



## Overview and Scrutiny Committee Agenda

Wyre Borough Council  
Date of Publication: 21 July 2017  
Please ask for : Peter Foulsham  
Scrutiny Officer  
Tel: 01253 887606

**Overview and Scrutiny Committee meeting on Monday, 31 July 2017 at 6.00 pm in the Council Chamber, Civic Centre, Poulton-le-Fylde**

1. **Apologies for absence**
2. **Confirmation of minutes** (Pages 1 - 4)  

To confirm as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 19 June 2017
3. **Wyre Campaign Plan** (Pages 5 - 10)  

The Service Director Performance and Innovation, Marianne Hesketh, will introduce and explain the council's Campaigns Plan. Members of the committee will have an opportunity to comment and ask questions.
4. **Digital transformation** (Pages 11 - 16)  

The Service Director Performance and Innovation, Marianne Hesketh, has submitted a report to provide the committee with background information about the progress that has been made around digital transformation within the Council to date. Marianne Hesketh will attend the meeting to introduce the report and to respond to comments and questions from councillors.
5. **Children and young people** (Pages 17 - 20)  

The Service Director Health and Wellbeing, Mark Broadhurst, will attend the meeting to advise councillors about the way in which issues related to children and young people in Wyre are represented in the council's Business Plan
6. **Overview and Scrutiny Work Programme 2017/18** (Pages 21 - 24)  

The Service Director Performance and Innovation has submitted a report to update the committee about the progress of the Overview and Scrutiny Work programme 2017/18.

**7. Date and time of next meeting**

Monday 11 September 2017 at 6pm.



## Overview and Scrutiny Committee Minutes

The minutes of the Overview and Scrutiny Committee meeting of Wyre Borough Council held on Monday, 19 June 2017 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

---

### **Overview and Scrutiny Committee members present:**

Councillors Ian Amos, Rita Amos, Emma Anderton, Emma Ellison, John Hodgkinson, John Ibison, Kerry Jones, Patsy Ormrod, Julie Robinson, Christine Smith, Matthew Vincent and Michael Vincent

### **Officers present:**

Peter Foulsham, Scrutiny Officer

#### **OS.1 Election of Chairman**

Councillor Michael Vincent was elected Chairman of the committee for the 2017/18 municipal year.

#### **OS.2 Election of Vice Chairman**

Councillor Kerry Jones was elected Vice Chairman of the committee for the 2017/18 municipal year.

#### **OS.3 Apologies for absence**

Apologies for absence were received from Councillors C Birch and Fail.

#### **OS.4 Declarations of interest**

None.

#### **OS.5 Confirmation of minutes**

**RESOLVED** that the minutes of the meeting of the committee held on 10 April 2017 be confirmed as a correct record.

#### **OS.6 Performance - the Council's Business Plan 2016-17**

Marianne Hesketh, Service Director Performance and Innovation, submitted a report, the 4<sup>th</sup> Quarter Performance Statement 2016/2017, January to March 2017.

The Chairman referred briefly to the on-going delays in the preparation of the draft Local Plan and to a 6% decrease in the reported satisfaction with parks and open spaces, the latter falling within the scope of the Life in Wyre task group.

**RESOLVED** that the report be noted.

**OS.7 Local Plan**

Rea Psillidou, Planning Policy and Economic Development Manager, submitted a report updating the committee on the progress of the Local Plan.

**RESOLVED** that the report be noted.

**OS.8 Overview and Scrutiny Work Programme 2017-18**

The Chairman, Councillor Michael Vincent, introduced a number of proposals about potential task group topics for the coming year. He reminded members that two task groups were already in process; one on Waste and Recycling Collection Services was likely to be in a position to report to the committee in September, then to Cabinet in October, and one on the Life in Wyre resident survey would hold its second meeting on Thursday 13 July.

Councillor Shaun Turner had proposed that a task group be commissioned to consider aspects of digital transformation, a suggestion that was supported by the committee.

Further task groups were agreed to review (i) the way in which the issues of children and young people are reflected in the council's Business Plan, and (ii) maximising the council's return from its assets.

The committee agreed that the Marine Hall and the Fleetwood to Knott End ferry should be excluded from the review of the council's return from its assets as they had been the subject of scrutiny reviews in the recent past.

Councillor Robinson updated councillors about a recent meeting with Kate Hurry, the Fylde and Wyre CCG's Head of Communications, Engagement and Development, at which Ms Hurry outlined a number of significant changes that were being actioned or were planned.

Councillors had recently received a letter from the Fylde and Wyre CCG which informed them that GP practices in Garstang and Great Eccleston had requested to become part of the Fylde and Wyre CCG. Comments about the proposal were to be welcomed.

Ms Hurry and a colleague would be invited to attend the committee meeting on Monday 11 September 2017 to update councillors about health and social care developments across the Fylde Coast.

**RESOLVED** that

- (i) A report and draft scoping document on digital transformation be considered by the committee at the meeting on 31 July 2017.
- (ii) A report and draft scoping document on children and young people's issues be considered by the committee at the meeting on 31 July 2017.
- (iii) A report and draft scoping document on maximising the return from the council's assets be considered by the committee at the meeting on 6 November 2017, with a view to commencing a task group review in January 2018.
- (iv) Representatives of the Fylde and Wyre CCG be invited to attend the meeting on 11 September 2017 to update the committee about on-going and future developments and plans.

**OS.9      Date and time of next meeting**

**RESOLVED** that the next meeting of the committee be held at 6pm on 31 July 2017 at the Civic Centre, Poulton-le-Fylde.

The meeting started at 6.00 pm and finished at 6.19 pm.

This page is intentionally left blank



---

Item 3  
Wyre Campaigns  
Plan

---

May 2017 to April 2018

---

Rosie Green – Policy and Engagement Manager

---

Theme	Campaign Title	Description	Objectives	Lead Officer(s)	<b>Priority</b> <b>H = High</b> <b>M = Medium</b> <b>L = Low</b>
	Emergency Planning #BePrepared	Promoting emergency planning and prevention methods, to local residents, co-ordinating with emergency planning partners such as the Lancashire Resilience Forum	<ul style="list-style-type: none"> <li>• To ensure residents of Wyre are fully prepared for emergency incidents including flooding</li> <li>• Participate in any emergency planning related regional or national campaigns and briefings</li> <li>• Keep an up to date emergency communications plan and provide relevant training to key staff</li> </ul>	Carl Green John Blundell Kath Pye	<b>H</b>
	Rossall Sea Defences	Ongoing promotion and communications about Rossall Sea Defences including any opportunities to engage, provide progress reports, the reopening of the prom and launch of the grasslands / ecology park	<ul style="list-style-type: none"> <li>• To protect and enhance the reputation of the council during the construction phase and creation of an ecology zone</li> <li>• Ensure key stakeholders feel informed through a series of public events</li> <li>• Highlight best practice and unique elements of construction</li> <li>• Highlight positive impact on the local economy as a direct result of the project</li> </ul>	Carl Green	<b>H</b>
	Cleaner, Greener Wyre (Behaviour Change)	A behaviour change campaign to influence attitudes, behaviours and perceptions of dog fouling, fly tipping, and litter	<ul style="list-style-type: none"> <li>• To influence behaviour change of local residents and business owners to address recycling, responsible dog ownership and waste (fly tipping)</li> <li>• To encourage resident ownership of local issues such as using licenced waste disposal operators, charitable giving of unwanted household items and taking part in community activity</li> <li>• Develop a programme to prevent fly tipping from private rented properties and provision of bins for new tenants</li> <li>• Support public consultation on the implementation of Public Space Protection Orders appropriately and proportionately across the borough</li> <li>• Support local implementation of the litter strategy for England</li> </ul>	Ruth Hunter	<b>H</b>



Theme	Campaign Title	Description	Objectives	Lead Officer(s)	<b>Priority</b> <b>H = High</b> <b>M = Medium</b> <b>L = Low</b>
	Outdoor Wyre - Parks and Countryside	Develop a Wyre parks and countryside offer to attract visitors to Wyre and increase use by local residents. Promote all events, opportunities to engage and development of all countryside assets.	<ul style="list-style-type: none"> <li>• Targeted promotion of Memorial Park and Wyre Estuary Country Park annual programme of events to increase visitor numbers, generate income and promote healthier lifestyles</li> <li>• Review and evaluate all promotional materials and marketing methods for all Wyre countryside and park assets to ensure best value and increased footfall</li> <li>• Target promotion of events and development in all Wyre parks</li> <li>• Support consultation and development of King Georges Playing Field</li> <li>• Encourage increased participation in Wyre in Bloom</li> </ul>	<p>Alison Boden</p> <p>Jane Ferguson</p> <p>Mark Fenton</p>	<b>M</b>
	Wyre Coast	Promote and develop an engagement plan for all coastal assets including Rossall Point, the mythic coast, five for Fleetwood, seafronts and bathing waters	<ul style="list-style-type: none"> <li>• Develop a co-ordinated coastal offer to residents and visitors to Wyre</li> <li>• Promote the bathing water season and publish all bathing water results</li> <li>• Support local and national campaigns around coastal communities such as Love My Beach and water safety.</li> <li>• Promote and work in partnership with coastal partners to offer opportunities for engagement by local residents and visitors</li> <li>• Support and promote work that demonstrates the council's commitment to its biodiversity duty</li> </ul>	<p>Alison Boden</p> <p>Fylde Coast Beach Care</p> <p>Alex Holt</p>	<b>M</b>
	Recycle for Wyre	Develop a full programme to promote the benefits of recycling including green waste collection subscription service renewal	<ul style="list-style-type: none"> <li>• Promotion of the variety of options to recycle and importance of recycling</li> <li>• Engage with all regional and national campaigns on recycling to increase recycling rates working with partners e.g. LCC</li> <li>• To raise residents' awareness of charges for garden waste collections</li> <li>• To encourage continual take up of the subscription scheme online and future direct debit sign up</li> <li>• To promote alternatives to garden waste collections, including home composting and using the Household Waste Recycling Centres.</li> </ul>	<p>Ruth Hunter</p>	<b>M</b>

Theme	Campaign Title	Description	Objectives	Lead Officer(s)	<b>Priority</b> <b>H = High</b> <b>M = Medium</b> <b>L = Low</b>
	Democracy in Wyre	To engage local people more directly with how the council works, their local councillor and the role of local councillors	<ul style="list-style-type: none"> <li>• To promote the priorities and vision of the council’s business plan, decision making structures and roles of councillors</li> <li>• Develop a councillor champions programme to encourage engagement with democracy through the LGA #BeaCouncillor campaign</li> <li>• Work closely with the youth mayor, Wyre youth council and local schools on promoting democracy opportunities to young people across Wyre</li> <li>• To increase public engagement with the council’s democratic process, elections and committees</li> <li>• Engage proactively with parish and town councils on all shared priorities including consultations and community engagement activity and celebration of achievements</li> </ul>	Roy Saunders	L
	Local Plan	Publicise and support the local plan timetable, including submission and consultation of the local plan	<ul style="list-style-type: none"> <li>• Support and inform on the ongoing release of evidence for the local plan as available</li> <li>• Offer advice and develop support messages regarding any adverse communications related to the local plan and subsequent developments</li> <li>• Support any community engagement related activity in relation to the local plan</li> </ul>	Rea Psillidou	H
	Budget	Information giving on the set budget	<ul style="list-style-type: none"> <li>• Inform local residents about the budget proposed and set for the next financial year including any changes in council tax and local service provision</li> <li>• Investigate engagement with businesses and possible future budget consultation with local residents</li> </ul>	Clare James	M
	Safer Stronger Wyre	Create an ongoing programme of safety messages, opportunities for engagement and community action	<ul style="list-style-type: none"> <li>• Fully engage with national safety campaigns such as Prevent, white ribbon campaign, food safety and hate crime prevention</li> <li>• Share messages and engage with refugee and asylum seeker partnerships</li> <li>• Work with the community safety partnership with ongoing priorities in the borough</li> </ul>	Neil Greenwood	M

Theme	Campaign Title	Description	Objectives	Lead Officer(s)	Priority H = High M = Medium L = Low
6 Page Health	Active Wyre	Collaborate with partner organisations to promote Wyre as a premier destination to be active for residents and visitors	<ul style="list-style-type: none"> <li>Promote the Garstang Walking Festival, health walks, Wyre Way walking route and any associated events with related health benefits</li> <li>Collaborate with the Outdoor Wyre and Wyre Coast campaign to exploit any opportunities to promote healthy choices and use of Wyre parks, countryside and coastal assets.</li> <li>Work with partners to promote Wyre’s walking, cycling and bathing opportunities, leisure centres and sports clubs for sport and leisure participation.</li> <li>Support and develop messages to ‘enjoy and respect’ Wyre’s diverse landscapes</li> </ul>	Alison Boden  Alex Holt  Angela Longstaff	M
	Healthier Wyre	To improve the health and wellbeing of Wyre residents and promote opportunities to engage in healthier lifestyles and prevent ill health	<ul style="list-style-type: none"> <li>Promote all priorities and activities of the Garstang and over Wyre integrated care community and Healthier Fleetwood to maximise engagement.</li> <li>Share and co-ordinate national campaign messages that reflect priorities for health improvement in Wyre for example mental health</li> <li>Target promotion and marketing of better care funding</li> <li>Create a marketing plan to increase the take up of the Wyre and Fylde Care and Repair service.</li> <li>Support implementation of the LGA Peer challenge recommendations</li> </ul>	Michelle Scott  Shelley Birch	M
Enterprise	MOT	Promote the councils MOT service to staff and residents of Wyre	<ul style="list-style-type: none"> <li>Develop an advertising campaign for the councils MOT service</li> <li>Promote the MOT service to all staff across the council</li> </ul>	Gary Scott	M
	Enterprising Wyre	Promoting investment and economic growth in Wyre including asset development	<ul style="list-style-type: none"> <li>Engagement and promotion of key Wyre assets to support income generation e.g Fleetwood Market and Wyre weddings</li> <li>Support and develop engagement with the place based economic development strategy</li> <li>Work with regional partners to promote the development and uptake of business premises at Hillhouse Enterprise Zone</li> </ul>	Maria Blundy Rea Psillidou Rebecca Billington	H

Theme	Campaign Title	Description	Objectives	Lead Officer(s)	Priority H = High M = Medium L = Low
	#DigitalWyre	Support and promote #DigitalWyre, our digital transformation strategy	<ul style="list-style-type: none"> <li>• Develop an internal engagement programme for all staff to engage with the digital strategy.</li> <li>• Develop an initial campaign to promote GO-ON Wyre a digital inclusion programme for local residents to access services online.</li> </ul>	Rosie Green	L
Leisure, Events and Tourism	Discover Wyre	Develop a seasonal plan to market the Wyre tourism offer including themed months based on key events, regional and national campaigns	<ul style="list-style-type: none"> <li>• Review all current print and marketing methods to target audiences with low take up</li> <li>• Plan all promotional activity around seasons and key events to increase footfall and Wyre's profile as a holiday destination</li> <li>• Co-ordinate with other key campaigns to maximise opportunities for tourism</li> </ul>	Alex Holt	M
	The Mount Restoration	Promote engagement and progress of the Mount and gardens restoration	<ul style="list-style-type: none"> <li>• To raise the Mount's profile in the local community and increase use of facilities</li> <li>• To encourage local people to get involved in shaping future plans</li> </ul>	Mark Fenton	H
	Wyre Theatres	Increase ticket sales and private hire of the Wyre Theatres	<ul style="list-style-type: none"> <li>• Promote all shows at Marine Hall and Thornton Little Theatre to increase income and use of the theatres</li> <li>• Expand and promote opportunities for private hire</li> </ul>	Emma Lyons	M
Communities	Together We Make a Difference	Develop increased engagement by local communities and partners in the Together We Make a Difference Network	<ul style="list-style-type: none"> <li>• Increase membership of the network from all sectors</li> <li>• Increased number of referrals by a variety of partners</li> <li>• Continue to build relationships with key partners and trust in local communities</li> <li>• Map community assets across the borough and support community activity to identify community priorities</li> <li>• Increase the awareness of the council's community engagement projects</li> </ul>	Rosie Green	H



Report of:	Meeting	Date	Item No.
Marianne Hesketh, Service Director Performance and Innovation	Overview and Scrutiny Committee	31 July 2017	4

<b>Digital Transformation - Background Information</b>
--

## 1. Purpose of the report

- 1.1 To provide Overview and Scrutiny (O&S) Committee with some background information about the progress that has been made around digital transformation within the Council to date.

## 2. Background

- 2.1 The Digital Transformation Board (DTB) was established in October 2016. It is led by the Service Director Performance and Innovation and is cross-departmental. The objectives of this group are:
- To develop and update a digital transformation strategy for Wyre Council
  - To champion digital transformation across the Council
  - To consider business cases and make recommendations for future digital transformation projects
  - To effectively progress digital transformation projects
  - To identify and utilise appropriate resources to support digital transformation
  - To communicate the objectives of the group to other Council Officers or stakeholders
- 2.2 A definition of **Digital Transformation** is the transformation of business and organisational activities and processes to meet customer needs and demands using opportunities offered by a mix of digital technologies.
- 2.3 The #DigitalWyre strategy was developed by the DTB and agreed by Corporate Management Team (CMT). This strategy consists of a number of work streams and can be viewed at [appendix 1](#). There are 4 key elements to it – Digital

Customer Service, Digital Community, Digital Workforce and Digital Collaboration.

- 2.4 Good progress has already been made over the last few years with regard to the development of the council's website – [www.wyre.gov.uk](http://www.wyre.gov.uk). The website has recently been rated four stars in this year's SOCITM (Society of IT managers) Better Connected review. This is an annual assessment of all local authority websites where a reviewer visits our website on random days and tries to complete a series of tasks, such as applying for council tax discount. Previously we have been rated three stars so it's great news that we've improved the site sufficiently to receive the top rating of four out of four stars. Only 36 councils from a total of 416 received four stars.
- 2.5 Customers already have the ability to access a range of our services using the council's website e.g. reporting issues such as missed bins or fly-tipping, green waste, benefit applications, change of circumstances, planning applications, etc. These services can be accessed 24 hours a day, 7 days a week. In terms of the proportion of contact to the council digitally this currently equates to 45% of total contact to the council.
- 2.6 The Digital Strategy sets out the key projects for the next few years which will take us forward on our digital transformation journey. Key projects include: developing a citizen access portal so that customers can have access to even more services on-line including view council tax bills online; a revamp of the council's website to improve the search facility and navigation through the site and roll out of a document management system which is being implemented to many services to reduce the reliance on paper.
- 2.7 Work has recently been carried out to upgrade the Councils IT infrastructure to facilitate future growth and to allow us to be more flexible and adapt to changing technology.
- 2.8 In conjunction with the DTB, the Democratic Services team are reviewing the software and processes they use for committee minutes and agendas in order to develop a business case to simplify the process. This software would allow tablet devices to be used to view agendas, reports and other documentation from remote locations and during committee meetings which would remove the need to print and send documents. This is an area which Elected Members may like to understand more about and to determine how it has been deployed successfully in other councils and what benefits it can bring.

report author	telephone no.	email	Date
Claire Dubelbeis	01253 887645	Claire.Dubelbeis@wyre.gov.uk	3 July 17

## **Appendix 1**

#Digital Wyre, Our Digital Strategy 2017-2020

## #DigitalWyre *Our Digital Strategy 2017 – 2020 (updated July 2017)*

Priority	Principles	How will we do this?	By When?
<b>#Digital Customer Service</b> (Lead – Pete Mason)	<ul style="list-style-type: none"> <li>Our services are provided in the most efficient and effective manner</li> <li>Our customers can get quick and easy access to the services and information they need online</li> <li>Self-service is the preferred contact method</li> <li>Access is 24 hours a day, 7 days a week</li> <li>Customers have the ability to track enquiries and receive an outcome</li> </ul>	<ul style="list-style-type: none"> <li>Explore options for a Citizen Access Portal</li> <li>Deploy a direct debit solution for green waste payments</li> <li>Outsource the post service</li> <li>Implement bar coding on bills</li> <li>Deploy a Landlord Access Portal</li> <li>Redesign the look and content of <a href="http://www.wyre.gov.uk">www.wyre.gov.uk</a> and utilise web champions to support this</li> <li>Deploy live web chat as an alternative contact channel</li> </ul>	<ul style="list-style-type: none"> <li>April 2018</li> <li>December 2017</li> <li>September 2017</li> <li>2018/19</li> <li>December 2017</li> <li>April 2018</li> <li>April 2018</li> </ul>
<b>#Digital Community</b> (Lead – Rosie Green)	<ul style="list-style-type: none"> <li>Residents and businesses are equipped with the digital skills and technology they need to access services and information easier and independently</li> <li>We effectively utilise digital engagement channels to engage with our community to raise awareness of services</li> </ul>	<ul style="list-style-type: none"> <li>Utilise Digital Champions</li> <li>Utilise social media users to take responsibility for social media channels through clear leadership and direction</li> <li>Prioritise use of visual media throughout all our communications channels</li> <li>Work with the Citizens Advice Bureau to develop a digital hub at Fleetwood Market</li> <li>Explore opportunities for wi-fi in our public areas e.g. Marine Hall, Fleetwood Market</li> <li>Raise awareness of Cyber Security</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>March 2018</li> <li>2018/19</li> <li>September 2017</li> <li>September 2017</li> <li>Ongoing</li> </ul>
<b>#Digital Workforce</b> (Lead – Colin Worth)	<ul style="list-style-type: none"> <li>Staff have the right tools to effectively do their job</li> <li>Our ICT infrastructure can accommodate future service demands</li> <li>Our staff are encouraged to be innovative and to develop new ways of working</li> <li>Data is stored securely and used in the most effective way</li> </ul>	<ul style="list-style-type: none"> <li>Roll out of Corporate EDRMS across all council services</li> <li>Deploy smart devices, where appropriate, and accelerate home / flexible working arrangements to free up office accommodation</li> <li>Deploy Office365, Skype for Business and Unified Communications</li> <li>Determine the implications of Government Data Protection Regulations (GDPR) and provide training for staff</li> </ul>	<ul style="list-style-type: none"> <li>March 2018</li> <li>2018/19</li> <li>2018/19</li> <li>March 2018</li> </ul>
<b>#Digital Collaboration</b> (Lead – Marianne Hesketh)	<ul style="list-style-type: none"> <li>Digital technology is utilised to allow us to work with our partners to tackle complex issues and work together seamlessly</li> </ul>	<ul style="list-style-type: none"> <li>Establish data sharing protocols with our partners</li> <li>Explore options to work collaboratively across the Fylde Coast</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>

<b>Review Topic</b>	Digital transformation												
<b>Chairman</b>	To be confirmed												
<b>Group Membership</b>	To be confirmed												
<b>Officer Support</b>	Peter Foulsham, Scrutiny Officer												
<b>Purpose of the Review</b>	To consider the options for the council to move to more digital processes and towards a paper-free organisation												
<b>Role of Overview and Scrutiny in this Review (mark all that apply)</b>	<table border="0"> <tr> <td>Holding Executive to account – decisions</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Existing budget and policy framework</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Contribution to policy development</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Holding Executive to account – performance</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Community champion</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Statutory duties / compliance with codes of practice</td> <td align="right"><input type="checkbox"/></td> </tr> </table>	Holding Executive to account – decisions	<input type="checkbox"/>	Existing budget and policy framework	<input type="checkbox"/>	Contribution to policy development	<input checked="" type="checkbox"/>	Holding Executive to account – performance	<input type="checkbox"/>	Community champion	<input type="checkbox"/>	Statutory duties / compliance with codes of practice	<input type="checkbox"/>
Holding Executive to account – decisions	<input type="checkbox"/>												
Existing budget and policy framework	<input type="checkbox"/>												
Contribution to policy development	<input checked="" type="checkbox"/>												
Holding Executive to account – performance	<input type="checkbox"/>												
Community champion	<input type="checkbox"/>												
Statutory duties / compliance with codes of practice	<input type="checkbox"/>												
<b>Aims of Review</b>	<ul style="list-style-type: none"> <li>○ To consider the progress that the council has already made around digital transformation</li> <li>○ To consider the costs and benefits of paper-free meetings</li> <li>○ To consider whether some or all of the council’s meetings could become paper-free</li> <li>○ To review steps in digital transformation that have been successfully taken by other local authorities</li> <li>○ To identify relevant training and development requirements for councillors and officers</li> <li>○ To identify and quantify potential cost savings to contribute to the council’s efficiency programme</li> </ul>												
<b>Methodology</b>	Inviting witnesses to task group meetings Internet research Visit to a council that has already implemented paper-free meetings												
<b>Scope of Review</b>	All types of council meetings.												
<b>Potential Witnesses</b>	Resources Portfolio Holder Service Director Performance and Innovation IT Systems/Software Manager												



	Head of Contact Centre Democratic Services and Scrutiny Manager Transformation Officer Chairman of the Councillor Development Group
<b>Documents to be considered</b>	Digital Transformation Strategy - #DigitalWyre
<b>Risks</b>	None identified
<b>Level of Publicity</b>	Low
<b>Indicators of a Successful Review</b>	
<b>Intended Outcomes</b>	Reduced paper and printing costs More efficient ways of working
<b>Approximate Timeframe</b>	Two months
<b>Projected Start Date</b>	September 2017

arm/o&s/cr/17/3107 Item 4

This page is intentionally left blank

**Children and Young People Task Group - Scoping Document - DRAFT**

<b>Review Topic</b>	The representation of children and young people’s issues in Wyre Council’s Business Plan												
<b>Chairman</b>	To be confirmed												
<b>Group Membership</b>	To be confirmed												
<b>Officer Support</b>	Peter Foulsham, Scrutiny Officer												
<b>Purpose of the Review</b>	The identification of key issues facing children and young people in Wyre and how these issues can best be reflected in the Business Plan												
<b>Role of Overview and Scrutiny in this Review (mark all that apply)</b>	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Holding Executive to account – decisions</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Existing budget and policy framework</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Contribution to policy development</td> <td style="text-align: right; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Holding Executive to account – performance</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Community champion</td> <td style="text-align: right; padding: 2px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Statutory duties / compliance with codes of practice</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	Holding Executive to account – decisions	<input type="checkbox"/>	Existing budget and policy framework	<input type="checkbox"/>	Contribution to policy development	<input checked="" type="checkbox"/>	Holding Executive to account – performance	<input type="checkbox"/>	Community champion	<input checked="" type="checkbox"/>	Statutory duties / compliance with codes of practice	<input type="checkbox"/>
Holding Executive to account – decisions	<input type="checkbox"/>												
Existing budget and policy framework	<input type="checkbox"/>												
Contribution to policy development	<input checked="" type="checkbox"/>												
Holding Executive to account – performance	<input type="checkbox"/>												
Community champion	<input checked="" type="checkbox"/>												
Statutory duties / compliance with codes of practice	<input type="checkbox"/>												
<b>Aims of Review</b>	<ul style="list-style-type: none"> <li>○ To review and understand key issues and challenges facing children and young people in Wyre</li> <li>○ To identify areas where the Council can work collaboratively with partners and community to improve outcomes for children and young people in Wyre</li> <li>○ To identify ways to improve engagement with children and young people</li> <li>○ To make recommendations for improvement to the Cabinet</li> </ul>												
<b>Methodology</b>	<p>Consideration of documents, reports and performance statistics</p> <p>Interviewing witnesses at task group meetings</p> <p>Reviewing and comparing the priorities for children and young people identified by other local authorities</p>												
<b>Scope of Review</b>	The review is limited to consideration of children and young people’s issues in Wyre and how these are reflected in the council’s priorities.												

<b>Potential Witnesses</b>	<p>Lead Member for Children and Young People  Health and Engagement Portfolio Holder  Service Director Health and Wellbeing  Partnerships and Engagement Officer  Youth Mayor – Wyre Council  Fylde Coast YMCA  Locality Manager Wellbeing Prevention and Early Help, LCC  Locality Manager LCC Children’s Services  Commissioning Managers, NHS Fylde and Wyre CCG  Public Health, LCC  Regenda Housing Group</p>
<b>Documents to be considered</b>	<p>Wyre Council Business Plan (2017 Update)</p> <p>Lancashire Children and Adolescent Mental Health Services (CAMHS) Transformation Plan</p> <p>Lancashire Children and Young People Plan 2014-2017</p> <p>Wyre Health Profile</p> <p>Lancashire (Wyre) Joint Strategic Needs Assessment</p> <p>LGA Peer Challenge Report (2017)</p>
<b>Risks</b>	
<b>Level of Publicity</b>	Low
<b>Indicators of a Successful Review</b>	The implementation and delivery of new and collaborative children’s and young people’s activity on the Business Plan
<b>Intended Outcomes</b>	Better outcomes for children and young people in Wyre (as reflected in statistics for, amongst other indicators, health and wellbeing, infant mortality, obesity, mental health, abuse, self-harm, education and employment).
<b>Approximate Timeframe</b>	3 months
<b>Projected Start Date</b>	October 2017

Extract from the Local Government Association's Corporate Peer Challenge Feedback Report - Wyre Council 14-16 March 2017

Paragraph 19 refers specifically to children and young people:

“Consideration could also be given to identifying SMART objectives linked specifically to children and young people as part of the next business plan refresh. The current plan is skewed towards older people and adults given the understandable challenges faced by the borough with an ageing population. At the same time there are key health and wellbeing challenges for younger people, particularly alcohol-specific hospital admissions of under 18s; the council’s community safety, parks, licensing and engagement teams will play an important role in tackling this issue.”

This page is intentionally left blank



Report of:	Meeting	Date	Item No.
Marianne Hesketh, Service Director Performance and Innovation	Overview and Scrutiny Committee	31 July 2017	6

**Overview and Scrutiny Work Programme 2017/18 – update report**

**1. Recommendations**

- 1.1 That the committee sets up task groups on (i) digital transformation and (ii) children and young people, in accordance with the Overview and Scrutiny Work Programme 2017/18.
- 1.2 That the committee notes the work of the current task groups on (i) the waste collection and recycling service, and (ii) the Life in Wyre resident survey, and approves the timetable by which the former will report to the Cabinet.

**2. Current and completed work**

**2.1 Waste collection and recycling services task group**

This task group is coming towards the end of its review, the draft report and recommendations to be considered at its next meeting on 24 July, to which the Street Scene, Parks and Open Spaces Portfolio Holder has also been invited.

The report will be submitted to the Overview and Scrutiny Committee on Monday 11 September 2017 and then to the Cabinet on 18 October 2017.

**2.2 Life in Wyre Resident Survey task group**

The Life in Wyre Resident Survey task group has met twice to date, and has interviewed Wyre officers and the Manager of 'Infusion', a not-for-profit organisation that administers, analyses and interprets the survey responses.

A further meeting has been arranged for Tuesday 1 August 2017 which a representative from the Fylde and Wyre Clinical Commissioning Group (CCG) will attend to discuss the CCG's dedicated section of the resident survey.

The task group is keen to ensure that the survey is accessible to all and that it plays a part in improving council services.

### 3. Future task group work

**3.1** Three new task groups are proposed and are included in the committee's Work programme for 2017/18 (see Appendix 1). Two of these proposed reviews are the subject of separate items on this agenda and will have already been considered. The third suggested topic (maximising the return from our assets) will be considered by the committee in November, when a draft scoping document will be presented.

**3.2** Further proposals for committee agenda items or for task group review topics are invited from councillors at any time.

Report Author	Telephone No.	Email	Date
Peter Foulsham, Scrutiny Officer	01253 887606	<a href="mailto:peter.foulsham@wyre.gov.uk">peter.foulsham@wyre.gov.uk</a>	20 July 2017

List of Background Papers:		
Name of Document	Date	Where available for inspection
Overview and Scrutiny Procedure Rules	7 July 2016	Council's website

### Appendices

Appendix 1 Overview and Scrutiny Committee Work Programme 2017/18



**OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18****Committee Meetings**

(All meetings are held on Mondays starting at 6pm in committee room 2)

Recent amendments are in red

Date	Planned Committee agenda items
<b>2017</b>	
19 June	<ul style="list-style-type: none"> <li>i. Election of Chairman</li> <li>ii. Election of Vice Chairman</li> <li>iii. Business Plan – Quarterly Performance Statement</li> <li>iv. Local Plan update report</li> <li>v. O&amp;S Work Programme 2017/18 - planning</li> </ul>
31 July	<ul style="list-style-type: none"> <li>i. Wyre Campaigns Plan – <b>Marianne Hesketh attending.</b></li> <li>ii. Children and young people – Mark Broadhurst attending.</li> <li>iii. Digital transformation – Marianne Hesketh attending.</li> </ul>
11 September	<ul style="list-style-type: none"> <li>i. Business Plan – Quarterly Performance Statement</li> <li>ii. Clinical Commissioning Groups – update - <b>Dr Tony Naughton and Kate Hurry attending.</b></li> <li>iii. Also to include reference to the implementation of the Clinical Commissioning Groups task group. <b>Mark Broadhurst to be invited.</b></li> <li>iv. Waste and recycling collection services task group – draft report. <b>Chairman, Cllr Paul Moon to be invited.</b></li> </ul>
9 October	<ul style="list-style-type: none"> <li>i. Dementia in Wyre – Michele Scott attending.</li> <li>ii. Local Plan update report</li> <li>iii. Life in Wyre task group – draft report</li> </ul>
6 November	<ul style="list-style-type: none"> <li>i. Proposed fees and charges 2018/19 report – Clare James to be invited.</li> <li>ii. Capital Programme bids report</li> <li>iii. Maximising the return from our assets – Marianne Hesketh to be invited.</li> </ul>
11 December	<ul style="list-style-type: none"> <li>i. Business Plan – Quarterly Performance Statement</li> <li>ii. Treasury Management strategy and practice</li> <li>iii. Cost profiles: benchmarking results 2017/18</li> </ul>

Date	Planned Committee agenda items
<b>2018</b>	
8 January	i. Business Plan 2018/19 – Leader of the Council and Chief Executive to be invited.
5 February	i. Local Plan update report
12 March	i. Business Plan – Quarterly Performance Statement ii. Wyre Community Safety Partnership – annual scrutiny review
16 April	i. Review of task group recommendations – Food hygiene ii. Review of task group recommendations – Domestic abuse

### Scrutiny task group reviews

Date	Format	Topic
March – July 2017	Task group - ongoing	Waste and recycling collection services
May – July 2017	Task group - ongoing	Life in Wyre resident survey
To start in September 2017	Proposed task group	Digital transformation
To start in October 2017	Proposed task group	Wyre's Business Plan - Children and young people
To start in January 2018	Proposed task group	Maximising the return from our assets

Updated 20 July 2017