



**CORPORATE AND  
ENVIRONMENTAL OVERVIEW &  
SCRUTINY COMMITTEE:  
11 July 2019**

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**Report of: Borough Solicitor**

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**SUBJECT: WORK PROGRAMME 2019/20**

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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 2019/20.

## **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 2019/20 be agreed.

2.2 That arrangements be put in place to request items for the Work Programme for 2019/20 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 2019/20 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.

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### 3.0 BACKGROUND

3.1 The current Work Programme for the Corporate and Environmental Overview and Scrutiny Committee can be summarised as:

Corporate & Environmental Overview and Scrutiny Committee	<ul style="list-style-type: none"><li>• all functions undertaken within each Service, including related external matters, <b>insofar as</b> this involves in depth review or policy development as set out in the Work Programme for the relevant year:-</li><li>• Member items/(CCfA) (See Section 18.3 for Protocol)</li><li>• Member update items related to decisions made by Portfolio Holders and officers under delegated authority, performance monitoring and general information. This also includes scrutiny of One West Lancs minutes and the LCC Health Scrutiny Committee Minutes.</li><li>• Performance Management reports, including the Annual Reports from West Lancs Community Leisure/Serco and BT Lancashire Services Limited.</li><li>• act as the Council's Crime and Disorder Committee (see section 18.1 for the 'Protocol – Arrangements for Crime and Disorder Scrutiny')</li></ul>
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The Committee has also established a Member Development Commission which reports to the Committee through the notes of the meeting, as appropriate.

3.3 The Corporate and Environmental Overview & Scrutiny Committee establishes its own Work Programme annually, 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

### 4.0 CURRENT POSITION

4.1 An update on the in-depth review 'Litter Bin Policy' will be considered at this meeting, with a view to a final report at the October Committee meeting.

## **5.0 TOPIC FOR 2019/20**

5.1 The suggested timetable in relation 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 current work 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.

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### **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 in-depth review topic selection 2019/20
- B Scrutiny Topic Assessment – Selection Criteria
- C Current Work Programme 2019/20