



**CORPORATE AND
ENVIRONMENTAL OVERVIEW &
SCRUTINY COMMITTEE:
12 July 2018**

Report of: Borough Solicitor

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SUBJECT: WORK PROGRAMME 2018/19

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To consider the Work Programme for the Corporate and Environmental Overview and Scrutiny Committee for 2018/19.

2.0 RECOMMENDATIONS

2.1 That the timetable attached at Appendix 'A' for establishing the Work Programme for the Corporate and Environmental Overview and Scrutiny Committee 2018/19 be agreed.

2.2 That arrangements be put in place to request items for the Work Programme for 2018/19 from Members, the Corporate Management Team (CMT), by inviting members of the public to submit topics via a press release and by the inclusion of an article on the Council's web-site.

2.3 That all potential topics received by the deadline be published on the Council's web site.

2.4 That following the deadline for receipt of potential topics the Lead Officer, in consultation with the Chairman, Vice-Chairman and Conservative Spokesperson be requested to score each of the topics using the agreed selection criteria set out at Appendix B.

2.5 That a report on the Work Programme for 2018/19 together with the results of the scoring exercise, be considered at the next meeting of the Corporate and Environmental Overview and Scrutiny Committee and the Committee select one topic for Review.

3.0 BACKGROUND

- 3.1 The current Work Programme for the Corporate and Environmental Overview and Scrutiny Committee which is referred to on the Council's web site can be summarised as:

'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 2018/19, reporting to the Committee as appropriate.

- 3.2 At its meeting on 1 March 2018 the Committee considered progress against its Work Programme and details in relation to establishing future work programmes and it was determined:

- A. The item 'West Lancashire Tourism – The Visitor Economy Review – Review of Recommendations' being deferred to the October 2018 meeting.
- B. Reference to 'Parish Councils', under the 'Community Involvement in Service Delivery Review', at the July 2018 meeting, be removed.

- 3.3 The Corporate and Environmental Overview & Scrutiny Committee establishes its own Work Programme annually. In relation to that Work Programme it was previously agreed that future work programmes would be informed:

- By inviting all Members and CMT to submit topics.
- By inviting members of the public to submit topics via a press release and the inclusion of an article on the Council's web site.
- And if appropriate, via a workshop session to which all Members be invited, including Key Stakeholders, the Press and members of the public, if determined by the Lead Officer, in consultation with the Chairman, Vice Chairman and Opposition Spokesperson.

Potential topics to be considered by the Committee for inclusion in its Work Programme shall be included on the Council's web site with a request that any comments be forwarded to Member Services.

- 3.4 An in-depth review is usually undertaken by the Committee, however it may also be carried out by informal cross party member working groups called “Commissions” to contribute to and inform the Overview and Scrutiny process.

4.0 CURRENT POSITION

- 4.1 An update on the in-depth review ‘Community Involvement in Service Delivery’ will be considered at this meeting, with a view to a final report at the Committee’s October meeting.

5.0 TOPIC FOR 2018/19

- 5.1 The suggested timetable to establish the work programme of the Committee for 2018/19, including actions related to the topic selection process is attached at Appendix A. The Scrutiny Topic Assessment – Selection Criteria, is attached at Appendix B.

6.0 ISSUES

- 6.1 In considering the Work Programme of the Committee Members will need to be mindful of its routine work which may limit the scope of the topic selected and what can be undertaken to ensure that work can be completed within reasonable timescales. A copy of the year’s programme is attached at Appendix C.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 Enhanced overview and scrutiny arrangements can give a greater level of involvement for non-cabinet members in the decision making process.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are financial and resource implications in respect of officer and member time in dealing with the matters under the Work Programme. There are also limitations to the scope of a future review and number of topics that can be undertaken and these must be contained within existing resources.

- 8.2 Depending on the nature of the review topic chosen, Members may wish for external organisations to participate. Their presence can be invited but the Committee has no power to insist upon their attendance.

9.0 RISK ASSESSMENT

- 9.1 The work of the Committee has to be balanced with other priorities in Member Services and dealt with accordingly. Officers will advise the Committee on the capacity to support the work and will be as helpful as possible in trying to accommodate Members requests.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, no Equality Impact Assessment is required. However, if a topic was selected for in-depth review it may have an impact on those groups and, if so, this will be assessed when the Project Plan is prepared.

Appendices

- A Draft timetable for establishing Corporate and Environmental Overview and Scrutiny Committee Work Programme 2018/19
- B Scrutiny Topic Assessment – Selection Criteria
- C Work Programme 2018/19