

Meeting of: Overview and Scrutiny Committee

Time: 6.30pm

Date: 16th January 2023

Venue: Council Chamber, The Business Centre, Futures Park, Bacup. OL13 0BB



Supported by: Carolyn Sharples, Committee and Member Services Manager, Tel: 01706 252422 or email carolynsharples@rossendalebc.gov.uk

To observe the meeting remotely, please use the Zoom link below (please allow time for set up if accessing for the first time):

<https://zoom.us/j/99136301779?pwd=TIAyUHhhMGdWUUdZYWZYZWJSZG0vZz09>

Meeting ID: 991 3630 1779

Passcode: 818436

A waiting room will be in place and observers will be admitted to the meeting at approx. 6.30pm.

The meeting will also be live streamed at the following link:

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

ITEM		Lead Member/Contact Officer
A.	BUSINESS MATTERS	
A1.	Apologies for Absence	
A2.	To approve and sign as a correct record the Minutes of the Overview and Scrutiny Meeting held on 14 th November 2022.	
A3.	<p>Declarations of Interest</p> <p>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</p> <p>Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.</p>	<p>Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422 Email: carolynsharples@rossendalebc.gov.uk</p>
A4.	<p>Urgent Items of Business</p> <p>To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.</p>	

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rossendale Borough Council, Futures Park, Bacup, OL13 0BB

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B.	COMMUNITY ENGAGEMENT	
B1.	Question Time Members of the public and councillors wanting to speak must be in attendance to participate.	Carolyn Sharples, Committee and Member Services Manager Tel: 01706 252422 Email: carolynsharples@rossendalebc.gov.uk
C.	CHAIR'S UPDATE	
C1.	To receive any communications from the chair.	Councillor Janice Johnson
D.	ORDINARY BUSINESS	
D1.	Annual Update from Lancashire Constabulary (<i>Verbal update</i>)	Inspector Valentine, Lancashire Constabulary
D2.	Housing Updates: Together Housing (<i>Presentation</i>) Calico (<i>Verbal update</i>) Your Housing (<i>Verbal update</i>)	Caroline Grosvenor and Angela Stuttard, Together Housing Dawn Cardwell and Wendy Malone Calico Simon Parry, Your Housing
D3.	The Forward Plan	Carolyn Sharples, Committee and Member Services Manager carolynsharples@rossendalebc.gov.uk



Adam Allen
Acting Chief Executive

Date published: 5th January 2023

MINUTES OF: OVERVIEW AND SCRUTINY COMMITTEE

Date of Meeting: 14th November 2022

Present: Councillor Johnson (Chair)
Councillors Coogan, Janet Eaton, Foxcroft, McInnes (sub), Marriott,
Morris, Rooke, Procter and Thompson

In attendance: Neil Shaw, Chief Executive
Clare Law, Head of People and Policy
Adam Allen, Director of Communities
Andrew Buckle, Head of Customer Services and ICT
Anne Storah, Principal Planner- Forward Planning
Nathaele Davies, Planning Officer - Forward Planning
Mandy Lewis, Director of Economic Development
Carolyn Sharples, Committee and Member Services Manager

Also Present: Councillors Ashworth, A. Barnes, Hughes and Lythgoe
1 member of the public

1. Apologies for Absence

Apologies for absence were submitted from Councillor McMahon (Councillor McInnes subbing).

2. Minutes

Resolved:

That the minutes of the meeting on 21st September 2022 be approved as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Urgent Items of Business

There were no urgent items of business.

5. Question Time

There were no public questions.

6. Chair's Update

In relation to queries and suggestions raised at the previous meeting, information was circulated to members in advance of the meeting which included the following:

6.1 The Health and Well-being Plan year 1 review briefing note was circulated to the committee to keep members informed of the progress that had been made since the plan was agreed by Council last December.

6.2 A Health Update from the Lead Member for Communities Health and Well-being was circulated to keep members updated on the work of Lancashire County Council's Health Scrutiny Committee. This was accompanied by their work programme and a useful briefing report which contained links to the latest information from the new Integrated Care Board and also links to national, regional and local updates.

- 6.3 At the last committee meeting it was agreed to request more relevant detail from Operations and other service areas, particularly in relation to mitigating action being taken in the update sections of the quarterly performance reports. Officers had now been asked to provide more detail in these sections, and where there were red KPI's, a relevant officer would be asked to attend the meeting where appropriate to provide more detail.
- 6.4 It was also agreed to see if comparison figures could be added to the quarterly report to show the figure from the previous quarter as well as the figure from the same quarter the previous year. Changes would commence where KPI's were showing in red, but to update to the full report would take longer, and this work was being progressed.
- 6.5 The recommendation to review the missed bin collection target and to consider moving to reporting on the percentage of bins collected was currently being picked up by the Head of Operations.
- 6.6 People and Policy were also asked to consider including something as part of the job application process to say the Council welcomed applications from all candidates who fit the Rossendale profile, and that it was open and accessible to everyone and to actively seek to boost the workforce profile in relation to disability. They have confirmed that this would be included going forward.
- 6.7 The Centre for Governance and Scrutiny had held various consultation sessions to develop Call-in Guidance to assist authorities with the Call-in process, particularly those authorities with no current procedures in place. Draft guidance had since been produced, but there would be little impact for Rossendale as the Council already has procedures in place which were in keeping with the draft guidance. This would be revisited once the new guidance was issued.
- 6.8 In response to the updates it was noted that there was an outstanding action from the previous meeting in relation to following up questions raised regarding Rawtenstall bus station. The Director of Economic Development agreed to follow up the questions and noted that there was information regarding the bus station included in the quarterly report item at D3 on the agenda.

ORDINARY BUSINESS

7. Digital Strategy – year 2 projects

- 7.1 The Head of Customer Services and ICT provided a presentation on the Digital Strategy – year 2 projects and included an update on year 1.
- 7.2 In response to members' questions the following clarification was given:
- The presentation was being provided at the committee's request from the previous year as it had been recommended to provide an update on the progress of year 1 projects and inform the committee of the work to take place in year 2.
 - Members were being consulted on the rationale of the future work plan and noting the progress to date.
 - The Council systems were certified to ISO27001:2013 and as secure as is reasonable. Where financially possible industry best practice was adopted and whilst more can always be spent on security, we consider ourselves to have the right balance. The programme of works was outlined in the security theme of the Customer and Digital Strategy.
 - Cyber Security training had been provided for councillors and officer training was taking place this Wednesday.

- Testing scenarios had also been undertaken and the Council's Emergency Plan covered as much mitigation possible.

Resolved:

The Overview and Scrutiny Committee noted the presentation and thanked officers for updating the committee.

8. Authority Monitoring Report (AMR)

8.1 The Principal Planner- Forward Planning introduced the AMR report and a presentation given by the Senior Planning Officer.

In response to members' questions the following clarification was given:

- Residential planning applications were currently being prioritised.
- The work which had been delivered should not be underestimated. In addition to this work the team was working on Supplementary Planning Documents (SPD) and they had managed to deliver the work so far to the planned timescales.
- Nearly 75% of the required housing completions had been delivered, whilst this was still below target, it was increasing compared to previous years, as the adopted Local Plan gives developers a degree of certainty they would have successful outcomes.
- The adopted Local Plan was now bearing fruit.
- The Hot Food Takeaway SPD was in the work plan, but other work such as Climate Change SPD was the current priority. In terms of overnight accommodation applications received, planning should ensure that it accords with the visitor economy and the Economic Development Strategy.
- The Council was already as robust as it could be in relation to takeaways. R5 is already an adopted policy in the Local Plan and has more weight than the interim Hot Food Takeaway SPD, which is a guidance document. As policy was already in place, the SPD would be worked on in accordance with the work plan. Officers would look at the reasons for the approval of two hot food takeaways.
- Heritage buildings were being identified and audited by Growth Lancashire as part of a county-wide initiative. A decision would be brought back to members in due course about a Local List for Rossendale identifying specific buildings. Officers would request an update from Historic England about Rawtenstall's reference on the Heritage at Risk register.
- All the housing documents were separate documents which did different things, for example, the housing action plan was government directed to ensure there was a procedure to identify what the Council was doing to increase the delivery of housing.
- The 5 year Land Supply Housing report was a key planning policy document.
- There were a number of government policies coming out as housing was such a key issue.
- The team tries to signpost to the right policies as much as possible.

The Forward Planning Team was complimented on the hard work that they had done and in delivering to timescale.

Resolved:

The Overview and Scrutiny Committee:

1. Noted the contents of the Rossendale Authority Monitoring Report for 2021-22.
2. Recommended the Authority Monitoring Report be published on the Council's website.

3. Recommended the AMR be brought to Overview and Scrutiny on an annual basis, reporting on delivery of the Adopted Rossendale Local Plan.

9. Quarter 2 Performance Management Report (July, August & September) 2022/23

9.1 The Head of People and Policy introduced the Quarter 2 performance report.

9.2 In response to members' questions the following clarification was given:

- The Council struggled to get comparative information from other providers of commercial waste collections as it was commercially sensitive information.
- There had been an issue this quarter with commercial waste collections due to access being blocked etc., this was unlikely to occur again for Q3.
- There had been less subscribers for garden waste this year, however the costs for a bin have increased which has helped income to stay steady.
- Work was being undertaken to make the sign up and continuation of the garden waste service easier.
- There were still some challenges in relation to Dark Lane and whilst there was movement on this the work, it had not been fully concluded. The Director of Economic Development agreed to provide a further update to Councillor Foxcroft.
- The Council was in the process of recruiting to 11 vacancies and there had been some credible applications received.
- A Health and Safety trainee had been appointed, for which there had been 17 applicants.
- The closing date was Monday 21st November for applications to the Chief Executive and Director of Economic Development posts.
- The finance and planning posts were still proving challenging but the Council was looking at options for the planning vacancies.
- As a small district it was difficult to compete with the salaries offered at other authorities.
- The Flexible Working Policy had been reviewed again and over 50% thought it was working well.
- Staff were mainly leaving for reasons such as career progression or retirement.
- There were other district Councils in Lancashire with higher staff turnover.
- Exit interviews were conducted by the manager. The Head of Service or Director also had an informal conversation with anyone leaving the authority.

Thanks was given for the amendments made to the quarterly report, which made the information much clearer.

It was also noted that the information provided in the job application packs, including being inclusive and declaring salary details, was also positively welcomed.

Resolved:

1. The Overview and Scrutiny Committee considered the performance of the council as detailed in the report.
2. Cabinet were asked to consider any comments and suggestions made by the Overview and Scrutiny Committee and escalate anything appropriate for further action.

10. The Forward Plan

10.1 Members were updated on the Forward Plan and Overview and Scrutiny Work Programme for January. The committee was asked to submit questions in advance of the update from the Police to enable them to sufficiently prepare their presentation.

10.2 It was requested that an update be provided to the committee at a later date regarding the reports going to the November Council meeting regarding the allocation of funds for Ease the Squeeze and Household Support Fund – Third Round (if they were approved at the Council meeting). The Director of Communities confirmed that the recipient groups usually reported back to the Council in March.

Resolved:

The Forward Plan and Overview and Scrutiny Work Programme items were noted.

(The meeting commenced at 6.30pm and concluded at 7.40pm)

Signed.....

(Chair)

Date

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take. The Plan is updated 28 days prior to each Cabinet meeting and is available on the website. All items will be for publication, unless otherwise stated.

Publication dates for 2022/23 Municipal Year are as follows:

- 20th June 2022
- 9th August 2022
- 8th November 2022
- 10th January 2023
- 14th February 2023

Definition of a Key Decision

1. A Key Decision means an executive decision which is likely:
 - a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates, or
 - b) to be significant in terms of its effects on communities living or working in an area comprising of two or more Wards in the Borough.
2. For the avoidance of doubt, the Council would regard any of the following as 'significant':
 - Any decision by the Cabinet in the course of developing proposals to the full Council to amend the policy framework.
 - Any single item of in-budget expenditure or savings in excess of £100,000.
 - Any decision which is likely to have a permanent or long term (more than 5 years) effect on the Council and the Borough.

Cabinet Membership

- Councillor Alyson Barnes - Leader of the Council and Lead Member for Economic Development
- Councillor Jackie Oakes - Deputy Leader of the Council and Lead Member for Planning, Licensing and Enforcement
- Councillor Steve Hughes – Lead Member for Housing and Customer Services
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Barbara Ashworth – Lead Member for Communities, Health and Wellbeing
- Councillor Andrew Walmsley – Lead Member for Resources

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Date last published	21/12/2022	Next publication date	10/01/2023

Chief Executive Directorate managed by the Chief Executive – Neil Shaw

- Executive Office
- Oversees the services listed below.

Economic Development Directorate managed by the Director of Economic Development – Mandy Lewis

- Planning and Building Control
- Economic Development
- Business Development
- Tourism
- Property Services/Surveying (Estates)
- Strategic Housing
- Private Sector Housing

Communities Directorate managed by the Director of Communities – Adam Allen

- Housing, Health & Communities
- Public Protection Unit
- ICT, SAT & Customer Services
- Housing Options
- Operations
- Rossendale Leisure Trust

Legal Services managed by the Head of Legal (Monitoring Officer), Clare Birtwistle

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

Head of Finance (Section 151 Officer), Karen Spencer

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- Rossendale Leisure Trust (Accounting and Project Appraisals)

HR managed by the Head of People & Policy, Clare Law

- People and Policy
- Corporate Support
- Communications

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- Safeguarding
- Emergency Planning/Health and Safety
- Facilities Management

Anyone wishing to make representations about any of the matters listed in the Forward Plan, or obtain copies of the documents listed (subject to disclosure restrictions), may do so by contacting the relevant officer listed against each key decision.

Under the Access to Information Procedure rules set out in the Council’s Constitution, a key decision may not be taken, unless:

- It is published in the Forward Plan
- 28 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days’ notice of the meeting has been given

The law and the Council’s Constitution provide an exception that allows urgent key decisions to be made, even though they have not been included in the Forward Plan. This is provided for in Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to Information Procedure Rules.

The Forward Plan also contains details of significant decisions which will be considered by the Cabinet with recommendations to Full Council.

Copies of the following documents may be inspected at the Rossendale Borough Council Offices or accessed from the Council’s website https://www.rossendale.gov.uk/info/210159/about_the_council/10526/how_decisions_are_made

- The Council’s Constitution
- The Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published 4 working days after having been made.

Members of the public are welcome to attend meetings of the Cabinet and the dates and times of the meetings are published on the Council’s website www.rossendale.gov.uk/meetings or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email democracy@rossendalebc.gov.uk for further details.

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Remuneration Review	Council	28 th February 2023	Environment and Corporate Services/ Resources	Report	Carolyn Sharples, Committee and Member Services Manager 01706 252422 carolynsharples@rossendalebc.gov.uk
Corporate Priorities, Budget, Council Tax and the Medium Term Financial Strategy – yearly item	Overview & Scrutiny	6 th February 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karens pencer@rossendalebc.gov.uk
	Cabinet	8 th February 2023			
	Council	28 th February 2023			
Capital Strategy 2022/23 to 2024/25 and Capital Programme 2022/23 – yearly item	Overview & Scrutiny	6 th February 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karens pencer@rossendalebc.gov.uk ,
	Cabinet	8 th February 2023			
	Council	28 th February 2023			
Treasury Management Strategy & Treasury Management Practises (updates for 2022/23) – yearly item	Cabinet	8 th February 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karens pencer@rossendalebc.gov.uk ,
	Council	28 th February 2023			
Re-use of Employment Land Supplementary Planning Document	Overview & Scrutiny	6 th February 2023	Planning, Licensing and Enforcement	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 annestorah@rossendalebc.gov.uk
	Cabinet	19 th July 2023			
Pay Policy Statement – yearly item	Council	28 th February 2023	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Housing Strategy	Council	28 th February 2023	Housing and Customer Services	Report	Mandy Lewis, Director of Economic Development 01706 252429 mandylewis@rossendalebc.gov.uk
Refresh of Housing Benefit Overpayment Policy and Housing Benefit Write-Off Policy	Cabinet	15 th March 2023	Housing and Customer Services	Report	Angela Richmond, Service Assurance Officer 01706 252588 angelarichmond@rossendalebc.gov.uk
Constitution Review	Council	22 nd March 2023 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Carolyn Sharples, Committee and Member Services Manager 01706 252422 carolynsharples@rossendalebc.gov.uk
Food Standards Agency Annual Report - yearly item	Council	21 st June 2023	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs – yearly item	Cabinet	19 th July 2023	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Climate Change Strategy Update – yearly item	Council	13 th September 2023	Environment and Corporate Services	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Local Council Tax Support Scheme – <i>yearly item</i>	Overview & Scrutiny Council	25 th September 2023 15 th November 2023	Housing and Customer Services	Report	Ian Walker, Service Assurance Team Leader 01706 252592 ianwalker@rossendalebc.gov.uk
Medium Term Financial Strategy (MTFS) Update – <i>yearly item</i>	Cabinet	6 th December 2023	Resources	Report	Karen Spencer, S151 Officer 01706 252465 karens pencer@rossendalebc.gov.uk ,
Annual Air Quality Report – <i>yearly item</i>	Cabinet	6 th December 2023	Planning, Licensing and Enforcement	Report	Phil Morton, Public Protection Manager 01706 252442 philmorton@rossendalebc.gov.uk

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