



Overview and Scrutiny Committee Agenda

Wyre Borough Council
Date of Publication: 20 December 2018
Please ask for : Peter Foulsham
Scrutiny Officer
Tel: 01253 887606

Overview and Scrutiny Committee meeting on Monday 7 January 2019 at 6pm in committee room 2 Civic Centre, Poulton-le-Fylde

1. Election of Vice Chairman

2. Apologies for absence

3. Declarations of interest

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

4. Confirmation of minutes

(Pages 1 - 6)

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 26 November 2018.

5. Draft Business Plan 2019-2023

(Pages 7 - 10)

The Leader of the Council, Councillor David Henderson, and the Chief Executive, Garry Payne, will attend the meeting to introduce a report on the draft Business Plan 2019-2023 that has been prepared by the Service Director Performance and Innovation, Marianne Hesketh, who will also be in attendance.

Members of the committee will have the opportunity to comment and ask questions.

6. Digital transformation - update report

(Pages 11 - 18)

A report has been submitted by Marianne Hesketh, Service Director Performance and Innovation.

7. Overview and Scrutiny Work Programme - update report

(Pages 19 - 22)

The Scrutiny Officer, Peter Foulsham, will make a verbal report on the Overview and Scrutiny Work Programme, including comments on

- (i) The delivery of the 2018/19 O&S Work Programme
- (ii) The draft 2019/20 O&S Work Programme
- (iii) Task groups
- (iv) The Centre for Public Scrutiny's Annual Conference 2018
(Councillor Emma Ellison will report)
- (v) The new National Scrutiny Guidance



Overview and Scrutiny Committee Minutes

The minutes of the Overview and Scrutiny Committee meeting of Wyre Borough Council held on Monday, 26 November 2018 in committee room 2 Civic Centre, Poulton-le-Fylde.

Overview and Scrutiny Committee members present:

Councillors Ibison, Jones, Ballard, Ellison, Fail, Hodgkinson, Ormrod, Robinson, E Stephenson and Matthew Vincent

Apologies for absence:

Councillors I Amos, R Amos and C Birch

Other councillors present:

Councillor B Stephenson

Officers present:

Clare James, Head of Finance
Peter Foulsham, Scrutiny Officer

No members of the public or press attended the meeting.

33 Declarations of interest

None.

34 Confirmation of minutes

It was agreed that the minutes of the meeting of the committee held on 22 October 2018 be confirmed as a correct record.

35 Review of fees and charges 2019/20

The Head of Finance, Clare James, presented a report, which detailed the proposed fees and charges for 2019/20.

There were four areas the report about which the committee had particular comments, which would be reported back to the Management Board:

Theatres

Members discussed the proposed £50 increase for non-commercial hirers in the evening and increased funeral reception charge of £50. It was agreed that

the proposed charges be supported, pending the outcome of the theatre performance review. The need for a further review had been agreed at the meeting of the O&S committee on 22 October 2018, and was scheduled to take place at the June committee meeting at which a scrutiny review would be scoped. The task group would be included in the Overview and Scrutiny Work Programme for 2019/20.

Car parking

Concern was expressed that the proposed £2 overnight charge could encourage more cars to park on the street.

The committee agreed to monitor the impact of the changes for at least six months, after which a scrutiny review of car parking would commence, to include consideration of fees and charges. The committee continued to express their concern that the Resident Parking Scheme was very costly to the council, and welcomed the fact that a report on the Scheme would be forthcoming in the New Year.

The committee would welcome comments about the possible focus of the Scoping Document to be prepared for the scrutiny review of parking (to start in September/October 2019), no later than June 2019. The review would be included in the Overview and Scrutiny Work Programme for 2019/20.

Replacement containers

The proposed increase of a standard suits of bins from £56 to £66 was supported, but the point was made that a further increase in charges would be necessary when the green boxes were eventually replaced with bins.

Funfairs and circuses

The committee discussed the fees at some length, but agreed to support the proposals.

The Chairman thanked Clare James for presenting her report and for the information provided to the committee.

It was agreed

- (i) That the comments from the committee be fed back to the Management Board when discussing the proposed fees and charges,
- (ii) That a scrutiny task group on Wyre's theatres be included in the Overview and Scrutiny Work Programme 2019/20,
- (iii) That a scrutiny task group on car parking be included in the Overview and Scrutiny Work Programme 2019/20
- (iv) That the report be noted.

The Head of Finance, Clare James, presented a report. She explained that the cost profiles help to show value for money by making direct comparisons with other similar local authorities. The report would be useful in assisting the committee to identify topics that might be considered for inclusion in the Overview and Scrutiny Work Programme.

Overall expenditure had increased by 8% to £120.40 per head of population, partly because of the loss of the council's waste cost-sharing agreement with Lancashire County Council although this was slightly offset by an increase in the borough's population.

Councillors made a number of comments, mostly related to the summary which identified four areas as potentially underperforming in relation to our Nearest Neighbour Group of local authorities:

- Parking services
- Highways maintenance
- Parks and Open Spaces
- Public transport

The point was made that the council needs to better understand how much is being spent on unadopted assets. There remained some uncertainty about the ownership of some pieces of land, which made understanding how much it costs to look after more difficult to assess. Clare James said that it was only worthwhile trying to clarify the ownership of significantly large pieces of land in terms of identifying material savings or efficiencies.

There were ongoing issues with vandalism to bus shelters, which was proving to be very costly. Alternatives were being considered to reduce the maintenance costs.

Concern was expressed about the previously reported reduction in the use of Cleveleys bus station, although usage was now increasing again. There was a need to look at options with other partners, to increase income. This could, for example, include the opening of a kiosk on the site.

The Chairman thanked Ms James for her report and helpful comments.

It was agreed that the report be noted.

37 Treasury management strategy and policies - questions and answers

The Head of Finance, Clare James, delivered a short training session on treasury management for the committee, as required by the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice.

38 Business Plan 2018/19 - quarterly performance statement

The Service Director Performance and Innovation, Marianne Hesketh, submitted a report.

The committee expressed concern about the number of affordable dwellings for which planning permission had been granted, which was comparatively lower than last year. The committee wondered how the council's policy on affordable housing might be strengthened in some way, to ensure that every effort was made to deliver the number of affordable homes required. The committee requested additional information about the council's strategy to put this right and asked whether our figures were comparable with other authorities. The committee asked in what percentage of cases does the required 30% of affordable housing get delivered.

Reference was made to the recent scrutiny review of MyHomeChoiceFyldeCoast letting scheme, and it was confirmed that a review of the implementation of the scheme would be considered by the committee in September 2019, twelve months after the report had been considered by the Cabinet.

A general comment was made about the way in which performance was reported, members wishing the 'Comments and Issues' section of the report to include more about the strategies being put in place to address the issues of concern.

It was agreed that the report be noted.

39 Overview and scrutiny work programme 2018/19

The Service Director Performance and Innovation, Marianne Hesketh, submitted a report.

The Scrutiny Officer, Peter Foulsham, confirmed that the Public Conveniences Task Group had held two meetings to date, with a third to be scheduled shortly.

Councillor Robinson reported on her regular six-monthly meeting with Fylde and Wyre Clinical Commissioning Group's Head of Communications, Engagement and Development, Kate Hurry. Following the retirement of Dr Tony Naughton from the role, Blackpool Clinical Commissioning Group's Chief Clinical Officer, Dr Amanda Doyle, had been appointed to the same role in the Fylde and Wyre CCG. The two CCGs would continue to operate as separate legal entities, although some of the management responsibilities would be shared.

Four members of the committee had been involved in a trial of the Modern.gov committee management system using portable devices.

The point was made that the impact of the introduction of mobile devices on members' IT allowances had not been fully considered, and it was not appropriate for the Independent Remuneration Panel to come to a view about it without the full evidence. Some printing would still be necessary and there would be costs involved in charging devices before use.

A full report on the trial and other issues related to the full implementation of

paperless meetings had been requested by the committee for their meeting on 7 January 2019.

It was agreed

- (i) That Dr Amanda Doyle be invited to a meeting of the committee early in the 2019/20 municipal year.
- (ii) That the report be noted.

The meeting started at 6.00 pm and finished at 8.04 pm.

Date of Publication: 28 November 2018

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| Report of: | Meeting | Date | Item no. |
|--|----------------------------------|----------------|----------|
| Marianne Hesketh, Service Director Performance and Innovation | Overview & Scrutiny Committee | 7 January 2019 | 5 |

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|--------------------------------------|
| Draft Business Plan 2019-2023 |
|--------------------------------------|

1. Purpose of report

1.1 To provide the Overview and Scrutiny Committee with the draft Business Plan for 2019-2023 for consideration.

2. Outcomes

2.1 To ensure that medium and long term resources and service provision are prioritised and planned in accordance with the Medium Term Financial Plan (MTFP), the aspirations of local residents, local research and data and the national policy framework.

3. Recommendation

3.1 To consider the draft business plan for 2019-2023, prior to seeking Council approval at the meeting on 7 March 2019.

4. Background

4.1 Each year, the Council produces a Business Plan. The Business Plan is a key document in the business planning framework and its purpose is to set out the Council's vision and priorities in line with the Medium Term Financial Plan (MTFP). The council has effective performance management arrangements in place which ensures that progress against the Business Plan is reported on a quarterly basis. This includes the involvement and support of Overview and Scrutiny who receive quarterly performance review reports.

4.2 Corporate Management Team and Heads of Service developed the Business Plan at a planning session held in October 2018. The draft plan is then discussed with Management Board and Overview and Scrutiny Committee before proceeding to full Council for approval in March.

5. Key issues and proposals

- 5.1** The Business Plan covers a four year period which has been developed to align with the four year election cycle. As 2019 is the start of a new election cycle, an opportunity has been taken to develop a new style plan to cover this new four year period – 2019-2023. A new vision and priorities have been developed along with a clear plan of how the vision will be delivered.
- 5.2** The vision is supported by key priorities which are set out under three ambitions as follows:-
- Economy – A strong local economy
 - People – Supporting communities to lead healthier lifestyles
 - Place – A quality local environment for all to enjoy
- 5.3** Alongside the vision and priorities is a delivery plan of how we will achieve our vision and how we will measure progress. Updates against these will be provided on a quarterly basis to Overview and Scrutiny Committee.
- 5.4** It is intended to present the final business plan to full Council on 7 March 2018.

| report author | telephone no. | email | date |
|------------------|---------------|--|------------------------|
| Marianne Hesketh | 01253 887350 | Marianne.hesketh@wyre.gov.uk | 13 December 2018 |

List of appendices

Appendix 1 - Business Plan 2019-2023

Business Plan 2019-2023

Our Vision: Wyre is a healthy and happy place where people want to live, work, invest and visit

People

OUR AMBITION – SUPPORTING COMMUNITIES TO LEAD HEALTHIER LIFESTYLES

We will:

- Collaborate with residents and local stakeholders to support and maximise opportunities for improving health and wellbeing across our communities
- Support our ageing population to maintain independence and remain safe in their own homes
- Collaborate with our partners to support prevention and early help
- Explore opportunities for communities and partners to deliver initiatives that utilise community assets and help connect residents to their communities



Economy

OUR AMBITION – A STRONG LOCAL ECONOMY

We will:

- Support economic growth by attracting investment to Wyre and by supporting businesses to prosper
- Collaborate with our partners to improve the transport infrastructure and connectivity across the Fylde Coast
- Maximise commercial opportunities, improve the return from all our assets whether that be buildings or land and deliver efficiencies
- Transform the way the Council delivers services through making better use of technology

Place

OUR AMBITION – A QUALITY LOCAL ENVIRONMENT FOR ALL TO ENJOY

We will:

- Utilise Wyre's USP – the Great Outdoors – supporting residents and visitors to maximise the opportunities from coast to countryside
- Collaborate with our partners to reduce the flood risk across Wyre and build community resilience
- Work with residents, Parish and Town Councils and businesses to protect and enhance the quality of our neighbourhoods

Delivering our Vision



Economy

How will we do this?

- Implement the Wyre Local Plan 2011-2031
- Deliver the implementation plan for Hillhouse Technology Enterprise Zone
- Develop an Economic Development Strategy
- Support our partners in the roll out of full fibre infrastructure on the Fylde Coast
- Deliver our commercial strategy projects
- Deliver the asset management programme of work
- Explore options for a commercial partner for Marine Hall

Deliver our Digital Wyre strategy including the implementation of a Citizen Access Portal

Page 10

How will we measure progress?

- Take up of employment land
- No of businesses supported
- % growth in business rate base at the Enterprise Zone
- Town centre vacancy rates
- Out of work benefit claimant count
- Annual efficiency savings delivered
- % of e-contacts as a % of total contacts
- Satisfaction with council services

Wyre is a healthy and happy place where people want to live, work, invest and visit



People

How will we do this?

- Develop and deliver new pilot projects with the three GP health neighbourhoods for Wyre – Fleetwood, Wyre Integrated Neighbourhood and Wyre Rural Extended Neighbourhood
- Deliver a programme of work to promote healthy choices and healthier lifestyles to keep people well
- Work with Lancashire County Council to create and deliver new local Housing and Support Schemes
- Maximise opportunities from the Better Care Fund to support older people and people with disabilities to stay in their own homes
- Care and Repair (Wyre and Fylde) will identify need and supply a range of community equipment for vulnerable residents
- Host and support the Wyre and Fylde Integrated Team
- Review our safeguarding policies and practices across all council services
- Work with partners to improve the resilience and aspirations of our young people
- Facilitate community projects that improve the use and sustainability of council community assets

How will we measure progress?

- % of food establishments considered broadly compliant with food safety legislation
- No. of people helped to remain independent at home
- Adult and childhood obesity levels
- No of Leisure Centre visits
- Satisfaction with leisure facilities
- No of cases supported by Integrated Team
- Take up of the FYI Directory by Wyre residents and groups



Place

How will we do this?

- Develop and deliver the communications campaigns to promote Wyre's countryside, coast, parks and tourism offer
- Facilitate and support delivery of Coastal Community Funded projects
- Deliver the Wyre Beach Management Scheme
- Develop and support Flood Action Groups
- Deliver the Mount Restoration Project in Fleetwood
- Facilitate and support the improvement of parks and open spaces
- Implement initiatives and promote activity to help achieve a cleaner, greener Wyre
- Tackle problematic empty homes
- Facilitate delivery and promotion of the Wyre Community Lottery

How will we measure progress?

- No of volunteer hours
- No of people attending outdoor activities
- Increase in visitor numbers to the borough
- Satisfaction with parks and open spaces
- Satisfaction with keeping public land free from litter
- Reduction in fly tipping reported
- No of long term empty properties
- Reported incidences of ASB
- No of homes protected from flooding
- No of flood action groups supported
- Money raised for good causes by the Wyre Community Lottery





| Report of: | Meeting | Date |
|---|------------------------------------|----------------|
| Marianne Hesketh, Service Director Performance and Innovation | Overview and Scrutiny Committee | 7 January 2019 |

| |
|-----------------------------------|
| Modern.gov Progress Update |
|-----------------------------------|

1. Purpose of report

1.1 To provide Overview and Scrutiny (O&S) Committee with some background information about the progress made with the recommendations following the Digital Transformation Task Group and implementation of the Modern.gov project.

2. Outcomes

2.1 This report is for information only and is not intended for decision making purposes.

3. Information

3.1 The recommendations as set by the Overview and Scrutiny Digital Transformation Task Group have been used by the ICT section and Democratic Services when planning phase 2 of the Modern.gov project (the roll out of tablet devices). See appendix 1.

3.2 A trial of using the Modern.gov app on various tablet devices took place from early October to mid-November of 2018. Four Councillors were involved. The Councillors and the devices they trialled are:

- Cllr Ian Amos: Samsung Tab A 10.1" (Android)
- Cllr Rita Amos: Samsung Tab A 10.1" (Android)
- Cllr John Ibison: Lenovo Tab 4 10 Plus (Android)
- Cllr Rob Fail: iPad 32 GB 9.7" (Apple)

3.3 Feedback from the councillors who participated in the trial has been captured and is set out below:

Samsung Tab A

- It was easy to navigate within an agenda pack, easier than using paper documents.
- The device was useful to access emails.

- On one occasion, an agenda could not be seen on the Modern.gov app so a hard copy was used. ⁱ

iPad

- The ability to annotate comments against particular paragraphs and then navigate between them is really easy after a few meetings.
- There are too many passwords and passcodes to get in to the device and app.
- Further training and support documentation / instructions would be useful for the full roll out, especially on accessing green papers.
- The device was OK for quick emails, but no substitute for composing an email on a laptop or PC. The ability to format emails is more difficult.
- A longer trial would have been useful as I only had a small number of meetings in the timeframe.

Lenovo Tab 4

- The device was excellent for checking emails.
- Would like more training when the devices are rolled out.
- When the devices are rolled out, I will want to use it for everything
- The battery life of the device was very good. It went weeks without charging.
- As the Modern.gov app was so quick and easy to use, I ended up looking at documents from other committees which I am not on, which provided useful background information.

3.4 Whilst the trial was underway, ICT were able to determine that the “Mobilock Pro” security software set up on the Android devices was fit for purpose and suitable to be rolled out more widely within the Council

3.5 Android devices were trialled as the cost to buy, set up and maintain these devices is significantly lower than those for Apple devices. The cost price for each device and its accessories (keyboard, screen protector, case etc) fluctuates, but it has been calculated that the cost of an Android device hardware and accessories will be approximately £350 whilst the cost of an equivalent Apple device and accessories would be approximately £450.

The estimated cost of set-up, ICT training, support and security software for android devices over their 4 year life span is £202 per device and £416 for Apple devices.

3.6 The cost of charging the tablet device is negligible. It has been calculated that to charge a device once a week from having 0% battery to 100% would cost £0.28 per year.

Data download costs are also minimal. An exact cost cannot be stated due to all the variations in Wi-Fi and data charges. A 4.5 MB agenda and report pack uses the same amount of data as reading 151 emails or watching 1 minute and 30 seconds of TV on a mobile device. Free Wi-Fi is available to all Councillors in the Civic Centre and other public places, such as local libraries.

3.7 Initially, funding for the purchase of the tablet devices will be taken from earmarked reserves and paid back over a four year period. However, the IRP (Independent Remunerations Panel) is expected to recommend in its' report to the Council on 17 January 2019 that the Councillors ICT allowance ceases from after the next election (May 2019). If that recommendation is approved by the Council the saving realised will in part be re-allocated to purchase and support the tablet devices.

Once all Councillors are using the tablet devices it is anticipated that £8,850 cashable savings and £7,120 non-cashable savings per annum will be made from agendas, minutes, reports and other supporting documents no longer needing to be printed and sent via the post.

3.8 The first devices will be rolled out after the election in May 2019. Unless a better product becomes available before this date, Samsung Galaxy Tab A devices (Android) with 10.5” screens, 32GB and wi-fi capability will be issued. These were new to the market in August 2018 so should continue to be supported for the duration of the elected Councillors’ term.

3.9 The devices rolled out will be supplied with a case, screen protector and keyboard. It will be possible to easily tell one device from another by the identification number on each device.

3.10 In addition to the use of the Modern.gov app, Councillors will be able to access:

- Their Outlook accounts (email, calendar etc)
- The TOPdesk self-service portal, to log any ICT issues or search for help.
- MS Office (Word, excel etc)

This is subject to the success of the roll out of Office 365 across the Council in Spring 2019.

3.11 A portfolio holder report seeking approval for the devices will be prepared and submitted in early 2019.

| Financial and legal implications | |
|---|--|
| Finance | <i>Not applicable for this report.</i> |
| Legal | <i>Not applicable for this report</i> |

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.

| risks/implications | ✓ / x |
|---------------------------|--------------|
| community safety | x |
| equality and diversity | x |
| sustainability | x |
| health and safety | x |

| risks/implications | ✓ / x |
|---------------------------|--------------|
| asset management | x |
| climate change | x |
| ICT | ✓ |

Processing Personal Data

If the decision(s) recommended in this report will result in personal data being processed, a privacy impact assessment (PIA) will have been completed and signed off by the council's Data Protection Officer before the decision is taken (as required by the General Data Protection Regulations 2018).

| report author | telephone no. | email | date |
|------------------|---------------|------------------------------|-------------|
| Claire Dubelbeis | 01253 887645 | Claire.Dubelbeis@wyre.gov.uk | 18 Dec 2018 |

List of appendices

Appendix 1 Recommendations and Actions

ⁱ It is thought this was due to the app not being forced to refresh and only displaying information which was downloaded previously. The issue did not reoccur when the ICT department undertook further testing.

The digital transformation task group came up with the following recommendations in their final report. Explanation of how these have been addressed is included alongside each recommendation.

| No. | Recommendation | Action Taken / Result |
|-----|---|---|
| 1 | Implementation should begin with one of the 14-Member committees. | The devices will be rolled out a few at a time, to ensure that ICT and democratic services staff are dealing with a manageable number of training sessions at any one time. The committee structures will be taken into account, but so will other factors such as training needs and member availability. |
| 2 | The roll out should be to one committee at a time. | See above. |
| 3 | A programme for the roll-out of paperless meetings should be planned and delivered, with all meetings (Committee meetings, task group meetings, working group meetings and other meetings) being paperless by May 2019 at the latest. | In anticipation of a number of Councillor changes at the election in May 2019 (as many current councillors are not standing for re-election), the roll out will take place from May 2019 and will span a few months as a phased roll out (as suggested in items 1 and 2 above) is being adopted. |
| 4 | Every councillor should be offered one-to-one or small group training at a level that is appropriate for them. | <p>Two types of training will be provided and offered to all users. ICT will deliver training on how to use the device and its general features. Democratic Services will deliver training on how to use the Modern.gov app. It is anticipated that not all users will require both types of training, depending on their familiarity with tablet devices and the app.</p> <p>A brief overview of the device and the Modern.gov app will be provided to each Councillor in the form of an electronic and paper quick reference guide.</p> |
| 5 | The implementation of a new committee system and the move to paperless meetings should include <u>all</u> councillors unless there are specific medical conditions that prohibit that. | The devices will be supplied to all Councillors, unless there is a medical reason not to do so. |
| 6 | Regular, on-going support must be provided for councillors, perhaps to include regular iPad clinics before Full Council meetings. | <p>The Councillors will be able to access the TOPdesk self-service portal (ICT service desk system) via the device, so they can get additional ICT support or report problems. In cases where the device will not function, they will be able to phone the ICT service desk on 01253 887652.</p> <p>During the roll out of the devices, additional training and support will be available.</p> |
| 7 | Democratic Services Officers will play a key role in implementation and on-going support for councillors | Democratic Services officers will provide the initial training in the use of the Modern.gov app and provide help and support in using the app. They will also use the app during Council meetings they attend. |

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| 8 | All councillors should be issued with a device that is appropriate to the individual's needs – an iPad with 9.7 inch screen is a minimum requirement. | It is proposed to procure Samsung Galaxy Tab A devices which have a 10.5" screen. A similar device with a 10.1" screen was used during the trial and no negative feedback was received regarding the readability. |
| 9 | Individual devices should be easily identifiable. | There are a number of ways of achieving this objective. It is proposed that the names of each Councillor will be digitally assigned to the device and asset number stickers will be placed on the casing, making the devices easily distinguishable. |
| 10 | Devices to be used for agendas, committee papers, email, calendar, invitations, etc. – in fact, as much as possible, with appropriate guidance. | It is envisaged, that in addition to use of the Modern.gov app, the devices can be used for the following: <ul style="list-style-type: none"> • Outlook (Email, calendar, contacts etc) • TOPdesk self-service portal (to contact the ICT department) • MS Office (Word, Excel etc) However, this is subject to the successful roll out of Office 365 at the Council which is due in Spring 2019. |
| 11 | The policy for the retention of files and documents needs to recognise that councillors might need to access historical documents in meetings on occasions. | As standard, documents which are downloaded within the Modern.gov app will be stored on the device for 6 months. After this point unless they are saved elsewhere, any additions made to the document, such as highlighting, notes or comments will be lost. Councillors who wish to keep the amended documents for more than 6 months will be advised to save the documents in "The Cloud" using Office 365 functionality. Full details and training on how to do this will be provided. |
| 12 | Confidential 'green paper' documents must be easy to access. | The Modern.gov restricted app has been purchased which will allow Councillors to easily access the restricted papers they are currently entitled to see. This will work seamlessly with the process for non-restricted documents. |
| 13 | Full consideration should be given, at a later stage in the implementation process, to the provision of data for devices. | It is not proposed to provide data due to budget constraints. However, it is not envisaged that this will be needed as wi-fi is available at the Civic Centre. The devices are also capable of connecting to other wi-fi networks, such as in Councillors homes or other places they visit such as libraries. Once a document is downloaded, it is stored locally on the device and so can be re-opened and read without a data connection. The tablet devices can also be tethered (mobile hotspot) to certain smartphones or other 4G data providers so they can be used on the go. This will be at the expense of the user, although |

| | | |
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| | | the size of documents needed is relatively low so these downloads would be inexpensive. |
| 14 | The wi-fi system in the council's committee rooms will need to be fit for purpose. | <p>A project to improve the wi-fi at the Civic Centre is on the ICT work plan for 2019. Wi-fi is currently available in public areas of the Council, including the Council Chamber, Members Lounge and Committee Rooms and this worked well during the trial.</p> <p>As with current practice, it is recommended that documents are opened and read prior to a meeting.</p> |
| 15 | Charging points and chargers should be made available to members, but not in the committee rooms. | <p>Each device will be supplied with a charger which can be used in any socket within the Civic Centre. Communal chargers will not be supplied. However, a small supply of battery packs will be available to borrow for the duration of a meeting, should they be required.</p> <p>The Samsung tablet devices have a lengthy battery life which will last for many hours so are unlikely to go flat during the course of a meeting if they had a reasonable amount of charge at the start of the meeting.</p> |

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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/19

Committee Meetings

(All meetings are held on Mondays starting at 6pm)

| Date | Planned Committee agenda items |
|--------------|---|
| 2018 | |
| 21 May | <ul style="list-style-type: none"> i. Election of Chairman ii. Election of Vice Chairman iii. Draft report of the Engaging with Children and Young People task group iv. Business Plan – Quarterly Performance Statement v. Environmental crime vi. Car parking consultation report vii. O&S Work Programme 2018/19 - update |
| 25 June | <ul style="list-style-type: none"> i. Review of task group recommendations – Food hygiene ii. Review of task group recommendations – Domestic abuse iii. O&S Work Programme 2018/19 – update (including mention of Modern.gov implementation, Phase 2) |
| 30 July | <ul style="list-style-type: none"> i. Fylde and Wyre Clinical Commissioning Group – update report ii. Lancashire County Council Health Scrutiny Committee iii. O&S Work Programme 2018/19 - update |
| 10 September | <ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Outcomes from LGA Peer Review – review of actions taken iii. Digital transformation – update on paperless meetings iv. Statement of accounts v. O&S Work Programme 2018/19 - update |
| 22 October | <ul style="list-style-type: none"> i. Flooding task group – draft report ii. Entertainment venues iii. O&S Work Programme 2018/19 – verbal update |
| 26 November | <ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Fees and charges iii. Cost profiles – benchmarking results iv. Treasury management v. O&S Work Programme 2018/19 – update |

| Date | Planned Committee agenda items |
|-------------|---|
| 2019 | |
| 7 January | <ul style="list-style-type: none"> i. Business Plan 2019/20 – Leader and Chief Executive to attend ii. Digital transformation – progress report (Service Director Performance and Innovation) iii. O&S Work Programme 2018/19 - update |
| 11 February | <ul style="list-style-type: none"> i. Business Plan – Quarterly Performance Statement ii. Annual Schedule of planned investment in assets (Service Director Performance and Innovation) iii. O&S Work Programme 2018/19 - update |
| 18 March | <ul style="list-style-type: none"> i. Wyre Community Safety Partnership – annual scrutiny review (Head of Environmental Health and Community Safety and Neighbourhood Services and Community Safety Portfolio Holder) ii. O&S Work Programme 2018/19 - update |
| 29 April | <ul style="list-style-type: none"> i. O&S Work Programme 2018/19 - update |

Scrutiny task group reviews

| Date | Format | Topic |
|--------------------------|------------------------|---|
| October 2017 to May 2018 | Task group - completed | Engaging with children and young people |
| April to October 2018 | Task group - completed | Flooding – the role of councillors. |
| July to September 2018 | Task group - completed | 'MyHomeChoice' consultation |
| Started 30 October 2018 | Task group | Public conveniences |
| 2019/20 | Task group | Car parking (see O&SC 26 November 2018, minute 35) |
| 2019/20 | Task group | Wyre's theatres - once further report has been received in June 2019 (see O&SC 26 November 2018, minute 35) |
| 2019/20 | Task group | Environmental crime – enforcement and members' role (see O&SC 21 May 2018, minute 5) |
| 2019/20 | Possible task group | Support a sustainable future for the fish processing industry |

Updated 19 December 2018

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Committee Meetings

(All meetings are held on Mondays starting at 6pm)

| Date | Planned Committee agenda items |
|-------------|---|
| 2019 | |
| 3 June | <ul style="list-style-type: none"> i. Election of Chairman ii. Election of Vice Chairman iii. Marine Hall update (see O&SC 22 October 2018, minute 30) iv. O&S Work Programme 2019/20 – planning and update |
| 22 July | <ul style="list-style-type: none"> i. Fylde and Wyre Clinical Commissioning Group – update report – Dr Amanda Doyle invited, not yet confirmed. ii. Lancashire County Council Health Scrutiny Committee iii. O&S Work Programme 2019/20 – update |
| 9 September | <ul style="list-style-type: none"> i. MyHomeChoice - review of first 12 months of implementation of new arrangements (see O&SC 30 July 2018 and Cabinet 5 September 2018) ii. O&S Work Programme 2019/20 – update |
| 21 October | <ul style="list-style-type: none"> i. Neighbourhood Policing arrangements – review of first 12 months of implementation of new arrangements (see O&SC 30 July 2018, minute 18) ii. O&S Work Programme 2019/20 – update |
| 2 December | <ul style="list-style-type: none"> i. Fees and charges ii. Cost profiles – benchmarking results iii. Treasury management iv. Flooding Task Group[- review of implementation of recommendations (Cabinet, 28 November 2018) v. O&S Work Programme 2019/20 – update |
| 2020 | |
| 27 January | <ul style="list-style-type: none"> i. Business Plan 2020/21 – Leader and Chief Executive ii. Annual Schedule of planned investment in assets iii. O&S Work Programme 2019/20 – update |
| 16 March | <ul style="list-style-type: none"> i. Wyre Community Safety Partnership – annual scrutiny review ii. O&S Work Programme 2019/20 – update |
| 27 April | <ul style="list-style-type: none"> i. O&S Work Programme 2019/20 – update |

| Date | Planned Committee agenda items |
|------|--------------------------------|
| | |

Scrutiny task group reviews

| Date | Format | Topic |
|---------------------------------------|---|---|
| To start September/October 2019 | Task group | Car parking – once further report has been received in June 2019 (see O&SC 26 November 2018, minute 35) |
| | Task group | Wyre's theatres - once further report has been received in June 2019 (see O&SC 26 November 2018, minute 35) |
| | Task group | Environmental crime – enforcement and members' role (see O&SC 21 May 2018, minute 5) |
| | Possible task group - originally proposed for 2018/19 | Support a sustainable future for the fish processing industry |

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