

**CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE – PROJECT PLAN**

Title: **COMMUNITY INVOLVEMENT IN SERVICE DELIVERY**

**MEMBERSHIP:**

Chairman: Councillor N Hennessy Vice-Chairman: Councillor D Evans

Councillors: Barron, Mrs Blake, Blane, Cotterill, Currie, G Hodson, Kay, McKay, Nixon, Pryce-Roberts, Savage, West and Westley.

**TERMS OF REFERENCE**

1. To undertake a review entitled 'Community Involvement in Service Delivery'
2. To undertake an examination of the potential for community groups (including Parish Councils) to take on certain services, currently provided across the Borough by WLBC, in their locality.
3. To present a report of the Committee's findings to Cabinet and Council, as appropriate.

**OBJECTIVES**

**The present –**

- To understand the existing arrangements in Leisure Services, where community centres, the Civic Hall and (more recently) sports fields & facilities have been transferred to appropriate community groups.
- To understand the potential role of Parish Councils in service delivery in the community.
- To understand the financial, legal and procurement barriers that may be encountered.

**The future –**

- To enable community groups to be involved, engaged, empowered and active in their local communities.
- To identify WLBC service areas that could be transferred to the responsibility of local community groups, as appropriate.
- To continue to promote the work of community groups in West Lancashire in projects and initiatives that benefit the local economy and bring significant health & well-being benefits.
- To develop a Guidance or Information Pack to help 'sign-post' community groups to help them become involved in service delivery

## Comparison

The experiences of the transfer of services by WLBC Leisure Services to a community group.

## Resources -

- The Council's Director of Leisure and Wellbeing Services will provide technical support and guidance, together with Officers from across the Authority, including Legal Services, Street Scene, Development & Regeneration and Financial Services, to be consulted as appropriate.
- External contribution, as appropriate
- Any funding requirements will be included in the final recommendations of the Committee.

## INFORMATION

<https://democracy.westlancs.gov.uk/mgCommitteeDetails.aspx?ID=142>  
<https://www.westlancs.gov.uk/more/community-centres.aspx>  
<https://www.westlancs.gov.uk/more/your-community/grants-to-voluntary-groups.aspx>  
<http://www.wlcvs.org/>  
<https://www.westlancs.gov.uk/more/your-community.aspx>

Who?	Why?	How?
Representative/s from Leisure Service	To gain an insight into their experience of the transfer of a leisure service to a community group.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Street Scene	To gain an insight of the experience of the Street Scene to transfer a street scene service to a community group.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Legal Services	To provide information of the legal and procurement barriers that may be encountered.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s from Financial Services	To provide an overview on the financial aspects of local service delivery.	<u>Attendance at a meeting and presentation of information.</u>
Representative/s of a Parish Council)	To understand the willingness of Parish Councils, as identified, to deliver a local service in their Parish area.	<u>Attendance at a meeting, if appropriate, or presentation of information.</u>
Others in the community that may be identified during the course of the	To provide information on local activities undertaken in their community.	<u>Attendance at a meeting, if appropriate or presentation of information.</u>

review.		

## **ESTABLISH WAYS OF WORKING**

### **Officer Support**

**Lead Officer** (Corporate and Environmental Overview & Scrutiny Committee) – Heidi McDougall, Director of Street Scene

**Scrutiny Support Officer (SSO)** – John Addison Principal Overview and Scrutiny Officer

**Legal Officer (LO)** – Tina Sparrow Assistant Solicitor

### **Officers reporting as and when required –**

Dave Tilleray, Director of Leisure and Wellbeing, or Officers on his behalf

Terry Broderick, Borough Solicitors, or Officers on his behalf.

Heidi McDougall, Director of Street Scene, or Officers on his behalf.

John Harrison, Director of Development and Regeneration, or Officers on his behalf.

Marc Taylor, Borough Treasurer, or Officers on his behalf.

### **Reporting Arrangements**

The Director of Leisure and Wellbeing, or Officers on his behalf, will contribute, as appropriate, to aspects of the review related to leisure.

The Borough Solicitor, or Officers on his behalf, will contribute, as appropriate, to aspects of the review related to legal and procurement matters

The Director of Street Scene, or Officers on her behalf, will contribute, as appropriate to aspect of the review related to street scene services

The Director Development and Regeneration, or Officers on his behalf, will contribute, as appropriate, to aspect of the review related to economic regeneration.

The Borough Treasurer, or Officers on his behalf, will contribute, as appropriate to advise on related financial implications.

The Lead Officer (Director of Leisure and Wellbeing)/Principal Overview and Scrutiny Officer will co-ordinate the generic elements of the review and submit reports as required.

The Corporate and Environmental Overview and Scrutiny Committee to submit its final report and recommendations to Cabinet and Council September/October 2018.

## **TIME SCALES**

### **Meeting 1 – 12 October 2017**

- Introduction of the theme of the topic from the Director of Leisure and Wellbeing
- Review confirmed to commence.
- To agree the Project Plan

### **Meeting 2 – 4 January 2018**

- To consider a presentation, on behalf of the Director of Leisure and Wellbeing on the experience of transferring a community service to a local community group.
- To consider a presentation, on behalf of the Director of Street Scene, on the Service's experience in relation to the transfer of service delivery.
- To agree and review the Project Plan

**Meeting 3 – 1 March 2018**

To consider a presentation, on behalf of the Borough Solicitor, on the legal and procurement barriers that may be encountered in relation to delivery of services in the local community.

**Meeting 4 – 12 July 2018**

- To consider any final aspects of the review, including a Guidance and Information Pack, as appropriate.

**Meeting 5 - 11 October 2018**

- To consider the first draft of the Committees final report.

**Meeting 6 – 6 December**

- To receive the final report. To agree the final report and final recommendations for submission to Cabinet and Council.

## **RECOMMENDATIONS**

- 1) That the Council, identify service areas that could be transferred to the responsibility of local community groups, to be evaluated and considered by Cabinet at its feasibility.
- 2) That in relation to the transfer of assets to community groups, consideration should be given to a formal in-house support mechanism being established as part of the process, for groups to access support following the transfer of facilities, with bi-annual or quarterly monitoring meetings put in place for this purpose.
- 3) That the Council explore the possibility of external funding to assist in delivering project partnership work with community groups.
- 4) That in the interest of prudent financial management, the £15k revenue funding given to Abbey Lakes each year be reviewed in the context of the overall programme of grants given to voluntary organisations.
- 5) That the option of offering groups insurance under a bulk insurance scheme be investigated.
- 6) That a Guidance and Information Pack to help 'sign-post' community groups to enable them to become involved in service delivery, be created as soon as possible and be present to the Committee before it goes live.
- 7) That the Council were possible, promote the work of community groups in West Lancashire highlighting the benefits to the local economy along with health & well-being benefits.

**REVIEW DATE** – If completed in the timescales indicated, March 2019.