

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

[Web addresses are useful here](#)

Witnesses

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 review.	To provide information on local activities undertaken in their community.	<u>Attendance at a meeting, if appropriate or presentation of information.</u>

Site Visits

Where?	Why?
N/A	

ESTABLISH WAYS OF WORKING

Officer Support

Lead Officer (Corporate and Environmental Overview & Scrutiny Committee) – Dave Tilleray, Director of Leisure and Wellbeing

Scrutiny Support Officer (SSO) – Principal Overview and Scrutiny Officer

Legal Officer (LO) – 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 – ?? July 2018

- To consider any final aspects of the review, including a Guidance and Information Pack, as appropriate.
- To agree the draft final report and final recommendations for submission to Cabinet and Council, if applicable in September/October 2018.

Cabinet – ?? September 2018

- Submission of final report

Council - ?? October 2018

- To receive the final report, if applicable.

INFORMATION GATHERED

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CONCLUSION

RECOMMENDATIONS

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