

**CORPORATE AND ENVIRONMENTAL  
OVERVIEW AND SCRUTINY COMMITTEE**

**HELD: Thursday, 10 December 2020**

Start: 7.00 pm

Finish: 9.00 pm

**PRESENT:**

Councillor: C Coughlan (Chairman)

Councillors: C Dereli (Vice-Chairman) A Blundell  
Mrs M Blake J Finch  
N Furey J Gordon  
S Gregson K Mitchell  
P O'Neill

Officers: Chris Twomey, Corporate Director of Transformation & Resources  
Jane Maguire, Income and Financial Inclusion Manager  
Carl Wallace, Financial Inclusion Team Leader  
Alison Grimes, Partnership Performance Officer  
Adam Spicer, Assistant Solicitor  
Jennifer Lunn, Assistant Solicitor  
Jacky Denning, Democratic Services Manager  
Julia Brown, Member Services Officer

100 **APOLOGIES**

There were no apologies for absence received.

101 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to Membership of the Committee.

102 **URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

103 **DECLARATIONS OF INTEREST**

Councillor C Coughlan declared a non-pecuniary interest in relation to Agenda Item 8 – Financial Inclusion Strategy - Review in respect of his employment in the Children and Family Wellbeing Service, Lancashire County Council.

104 **DECLARATIONS OF A PARTY WHIP**

There were no declarations of Party Whip.

105 **MINUTES**

RESOLVED: That the Minutes of the meeting held on 17 September 2020 be approved as a correct record and signed by the Chairman.

**106 PUBLIC SPEAKING**

There were no items under this heading.

**107 FINANCIAL INCLUSION STRATEGY - REVIEW**

Consideration was given to the following 3 items in relation to the review undertaken by the Committee entitled 'Financial Inclusion Strategy Review'.

**108 NOTES FROM THE FINANCIAL INCLUSION WORKSHOP HELD 25 NOVEMBER 2020**

The notes of the Financial Inclusion Workshop held 25 November 2020 were presented for consideration.

The Income and Financial Inclusion Manager explained that all comments and feedback raised by Members were given due consideration to reflect into the Draft Financial Inclusion Strategy going forward.

Note: (The Chairman thanked Councillor Dereli for standing in as Chairman of the above meeting).

RESOLVED: That the notes of the Financial Inclusion Workshop held 25 November 2020 be noted.

**109 DRAFT FINAL FINANCIAL INCLUSION STRATEGY**

Consideration was given to the report of the Corporate Director of Transformation and Resources (Lead Officer) and the Corporate Director of Place and Community as contained on pages 139 to 180 of the Book of Reports, which was to consider the Committee's draft report, attached at Appendix A, together with the Financial Inclusion Strategy 2021-2024 attached at Appendix 1.

The Income and Financial Inclusion Manager outlined the background, key objectives, work streams and delivery of the Financial Inclusion Strategy 2021-2024.

A question was raised in respect of how the Strategy will be made available to the Public, Partners (including DWP) and Stakeholders. The Income and Financial Inclusion Manager explained that this would be sent electronically and will also be detailed on the Council Website. She further explained that a link will be sent to all Partners and Stakeholders with a final version of the Strategy.

A comment was also raised in respect of the importance for Partners and Stakeholders to provide their feedback on how the Strategy is working in the future. The Income and Financial Inclusion Manager explained that regular partnership meetings take place with DWP to enable the opportunity for feedback and information sharing.

The Chairman thanked the Financial Inclusion Team, Partners, Stakeholders, and all involved for their sterling effort to continue to deliver services during the Covid Pandemic and their work undertaken on the Financial Inclusion Review. He also suggested that the work undertaken on the Financial Inclusion Review be promoted as a beacon of good practice to other Councils.

RESOLVED: That the final report of the Committee on the review undertaken of the Financial Inclusion Strategy and the recommendations contained therein, attached as Appendix A to the report, together with the Financial Inclusion Strategy 2021-2024, attached as Appendix 1, be approved for submission to Cabinet on 12 January 2021.

**110 PROJECT PLAN - FINANCIAL INCLUSION STRATEGY**

The Project Plan as circulated on pages 99 to 104 of the Book of Reports was considered by the Committee.

RESOLVED: That the Project Plan be noted.

**111 WORK PROGRAMME OF THE COMMITTEE**

Consideration was given to the report of the Corporate Director Transformation and Resources as contained on pages 105 to 115 of the Book of Reports, the purpose of which was for the Committee to select one topic for review in 2021/22 following the outcome of the Topic Scoring Exercise that gave details of the outcome in relation to topics submitted by the deadline and set down the proposed Work Programme for the Committee for 2021/22.

The Chairman outlined the details of the scoring exercise process undertaken as contained at Appendix A. He explained that in respect of 'rejected' topics, the relevant Portfolio Holder and Head of Service are made aware of the issues raised in order to respond and address matters raised.

In discussion, Members felt that both the 'priority' scored topics, 'Action on Climate Emergency' and 'Create/designate Hedgehog and wildlife areas in public parks/gardens across the Borough' would work complimentary together and suggested combining both topics for selection on to the Committee's 2021/22 Work Programme.

RESOLVED:

- A That the results of the scoring exercise (Appendix A) be noted and the recommendations therein be actioned and endorsed.
- B. That the topic selected for review in the 2021/22 Work Programme of the Committee be 'Action on Climate Emergency' combined with 'Create/Designate Hedgehog and Wildlife areas in public parks/gardens across the Borough'.

- C. That a presentation on the selected topic be provided and a draft Project Plan for the review be prepared for the next meeting.
- D. That the Work Programme for the Corporate and Environmental Overview and Scrutiny Committee as set out below, subject to any amendments agreed by the Committee, be confirmed and included on the Council's web site.

**'Corporate and Environmental Overview and Scrutiny Committee'**

The Committee conducts in-depth reviews/policy development as set out in its Work Programme.

The Committee considers, as part of its routine work:

- Items referred from "Members Update" at the request of a Member
- Members items/Councillor Call for Action (CCfA)
- Performance Management
- Acts as the Council's Crime and Disorder Committee
- Recommendations from previously conducted reviews

The Member Development Commission will continue its work during 2021/22 reporting to Executive Overview and Scrutiny Committee.

- E. That a press release be prepared and issued to inform local residents of the chosen review topic to be included in the Committee's Work Programme 2021/22.
- F. That the Work Programme 2021/22 attached at Appendix B be noted and updated to include 'one-hit' items 'Review of Public Conveniences' and 'to consider increasing provision of parking spaces across the Borough on Council owned or LCC land'.
- G. That the topic 'Review of Public Conveniences' be selected as a 'one-hit' Item on a future agenda of the Committee.
- H. That the topic 'to consider increasing provision of parking spaces across the Borough on Council owned or LCC land' be selected as a 'one-hit' Item on a future agenda of the Committee.

**QUARTERLY PERFORMANCE INDICATORS (Q2 2020/21)**

Consideration was given to the report of the Corporate Director Transformation and Resources as contained on pages 115 to 130 of the Book of Reports, which presented performance monitoring data for the quarter ended 30 September 2020.

The Partnership and Performance Officer provided an update on the latest key performance indicators. She explained that 26 indicators met or exceeded target.

Questions and comments were raised in respect of the following indicators;

TS1a – Rent collected from current and former tenants as a % of rent owed (excluding arrears b/f)

This was below target due to the impact of Covid-19, a full explanation was presented at Appendix A.

ES18 – Fly tip incidents reported

A significant increase was noted, up by 57% this quarter.

A comment was raised in respect of the closure of the tips managed by LCC during Covid -19.

It was also questioned if a breakdown of data is available of the 541 fly-tip incidents reported, in respect of identifying culprits and sanctions posed.

The Partnership and Performance Officer made an undertaking to present the data to Members by e-mail.

NI157a, b, c - Processing of Planning Applications

The Planning Service Review is now underway by Red Quadrant.

The Corporate Director Transformation and Resources gave a brief outline, explaining that the process will involve the customer experience / journey and that the Service will have more digital arrangements in place.

It was suggested by the Chairman that as part of Member Development, it would be beneficial for all Members to be offered a briefing of the Planning Service Review process.

HW01 – No. attending health, wellbeing and sport activities and courses

Discussion took place on the effect of the impact on youth unable to attend clubs and activities due to Covid-19 restrictions and regulations in place.

B1 – Time taken to process Housing Benefit/Council Tax Support new claims and change events (days)

Impact due to increased workload as a result of Covid-19, as detailed at Appendix B1.

ES14,15,16,17 (Average missed bins per fortnight)

Due to restrictive ways of working during Covid, there is no change to the current target of 50 missed bins per fortnight per waste stream. This target is to be reviewed in 2021/22.

The Chairman proposed that an e-mail be sent on behalf of the Members of Corporate and Environmental Overview and Scrutiny Committee to all Employees of the Council to give thanks and recognition of the hard work and dedication given during this year.

**RESOLVED:**

- A. That the Council's performance against the indicator set for the quarter ended 30 September 2020 be noted.

- B. That an e-mail be sent on behalf of Members of Corporate & Environmental Overview and Scrutiny Committee to all Employees of the Council to give thanks and recognition for their hard work and dedication during this year.

**113 ITEMS FROM THE MEMBERS' UPDATE INCLUDED ON THE AGENDA AT THE REQUEST OF A MEMBER**

The Member Update Procedure was circulated to Members for review and discussion as contained on pages 131 to 134 of the Book of Reports.

The Democratic Services Manager outlined the procedure of Constitution 9.2 Members' Update Procedure Rules – Information Items and explained that the Member Development Commission had undertaken a review of the Overview and Scrutiny function, which recommended that Information Items included on the 'Corporate & Environmental Overview and Scrutiny Member Update' be routinely included on the agendas of the Committee meetings without the requirement for Members to request items.

It was further explained that this recommendation will be included, together with a number of other recommendations from the review of the Member Development Commission, in a future report to the Committee.

In discussion comments and questions were raised in respect of the following:-

- Size of Agenda
- Adding items to Agenda e.g. minutes of groups
- Examples of items on a Member Update
- Health Scrutiny Minutes LCC – WLBC Representative feedback
- New Member training - Include detail on Member Update procedures

(Note: There were no items under this heading).

**RESOLVED:** That the Members' Update process be noted and that recommendations from the Scrutiny Review of the Member Development Commission, be presented in a future report to the Committee.

**114 MEMBERS ITEMS / CCFA (COUNCILLOR CALL FOR ACTION)**

The Members Items / CCfA (Councillor Call for Action) Protocol – Constitution 18.3 was circulated to Members for review and discussion as contained on pages 135 to 138 of the Book of Reports.

The Democratic Services Manager outlined the CCfA procedure and explained that this was introduced as a legal requirement, which is used as a last resort action.

She also explained that the Member Development Commission had undertaken a review of the Overview and Scrutiny function, It was further explained recommendations from the review of the Member Development Commission, will be presented in a future report to the Committee.

In discussion comments and questions were raised in respect of the following:-

- New Member training to incorporate CCfA
- CCfA infrequent use - showing a Strong working relationship
- Mechanisms in place; e.g. Patch Problems to resolve issues
- Suggestions detailed on form of how to pursue /address issues

In discussion, Members raised the issue of future virtual meetings, especially the planning of February Budget Council. The Corporate Director Transformation and Resources responded, explaining the current legal requirements and also ensured that the technicalities of the future Council meeting will be addressed.

It was also suggested that a media strategy be compiled to ensure the responsible disposal of Christmas trees, would be helpful information for residents of the Borough.

Members gave thanks to the staff that had given them their support with the new way of working virtually.

(Note: There were no items under this heading).

**RESOLVED:** That the CCfA process be noted and that recommendations from the Scrutiny Review of the Member Development Commission, be presented in a future report to the Committee.

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**Chairman**