



## **Overview and Scrutiny Committee Agenda**

**Wyre Borough Council**  
**Date of Publication: 9 October 2023**  
**Please ask for : Daphne Courtenage**  
**Democratic Services Officer**  
**Tel: 01253 887476**

**Overview and Scrutiny Committee meeting on Monday, 16 October 2023  
at 6.00 pm in the Committee Room 2 - Civic Centre**

**1. Apologies for absence**

**2. Declarations of interest**

To receive any declarations of interest from any councillor on any item on this agenda.

**3. Confirmation of minutes**

(Pages 3 - 8)

To approve as a correct record the Minutes of the meeting of the Overview and Scrutiny Committee held on 4 September 2023.

**4. Draft Council Plan Priorities**

(Pages 9 - 18)

Report of the Chief Executive, Rebecca Huddleston.

The Chief Executive and the Leader of the Council, Councillor Michael Vincent, will attend this meeting and take questions and comments from members.

**5. Overview and Scrutiny Work Programme 2023/24 – update report**

(Pages 19 - 30)

The Corporate Director Resources, Clare James, has submitted a report updating the committee about the delivery of the Overview and Scrutiny Work Programme 2023/24. Daphne Courtenage, Democratic Services Officer, will introduce the report and respond to questions and comments from councillors.

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## Overview and Scrutiny Committee Minutes

The minutes of the Overview and Scrutiny Committee meeting of Wyre Borough Council held on Monday, 4 September 2023 at the Council Chamber - Civic Centre, Poulton-le-Fylde.

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**Overview and Scrutiny Committee members present:**

Councillors Cartridge, Baxter, Amos, Sir R Atkins, Bolton, Collinson, Fail, Higgs, Martin and A Walker

**Absent- apologies received:**

Councillors Beavers and Blair

**Absent- apologies not received**

None.

**Other councillors present:**

Councillors Bridge and Rendell

**Officers present:**

Daphne Courtenage, Democratic Services Officer  
Mark Broadhurst, Head of Housing and Community Services  
Rebecca Huddleston, Chief Executive  
Kathy Winstanley, Head of Public Realm and Environmental Sustainability

**Officers absent- apologies received:**

None.

No members of the public or press attended the meeting.

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### Apologies procedure

The Chair reminded members of the proper procedure for tendering apologies, which could be found at part 4.01/5 of the Constitution. He asked that this be noted in the minutes.

**14            Declarations of interest**

None.

**15            Confirmation of minutes**

The minutes of the meeting of the Overview and Scrutiny Committee held on the 17 July 2023 were approved by those in attendance at that meeting.

**16            The Promotion of Self-Care and Social Prescribing in Wyre Task Group - final report**

The Chair of the Promotion of Self-Care and Social Prescribing in Wyre Task Group, Councillor Rendell, submitted the task group's draft report and recommendations to the committee.

The Chair thanked Councillor Rendell and the members of the task group for their hard work.

Councillor Rendell reiterated these comments.

The committee agreed to submit the final report and its recommendations to Cabinet at the next available meeting.

**17            Review of the implementations of the District Enforcement Pilot Task Group**

The Street Scene, Parks and Open Spaces Portfolio Holder, Councillor Bridge, and the Corporate Director Environment, Mark Billington, submitted a report reviewing the recommendations of the District Enforcement Task Group and to update members on the new enforcement arrangements with Waste Investigations Support & Enforcement Ltd (WISE).

Councillor Bridge and Kathy Winstanley, Head of Public Realm and Environmental Sustainability, attended the meeting and took questions and comments from members.

Councillor Bridge introduced the report. He praised the good work of the task group and how its recommendations had fed into innovative solutions for the new enforcement contract.

Members raised questions on the contents of the report. These included:

- Communication and engagement with residents
- Lessons learned from the task group and the previous enforcement arrangements
- Education opportunities with young people

Councillor Bridge responded to the questions raised. He explained that he believed the task group's recommendations had been comprehensive and they were building on this work. He thought that young people were receptive to reasoned arguments, and on top of this a project would soon begin to look at going into local schools twice a month to raise awareness and engage with young people and they would have to wait to see its impact. He also referenced the possibility of a streetscene app for reporting issues such as littering and dog fouling which the team were looking into. This had originally been raised by Cllr Beavers at Full Council (similar to 'lovecleanstreets').

Councillors also raised a question on recommendation two, which was in relation to an official warning system for particular offences. They also raised concerns over recent comments on social media about the public perception of the WISE officers.

Councillor A Walker asked that it be minuted that Councillor Bridge acted promptly in regards to a constituency case.

Councillor Bridge responded that the original recommendation had not been feasible due to issues with consistency and how officers would monitor this. He was satisfied with the appeal process and believed this was a good alternative. He was keen for WISE to be seen as ambassadors of the council and that they ought to act as they should when in public. He also explained the appeals procedure for members.

The Chair thanked Councillor Bridge and Kathy Winstanley for their report and their attendance at the meeting.

## **18 Business Plan 2023/24, Quarterly Performance Statement (Quarter 1: April - June)**

The Corporate Director Communities submitted a report which gave a quick reference to quarterly progress against the council's business plan projects and measures, along with commentary where issues had been identified.

The Chief Executive, Rebecca Huddleston, attended the meeting and introduced the report.

She explained to members that the business plan had last been refreshed in April 2023 as a short term refresh due to the all-out elections in May 2023. It was due for a more substantial refresh and this was hoped to come before committee at the next meeting in October. However, it meant that quarterly performance targets, including this one, would be measured against the previous business plan most likely up until quarter three. She told members that she was keen to set out corporate priorities and working towards these as soon as possible.

Members raised questions over the issues highlighted in the report, including the delays to the Local Plan review, town centre vacancy rates, the survival rate of small businesses and tourism in the borough.

The Chief Executive responded that delays to the Local Plan were owing to delays to legislation reforms and that officers were working on a revised timetable. In terms of business support, the council was using funding from the UK Shared Prosperity Fund (UKSPF) to commission support from Boost to work with local businesses to provide support, including training. In response to a question over the future of the local high street, she noted that there were distinct differences in the local economies in each area of Wyre, and each town centre needed to be looked at separately.

In response to a comment over the need for a dedicated Wyre tourism strategy, she said that officers were developing an economic development strategy for the borough, as well as a visitor and tourism strategy. She hoped these would play a key part in the new business plan.

The Chair thanked the Chief Executive for her attendance at the meeting.

**19 Housing briefing note from Mark Broadhurst, Head of Housing and Community Services**

The Corporate Director Communities submitted a report in response to a request for information from the committee regarding domestic gas and electricity consumption in Wyre.

Mark Broadhurst, the Head of Housing and Community Services, attended the meeting and introduced the report.

He told the committee that the report set out reporting done by the Department for Business, Energy and Industrial Strategy and outlined the estimated mega wattage consumption of both electricity and gas in the borough.

He then highlighted the work done in regards to improving the energy efficiency of the Boroughs homes through the Cosy Homes in Lancashire (CHiL) initiative, and the work of the enforcement teams in ensuring that private rented properties in the borough met the domestic Minimum Energy Efficiency Standard (MEES) Regulations.

Members asked questions regarding the CHiL initiative, how it was advertised and whether residents and their landlords were contacted directly. They also queried how residents, who did not feel empowered to go to their landlord directly, might apply for a CHiL grant.

The Head of Housing and Community Services explained that Government had provided funding for CHiL to procure a PR firm, through which they had commissioned high profile adverts including on the local radio. Officers had also arranged for areas of the Borough to be leaflet-dropped for example across our off-gas areas and specific areas that had populations on higher levels of means tested benefits, including Fleetwood.

He said that contacting landlords directly was sometimes difficult and that landlords were generally difficult to engage in the energy efficiency agenda. Instead awareness of the initiative to date was through letting agents and via the public advertisement of the scheme.

He told members that any Lancashire home, which met the eligibility requirements, could apply and that this was a way to promote energy efficiency measures in the community. This also included a new scheme specifically for off-gas areas such as Over Wyre. He praised the work of the partnership and that the initiative was leading nationally; representatives from the Department for Energy Security and Net Zero would be visiting Lancashire to view an installation of an air source heat pump in Out Rawcliffe.

In response to a question over the eligibility requirements for the initiative and the percentage of people in the borough that could qualify for the scheme, Mark told members that he was not sure of the specific number. The potential high percentage of houses in the borough not meeting the highest energy efficiency standards was a reflection of an older housing stock. These issues were common to most local authorities. Nonetheless he was confident that any eligible resident who applied for a grant for eligible works and who could pay their contribution to the scheme would receive a grant..

A question was raised over the social housing in the borough managed by Regenda and the influence of the council over the energy efficiency ratings of social housing. Mark explained that the council had a partnership board with Regenda, and was pleased that they had been able to successfully complete the upgrade of 114 homes using funding from the Social Housing Decarbonisation Fund. They had been due to roll out phase two which would have extended the scheme, but this had been stalled due to funding issues. If there were issues with energy efficiency ratings in social housing, the council had the same enforcement powers on social landlords as they did private landlords but he was confident in the work of Regenda in addressing such issues without the need for enforcement action.

A question was raised on whether tenants were experiencing section 21 evictions if they reported their landlord over not meeting energy efficiency standards.

Mark explained that the council received relatively few complaints from tenants unless there was a serious problem; he believed that tenants were generally cautious in terms of their tenancy security.

The Chair thanked Mark Broadhurst for his attendance at the meeting.

## **20 Updates to the Overview and Scrutiny Article and Procedure Rules**

The Corporate Director Resources (and Section 151 Officer) submitted a report informing members of updates to parts 2.10 and 4.05 relating to the Overview and Scrutiny in the Constitution.

The Democratic Services Officer, Daphne Courtenage, introduced the report. She explained to members that following the commissioning of the Climate Change Sub-Committee, officers noticed that sections of parts 2.10 and 4.05 were out of date in terms of relevant legislation, and also wanted to enshrine the procedures for future sub-committees.

Councillor Fail asked that the wording on the call-in request form be amended as he felt the use of “objection” was too strong. The DSO agreed to amend the wording.

The committee otherwise approved the suggested updates and agreed to recommend it to Full Council for approval at the next available meeting.

## Overview and Scrutiny Work Programme 2023/24 – update report

The Corporate Director Resources (and Section 151 Officer) submitted a report updating the committee about the delivery of the Overview and Scrutiny Work Programme 2023/24.

The Democratic Services Officer, Daphne Courtenage, introduced the report. She gave verbal updates on the items that members had raised at the previous meeting.

She explained that due to matters outside the council's control, the paused work on the Poulton to Fleetwood railway line as well as the Tourism Strategy review were being recommended to be taken off the paused work list as it was unlikely that the committee would receive any updates on these in this municipal year. However, there was to be an update at the next committee meeting on the Leisure Activity Provision.

The DSO also recommended to the committee that they move the Integrated Health and Care system items from the October meeting to January, to allow for more time to formulate questions to the invited guests but to also allow for more time to be dedicated to the refreshed Business Plan expected at the next meeting.

She also reminded members that recommendation 2.1 of the report asked members to consider their desired areas of work for the remainder of 2023/24.

Following discussion, three topics were suggested for future reviews:

- Citizens Advice Lancashire West contract
- Housing options
- Tourism

The DSO agreed to take the suggested topics and gather more information to present to the committee and bring a draft scoping document to a future meeting.

The committee agreed to move the Integrated Health and Care systems items to the January meeting and to remove the Poulton to Fleetwood railway and Tourism Strategy reviews from the paused work list.

The meeting started at 5.59 pm and finished at 7.23 pm.

**Date of Publication:** 11 September 2023





Report of:	Meeting	Date
Rebecca Huddleston, Chief Executive	Overview and Scrutiny	16 October 2023

<b>Draft Council Plan Priorities</b>
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**1. Purpose of report**

**1.1** To provide an overview of the development of the Council Plan and to share and seek feedback on the proposed changes to the Council's priorities and commitments.

**2. Council priorities**

**2.1** The Council Plan sets the overall priorities for the Council and this work to refresh the Council Plan considers each of the Council's existing priorities and whether any changes to them should be made at this point in time.

**3. Recommendation**

**3.1** Members are asked to note the overview of the Council Plan development process and provide any feedback they have on the emerging Council Plan.

**4. Background**

**4.1** The Council Plan provides a clear statement of what the Council aims to achieve over the medium to long term. It sets out not only the Council's vision, priorities, and commitments for the next four years, but also the key activities to be delivered through the key projects and how we intend to measure success.

**4.2** Over recent years the Council has developed a Business Plan document to align with the four year election cycle, with annual reviews taking place to make small changes as required and to update projects and measures.

**4.3** The current Business Plan (Appendix A) was approved by Council in March 2023 and now following the elections, is due a more significant review.

**4.4** Moving forwards the Business Plan will be referred to as a Council Plan, which is more in line with the naming of a councils most strategic and overarching plan across the local government sector and as it better describes what it is.

## **5. Council Plan Development Process**

**5.1** Work started in July 2023 in preparation for refreshing the Council Plan by developing a 'big issues' briefing paper. The paper provides:

- a snap shot of key national and local policy developments which could impact Wyre over the next twelve months and beyond;
- includes useful data on a range of issues such as crime, housing, employment, and resident satisfaction; and
- references some specific organisational context regarding finance, assets and workforce.

**5.2** This document provides useful context to understand the issues and opportunities facing the borough. It was used to feed into a workshop with Cabinet members in August to discuss and develop emerging priorities for the Council, over the next four years and beyond.

**5.3** The emerging priorities were then developed further, alongside the big issues briefing paper and best practice from other Local Authorities, with the outcome being to develop a range of commitment statements for each priority area for the Cabinet to consider.

**5.4** A further session with Cabinet members in September has refined the priorities and commitments further and Appendix B, sets out the draft proposals for Overview and Scrutiny to discuss and provide feedback on.

## **6. Next Steps**

**6.1** A workshop with directors and heads of service is taking place in October to get their feedback and input into the Council Plan development. At this workshop, proposals for projects and measures which will help us to deliver against the refreshed priorities will be developed. These will enable members to effectively monitor progress in delivering against our priority areas and commitments.

**6.2** Appendix C sets out the projects which are included in the current plan and provides an initial indication as to whether these maybe carried across into the new plan as well as where new projects will need to be considered as the Council Plan is finalised.

**6.3** The measures which are set out in the current business plan will all be reviewed and replaced with new ones where required. The current measures have been developed to monitor progress against project delivery. However, as part of the refresh of the Council Plan, the intention is to develop measures which will help us track progress against the medium term priorities and commitments. Project progress will be

monitored regularly through highlight reporting against project plans and documentation which will be put in place for all Council Plan projects. This will strengthen our performance monitoring and project delivery approach, enabling us to better track the direction of travel towards our medium-term commitments as well as progress in delivering our current projects.

- 6.4** Once the drafting of the Council Plan is completed, the document will be designed, prior to it being recommended to Council for approval in November. Bringing the Council Plan to Council for approval at this time will ensure that new priorities, projects and the capacity and skills needed to deliver them can feed into the budget planning process.
- 6.5** Alongside the development of the Council Plan, the approach to monitoring delivery of the Council Plan is being reviewed, with the aim to strengthen this process further. Proposals for this will be presented alongside the Council Plan at the Council meeting in November.
- 6.6** An Equality Impact Assessment will also be completed and presented to Council, alongside the Council Plan.

**7. Alternative options considered and rejected**

- 7.1** The alternative option is not to review the Business Plan, however this would mean that it may no longer reflect the needs of our communities and businesses within the Borough, as well as projects and measures no longer being relevant and therefore this option has been rejected.

<b>Financial, Legal and Climate Change implications</b>	
Finance	There are no financial implications arising directly from this report.
Legal	There are no legal implications arising from the report. However, there may be individual legal implications for some of the priorities outlined in the Council Plan.
Climate Change	There are no climate change implications arising directly from this report.

**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x

equality and diversity	x
health and safety	x

ICT	x
data protection	x

### Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Rebecca Huddleston	01253 887500	<a href="mailto:Rebecca.huddleston@wyre.gov.uk">Rebecca.huddleston@wyre.gov.uk</a>	05/10/2023

List of background papers:		
name of document	date	where available for inspection
Big Issues Briefing Note	August	via email on request

### List of appendices

- A. Business Plan 2019 – 2023 (Current Business Plan)
- B. Draft Council Plan – Priorities and Commitments
- C. Initial Project Review

## People and Communities

### OUR AMBITION EMPOWERED HEALTHIER AND RESILIENT COMMUNITIES

#### WE WILL:

- Collaborate with residents and local stakeholders to maximise opportunities for improving health and wellbeing across our communities
- Work with our partners to focus on supporting people to become more active and increase their physical activity
- Explore opportunities for communities and partners to build resilience supporting our most vulnerable residents and our ageing population
- Work with partners to reduce violence and anti-social behaviour

#### HOW:

- Work with partners to deliver Wyre's Moving More Strategy to increase rates of physical activity across Wyre
- Complete a review of our indoor leisure provision by Summer 2023
- Deliver effective support to our most vulnerable residents including the Household Support fund
- Continue to take a proactive role in delivering the Community Safety Partnership, co-ordinating an action plan for Violence Reduction

#### OUR SUCCESS MEASURES:

- Increased number of people engaged with our health programmes
- Reduced percentage of adults that are physically inactive
- 600,000 annual visits to our leisure centres
- 20,000 volunteer hours facilitated and supported
- 900 children engaged with holiday activities
- Outcomes from delivering the Household Support Fund
- Proactive actions to reduce violence against the person and Anti-Social Behaviour

## Growth and Prosperity

### OUR AMBITION A STRONG LOCAL ECONOMY

#### WE WILL:

- Work with the Fylde Coast Economic Prosperity Board to support economic growth and attract greener investment to Wyre
- Collaborate with our partners to facilitate cleaner, greener, vibrant town centres
- Support businesses to grow, prosper and recover
- Maximise commercial opportunities and promote our tourism assets
- Deliver efficiencies

#### HOW:

- Continue to support business growth and job creation as accountable body for Hillhouse Technology Enterprise Zone
- Continue to support town centre recovery and explore investment and sustainable development opportunities for our key town centres and the visitor economy
- Support our business community to establish new start-ups, grow and create jobs through our Wyred Up business support programme
- Explore external funding and investment opportunities for our key council assets including theatres, markets and leisure facilities
- Deliver the UK Shared Prosperity Fund and Rural England Prosperity Fund 2023-2025

#### OUR SUCCESS MEASURES:

- Support job creation within the Enterprise Zone
- Increase footfall to our town centres
- Reduce town centre vacancy rates to below 11%
- Increase number of businesses supported in Wyre
- 80% of fledgling businesses surviving for 18 months
- Increase number of visitors to the borough each year
- 97% of business rates collected
- 97% of council tax collected
- Successful delivery of our UKSPF projects

## Environment and Climate

### OUR AMBITION A CLEANER, GREENER AND MORE SUSTAINABLE ENVIRONMENT

#### WE WILL:

- Work towards reducing the council's and wider borough's emissions by at least 78% by 2035
- Collaborate with our partners to respond to a range of climate change issues, including our commitment to carbon footprint reduction and tackling flood risk across Wyre
- Work with residents, Parish and Town Councils and businesses to plan, protect and enhance the quality of our neighbourhoods and environment and promote responsible use of Wyre's great outdoors.

#### HOW:

- Deliver our Climate Change Strategy including a carbon budget
- Deliver our action plan to reduce the effect of climate change on our borough including the carbon footprint of all council activities and assets
- Collaborate with partners to reduce community energy consumption through retrofitting houses and the delivery of Cosy Homes in Lancashire (CHIL)
- Deliver the Wyre Beach Management Scheme to protect 11,000 homes from coastal flooding by October 2026
- Lead on Our Future Coast project and support the Wyre Natural Flood Management project to help prepare communities for coastal change resulting from climate change
- Complete a full review of the Wyre Local Plan by 2024

#### OUR SUCCESS MEASURES

- 10% reduction in council carbon emissions by May 2023
- Delivery of our Climate Change Action Plan
- Number of domestic energy measures installed under the Cosy Homes in Lancashire, via Government grant schemes
- 11,000 more homes protected from flooding by October 2026

# Priorities

Long to Medium Term (4 – 8 years)

## Existing Priorities

### People and Communities

Empowered, Healthier and Resilient Communities

### Growth and Prosperity

A strong local economy

### Environment and Climate

A cleaner, greener and more sustainable borough

## Proposed Priorities

### People and Communities

Residents live happy, healthy and safe lives

### Growth and Prosperity

A strong local economy and thriving town centres

### Place and Climate

A cleaner, greener and more sustainable borough

### **New** Dynamic and customer focused

A well run, modern and innovative council that puts customers first

## Appendix B

## Changes

Clearer/simpler strap line, removing reference to 'empowered' and 'resilient' which not everyone understands

Addition of thriving town centres to reflect increased prioritisation on further improving our town centres over the course of the plan

'Environment' replaced by 'Place' to be clearer that this priority is about Wyre as Place, not just environmental issues.

**New** The introduction of a fourth priority focused internally on transforming and improving how we work.

# Proposed Commitments

(Medium Term – 4 years)

Appendix B

## People and Communities

### We will:

1. Help people to help themselves and live independently.
2. Provide support to those who need it, particularly our most vulnerable residents and our ageing population.
3. Improve feelings of safety and work with partners to tackle crime and anti-social behaviour
4. Improve our leisure facilities ensuring they meet the needs of our residents and visitors.
5. Provide opportunities for people to lead healthy and active lifestyles.
6. Improve the quality of life for individuals by tackling loneliness.

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## Place and Climate

### We will

1. Build pride in our borough by ensuring our town centres and neighbourhoods are clean and well looked after.
2. Ensure our towns and villages are supported by adequate and integrated infrastructure.
3. Address climate change by exploring innovative approaches to reduce carbon emissions from council buildings and support our communities and businesses to do the same.
4. Work with partners to reduce the risk of flooding to homes and businesses across Wyre
5. Provide high quality parks and open spaces for everyone to enjoy.

## Growth and Prosperity

### We will:

1. Support Wyre's town centres to be thriving and welcoming places to live, work and visit.
2. Support and champion Wyre's growing tourism economy by promoting our coast to countryside offer and Wyre's businesses, attractions and events.
3. Support the local economy through delivering the best support for small businesses and start ups in Lancashire and by supporting local people to develop new skills to access better paid work.
4. Secure external funding and investment to improve places across the borough.
5. Promote and support local carbon businesses and jobs.

## Dynamic and Customer Focused

### We will:

1. Deliver high quality value for money services that meet the needs of our customers
2. Use technology to improve how we work and the services we provide to customers.
3. Use our land and buildings wisely, managing them to appropriate standards, reducing their environmental impact and maximising income to reinvest in further improving services.
4. Use data and intelligence to support us in making better evidence-based decisions.
5. Build trust in the Council by listening and engaging with our customers and delivering on our promises.

# Current Project Review

(Short Term 1 – 2 years)

Appendix C

#	Existing Projects	Carry forward / Remove?
<b>People and Communities</b>		
1	Work with partners to deliver Wyre’s Moving More Strategy to increase the rate of physical activity in Wyre	Carry forwards to new plan
2	Complete a review of our indoor leisure provision by Summer 2023	Complete – remove from plan
3	Deliver effective support to our most vulnerable residents including the Household Support Fund	Business as usual – remove from plan
4	Continue to take a proactive role in delivery the Community Safety Partnership, co-ordinating an action plan for violence reduction	Re-word project to focus on violence reduction plan?
<b>Growth and Prosperity</b>		
5	Continue to support business growth and job creation as accountable body for Hillhouse Technology Enterprise Zone.	Business as usual - Remove
6	Continue to support town centre recovery and explore investment and sustainable development opportunities for our key town centres and the visitor economy.	Replace with more specific project
7	Support out business community to establish new start ups, grow and create jobs through our Wyred Up business support programme	Carry forwards
8	Explore external funding and investment opportunities for our key council assets including theatres, markets and leisure facilities	Replace with more specific project
9	Deliver the UK Shared Prosperity Fund and Rural England Prosperity Fund 2023 – 2025.	Carry forwards

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# Current Project Review

(Short Term 1 – 2 years)

Appendix C

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#	Existing Projects	Carry forward / Remove?
<b>Place and Climate</b>		
10	Deliver our Climate Change Strategy including a carbon budget	Carry forwards
11	Deliver out action plan to reduce the effect of climate change on our borough including the carbon footprint of all council activities and assets	Superseded by Climate Change Strategy - Remove
12	Collaborate with partners to reduce community energy consumption through retrofitting houses with the delivery of Cosy Homes in Lancashire (CHiL)	BAU – Remove and continue outside of the plan.
13	Deliver the Wyre Beach Management Scheme to protect 11,000 homes from coastal flooding by October 2026	Carry forwards
14	Lead on Our Future Coast project and support the Wyre Natural Flood Management project to help prepare communities for coastal change resulting from climate change	Carry forwards (Refine the scope)
15	Complete a full review of the Wyre Local Plan by 2024	Carry forwards

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Report of:	Meeting	Date
Clare James, Corporate Director Resources (S151 Officer)	Overview and Scrutiny Committee	16 October 2023

<b>Overview and Scrutiny Work Programme 2023/24 – update report</b>
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**1. Purpose of report**

1.1 To update the Overview and Scrutiny Committee about the Overview and Scrutiny Work Programme 2023/24.

**2. Recommendation/s**

2.1 That the report be noted.

2.2 That the committee considers their desired areas of work for the remainder of the 2023/24 period.

2.3 That the committee considers its training needs.

**3. Current and completed work**

**3.1 Leisure Activity Provision Task Group**

Officers were asked prior to the meeting on the 4 September 2023 to provide an update to members on the KKP Leisure Review, the draft physical strategy and the draft leisure facilities strategy. Owing to timescales, this has been pushed to the November committee meeting.

**3.2 Citizens Advice Lancashire West Contract review**

Members requested more information on the Citizens Advice Lancashire West contract renewal at the last meeting, with the suggestion of this being a potential review topic. A scoping document for a potential task group has also been included in this agenda, found at Appendix 2.

**3.3 Overview and Scrutiny training**

Officers have recently held training sessions on scrutiny and how the committee operates. A review of the training programme for Overview

and Scrutiny Committee is ongoing, keeping in mind the action plan following the external review by the Centre for Governance and Scrutiny in early 2021. This can be found at Appendix 3.

#### **4. Work Programme**

**4.1** The Overview and Scrutiny Committee Work Programme for 2023/24 is attached at Appendix 1.

report author	telephone no.	email	date
Daphne Courtenage	01253 887476	<a href="mailto:Daphne.courtenage@wyre.gov.uk">Daphne.courtenage@wyre.gov.uk</a>	05/10/2023

#### **List of appendices**

Appendix 1 – Overview and Scrutiny Work Programme 2023/24

Appendix 2 – Citizens Advice Lancashire West Task Group draft scoping document

Appendix 3 - Centre for Governance and Scrutiny review action plan 2021

**Overview and Scrutiny Committee Work Programme 2023/24:**

<b>Committee Meetings</b>		
<b>2023</b>		
<b>Date</b>	<b>Theme</b>	<b>Agenda items</b>
Monday 12 June at 6pm	Update and review	<ul style="list-style-type: none"> <li>• Election of Chair for the municipal year 2023/24</li> <li>• Election of Vice Chair for the municipal year 2023/24</li> <li>• Business Plan 2022/23, Quarterly Performance Statement (Quarter 4: January – March)</li> <li>• Climate Change Sub-Committee report</li> <li>• O&amp;S Work Programme 2023/24 – update and planning</li> </ul> <p><b>Invited attendees:</b> Marianne Hesketh (Corporate Director Communities)</p>
Monday 17 July at 6pm	Corporate theme	<ul style="list-style-type: none"> <li>• Wyre Moving More Strategy</li> <li>• Terms of reference and membership of Climate Change Sub-Committee</li> <li>• O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Mark Broadhurst (Head of Housing and Community Services), Cllr Lynne Bowen (Leisure, Health and Community Engagement Portfolio Holder)</p>
Monday 4 September at 6pm	Update and review	<ul style="list-style-type: none"> <li>• The Promotion of Self Care and Social Prescribing in Wyre Task Group – final report</li> <li>• Review of the implementations of the District Enforcement Pilot Task Group</li> <li>• Housing briefing note from Mark Broadhurst</li> <li>• Business Plan 2023/24, Quarterly Performance Statement (Quarter 1: April – June)</li> <li>• O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Marianne Hesketh (Corporate Director Communities), Mark Broadhurst (Head of Housing and Community Services), Cllr Simon Bridge (Street Scene, Parks and Open Spaces Portfolio Holder)</p>
Monday 16 October at 6pm	Business Plan single-item meeting	<ul style="list-style-type: none"> <li>• Business Plan review</li> <li>• O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Rebecca Huddleston (Chief Executive), Cllr Michael Vincent (Leader)</p>
Monday 20 November at 6pm	Resources and Finance theme	<ul style="list-style-type: none"> <li>• Leisure Activity Provision updates</li> <li>• Housing Options briefing note</li> <li>• Fees and Charges - draft</li> <li>• Business Plan 2023/24, Quarterly Performance Statement (Quarter 2: July – September)</li> </ul>

Committee Meetings		
		<ul style="list-style-type: none"> <li>O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Cllr Lesley McKay (Resources Portfolio Holder), Clare James (Corporate Director Resources, Section 151 Officer), Marianne Hesketh (Corporate Director Communities)</p>
<b>2024</b>		
Monday 15 January at 6pm	Integrated Health and Care System theme	<ul style="list-style-type: none"> <li>Annual update regarding the work of the Lancashire County Council Health and Adult Services Scrutiny Committee</li> <li>Annual update from the Lancashire and South Cumbria Integrated Health and Care Board</li> <li>O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Councillor Julie Robinson (Co-Opted Member), Heather Crozier (Integration Place Leader – Lancashire North)</p>
February TBC	Work Programme Workshop 2024/25	<ul style="list-style-type: none"> <li>Workshop to agree topics for review for the 2024/25 Municipal Year</li> </ul> <p><b>Invited attendees:</b> The Corporate Management Team (CMT) and the members of the Overview and Scrutiny Committee.</p>
Monday 26 February at 6pm	Police and Community Safety theme	<ul style="list-style-type: none"> <li>Wyre Community Safety Partnership – annual scrutiny review</li> <li>Business Plan 2023/24, Quarterly Performance Statement (Quarter 3: October – December)</li> <li>Review of the Tackling Youth Anti-Social Behaviour in Wyre Task Group – one year on</li> <li>O&amp;S Work Programme 2023/24 – update</li> </ul> <p><b>Invited attendees:</b> Martin Wyatt (Wyre Neighbourhood Inspector), Neil Greenwood (Head of Environmental Health &amp; Community Safety), and Councillor Roger Berry (Neighbourhood Services and Community Safety Portfolio Holder).</p>
Monday 22 April at 6pm	Work Programme planning and review	<ul style="list-style-type: none"> <li>O&amp;S Work Programme 2023/24 – update</li> <li>O&amp;S Work Programme 2024/25 – planning</li> </ul> <p><b>Invited attendees:</b> TBC</p>

Task Group Reviews		
<b>Current reviews:</b>		
Date	Topic	Status
<b>Paused work:</b>		
Date	Topic	Status

<b>Task Group Reviews</b>		
<b>Future review focuses for 2023/24:</b>		
<b>Proposed start date</b>	<b>Topic</b>	<b>Status</b>
2023	Leisure Activity Provision	Agreed at the Work Programme Workshop (7.02.2023) – update to come to future committee meeting
2023	Citizens Advice Lancashire West contract	
2023	Wyre Tourism Strategy	
2023/24	Housing Options	
<b>Looking further ahead:</b>		
<b>Date</b>	<b>Topic</b>	<b>Status</b>
2024/25	Poulton to Fleetwood railway line	Waiting on the outcomes of the Government funded business case and feasibility study
2024/25	Tourism Strategy – review of the tourism corporate strategy	Waiting on additional information from Marketing Lancashire

Updated September 2023

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**Citizens Advice Lancashire West Task Group - Scoping Document**

<b>Review Topic</b>	Citizens Advice Lancashire West (formerly Citizens Advice Bureau)
<b>Chair</b>	TBC
<b>Group Membership</b>	<b>TBC</b>
<b>Officer Support</b>	Daphne Courtenage, Democratic Services Officer
<b>Purpose of the Review</b>	To assess and review the working partnership and Service Level Agreement between Wyre Council and the Citizens Advice Lancashire West service and make recommendations to Cabinet regarding the service level agreement and future service provision.
<b>Essential Criteria (at least one must be marked)</b>	<input checked="" type="checkbox"/> A council priority (as set out in the Business Plan) <input type="checkbox"/> A matter of significant, demonstrable public concern, as raised through ward councillors, local media etc.
<b>Role of Overview and Scrutiny in this Review (mark all that apply)</b>	<input checked="" type="checkbox"/> Holding Executive to account – Key Decision <input type="checkbox"/> Holding Executive to account – performance based <input checked="" type="checkbox"/> Community champion <input checked="" type="checkbox"/> External partnership <input type="checkbox"/> Contribution to policy development <input checked="" type="checkbox"/> Policy review <input type="checkbox"/> Statutory duties / compliance with codes of practice
<b>Aims of Review / Terms of Reference</b>	In reviewing the current arrangements of the working partnership between Wyre Council and the Citizens Advice Lancashire West service, to assess the effectiveness of the current arrangements, value for money of the service and make recommendations to Cabinet in regards to the service level agreement.

<b>What specific value can Scrutiny add to this work area?</b>	Ensure value for money for residents and influence executive decisions.
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Review previous Cabinet decisions and task groups reports</li> <li>• Review performance and usage data</li> <li>• Compare arrangements with other Local Authorities in the area</li> <li>• Interview key witnesses</li> </ul>
<b>Limits of Review</b>	The review will focus on the details of the service level agreement and not on wider issues surrounding debt, cost of living etc.
<b>Potential Expert Witnesses</b>	<ul style="list-style-type: none"> <li>- Councillor Paul Ellison (in his role as the council's nominated outside body representative)</li> <li>- Diane Gradwell, Citizens Advice Lancashire West Chief Executive</li> <li>- Marianne Hesketh, Corporate Director Communities</li> <li>- Mark Broadhurst, Head of Housing and Community Services</li> <li>- Service users</li> </ul>
<b>Documents to be considered</b>	<ul style="list-style-type: none"> <li>- Service Level Agreement</li> <li>- Scrutiny review report to Cabinet on 18 January 2017 and 2 June 2021</li> <li>- Citizens Advice performance reports</li> <li>- Comparison between the arrangements with different local councils</li> <li>- Internal reports</li> </ul>
<b>Risks</b>	The review is intended to be a very short assessment of the working relationship and also could start to focus on questions outside of the review topic.
<b>Level of Publicity</b>	TBC

<b>Indicators of a Successful Review</b>	Clear recommendations to Cabinet on whether or not to support the agreement and future service provision beyond May 2024.
<b>Approximate Timeframe</b>	2 months
<b>Projected Start Date</b>	November 2023

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## Scrutiny Improvement Review carried out by the Centre for Governance and Scrutiny - March 2021

The Centre for Governance and Scrutiny (CfGS) undertook a short scrutiny review in early 2021. The purpose of the review was to give the Council an external perspective on how well the current model of scrutiny is functioning and fulfilling its essential role of policy shaping, holding the Cabinet to account and reviewing issues of importance to local communities.

CfGS reviewed the current scrutiny arrangements, involving two days of evidence gathering through conversations with councillors and officers on 25th and 26th January 2021. In addition, they observed an Overview and Scrutiny Committee meeting, reviewed key documents, and created and analysed a Member survey. CfGS met with 13 councillors and 8 officers, including the Council Leader, Deputy Leader, members of Cabinet, Group Leaders, Scrutiny Chair, Members of the Scrutiny Committee, the Council's Chief Executive, Cabinet and Senior Leadership Team as well as Governance and Democratic Services Officers.

A workshop was held on 17 June 2021 to provide an opportunity to consider the findings from the review and to identify improvement actions to be taken forward. Members of the Cabinet, the Overview and Scrutiny Committee, the Corporate Management Team and the Democratic Services Team were invited to attend.

Action points arising:

1. Continued learning and development opportunities to be offered to members of the O&S Committee.
2. Chairs and Vice Chairs of committees and task groups to continue to be offered specific training and development regarding their role.
3. Consideration to be given to providing structured decision-making training for Chairs and Vice Chairs of all committees.
4. Agendas for meetings of the Overview and Scrutiny Committee to be reviewed to reduce the number of items that are to be noted, and to increase the number of items that enable scrutiny to be carried out within the committee.
5. The O&S Work Programme to be given greater prominence by bringing it higher up agendas of O&S Committee meetings..
6. To review the way in which the O&S Committee receives information about the budget and to be clear about its approach to scrutinising such information.
7. To reinvigorate the focus on Portfolio Holders (rather than officers) being held accountable for performance and their portfolios.
8. To discuss with the committee, the possible advantages of holding pre-meetings of the O&S Committee to ensure that members appropriately consider and plan the scrutiny of the items that are included on an agenda before it.

It should also be noted that since May 2019 there have been 15 scrutiny training and development events offered to councillors, the details of which are attached.

Peter Foulsham

Democratic Services and Scrutiny Manager

15 July 2021