

<b>Subject:</b>	Overview and Scrutiny Annual Report and Work Programme	<b>Status:</b>	For Publication		
<b>Report to:</b>	Overview and Scrutiny Council	<b>Date:</b>	12 <sup>th</sup> June 2023	28 <sup>th</sup> June 2023	
<b>Report of:</b>	Committee & Member Services Manager	<b>Lead Member:</b>	Environment and Corporate Services		
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/>	Special Urgency	<input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached:	No	
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached:	No	
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## 1. RECOMMENDATIONS

- That the Overview and Scrutiny Committee provide their comments on the Annual Report 2022/23 and Work Programme 2023/24 (Appendix 1) prior to being recommended to Full Council for approval.
- That the Overview and Scrutiny Committee make the following recommendation to Full Council:
  - That Council approve the Annual Report 2022/23 and Work Programme 2023/24.

## 2. EXECUTIVE SUMMARY

- The annual report informs of the work undertaken by the Overview and Scrutiny Committee during 2022/23 and section 6 highlights how scrutiny has made a difference.
- The work programme at section 12 details the proposed scrutiny items for 2023/24.

## 3. BACKGROUND

The annual report and work programme are required to be reviewed by the Overview and Scrutiny Committee and agreed at Full Council each year.

## 4. DETAILS

- 5.1 The annual report and work programme summarises the work undertaken during 2022/23 and sets out the proposed work to be carried out by the committee during the coming year in 2023/24. The work programme provides a draft of what is expected to be brought before the committee in 2023/24 and is a working document which allows for fluidity and for new items to be added as required.
- 5.2 The report was sent to Corporate Management Team for their input into the proposed agenda items and timescales for planned work, and a consultation meeting took place with the chair, vice-chair and officers in April.

## 5. RISK

There are no specific risk issues to consider arising from this report.

## 6. FINANCE

All work must be contained within existing budgets and resources.

## 7. LEGAL

The committee is required to produce an Annual Report for Full Council.

**8. POLICY AND EQUALITIES IMPLICATIONS**

There are no specific policy and equalities implications. All work undertaken by the committee will have regard to equalities and follow Council policy.

**9. REASON FOR DECISION**

To inform of the work carried out by the Overview and Scrutiny Committee during 2022/23 and outline of the work to be carried out during 2023/24.

No background papers.

# Overview and Scrutiny Committee



**Annual Report 2022/23 and  
Work Programme 2023/24**

## Foreword from the 2022/23 Chairs of Overview and Scrutiny



**Councillor Janice Johnson**



**Councillor Michelle Smith**

This report highlights the activity and work of the Overview and Scrutiny Committee for the period of 2022/23 and the expected programme of work for 2023/24.

The committee has been extremely busy during 2022/23, which is reflected in the list of policy items, performance reviews and external scrutiny which has been undertaken, as well as the call-in. We are also pleased to highlight how scrutiny has made a difference at section 6.

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 as a 'critical friend,' and the report highlights which policies, plans and strategies have come before the committee for pre-decision review.

Officers have been requested to consult with the committee at an earlier stage where new policy development is concerned and this has been the case with the Housing Strategy. This year there has been a more focussed work programme and committee presentations have been submitted in advance of the meetings, and updates have been provided by briefing notes rather than committee attendance. In addition to this, executive summaries have been incorporated into the committee reports to highlight the key messages for members, plus external training is currently being sourced to continue to develop the scrutiny skills of the committee and ensure we continue to add value in the work we do.

As always, we would like to thank all members of the committee for the contributions they have made throughout the year, in addition to supporting officers and those external to the Council who have provided us with their knowledge and expertise to assist us with our committee and task and finish work.

## Message from the Lead Members 2022/23



**Councillor Sean Serridge**



**Councillor Adrian Lythgoe**

The overview and scrutiny process ensures that both Council services and those services of its partners, are delivered in an appropriate way.

The Council's Overview and Scrutiny Committee continues to support and challenge the Cabinet and provides assurance in respect of policy development and review, acting as a 'critical friend'.

Whilst most Cabinet members already attend the committee meetings, the regular report to Cabinet members has kept Lead Members fully briefed on the work undertaken at the committee meetings and assists in capturing suggestions for further improvements.

Both councillors and officers continue to work together to ensure the best provision of services for the people of Rossendale.

## **Annual Report 2022/23**

### **1. Background**

- 1.1 Overview and scrutiny is a way of achieving open and democratic accountability for the provision of public services. Local authorities operating an Executive Leader and Cabinet Model have an overview and scrutiny function which is carried out by non-Cabinet members who act as a critical friend to the Cabinet to hold them to account. In Rossendale the committee is politically balanced and made up of 10 councillors and one co-opted member. Overview and Scrutiny is not a decision making committee, but is there to monitor and influence those that are, i.e. the Cabinet. The Overview and Scrutiny Committee report their work back to the Cabinet who then decide whether recommendations will be accepted, and if not, explain their reasons for their decision.
- 1.2 The Overview and Scrutiny Committee has a role in performance monitoring, and also policy development and review. The committee also undertakes more in-depth reviews by establishing task and finish groups. These are usually comprised of five politically balanced councillors (non-Cabinet members), who review specific issues and make recommendations for change and improvements, for example, in policy or service provisions. Task and finish groups are limited to a maximum of two operating at any one time to ensure there are sufficient resources to undertake an effective review.
- 1.3 Overview and scrutiny is not a mechanism for the investigation or settlement of individual complaints, as the Council has a separate complaints/member enquiry process for this. Nor can the committee look at individual planning or licensing decisions.
- 1.4 The committee welcomes suggestions for investigation and an online form is available throughout the year where suggestions can be put forward. Any suggestions made are considered as part of the work planning process for the Annual Work Programme.
- 1.5 The Council continues to work in line with statutory guidance and the Constitution, and where possible the chair, vice-chair and relevant officers attend North West Employers' Scrutiny Networks to keep up to date on the latest developments in scrutiny.

### **2. Internal scrutiny**

#### **Policy scrutiny**

##### **2.1 Pre-decision**

During 2022/23 the committee was consulted on a variety of strategies, policies and plans. Feedback and recommendations were sought on the following prior to a decision being made or prior to further development:

- Climate Change Supplementary Planning Document (SPD)
- Housing Strategy
- Water Hygiene Policy
- Asbestos Policy
- 2023/24 Council Budget and Medium Term Financial Strategy
- Capital Programme 2023/24 - 2026/27 and Capital Strategy 2023/24
- Refresh of Housing Benefit Overpayment Policy
- Refresh of Housing Benefit Write-Off Policy

The following briefing notes were also circulated the committee members to keep them updated on the progress of various policies, strategies and schemes:

- Council Tax Support Scheme
- Health and Well-being Plan Update
- Update on the recommendations from the GP Practice Appointment Accessibility Task and Finish Group report

### **Performance scrutiny**

#### **2.2 Quarterly Performance Reports and Regulation of Investigatory Powers Act (RIPA)**

The committee continued to monitor quarterly performance reports (which incorporate the quarterly update on the use of RIPA). If required, the committee can call a relevant senior officer to the committee meeting to answer questions and provide further clarification, or matters can be scrutinised in more depth through the Performance Management Task and Finish Group and fed back to the next committee. During 2022/23 the Head of People and Policy provided the quarterly updates to the committee and provided further clarification where requested.

#### **2.3 Performance reviews and ongoing monitoring**

The committee received a variety of performance updates during 2022/23 with some items being part of the work programme and some being brought to Overview and Scrutiny for a specific reason for discussion. This internal review and monitoring activity included:

- Waste, Recycling and Street Cleansing Update – this item was added to July agenda to keep members updated on performance in response to questions raised at the June committee meeting in relation to the Quarter 4 Performance Report.
- Annual Equality Report – Workforce Profile – this item is required to be reported to the committee on an annual basis to review the Council's workforce profile.
- Local Government Ombudsman Annual Letter and Council Feedback Update – this item is required to be reported to the committee on an annual basis and reviews the annual breakdown of formal complaints and compliments..
- Digital Strategy (year 2 projects) – this item was included in the work programme and provided the opportunity to review the progress of the year 1 projects as well as the opportunity to be informed of the expected year 2 projects.
- Authority Monitoring Report (AMR) – this item is required to be reported to the committee on an annual basis to report on the delivery of the Adopted Rossendale Local Plan, as agreed by the committee on 7<sup>th</sup> March 2022.
- Health and Well-being Plan Update – this item was included in the work programme as a briefing update and provided the opportunity to review the progress of the Health and Well-being Plan.

### **3. External scrutiny**

The committee received a number of presentations and updates from external organisations, which are summarised as follows:

#### **3.1 Lancashire Constabulary**

As set out in the Overview and Scrutiny terms of reference, the committee acts as the Council's Crime and Disorder Committee under the requirements of the Police and Justice Act and related statutory guidance from the Home Office. Lancashire Constabulary attend the committee each year to give a presentation on performance

and progress against crime indicators. Inspector Valentine attended in January 2023 to provide the annual update and answered questions from committee members.

### 3.2 Housing Updates

In January Together Housing, Calico and Your Housing Group updated the committee on housing conditions in Rossendale. They included information on how they monitor the condition of their housing stock, repairs policy, mould and damp, maintenance and repairs, complaints process and customer satisfaction information. They also provided additional information following the meeting for members to consider. The Lead Member and Housing Team are continuing to work with housing associations where housing conditions are concerned.

### 3.3 Citizens Advice

In February Citizens Advice (Rossendale and Hyndburn) provided a briefing for members on their work. They informed how they were funded and noted how Council funding assisted them in attracting additional external sources of funding. They reported on their key outcomes and achievements over the last 12 months as well as highlighting the increase in enquires relating to the costs of living, including energy and food.

### 3.4 Credit Unions

In February First Choice Credit Union and Bacup Credit Union provided a briefing update to the committee members:

- First Choice Credit Union kept the committee updated regarding the types of accounts available (for savings and loans), in addition to membership numbers. They highlighted their key outcomes, achievements, improvements and value added activity, and informed of their upcoming recruitment drive for volunteer administrative staff and board members.
- Bacup Credit Union informed the committee of the new duties coming into force as well as additional priorities such as gaining customer feedback, reviewing the telephone systems and reviewing their current banking arrangements. Financial challenges were also highlighted for the year ahead.

### 3.5 Leisure

In March the Head of Partnerships and Head of Operations and Development of Rossendale Leisure Trust (RLT) reported on the action plan and presented the RLT annual report and shared a video highlighting key achievements over the last 12 months.

## **4. Health scrutiny**

4.1 At the time of writing the report, the Lead Member for Health and Leisure is the East Lancashire representative for the Lancashire Leaders Group on Lancashire County Council Health and Wellbeing Board and also represents the Council on the Rossendale Health and Well-being Partnership and Lancashire County Council Health Scrutiny Committee.

4.2 The Rossendale Health and Wellbeing Partnership is open to any councillor to attend and issues of concern can be raised via the Lead Member for Health and Leisure for any of these meetings.

4.3 In November 2022 the Lead Member for Communities Health and Well-being provided members with a health update to keep the committee informed of national, regional and local updates. This included an update on the work of Lancashire

County Council's Health Scrutiny Committee as well as the latest information from the new Integrated Care Board.

- 4.4 Also in November 2022 the committee was provided with a briefing note update on the Health and Well-being Plan which highlighted the progress made to date against the four priorities. The update also informed of the staff wellbeing day which had been held on the 12<sup>th</sup> October 2022 as well as the Lead member's involvement in the Rossendale Dementia steering group which aimed to pull together service providers and improve awareness of available help and support including training for staff and volunteers.

## 5. Task and finish group work in 2022/23

### 5.1 GP Practice Appointment Accessibility

This work took place during 2021/22 and a progress update was provided to the committee in January 2022. The status of each recommendation and an update provided detailed below:

### 5.2 **Recommendation 1 (Status – Ongoing) To develop a robust communications strategy to get key messages out via the Primary Care Network and partner organisations.**

All of the Rossendale practices utilise their various social media platforms to publicise new services, such as the Enhanced Access Service, that became operational from 1st October 2022 and their COVID and Flu vaccination campaigns and other important information about their respective practices.

The Primary Care Network (PCN) is yet to develop its own communications strategy, other than to cascade important health information directly to practices, but is in the process of trying to secure support in managing its social media platforms from external sources to which Rossendale Borough Council have been approached.

### 5.3 **Recommendation 2 (Status – Ongoing) Rossendale Council to help promote key communications on social media, including information on care navigation and the appointments process.**

The Council will promote key communication messages across all its social media platforms. We will draft posts and along with eye catching graphics with all relevant information and direct them to the relevant websites, with trackable links so we can see the CTR (click through rate) or to the social channels of partners where applicable.

The Communities Team regularly receives information from the Primary Care Networks which is featured in monthly community bulletins which go to over 300 organisations and individuals across Rossendale. Information is also put on social media, either directly from the Communities Team or via the Communications Team. Examples are community public health checks during the Summer and Covid and flu vaccine availability during Autumn and Winter 2022.

Many G.P.'s have had new telephone systems and members are not hearing the same level of complaints around problems accessing appointments etc. Further work is continuing by G.P.s on appointments and the care navigation process.

### 5.4 **Recommendation 3 (Status – Ongoing) To develop Patient Participation Groups to connect practices with patients/communities and find out what improvements can be made.**



The Rossendale PCNs have been encouraging their practices in the development of PPGs.

There is a dedicated section at the monthly PCN Clinical meetings for PPG Chairs to ask questions / discuss issues with those in attendance, which include PCN staff and the member practices.

In addition, there is now a PPG Chairs group (chaired by the PCN) which meets quarterly and supports already active PPGs on meeting content and health issue discussions. The expertise of these active PPGs has been offered to all practices, particularly those who are trying to either re-establish a dormant group or getting a PPG started where there had previously not been one.

PCN staff such as Physician Associates and Social Prescribers have attended individual PPG meetings in order to publicise their roles.

**5.5 Recommendation 4 (Status – Ongoing) Councillors to have involvement with Patient Participation Groups and provide feedback and connect them with relevant participants.**

Originally three councillors joined a local PPG, however at present there are two councillors currently involved in their local PPG's. One councillor has reported that their PPG has not met since June and this has been reported back to the relevant organisation.

**5.6 Recommendation 5 (Status – Ongoing) Promote the Health and Well-being agenda, including promoting recreation, leisure and self-empowerment to help alleviate non-physical issues (such as mental and social health) and link into relevant activities and organisations such as pride groups.**

This work is ongoing through Rossendale Connected. There are monthly Zoom meetings which are attended by partners from health, the Council, DWP, LCC and voluntary, community and faith sector partners. The Rossendale Health Plan forms the basis of the meetings with each priority addressed on a rolling basis. There is a community led mental health and wellbeing sub group which has grown from Rossendale Connected and is looking at issues around communication, peer support and training for organisations in this field.

The Director of Communities has formed relationships with statutory health partners in order to influence spend and services delivered in Rossendale and this remains a priority within the health plan.

In addition to this, the Council held a Staff and Member Wellbeing Day on 12 October 2022. This promoted physical activity, mental health awareness, social activity, learning and volunteering opportunities to staff and elected members, many of whom are residents of the borough. Participants also received health and wellbeing signposting to relevant local services and organisations. Sessions and activities were delivered by local organisations such as Rossendale Leisure Trust, The Waterwell Foundation, Active Lancashire, First Choice Credit Union and by the NHS and Rossendale Council staff.

**5.7 Recommendation 6 (Status – Complete) Explore the use of S106 funding and Community Infrastructure Levy to assist with building NHS capacity, and if viable include reference in relevant planning strategies.**

Rossendale Council does not have a Community Infrastructure Levy and has no current plans to introduce one, following the recent adoption of the Local Plan.

The use of S106 funding and Community Infrastructure Levy to assist with building NHS capacity has been explored and specific legal advice has been sought from a Barrister.

The legal opinion indicated that contributions to health care did not meet the tests for a Section 106 Agreement as it would be impossible to demonstrate that the residents of the new houses coming to live in the area were from outside the existing health authority boundaries.

This means that it would not be possible to ascertain if any residents were included in the forecasts for health need and consequently included in budgets for expenditure on health care.

In summary, as the suggested proposal to use section 106 agreements for NHS funding would not meet the legal tests for securing planning obligations, then the Local Planning Authority is unable to obtain contributions through this suggested method. In addition, there do not seem to be any other obvious methods available to do so in order to secure such funding.

5.8 In addition to the above, following the task and finish review, additional changes were made to some of the surgery phone systems. Following these changes, feedback was received from a councillor regarding how good the new phone system was now at their particular surgery. This positive feedback is welcomed and recommendations will continue to be monitored and further development updates provided when available.

5.9 Copies of task and finish group reports are available on the council's website via the link below:

[https://www.rossendale.gov.uk/downloads/download/10718/task\\_and\\_finish\\_group\\_reports](https://www.rossendale.gov.uk/downloads/download/10718/task_and_finish_group_reports)

## **6. How has scrutiny made a difference?**

6.1 Overview and Scrutiny continues to perform the important function of holding the executive (the Cabinet) to account, carrying out task and finish work and reviewing policies and strategies before implementation. For 2022/23 the following is worth noting:

6.2 Call-in:

- A call-in of a Cabinet decision was received on 26<sup>th</sup> July 2022 on the grounds that it was considered to be contrary to Council policy. This concerned the Customer Services Improvement Plan and Website Development decision made at the Cabinet meeting on 19<sup>th</sup> July 2022. The committee considered the call-in on 8<sup>th</sup> August in accordance with the relevant procedures. After considering all representations made by relevant parties, the committee determined that the call-in was invalid and that the Cabinet decision was made wholly in accordance with Council policy and as a consequence the decision came into immediate effect.

6.3 Quarterly performance monitoring:

- Quarter 4 2021/22 - there was considerable discussion on the performance report particularly in relation to assets, staffing matters and waste and recycling. As a result:
  - o the committee was provided with additional information on the procedure for ward asset reviews.
  - o the Head of Operations attended the meeting on 11<sup>th</sup> July to answer additional queries regarding waste, recycling and street cleansing and to provide further clarity on the service area performance.
  - o the committee was provided with details on how best to contact departments and officers with their enquiries via the general council number.
  - o it was agreed that statistics on the number of assisted bin collections would be included in the next update report as well as the number of repeated missed bins. Members would also be kept informed of the new government legislation outcome and the Lancashire County Council waste plans, particularly in relation to food waste.
  
- Quarter 1 2022/23 – discussions focussed on recruitment and retention, operational matters regarding refuse collections and quarterly reporting details provided by the various service areas. As a result:
  - o service areas started to provide more detail on mitigating action being taken in the update sections of the report.
  - o the addition of comparison figures in the quarterly report were added for red key performance indicators to enable comparisons to be made with the previous quarter as well as the same quarter in the previous year. This would allow the committee to identify any trend patterns in future reports.
  - o the missed bin collection target would be reviewed and consideration would be given to reporting on the percentage of bins collected.
  - o the committee was also provided with further details regarding the new food outlet on the bus station.
  
- Quarter 2 2022/23 – discussions focussed on waste collection (commercial and garden waste), housing development, and recruitment and retention. As a result:
  - o an update was provided regarding housing development and temporary accommodation.
  
- Quarter 3 2022/23 – discussions focussed on staff sickness, dog fouling and enforcement activity, complaint responses, assisted waste collections and recycling. As a result:
  - o a breakdown was provided on the 117 fixed penalty notices for environmental crime detailed in the Key Performance Indicators.

#### 6.4 Overview and Scrutiny Annual Report and Work Programme:

- Climate Change item - it was recommended for officers to keep informed of the Greater Manchester (GM) plans, because of the potential impact on the surrounding areas. Officers were also recommended to take this into account when preparing the Climate Change Strategy Update. As a result of this recommendation it was reported back to the committee that the Director of Communities and the Leader of the Council had met with Andy Burnham and other Lancashire Leaders that border Greater Manchester to express concerns about the Clean Air Zone and its disproportionate impact on

Rossendale businesses, especially taxi's. The Council was linking up with the lead engineer in GM to ensure we were kept updated on future developments. A commitment had also been given by Greater Manchester Combined Authority to keep us informed of their plans to re-regulate bus services in Greater Manchester. A briefing was also provided for members on 23<sup>rd</sup> August on the GM Clean Air Plan.

6.5 Annual Equality Report – Workforce Profile 2021/22:

- The committee asked the Council to consider including wording in the job application documents to state the Council welcomed applications from all candidates who fit the Rossendale profile and was open and accessible to everyone. This was in addition to recommending that the Council actively seek to boost the workforce profile in relation to disability. As a result amendments were made to the recruitment packs for jobs being advertised from November 2022 onwards.

6.6 Policy development – the committee was consulted and provided feedback on policies before they were approved by Full Council or Cabinet and this included the annual budget reports. The following policies were revised prior to approval following recommendations made by the committee:

- Climate Change SPD – the committee recommended extending the consultation period on the draft SPD by 2 weeks and as a result the consultation period was increased to 6 weeks over the summer period. Other observations and suggestions made by the committee were recorded as formal comments and were considered as part of the consultation process. This included suggestions to use stronger language to ensure relevant measures could be undertaken, being guided by LCC in relation to cycling plans and rewording the road safety figure.
- Housing Strategy - committee members agreed to discuss the strategy with their groups and provide feedback to the Director of Economic Development by 22<sup>nd</sup> August on suggestions for inclusion in the new strategy (which was at pre-development stage). As a result of the initial discussions, officers were asked to consider providing more clarity in the strategy on what was meant by affordable housing and including more detail on domestic abuse and rogue landlords.
- Re-use & Re-development of Employment Land SPD – minor changes were made to SPD following suggestions made by the committee, prior to the start of the consultation process.

## **2023/24 Work Programme**

### **7. Introduction**

- 7.1 The Overview and Scrutiny Committee is required to produce and agree an Annual Work Programme which sets out the expected work to be carried out in the coming year.
- 7.2 As well as outlining the work of the Overview and Scrutiny Committee the programme should also identify proposed work to be undertaken by task and finish groups, of which there can be two running at any one time.

### **8. Cabinet involvement**

- 8.1 As well as being able to make work programme suggestions, Cabinet has previously resolved that the two main Council grant recipients (Citizens Advice and Credit Unions) provide the Overview and Scrutiny Committee with an update on their work and these groups continue to provide updates to the committee annually.

### **9. Standing agenda items**

The Council's Constitution outlines the items Overview and Scrutiny considers on a regular basis. In addition, Overview and Scrutiny can look at other non-key decisions/updates as required. The items outlined in the Constitution are detailed below:

- 9.1 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.
- 9.2 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.
- 9.3 Scrutiny of the Council's budget  
To be consulted and make recommendations on the Council's annual budget setting.
- 9.4 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 Ombudsman enquiries via the annual letter from the Local Government Ombudsman.
- 9.5 Councillor Call for Action (CCfA)  
To deal with any relevant Councillor Call for Action requests and determine the appropriate course of action.
- 9.6 Call-In  
To scrutinise decisions referred under the Council's Call-In Procedure.

9.7 Forward Plan

To monitor the Forward Plan and agree those policies to be scrutinised prior to decision by Cabinet/Full Council.

9.8 To act as the Council's Crime and Disorder Committee

To review local performance and progress against crime indicators.

9.9 External/partner scrutiny

To receive information from external organisations and partners whose operations affect the area to ensure that the interests of local people are enhanced by collaborative working (with particular emphasis on those who receive funding from the Council).

9.10 Leisure scrutiny

To monitor the funding and legal agreements agreed with Rossendale Leisure Trust and receive financial/performance monitoring reports.

**10. Drafting the 2023/24 Work Programme**

10.1 The draft work programme in the table below is based on updates requested at previous committees, items identified from the Forward Plan and the standing items outlined in the terms of reference and as summarised in section 9.

10.2 Although the work programme is formally agreed, it may be amended by the Overview and Scrutiny Committee as required. The table at section 12 sets out the basic agendas and planned reports/updates going 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 may be added to the Forward Plan during the year.

10.3 This document was presented to Corporate Management Team on 4<sup>th</sup> April 2023 for advice, and comments regarding the items and suggested timescales. A meeting was also held with the chair and vice-chair and officers on 28<sup>th</sup> April to discuss the draft Work Programme and plan how to implement the agreed items. Following these consultations the draft work programme for 2023/24 at section 12 has been proposed.

**11. Conclusion**

11.1 The programme provides members with a clear plan of work and engages with our partners and grant recipients. The work programme is a living document and will be amended throughout the year as necessary.

11.2 Details of the Overview and Scrutiny Committee meetings for 2023/24 can be found on the Committee Schedule on the Council website:

<https://www.rossendale.gov.uk/>

## 12. Work Programme 2023/24



The Overview and Scrutiny Work Programme for 2023/24 aims to examine the policies and performance of Rosendale Borough Council and partners in order to improve services to our communities. The role of Overview and Scrutiny includes:

- a) review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- b) have a strong and effective role in policy development and review, including putting forward policy options to the appropriate body;
- c) consider any matter affecting the area or its inhabitants; and
- d) seek to resolve issues raised by members

The work programme aims to allow the committee to have an overview of the work of the Council but also to have the time to scrutinise policies and performance. To achieve this, the programme will be delivered through a range of approaches:

- Report for comment – reports circulated for comment prior to Overview and Scrutiny
- Workshops – group discussions with Overview and Scrutiny and other relevant officers and partners to examine long term policy and service development
- Committee Presentation – presentation and questions on specific subject to Overview and Scrutiny Committee
- Briefing Notes – a note covering specific topics to provide an overview of wider policy and performance issues
- Task and Finish – in depth review of policy and performance issues as identified by the Overview and Scrutiny Committee

### **Senior Officer Workshop**

It is proposed to initiate the programme with a horizon scanning workshop to be arranged with senior officers to look at the borough's vision and delivery of services, key future risks and scrutiny of significant policies. From this meeting topics for further task and finish work will be identified.

### **Quarter 4 Performance Review**

The review of 2022/23 Q4 Performance Report will be used to review the previous year and identify key years that the committee wish to review more closely. Although this review will be through a committee presentation, the other quarterly reports will be circulated and noted by the committee.

### **Task and Finish Groups**

Two task and finish groups have been scheduled into the work programme to allow the committee the time to have a more in depth review of agreed issues identified through the review of Q4 performance and through the Senior Officer Workshop.

## Briefing Updates

An update on the following items will be provided by briefing note to keep members informed of ongoing work:

- Single Use Plastic Strategy Annual Review
- Climate Change Annual Review
- Digital Strategy – projects review
- Health and Well-being Plan Review
- Citizens Advice Annual Update
- Rossendale Credit Unions Annual Update

Date	Topic	Proposed areas in scope	Suggested Approach
Jun	Overview and Scrutiny Annual Report and Work Programme (standing item)	To examine the previous year's progress and review the draft work programme for year ahead.	O&S Report
	Housing Benefit War Pension and Armed Forces Disregard Policy (policy scrutiny)	To scrutinise the revised policy.	Report for comment
	Quarter 4 performance review	Review of Q4 performance to identify task and finish themes	Committee Presentation
	Rossendale Borough Council senior management workshop	Review of policy, performance and value for money	Workshop
Jul	Future task and finish topics	Agree task and finish programme	Workshop
	Initiate first task and finish group	Establish terms of reference for task and finish group	O&S Report
	Cabinet and Council reports	Note reports for Cabinet and Full Council	Report for comment
	Ease the Squeeze (performance scrutiny)	To scrutinise the allocation/use of funds.	Report for comment
	Household Support Fund (performance scrutiny)	To scrutinise the allocation/use of funds.	Briefing
Sept	Cabinet and Council Reports	Note reports for Cabinet and Full Council	Report for comment
	Council Tax Support Scheme (standing item)	To scrutinise any revisions to the Council Tax support scheme.	Report for comment
	First Task and Finish Draft Report	Findings of Task and Finish considered	O&S Report



	Rossendale Leisure Trust Business Plan Update (external/performance scrutiny)	To scrutinise performance against the business plan.	Committee Presentation
Nov	Authority Monitoring Report (AMR) (performance scrutiny)	To annually scrutinise the council's AMR report prior to publication and review the delivery of the Adopted Rossendale Local Plan.	Committee Presentation or Report for comment
	Cabinet and Council Reports	Note reports for Cabinet and Full Council	Report for comment
	Initiate second task and finish group	Establish terms of reference for task and finish group	O&S Report
Jan	Lancashire Constabulary Annual Update (external scrutiny – statutory standing item)	To scrutinise the effectiveness of external partners in improving the lives of Rossendale residents with a specific focus on: <ul style="list-style-type: none"> <li>• Improving outcomes for residents e.g. crime outcomes</li> <li>• Effectively use of public funding</li> <li>• Effectively partnership working</li> </ul>	Committee Presentation/ Discussion
	Cabinet and Council Reports	Note reports for Cabinet and Full Council	Report for comment
Feb	2024/25 Council Budget and Medium Term Financial Strategy (standing item)	To scrutinise the draft budget for 2024/265 with a specific focus on: <ul style="list-style-type: none"> <li>• Allocation of resources</li> <li>• Planned fees and charges</li> </ul>	Committee Presentation
	Capital Strategy and Capital Programme 2024/25 (standing item)	To scrutinise the draft Capital Strategy and Capital Programme for 2024/25 with a specific focus on: <ul style="list-style-type: none"> <li>• Allocation of resources</li> <li>• Planned projects</li> </ul>	Committee Presentation
	Second Task and Finish Draft Report	Findings of second Task and Finish considered	O&S Report
	Cabinet and Council Reports	Note reports for Cabinet and Full Council	Report for comment
Mar	Rossendale Leisure Trust Annual Report and Annual Update (external scrutiny)	To scrutinise the report against the action plan with a specific focus on: <ul style="list-style-type: none"> <li>• Improving outcomes for residents e.g. health, leisure, culture</li> <li>• Examining how the 2024/25 plan will be implemented</li> <li>• Performance monitoring against the 2023/24 action plan</li> </ul>	Committee Presentation
	Cabinet and Council Reports	Note reports for Cabinet and Full Council	Report for comment