW & SCRUTINY
COMMITTEE**

ANNUAL REPORT

2018/19

FOREWORD FROM THE 2018/19 CHAIR OF OVERVIEW AND SCRUTINY, COUNCILLOR ADRIAN LYTHGOE



This Overview and Scrutiny Annual Report highlights the activity and work of the committee and the Task and Finish Groups. It is important for scrutiny members to be involved in decisions at an early stage to ensure they influence the decision-making process and play an important role of 'critical friend'.

I am particularly pleased this year by the work done and progress made on performance management performance management as this work nears completion. As part of this process it was particularly pleasing and informative to meet with senior managers, Christine Lamb and Clare Law to gain further insight into the good work being done and the challenges they face within their areas.

It is a pleasure to work with the task and finish groups as there is such good cooperation and positive input from all members regardless of political persuasion and officers but particularly Jenni Cook whose initiative, efficiency and organisational ability makes running this committee and the Task and Finish groups very straightforward. The Scrutiny in a Day method continues to be an effective and efficient way of dealing with some issues and is now something that is firmly embedded in our practice.

We are grateful for those external to the Council who gave up their time to attend meetings and who have contributed to the work of both the Overview and Scrutiny Committee and the Task and Finish Groups.

As always, I would like to thank all members and officers.

MESSAGE FROM COUNCILLOR SEAN SERRIDGE – PORTFOLIO HOLDER FOR REGULATORY SERVICES 2018/19



Overview and Scrutiny is a crucial process that ensures we are delivering both Council services and those services of its partners in an appropriate way.

The Council's Overview and Scrutiny Committee continues to support and at the same time, challenge the Cabinet in providing assurance in respect of policy development and review across the Council and its partners, acting as a 'critical friend'.

Both councillors and officers continue to work together in these difficult and challenging times ahead to ensure the best provision of services for the people of Rossendale and I have confidence that the scrutiny process will make sure we do this.

1. Overview and Scrutiny – The Basics

- 1.1 The Overview and Scrutiny process is a way of achieving open and democratic accountability for the provision of public services.
- 1.2 All local authorities operating a Cabinet and Scrutiny model have a Cabinet made up of the Leader of the Council and, in Rossendale, there are five other members who make up the Cabinet.
- 1.3 The Overview and Scrutiny (O&S) role is carried out by non-Cabinet members. In Rossendale we have one politically balanced committee made up of 10 members and one co-opted member.
- 1.4 The Overview and Scrutiny Committee is supported by one officer who works 30 hours per week in Committee and Member Services.
- 1.5 Overview and Scrutiny is not a decision making body, but is a body which monitors and influences those that are, i.e. the Cabinet. Overview and Scrutiny report their work back to Cabinet who then decide whether recommendations will be accepted, and if not, why not.
- 1.6 In Rossendale the Overview and Scrutiny Committee has a role in performance monitoring, which enables members to scrutinise detailed performance reports on a quarterly basis.
- 1.7 Scrutiny members/non-Cabinet members undertake reviews which are called Task and Finish Groups (T&F). These are usually made up of 5 members who are asked to look in-depth at particular issues and make recommendations which may suggest a change in policy or service provision.
- 1.8 Overview and Scrutiny is not a mechanism for the investigation or settling of individual complaints from the public or members. The Council has a separate complaints process and a member enquiry service. Nor can Overview and Scrutiny look at individual planning or licensing decisions.
- 1.9 Overview and Scrutiny welcomes suggestions from councillors and the general public regarding issues that could be investigated. Committee and Member Services consult with the public, councillors and managers each year and their suggestions are considered for the Annual Work Programme.

2. Work carried out in 2018/19

2.1 Quarterly Performance Reports

The new format of the Quarterly Performance continues to be well-received by members. It is a work in progress and feedback continues to be given and implemented with regards to the layout and targets. Whilst the major changes in content and format will soon be finalised this is something that will continue to evolve as needs and circumstances change.

2.2 Other Reports

The committee received a variety of reports during 2018/19 with some of them being part of the annual work programme and some being brought to O&S for a specific reason and discussion, including:-

- Annual Equality Report
- Local Government Ombudsman Annual Letter and Council Feedback (Complaints) Update.
- HR Policies
- The Prevention of Homelessness Strategy and Review 2018-2023
- Disabled Facilities Grant Policy
- Customer and Digital Strategy
- Adoption of a Temporary Accommodation Policy

3. External Scrutiny

3.1 The committee received a number of presentations from external organisations as follows, which are summarised below.

Lancashire Constabulary – Crime Figures

3.2 As set out in the O&S Terms of Reference, the committee monitors crime and disorder issues and under the Police and Justice Act and related statutory guidance from the Home Office on the scrutiny of crime and disorder, Lancashire Police are invited to the committee each year to give a presentation on performance and progress against crime indicators. Inspector Clarke attended in January 2019 and presented an analysis of the crime figures. The update was discussed by members.

Rossendale Leisure Trust (RLT) Update

3.3 Rossendale Leisure Trust presented their annual update in January 2019 via a YouTube video, accompanied by a short summary document. The video was very well received and informed members of the Trust's key achievements during the year.

Community Leisure Association Whitworth (CLAW)

3.4 CLAW provided the committee with an update in January 2019 and the report highlighted their key achievements and challenges.

3.5 Transdev

Transdev agreed to attend the March 2019, taking the slot that Rosso used to attend. This update provided members with information on achievements and was an opportunity to raise any issues. It should be noted that Transdev were not obliged to attend the O&S Committee.

3.6 Updates were also received from grant recipients:-

- Bacup Credit Union
- First Choice Credit Union
- Citizens Advice

4. **Task and Finish Group work in 2018/19**

4.1 Task and Finish Groups are established by the O&S Committee to conduct an in-depth review of any service, policy or issue that affects the borough. Usually there are five politically balanced members (non-Cabinet Members) and at the first meeting a Chair and Terms of Reference are agreed. Only two groups are able to operate at the same time.

4.2 Excess Winter Deaths

This Group was established following publication of the 2015/16 winter death figures. The Group took a new approach to investigation and tried a 'Scrutiny in a Day' approach. The report was put before O&S in June 2018 and endorsed by the Cabinet. An update from East Lancashire CCG is scheduled for September 2019 to inform members of how the Health and Wellbeing Plan has been implemented.

4.3 Holiday Hunger

This Group was established following a motion put to Full Council in September 2018 and utilised the 'Scrutiny in a Day method'. It is clear that this is not a quick or easy issue to resolve. The Group has recommended that a pilot scheme be established to look at ensuring there is a constant source of fresh food available to those who need it. It should be noted that this is not a service that the Council is responsible for, however, the Communities Team should be able to provide co-ordinating assistance to enable schools and community, voluntary and faith sectors to work together.

5. **Issues for 2019/20**

5.1 Members should consider topics for Task and Finish Groups and also the format of the groups. The 'Scrutiny in a Day' continues to be an efficient method, however, it should be noted that this may not be a suitable format for all Task and Finish Groups.

6. 2019/20 Meetings and Work Programme

- 6.1 The O&S Committee meetings for 2019/20 are confirmed and listed in the Committee Schedule. The O&S Committees take place at 6.30pm in the Council Chamber.
- 6.2 As per last year, the September meeting has been moved to mid-month to allow additional report preparation time following the summer period.
- 6.3 The Work Programme is a separate document and sets out the basic work to be carried out by O&S Committee during 2019/20. This will include the usual updates from partners, quarterly performance reports, task and finish items and any other policies or items as they arise. This will be taken to Full Council, along with this report in July 2019.

**OVERVIEW AND SCRUTINY
WORK PROGRAMME 2019/20**

1. INTRODUCTION

- 1.1 The Overview and Scrutiny Committee is required to produce and agree an Annual Work Programme.
- 1.2 As always, to develop the work programme, a local consultation process was undertaken with managers, councillors and members of the public, who were asked to contribute to the Work Programme. Contributions could be made via social media, the Council's news website, via the democracy email address or a hard copy form within the One Stop Shop.
- 1.3 There is a scrutiny form on the website and people are welcome to submit ideas through the year.
- 1.4 This programme outlines the work of the Overview and Scrutiny Committee and the proposed work to be undertaken by Task and Finish Groups. Due to officer resources, there should be no more than two Task and Finish Groups running at one time.

2. CABINET INVOLVEMENT

- 2.1 In November 2016 the Cabinet resolved that the two main recipients of Council grants, being the Citizens Advice and the Credit Union would update the Council on its work and that this would be done via the Overview and Scrutiny Committee. These groups have attended to update the committee.
- 2.2 Portfolio Holders continue to attend Overview and Scrutiny on a regular basis to observe and also to provide feedback on Task and Finish Group reports.

3. HEALTH SCRUTINY

- 3.1 At the time of writing the report, the Portfolio Holder for Customers and Communities represents Rossendale Council on the Rossendale Strategic Health Partnership which is attended by GPs, the CCG and other health professionals who work in Rossendale. They also represent Rossendale on the East Lancs Health and Wellbeing Partnership and LCC Health Scrutiny Committee.
- 3.2 The Portfolio Holder chairs the Rossendale Health and Wellbeing Partnership, which is attended by the CCG Locality Manager and is open to any elected member to attend.
- 3.3 Issues of concern can be raised via the Portfolio Holder at any of these meetings.

4. STANDING AGENDA ITEMS

4.1 The Council's Constitution outlines the items which Overview and Scrutiny looks at on a regular basis and in addition, Overview and Scrutiny can look at other non-key decision/updates as required or requested. The items outlined in the Constitution are detailed below:-

4.1.1 Routine Monitoring of the Performance of the Council

To review on a quarterly basis the Performance Report and invite officers of the Council to attend a future meeting if their service area is under-achieving on its target. Alternatively, if a service area is falling behind on their targets, the Performance Management Task and Finish Group may be re-convened to look into the matter.

4.1.2 Policy Development

- a) To deal with emerging policy and assist the Council in reviewing and developing policy as detailed in the Forward Plan.
- b) Review and scrutinise decisions taken internally by the Cabinet, individual Cabinet members or officers of the Council.

4.1.3 Scrutiny of the Council's Budget

To be consulted and make recommendations on the Council's annual budget setting and to review the Medium Term Financial Strategy for 2019/20 in February 2019.

4.1.4 Complaints/Compliments

- a) To monitor formal complaints received by the Council
- b) To receive information on the number of compliments received for each service area
- c) To monitor Local Government Ombudsman Complaints.

4.1.5 Councillor Call for Action (CCfA)

To deal with any relevant Councillor Call for Action requests and determine the appropriate course of action.

4.1.6 Call-In

To scrutinise decisions referred under the Council's Call-In Procedure.

5. WORK PROGRAMME CONSULTATION FEEDBACK

5.1 As noted in Section 1 of this report, consultation took place via councillors, managers, the news website, Twitter, Facebook and hard copy forms in the One Stop. No responses were fed back to officers via social media this year, however responses have been received from councillors, officers and a suggestion from a member of the public at a 2018/19 meeting has also been incorporated. A list of suggestions and the Chair's response is attached at Appendix 1.

6. 2019/20 WORK PROGRAMME AND PROPOSED AGENDAS

- 6.1 The Work Programme below is based on previous agendas, required updates from Task and Finish Groups and the standing items outlined in Section 4.
- 6.2 Although the Work Programme is formally agreed, it may be amended by the Overview and Scrutiny Committee as required. The Work Programme and proposed agendas are outlined below. The table sets out the basic agendas and a rough idea of which reports should go to each committee. It is important to ensure that there is room for Task and Finish Group reports and for any other items or policies which will occur during the year.
- 6.3 At the June 2019 O&S Committee it was agreed to consider a Task and Finish Group to examine suicide rates in Rossendale, which would utilise the ‘scrutiny in a day’ method.
- 6.4 The Forward Plan is tabled at each meeting for information and to allow members to see which items are going to Cabinet. Items in *italics* are suggestions from the Work Programme consultation.

Meeting	Items
17 th June 2019	<ul style="list-style-type: none"> - Quarter 4 Performance Report - O&S Annual Report 2018/19 - O&S Work Programme 2019/20 - Holiday Hunger Task and Finish Group Report - The Forward Plan
16 th September 2019	<ul style="list-style-type: none"> - <i>Bacup THI Update</i> - Quarter 1 Performance Report - Annual Equality Report - Excess Winter Deaths – Health and Wellbeing Action Plan Update (East Lancs CCG) - The Forward Plan
14 th October 2019	<ul style="list-style-type: none"> - <i>RTB Update</i> - The Local Government Ombudsman’s Annual Letter and the Council’s Annual Complaints Report - Annual Equality Report - The Forward Plan
11 th November 2019	<ul style="list-style-type: none"> - Quarter 2 Performance Report - Debt Management Policy - Customer Services and Capita Performance Update - Council Tax Support Scheme 2019/20 (only if major changes) - The Forward Plan
2 nd December 2019	<ul style="list-style-type: none"> - Bacup Credit Union - First Choice Credit Union - <i>Local Government Reorganisation and Value for Money</i> - Holiday Hunger Pilot Scheme Update - The Forward Plan

Meeting	Items
20 th January 2020	<ul style="list-style-type: none"> - Rossendale Leisure Trust Annual Update - Community Leisure Association Whitworth (CLAW) Annual Update - Annual Update from Lancashire Police - The Forward Plan
3 rd February 2020	<ul style="list-style-type: none"> - Citizens Advice - Quarter 3 Integrated Performance Report - 2019/20 Budget Report/Capital Programme/Treasury Management - The Forward Plan
9 th March 2020	<ul style="list-style-type: none"> - <i>Investment in all areas of Rossendale</i> - The Forward Plan

7. CONCLUSION

- 7.1 Engagement with members of the public continues to be an issue; however some good suggestions have been obtained from councillors and officers. It is important to understand what O&S can effectively scrutinise and to concentrate the committee's efforts on those items. It should be noted that Lancashire County Council has its own Scrutiny Committees.
- 7.2 Consultation responses notwithstanding, the programme outlined above provides members with a clear plan of work and engages with our partners and grant recipients. There is also room available for additional items to be added throughout the year and for items to be moved as necessary.

**2019-20 O&S Work Programme - Appendix 1
Suggestions for Work Programme and Chair's Response**

Item Name	Suggested by	Reasons/Narrative	Chair's Comments
Investment in all areas of Rossendale	Member of public	Investment in all areas, success of investment plans, achievement of outcomes.	Economic Development to be invited to give a presentation on regeneration in Rossendale in March 2020.
Debt Management Policy	Finance Manager	Following the work that Internal Audit will be doing in 2019, the policy will be reviewed as a result and will go to O&S for comment before Cabinet.	Policy document pencilled in for November 2019 (move if necessary, depending on timescales).
RTB Board	Cllr Morris	To update members on their plans/performance or outcomes etc both individually as a Partner in the Partnership and then as a Group.	RTB to be invited October 2019.
Empty Homes Scheme	Cllr Essex	Including effectiveness of the recovery plan, the financial repercussions and lessons learnt	Police investigation still ongoing.
Waste and recycling	Cllr Essex	Investigate more effective ways of collecting waste and to increase recycling.	Two aspects to this: 1. Ask the Portfolio Holder keep O&S updated on implications of the new Resources and Waste Strategy for England are known. (Hansard Ref: HEWS1200). 2. LCC's scrutiny committee carried out a piece of work "Reducing single use plastics in Lancashire" – invite a representative from the Task and Finish Group to speak to O&S Committee.

**2019-20 O&S Work Programme - Appendix 1
Suggestions for Work Programme and Chair's Response**

Item Name	Suggested by	Reasons/Narrative	Chair's Comments
Digital Transformation	Cllr Essex	Assess the action plans which will deliver the digital transformation objectives of RBC.	This will be done via quarterly performance reports. Internal Audit has also allocated 5 days to this.
Regional Transport Links	Cllr Essex	Review our regional transport links and make recommendations to Cabinet.	Economic development can touch on this during their update/s.
Local Government Reorganisation and Value for Money	Cllr Essex	Investigate the options for local government reorganisation that RBC can then consider. Investigate whether there are better value for money ways of delivering services to the residents of Rossendale.	Invite the Leader and relevant portfolio holder to give a brief update on this in December 2019.
Bacup THI	Member of public	Suggested by a member of the public at a 2018/19 meeting.	Economic Development Manager confirmed July Committee.
Rossendale Health Hub, Birthing Centre and ELCCG.	Cllr Johnson	An update on future plans	To be invited to a future committee.