

Report of:	Meeting	Date	Item No.
Corporate Director of Resources	Overview and Scrutiny Committee	29 June 2015	7

Overview and Scrutiny Work Programme 2015/16 – update report

1. Recommendations

- 1.1 That a draft scoping document for a task group to look at working more effectively with Town and Parish Councils be agreed.
- 1.2 That a task group on working more effectively with Town and Parish Councils be commissioned to commence in early July 2015.

2. Current and completed work

- 2.1 The Impact of Alcohol task group's final report was presented to the Cabinet on 3 June 2015. The report and recommendations were well-received and all the recommendations were supported. A report on progress of the implementation of the recommendations will be received by this committee in June or July 2016.
- 2.2 The final report of the Engaging with Communities task group will be considered by the Cabinet on 1 July 2015.

2.3 Overview and Scrutiny Work Programme Proposal Forms

Councillors are reminded that if they wish to propose that a task group be considered, a Task Group Proposal Form should be completed and submitted to the Overview and Scrutiny Committee for their consideration. A copy of the form is attached at Appendix 1.

- 2.4 No task group proposal forms have been received since the last meeting of the committee on 1 June.

2.5 Task group - working with four Clinical Commissioning Groups

The first meeting of this task group will be held on Wednesday 1 July at 6.30pm. Eight councillors have expressed interest in taking part, with representation from all four of the Clinical Commissioning Group areas.

2.6 Task group – working effectively with Town and Parish Councils

The committee is requested to consider and comment upon the draft scoping document for this task group (see Appendix 2).

Subject to the agreement of the committee all non-Executive councillors will be invited to express interest in taking part in this task group. The provisional date for the task group's first meeting is Tuesday 14 July 2015.

3. Future work

- 3.1** A summary of the committee's work programme for 2015-16 is attached at Appendix 3.
- 3.2** The committee will continue to review the implementation of task group recommendations twelve months after they have been considered by the Cabinet. The schedule for these reviews is attached at Appendix 4.

4. Training and development

- 4.1** Twelve newly elected councillors attended a short introduction to overview and scrutiny, which was part of a broad induction session held on 12 May 2015.
- 4.2** A more in-depth and interactive workshop was held specifically about the role of overview and scrutiny on Wednesday 27 May at 6pm. The workshop covered the legal framework of scrutiny and paid particular attention to the work of the O&S Committee, the Work Programme and the way in which task groups are run.

Report Author	Telephone No.	Email	Date
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List of Background Papers:		
Name of Document	Date	Where available for inspection
Overview and Scrutiny Procedure Rules	May 2011	Council's website

APPENDICES

- Appendix 1 Task group proposal form
- Appendix 2 Task group draft scoping document – working effectively with Town and Parish Councils
- Appendix 3 Overview and Scrutiny Work Programme May 2015 - April 2016
- Appendix 4 Reviews of implementation of task group recommendations

TASK GROUP PROPOSAL FORM

In order to help the Overview and Scrutiny Committee decide whether a new task and finish group should be included in the O&S Work Programme, please complete the form below as fully as you can.

Q1 What is the issue that you wish to be considered for inclusion in the Work Programme?	
Q2 How is the issue covered by the priorities set out in the Business Plan 2015/19? Please give details.	
Q3 In what way can scrutiny make a positive contribution? Please explain.	
Q4 What are the intended outcomes from the review?	

Name of Councillor

Date

When completed, please return this form to Peter Foulsham, Scrutiny Officer, at peter.foulsham@wyre.gov.uk or Room 161.

**Building stronger partnerships with Town and Parish Councils
– the role of elected members**

Task Group - Scoping Document – DRAFT

Review Topic	The role of elected members in building stronger partnerships between Wyre Council and Town and Parish Councils.												
Chairman	To be confirmed												
Group Membership	To be confirmed												
Officer Support	Peter Foulsham, Scrutiny Officer												
Purpose of the Review	To establish closer working relationships between Wyre Council and Town and Parish Councils.												
Role of Overview and Scrutiny in this Review (mark all that apply)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Holding Executive to account – decisions</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Existing budget and policy framework</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contribution to policy development</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Holding Executive to account – performance</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Community champion</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Statutory duties / compliance with codes of practice</td> <td style="text-align: center;"><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"/>
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Community champion	<input type="checkbox"/>												
Statutory duties / compliance with codes of practice	<input type="checkbox"/>												
Aims of Review	<ol style="list-style-type: none"> 1. To understand the roles and responsibilities of the Town and Parish Councils. 2. To understand how Town and Parish Councils currently work in partnership with Wyre Council. 3. To understand the way in which Town and Parish Councils already engage with elected members. 4. To identify synergies in the way in which Town and Parish Councils work effectively in partnership with Wyre Council, and to consider how examples of good practice can be applied more generally. 5. To identify ways in which Shaping Your Neighbourhood Lead Members can play a key role in facilitating effective working relationships between Wyre Council and Town and Parish Councils 6. To identify ways in which all ward councillors can work more effectively with Town and Parish Councils 												

Methodology	<ul style="list-style-type: none"> ○ Review reports and other documentation ○ Interview witnesses at task group meetings ○ Visit Town and Parish Councils
Scope of Review	<p>This review is limited to parts of the borough that are parished.</p> <p>This review is limited to the role that elected members can play in enhancing relationships between Wyre Council and Town and Parish Councils.</p> <p>A separate review will be required to consider how engagement with local community groups can be improved in parts of the borough that are not parished (Cleveleys, Poulton and Thornton).</p>
Potential Witnesses	<ul style="list-style-type: none"> ○ Health and Community Engagement Portfolio Holder ○ Chief Executive ○ Head of Transformation ○ Shaping Your Neighbourhood Lead Members from parished areas (Fleetwood, Rural East and Rural West) ○ Ward councillors from parished areas ○ Town and Parish Councillors ○ Lancashire Association of Local Councils (LALC)
Documents to be considered	<p>Shaping Your Neighbourhood Review, April 2014</p> <p>Engaging with Communities task group report, April 2015</p>
Risks	<p>Duplication – need to ensure that task group review (about the role of elected members) and an officer review focusing on the way in which the council engages with Town and Parish Councils are complementary, and do not overlap.</p> <p>The scrutiny review is currently scheduled to be completed before the officer review, which will focus on the Parish Charter, commences, which should resolve any concerns about duplication.</p>
Level of Publicity	Low
Indicators of a Successful Review	
Intended Outcomes	More effective partnership working between Town and Parish Councils and Wyre Council
Approximate Timeframe	3 months
Projected Start Date	July 2015

Reviews of implementation of task group recommendations

Task group	Report to Cabinet	Review at O&SC	Other comments
Treasury management	18-Jan-12		
Street cleansing	14-Mar-12	22-Apr-13	
Transport infrastructure	25-Apr-12		
Transport infrastructure (supplementary)	05-Dec-12		
Tourism	16-Jan-13	24-Feb-14	
Consultation - older people's services	24/01/2013 (Council)		
Consultation - dementia care	07/03/2013 (Council)		
Affordable housing	13-Mar-13	24-Mar-14	
Fleetwood ferry	31-Jul-13	28-Jul-14	
Dog fouling	11-Sep-13	27-Apr-15	
Parks	23-Oct-13	20-Oct-14	
Residents' parking permits	04-Dec-13		Item deferred by Cabinet until 2016
Fleetwood market	30-Jul-14	03-Aug-15	Further report on arrears to be requested for December 2015
Use of volunteers	30-Jul-14	14-Sep-15	
Employment	03-Dec-14	Jan-16	
Impact of welfare reform	03-Dec-14	Jan-16	
Citizens Advice Bureau	21-Jan-15	Feb-16	
Impact of alcohol	03-Jun-15	Jun-16	
Engaging with communities	01-Jul-15		
Clinical Commissioning Groups			
Town and Parish Councils			