



ST HELENS
BOROUGH COUNCIL

Town Hall, St. Helens, Merseyside, WA10 1HP

Telephone: 01744 676109 (Mr A Roscoe)

Agenda

OVERVIEW AND SCRUTINY COMMISSION

PUBLIC MEETINGS ARE WEBCAST (LIVE STREAMED)

Date: Monday, 5 October 2020 **Time:** 5.30 pm **Venue:** To be held virtually via Teams

The allocation of seats on the Committee and appointment to those seats will be determined at the Annual Council meeting to be held on 30 September 2020. Any changes to the allocation and membership published will be reported verbally at the meeting.

Membership

| | |
|---------------------------|---|
| Lab 11 Councillors | Clarke (Chairman), D Long, T Long, Maloney, McDonnell, Osundeko, C Preston, L Preston, Sweeney and Wiseman and Vacancy |
| LD 1 Councillor | Haw |
| Con 1 Councillor | Jones |
| Green 1 Councillor | O'Keefe |
| Ind 1 Councillor | Greaves |
| Co-opted (Voting) | Mr D Thorpe, Church of England Mr C Williams, Roman Catholic Church |

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| 1. | <u>Appointment of Chair</u> | |
| 2. | <u>Apologies for Absence</u> | |
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| 4. | <u>Declarations of Interest from Members</u> | |

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| 6. | <u>Allocation of Seats on Scrutiny Committees 2020/2021</u> | 9 |
| 7. | <u>Terms of Reference for Scrutiny Committees</u> | 15 |
| 8. | <u>Reset and Recovery - Presentation</u> | |
| | <ul style="list-style-type: none">• Rob Huntington, Assistant Chief Executive has been invited to attend the meeting | |
| 9. | <u>Overview and Scrutiny Commission Work Programme</u> | 25 |

OVERVIEW AND SCRUTINY COMMISSION

At a meeting of this Commission held on
20 July 2020

(Present) **Councillor Clarke (Chairman)**
Councillors Gomez-Aspron, D Long, T Long, Maloney MBE,
McDonnell, O'Keefe, Osundeko, C Preston, L Preston,
Sweeney and Wiseman

(Not Present) **Councillors Greaves, Haw and Jones**

Mr D Thorpe - **Church of England**
Mr C Williams - **Archdiocese**

(Also Present) **Councillor Uddin**

The Chair led tributes to Paul Sanderson, Former Deputy Chief Executive and Strategic Director, Place who had sadly died earlier in the week.

41 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Greaves, Haw and Jones, Mr D Thorpe and Mr C Williams.

42 MINUTES

* **Resolved that the minutes of the meeting held on 29 June 2020, be approved and signed.**

43 DECLARATION OF INTEREST FROM MEMBERS

No Declarations of Interest from Members were made.

44 COUNCIL'S USE OF PAPER AND PLASTICS TASK AND FINISH GROUP REPORT

A report was submitted and outlined by Councillor Uddin, Chairman of the Task and Finish Group which informed the Overview and Scrutiny Commission of the Scrutiny Review of the Council's Use of Paper and Plastics which had been commissioned by the Environment, Regeneration, Housing, Culture and Leisure Overview and Scrutiny Panel.

Ordinarily the Task Group's report would have been approved by the Environment, Regeneration, Housing, Culture and Leisure Overview and Scrutiny Panel prior to being presented to the Commission for final approval. However, due to the cancellation of meetings caused by the COVID-19 lockdown the Task Group Report had not been approved by Panel.

The report and presentation from Councillor Uddin detailed the background, findings, conclusions and recommendations of the review.

As a result of the review undertaken by the Task and Finish Group, the submitted report 'A review of the Council's use of Paper and Plastics' proposed that fourteen recommendations be made to the Cabinet, these were detailed at appendix 1 of the

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report.

It was noted that the Council had already taken steps towards addressing some of the climate change issues highlighted within the report such as the appointment of an accountable officer to oversee and lead on climate change issues and a review of the Council vehicle fleet, but that work should continue to ensure that the Council continued to work towards its aim of becoming a zero carbon Council by 2040.

During discussion of the report, it was proposed that a recommendation in relation to the development of a plastic light policy be included to complement the recommendation that the Council develop a paper light policy.

* **Resolved that:**

- (1) **the report be noted; and**
- (2) **the final report, as amended, be submitted to Cabinet.**

45 **APPRENTICESHIPS FOR CHILDREN WE LOOK AFTER TASK AND FINISH GROUP INTERIM REPORT**

An interim report was submitted and outlined by Councillor T Long, Chairman of the Task and Finish Group which informed the Overview and Scrutiny Commission of the Scrutiny Review of the Apprenticeships for Children We Look After which had been commissioned by the Children and Young Peoples Overview and Scrutiny Panel.

Ordinarily the Task Group's report would have been approved by the Children and Young People Services Overview and Scrutiny Panel prior to being presented to the Commission for final approval. However, due to the cancellation of meetings caused by the COVID-19 lockdown the Interim Task Group Report had not been approved by Panel.

The report detailed the background, findings, conclusions and recommendations of the review.

As a result of the review undertaken by the Task and Finish Group, the submitted report 'Apprenticeships for Children We Look After- Interim Report' proposed that eight recommendations be made to the Cabinet, these were detailed at paragraphs 6.1 to 6.8 of the report.

In presenting the interim report, Councillor T Long advised the Commission that an additional recommendation should be included in relation to making the post of Education, Employment and Training (EET) Co-ordinator a permanent post.

Following discussion on results and outcomes, it was agreed that there was a need to ensure that there was clear data on the outcomes and that progress and success was monitored. It was suggested that a review of the provision the Council offered, as a Corporate Parent, be considered.

It was noted by the Commission that the scrutiny of the Apprenticeship for Looked After Children had not been able to be completed due to the cessation of task force activities due to the COVID-19 Lockdown.

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The Commission noted that the Task Group had decided to produce an interim report to ensure some recommendations could be made before the end of the municipal year. The report also contained recommendations on how the task group could continue in future.

The value in the continuation of this review, particularly in relation to youth employment opportunities following the pandemic, the detail of support that the Education, Employment and Training (EET) Co-ordinator offered, the pilot programme of academic mentoring and data on access to schemes such as Princes Trust and groups such as Cadets to build skills for apprenticeships was discussed by the Commission.

* **Resolved that:**

- (1) **the report be noted; and**
- (2) **the Apprenticeships for Children We Look After Task and Finish Group Interim Report, as amended be submitted to Cabinet.**

46 COUNTY LINES TASK AND FINISH GROUP REPORT

A report was submitted and outlined by Councillor Sweeney, Chairman of the Task Group, which informed the Overview and Scrutiny Commission of the Spotlight Review of County Lines Issues within St Helens which had been commissioned by the Safer Communities Panel.

Ordinarily the Task Group's report would have been approved by the Safer Communities Panel prior to being presented to the Commission for final approval. However, due to the cancellation of meetings caused by the COVID-19 lockdown the Task Group Report has not been approved by Panel.

The report detailed the background, findings, conclusions and recommendations of the spotlight review.

As a result of the review undertaken by the Task and Finish Group, the submitted report 'County Lines Issues within St Helens' proposed that eight recommendations be made to the Cabinet, these were detailed at Appendix 1 of the report.

It was reported by Councillor Sweeney that recommendations 5.5 and 5.6 which proposed a site visit to the Violence Reduction Partnership and an invitation for the St Giles Trust: Junior Smart to attend a meeting of the Safer Communities Panel before May 2020 had been unable to be actioned due to the impact of the pandemic.

Councillor Sweeney also took the opportunity to advise and update the Commission on the work that had taken place across partners during lockdown in relation to County Lines and the impact that the pandemic was having on the work of the Violence Reduction Team.

* **Resolved that:**

- (1) **the report be noted; and**
- (2) **the final report be submitted to Cabinet.**

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47 SCRUTINY WORK PROGRAMMES HANDOVER

The Scrutiny Manager presented the report on the Scrutiny Work Programme Handover.

A comprehensive work programme was fundamental to the effectiveness of Overview and Scrutiny Committees as it enabled them to plan and manage their workloads to make best use of the available time and resources, to add the most value to the performance of the Council and outcomes for residents.

The report and appendices provided information about the management of overview and scrutiny work programmes and requested that the Overview and Scrutiny Commission review current work programmes to be handed over to new scrutiny committees which were due to replace those in the existing structure.

The Overview and Scrutiny Work Programme Prioritisation Aid, Overview and Scrutiny Commission Work Programme and the five Panel Work Programmes' were appended to the report at Appendices 1 to 6 respectively.

The Chair of each respective Committee highlighted the elements of the work programme that they believed should be considered a priority going forward.

| | |
|--|---|
| Overview and Scrutiny Commission | <ul style="list-style-type: none"> • One Council Modernisation Programme and reset recovery priorities; and • Council Policy for dealing with abuse of staff. |
| Audit and Financial Monitoring Overview and Scrutiny Panel | <p>The Chair advised that the schedule presented in the hand over was the minimum engagement and timeline for audit and financial monitoring.</p> <p>It was noted that consideration would need to be given regarding the undertaking and format of the scrutiny of Internal Audit Reports.</p> |
| Children and Young Peoples Overview and Scrutiny Panel | <ul style="list-style-type: none"> • Apprenticeships for Looked After Children; • Children's Services Improvement Plan; • SEND Improvement Plan; • CAMHS; and • Good Childhood Enquiry. |
| Environment, Regeneration, Housing Culture and Leisure Overview and Scrutiny Panel | <ul style="list-style-type: none"> • Library Service Review; • Waste Collection including litter picking; and • Borough's Housing Need. |
| Health and Adult Social Care Overview and Scrutiny Panel | <ul style="list-style-type: none"> • Report on the outstanding task groups outcomes: Independent Living and Waiting Times for GP appointments; • Suicide Prevention including the impact of 'Lockdown'; • Eastern Sector Counter Hubs; and • Care Homes Handling of the Coronavirus Pandemic. |

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|---|--|
| Safer Communities Overview and Scrutiny Panel | <ul style="list-style-type: none"> • Antisocial Behaviour; • Domestic Abuse Strategy; • County Lines; and • Knife Crime. |
|---|--|

* **Resolved that:**

- (1) **the report on Scrutiny Work Programme Handover be noted; and**
- (2) **the recommendations, as made by the Chairs of the Commission and its Panels, regarding priority elements of the work programme be compiled by the Scrutiny Manager for submission to the new Committees for consideration for inclusion in their work programmes.**

48 OVERVIEW AND SCRUTINY ANNUAL REPORT 2019–2020

The Scrutiny Manager presented the report on the Overview and Scrutiny Annual Report 2019-2020.

The report provided a comprehensive summary of the work undertaken by the Overview and Scrutiny Function at St Helens Council during the 2019-2020 municipal year.

* **Resolved that:**

- (1) **the Scrutiny Annual Report 2019-2020 be approved; and**
- (2) **the Scrutiny Annual Report 2019-2020 be submitted to Council for consideration.**

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|  <p>ST HELENS BOROUGH COUNCIL</p> | <h2>Overview and Scrutiny Commission</h2> <h3>5 October 2020</h3> |
|--|---|

| | |
|-----------------------------|---|
| Report Title: | Allocation of Seats on Scrutiny Committees 2020-21 |
| Cabinet Portfolio | Cabinet Member Finance and Governance |
| Cabinet Member | Councillor Martin Bond |
| Exempt Report | No |
| Reason for Exemption | N/A |
| Key Decision | No |
| Public Notice issued | N/A |
| Wards Affected | All |
| Report of | <p>Jan Bakewell Director Legal & HR janbakewell@sthelens.gov.uk Tel: (01744) 673209</p> |
| Contact Officer | <p>Joanne Griffiths MBE Democratic Services Manager Joanegriffiths@sthelens.gov.uk Tel: (01744) 673219</p> |

| | | |
|--|---|---|
| Borough priorities Please mark X for any priority supported by this report NB Use Section 4 - Background Information to explain how each selected priority is supported | Ensure children and young people have a positive start in life | |
| | Promote good health, independence and care across our communities | |
| | Create safe and strong communities for our residents | |
| | Support a strong, diverse and well-connected local economy | |
| | Create a green, thriving and vibrant place to be proud of | |
| | Be a modern, efficient and effective Council | X |

1. Summary

- 1.1 In accordance with Section 15 of the Local Government and Housing Act 1989, it is the duty of the Council, at its annual meeting, where it is divided into different political groups, to allocate seats on the various Committees of the Overview and Scrutiny Commission.
- 1.2 The report provides the Council with nominations to seats on the three Scrutiny Committees; Adult Social Care and Health, Children and Young People Services and Places Service, in line with group wishes and requests that appointments to those seats is made in accordance with Section 16, together with the nominations for appointment of Chairmen.

2. Recommendations for Decision

Council is recommended to:

- i) **in order to comply with Section 15 of the Local Government and Housing Act 1989, agree the allocation of seats on Committees as detailed in 4.3 of the report;**
- ii) **in order to comply with Section 16 of the Local Government and Housing Act 1989, agree the appointments to the seats on Committee in line with the wishes of the groups as detailed in 4.5 of the report; and**
- iii) **agree the appointments of Chairmen be as detailed in 4.6 of the report.**

3. Purpose of this Report

- 3.1 The purpose of this report is to allocate seats on the various Committees of the Overview and Scrutiny Commission in order to comply with Section 15 of the Local Government and Housing Act 1989 and to make appointments to those seats in accordance with Section 16.

4. Background /Reasons for the recommendations

- 4.1 Under the terms of Section 15 of the Local Government and Housing Act 1989 where a Council is divided into different Political Groups in accordance with the Local Government

(Committees and Political Groups) Regulations 1990, as this one is, seats on all Committees have to be allocated to give effect to the following principles:

- (a) all the seats on Committee are not to be allocated to the same political group;
- (b) the majority of seats on a Committee should be allocated to the group which has the majority of the Authority's membership;
- (c) subject to (a) and (b) above, the total number of seats on Committees must be allocated in proportion to the political strength on the Council; and
- (d) subject to (a), (b) and (c) above the number of seats on each Committee must be allocated in proportion to the political strength on the Council

4.2 The political make-up of the Council is set out below:

The Political make of the Council is as follows:

| | |
|-------------------|------|
| Labour | 35 |
| Liberal Democrats | 4 |
| The Independents | 3 |
| Conservative | 3 |
| Green Party | 2 |
| Vacancy | 1 |
| | ---- |
| | 48 |

4.3 That in order to comply with Section 15 of the Local Government and Housing Act 1989, the seats on the following Committees be allocated as detailed below:

| <u>Committee</u> | <u>Total</u> | <u>Lab</u> | <u>Lib Dem</u> | <u>Ind</u> | <u>Con</u> | <u>Grn</u> |
|---|--------------|------------|----------------|------------|------------|------------|
| Adult Social Care and Health Scrutiny Committee | 10 | 7 | 1 | 1 | 1 | 0 |
| Children and Young People Scrutiny Committee | 10 | 7 | 1 | 1 | 0 | 1 |
| Place Scrutiny Committee | 10 | 7 | 1 | 0 | 1 | 1 |
| | 30 | 21 | 3 | 2 | 2 | 2 |

4.4 Section 16 of the above Act provides that after the allocation of seats has been determined, that the seats be allocated to Political Groups. The seats are the property of the various Political Groups for appointment.

4.5 Appointment of Members to Scrutiny Committees

In order to comply with Section 16 of the Local Government and Housing Act 1989, the

appointments to those seats allocated in accordance with Section 15 and the appointment of Members in line with the wishes of the groups is shown below:

1. Adult Social Care and Health Scrutiny Committee

| | | | |
|-----|---|-------------|---|
| Lab | 7 | Councillors | Gill, Lynch, Maloney, McDonnell, Pearson, L Preston and Uddin |
| LD | 1 | Councillor | Pearl |
| Ind | 1 | Councillor | Greaves |
| Con | 1 | Councillor | Mussell |

Co-opted (Non-Voting) Mrs B Smith, Representative from Health Watch

2. Children and Young People Services Scrutiny Committee

| | | | |
|-----|---|-------------|---|
| Lab | 7 | Councillors | Cunliffe, T Long, McDonnell, Osundeko, C Preston, Sweeney and Wiseman |
| LD | 1 | Councillor | Sims |
| Ind | 1 | Councillor | Greaves |
| Grn | 1 | Councillor | O'Keefe |

Co-opted (voting) Mr D Thorpe (Church of England)
Mr C Williams (Roman Catholic Church)
Vacancy (Primary)
Ms P Lawson, Parent Governor (Secondary)
Ms J Leybourne, Parent Governor (Special)

3. Place Services Scrutiny Committee

| | | | |
|-----|---|-------------|--|
| Lab | 7 | Councillors | Gill, Hattersley, J Jackson, P Jackson, McQuade, L Preston and Uddin |
| LD | 1 | Councillor | Smith |
| Con | 1 | Councillor | Mussell |
| Grn | 1 | Councillor | Van der Burg |

Co-opted (Non-voting) Superintendent S Brizell, Merseyside Police
Mr I Mullen, Merseyside Fire and Rescue Service

4.6 Appointment of Chairman

The Council is requested to consider the appointments of Chairmen to Committees nominations as follows:

(1) Adult Social Care and Health Scrutiny Committee

Chairman:

Councillor McDonnell has been nominated by the Labour Group for the position of Chairman.

(2) Children and Young People Services Scrutiny Committee

Chairman:

Councillor T Long has been nominated by the Labour Group for the position of Chairman.

(3) Place Services Scrutiny Committee

Chairman:

Councillor Hattersley has been nominated by the Labour Group for the position of Chairman.

5. Community Impact Assessment

5.1 N/A

6 Consideration of Alternatives

6.1 None

7 Conclusions

7.1 The Council be recommended to review the representation of different political groups on the Scrutiny Committees in accordance with Section 15 of the Local Government and Housing Act 1989 and allocate the seats in line with group wishes and requests that appointments to those seats is made in accordance with Section 16, together with the appointment of Chairmen to said Committees.

8. Implications

8.1 Legal Implications

8.1.1 The recommendations within this report are lawful and comply with the Council's Constitution

8.2 Community Impact Assessment (CIA) Implications

N/A

8.2.1 Social Value

8.2.1.1 N/A

8.2.2 Sustainability and Environment

8.2.2.1 N/A

8.2.3 Health and Wellbeing

8.2.3.1 N/A

8.2.4 Equality and Human Rights

8.2.4.1 N/A

8.3 Customers and Resident

6

8.3.1 N/A

8.4 Asset and Property

8.4.1 N/A

8.5 Staffing and Human Resource

8.5.1 N/A

8.6 Risks

8.6.1 N/A

8.7 Finance

8.7.1 N/A

8.8 Policy Framework Implications

8.8.1 N/A

9. Background papers

None

10. Appendices

None

| | |
|--|--|
|  <p>ST HELENS BOROUGH COUNCIL</p> | <h2>Overview and Scrutiny Commission</h2> <h3>5th October 2020</h3> |
|--|--|

| | |
|-----------------------------|---|
| Report Title: | <i>Terms of Reference for Scrutiny Committees</i> |
| Cabinet Portfolio | Finance and Governance |
| Cabinet Member | Cllr Bond |
| Exempt Report | No |
| Reason for Exemption | N/A |
| Key Decision | No |
| Public Notice issued | N/A |
| Wards Affected | All |
| Report of | Jan Bakewell Director of Legal and HR janbakewell@sthelens.gov.uk 01744 673209 |
| Contact Officer | James Morley Scrutiny Manager jamesmorley@sthelens.gov.uk 01744 676277 |

| | | |
|---|---|---|
| Borough priorities Please mark X for any priority supported by this report | Ensure children and young people have a positive start in life | X |
| | Promote good health, independence and care across our communities | X |
| | Create safe and strong communities for our residents | X |
| | Support a strong, diverse and well-connected local economy | X |
| | Create a green, thriving and vibrant place to be proud of | X |
| | Be a modern, efficient and effective Council | X |

1. Summary

This report provides the terms of reference for the Overview and Scrutiny Commission and the Scrutiny Committees.

2. Recommendations

The Overview and Scrutiny Commission is recommended to:

- i) **Note the terms of reference for the Overview and Scrutiny Commission; and**
- ii) **Note the terms of reference for the Scrutiny Committees.**

3. Purpose of this Report

- 3.1 The purpose of this report is to inform Members of the Overview and Scrutiny Commission about the terms of reference for the Commission and each of the Scrutiny Committees as set out in the Council's Constitution.

4. Background

- 4.1 The Council took a decision to change its Scrutiny Committee structure at its meeting on 22nd July 2020. The decision was to reduce the number of committees from six to four with the following names:
 - Overview and Scrutiny Commission
 - Adult Social Care and Health Scrutiny Committee
 - Children and Young People Services Scrutiny Committee
 - Place Services Scrutiny Committee
- 4.2 As the number of committees has changed the terms of reference for the new committees are different to those of their predecessors. The changes to the Constitution required to enact the

decision of Council at its July meeting are contained within a report to Council's 30th September 2020 meeting for approval. As such these terms of reference may be subject to change prior to the Overview and Scrutiny Commission's meeting on 5th October.

5. Conclusions

- 5.1 The Overview and Scrutiny Commission has overall responsibility for the Scrutiny Function at St Helens Council including the three Scrutiny Committees therefore Members of the Commission need to be aware of the terms of reference for the Scrutiny Committees as well as the Commission.

6. Implications

7.1 Financial Implications

7.1.1 None

7.2 Legal Implications

7.2.1 None

7.3 Staffing/HR Implications

7.3.1 None

7.4 Impact on our customers/residents

7.4.1 None

7.5 Community Impact Assessment

7.5.1 None

7.6 Asset / Property Implications

7.6.1 None

7.7 Environmental implications

7.7.1 None

7.8 Policy Framework Implications

7.8.1 None

7.9 Risks

7.9.1 None

7.10 Link to council's priorities

7.10.1 None

7

7. **Background papers**

St Helens Council Constitution

9. **Appendices**

Terms of Reference for Overview and Scrutiny Committees

Overview and Scrutiny Commission

Terms of Reference

The Commission is responsible for all overview and scrutiny functions on behalf of the Council, and in particular:

- To appoint and work with the individual Overview and Scrutiny Committees to develop and agree the Overview and Scrutiny work programmes.
- Hold regular discussions with Scrutiny Chairmen, Cabinet Members and Executive Directors to identify priority topics for consideration by Scrutiny.
- Identify and take responsibility for items that transcend the terms of reference of, or that fall outside the remit of, the individual Committees.
- Consider the Council's Budget Strategy and budget proposals made by the Cabinet and recommend if consultation or representations need to be made.
- Consider strategic Council policy decisions and recommend if consultation or representations need to be made.
- To make representations to the Cabinet, and Council if necessary, on any issues or areas of concern arising from the overview and scrutiny process.
- To monitor the achievement of the "Be a modern, efficient and effective Council" Council Priority as set out in the Council Plan.
- Produce an Annual Overview and Scrutiny Report detailing all scrutiny activity for the year.
- Co-ordinate the Members' Overview and Scrutiny learning programme to facilitate continuous improvement of the overview and scrutiny function.
- To receive regular updates on the activities of the Liverpool City Region Combined Authority Scrutiny Committee.
- To receive relevant reports on a regular basis in order to review and scrutinise the financial performance of the Council.
- To review and scrutinise the Council's Annual Statement of Accounts prior to approval by the Audit and Governance Committee.
- In undertaking this role, the Commission is able to question members of the Cabinet, and/or Chief Officers, regarding their decisions in relation to the financial performance and financial health of the Council.
- To exercise the right following call-in to review and, where appropriate, ask for re-consideration of decisions made by, but not yet implemented by, the Cabinet or Council.
- To receive and have regard for Councillor Calls for Action within the remit of the Commission.

Adult Social Care and Health Scrutiny Committee

Terms of Reference

The Committee shall undertake the functions delegated by the Commission, and in particular:

- To consider and scrutinise items relating to the provision of adult social care in the Borough.
- To consider and scrutinise items relating to the provision of health services including public health in the Borough, in accordance with relevant legislation.
- To review items relating to the operation of adult social care and health services identified in 1 and 2 and their performance, as selected by members of the Committee, or referred to them by the Overview and Scrutiny Commission or the Cabinet.
- To engage with, and respond to, formal and informal NHS St. Helens Clinical Commissioning Group (CCG) or relevant health providers' consultations in relation to any proposal for a substantial development of the Health Service in St. Helens or for a substantial variation to such services.
- To monitor the achievement of the "Promote good health, independence and care across our communities" Council Priority as set out in the Council Plan.
- In undertaking this role, the Committee is able to question members of the Cabinet and/or Chief Officers, and/or representatives of relevant Health bodies, including CCG representatives and the People's Board regarding their decisions, performance in relation to service operations and targets.
- To contribute to Joint Health Scrutiny Committees reviewing consultations by NHS bodies or Health Service providers on cross border changes to services.
- To exercise the right following call-in to review and, where appropriate, ask for reconsideration of decisions made but not yet implemented by, the Cabinet or Council.
- To receive and have regard for Councillor Calls for Action within the remit of the Committee.
- To receive and respond to referred items from Healthwatch in accordance with national regulations.
- To provide regular updates on the Panel's work programme to the Overview and Scrutiny Commission.
- To produce final reports of all reviews undertaken and monitor and evaluate progress of recommendations as appropriate.
- To make representations to the Cabinet, and Council if necessary, on any issues or areas of concern arising from the overview and scrutiny process.

Children and Young People Services Scrutiny Committee

Terms of Reference

The Committee shall undertake the functions delegated by the Commission, and in particular:

- To consider and scrutinise items relating to the provision of Children and Young People's Services in the Borough.
- To review and scrutinise items relating to the operation of Children and Young People's Services and their performance, as selected by members of the Committee or referred to them by the Overview and Scrutiny Commission or the Cabinet.
- To monitor the achievement of the "Ensure Children and Young People have a positive start in life" Council Priority as set out in the Council Plan.
- In undertaking this role the Committee is able to question members of the Cabinet, and/or Chief Officers, regarding their decisions, performance in relation to service operations and targets.
- To receive and have regard for Councillor Calls for Action within the remit of the Committee.
- To exercise the right following call-in to review and, where appropriate, ask for re-consideration of decisions made by, but not yet implemented by, the Cabinet or Council.
- To provide regular updates on the Committee's work programme to the Overview and Scrutiny Commission.
- To produce final reports of all reviews undertaken and monitor and evaluate progress of recommendations as appropriate.
- To make representations to the Cabinet, and Council if necessary, on any issues or areas of concern arising from the overview and scrutiny process.

Place Services Scrutiny Committee

Terms of Reference

The Committee shall undertake the functions delegated by the Commission, and in particular: •

- To be designated as the responsible Committee for review and scrutiny of crime and disorder issues, pursuant to the Police and Justice Act 2006, and in this context:
 - a) to review and scrutinise decisions made, or action taken by, the People’s Board and the responsible authorities which comprise it insofar as their activities relate to the board itself;
 - b) to make reports or recommendations to Council with respect to the discharge of crime and disorder functions;
 - c) to consider any local crime and disorder matter which is referred to it by any Member of the Council;
 - d) to operate in accordance with the powers contained in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 with regard to co-opting of members, frequency of meetings, obtaining information, requiring attendance at meetings and making reports and recommendations.
- To consider and scrutinise items concerning: borough-wide economic development, environment, regeneration, housing, culture, tourism, leisure and libraries.
- To be designated as the responsible Committee for flood risk management, and shall undertake its responsibilities under the Flood and Water Management Act 2010 as follows:
 - (a) may review and scrutinise any matter relating to the planning, provision and operation of flood risk management in the area of the Borough of St. Helens;
 - b) may invite those authorities responsible for flood risk management to comment on the matter;
 - (c) request information from them to enable it to carry out its responsibilities; and
 - (d) make reports or recommendations and request a response from flood risk management authorities.
- To monitor the achievement of the “Support a strong, diverse and wellconnected local economy”, “Create safe and strong communities for our residents”, and “Create a green, thriving and vibrant place to be proud of” Council Priorities as set out in the Council Plan
- To review items relating to the operation of the functions outlined above and their performance, as selected by members of the Committee, or referred to them by the Overview and Scrutiny Commission or the Cabinet.
- In undertaking this role the Committee is able to question members of the Cabinet, and/or Chief Officers, and/or the Chair of the People’s Board, regarding their decisions, performance in relation to service operations and targets.
- To exercise the right following call-in to review and, where appropriate, ask for re-consideration of decisions made by, but not yet implemented by, the Council.
- To receive and have regard for Councillor Calls for Action within the remit of the Committee.

- To provide regular updates on the Committee's work programme to the Overview and Scrutiny Commission.
- To produce final reports of all reviews undertaken and monitor and evaluate progress of recommendations as appropriate.
- To make representations to the Cabinet, and Council if necessary, on any issues or areas of concern arising from the overview and scrutiny process.

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|  <p>ST HELENS BOROUGH COUNCIL</p> | <h1>Overview and Scrutiny Commission</h1> <h2>5th October 2020</h2> |
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|-----------------------------|--|
| Report Title: | <i>Overview and Scrutiny Commission Work Programme</i> |
| Cabinet Portfolio | Finance and Governance |
| Cabinet Member | Cllr Bond |
| Exempt Report | No |
| Reason for Exemption | N/A |
| Key Decision | No |
| Public Notice issued | N/A |
| Wards Affected | All |
| Report of | Jan Bakewell Director of Legal and HR janbakewell@sthelens.gov.uk 01744 673209 |
| Contact Officer | James Morley Scrutiny Manager jamesmorley@sthelens.gov.uk 01744 676277 |

| | | |
|---|---|---|
| Borough priorities Please mark X for any priority supported by this report | Ensure children and young people have a positive start in life | X |
| | Promote good health, independence and care across our communities | X |
| | Create safe and strong communities for our residents | X |
| | Support a strong, diverse and well-connected local economy | X |
| | Create a green, thriving and vibrant place to be proud of | X |
| | Be a modern, efficient and effective Council | X |

1. Summary

This cover reports informs the Commission about the work programme setting process. Managing the work programme is an important part of an efficient and effective Overview and Scrutiny Function.

2. Recommendations

Overview and Scrutiny Commission is recommended to review the items listed within the work programme document and agree priorities and timescales.

3. Purpose of this Report

To present the Commission with the new Work Programme document for review to prioritise items for future consideration.

4. Background

- 4.1 A comprehensive work programme is fundamental to the effectiveness of the Overview and Scrutiny Commission and Scrutiny Committees as it enables them to plan and manage their workloads to make best use of the available time and resources, to add the most value to the performance of the Council and outcomes for residents.
- 4.2 The attached work programme document is designed to record and monitor the activity and plans for the Commission to effectively manage the workload and plan for future meetings. Each column of the work programme table provides key information about each item including a description of the issue and purpose of bringing it to the Commission. The document lists each of the items that fall within the remit of the Commission or Panel that were recommending for retention by the previous Overview and Scrutiny Commission on 20th July prior to the recent changes to the Scrutiny Committee Structure.

5. Reviewing the Work Programme

- 5.1 When reviewing the work programme, new items can be added and items that no longer require scrutiny or are not considered to be a priority for action or monitoring can be removed.
- 5.2 When considering whether to add, remove and prioritise items for consideration Members should be mindful of the following:
- Would the Committee be able to add value through its work on the issue?
 - Is the issue linked to a Corporate Priority for the Council?
 - Is the issue a priority/concern for partners, stakeholders and the public?
 - Is the issue related to poorly performing services?
 - Is there a pattern of budgetary overspends?
 - Are there significant levels of public/service user dissatisfaction with the service?
 - Has there been media coverage of the issue?
 - Is the issue related to new Government guidance?
 - Would consideration of the issue be timely?
 - Are there sufficient resources to effectively consider the issue at this time?
 - Would the Panel be duplicating work being undertaken elsewhere?
 - Is the matter subject to judicial review (sub judice)?
- 5.3 The Work Programme Prioritisation Aid attached to this report is designed to assist members in considering whether a suggested addition to the work programme is suitable and meets the necessary criteria. If members, consider that a suggestion would not be suitable for scrutiny the Commission could choose to refer the matter elsewhere. If an item is considered to be an important issue but not a priority at this time an item may be added to the end of the work programme to be monitored for further consideration in the future.

6. Conclusions

- 6.1 The Commission is requested to discuss its work programme and set priorities for future Commission meetings and agree any review work (i.e. task and finish) to be commenced in the near future or scheduled for a later date.
- 6.2 The Commission is also responsible for monitoring the work programmes of the Scrutiny Committees. As the Scrutiny Committees have not yet considered their work programmes they will not be considered by the Commission at this point however they will be including with the Commission Work Programme at future Commission meetings.

7. Implications

7.1 Financial Implications

- 7.1.1 What are the financial implications – Revenue & Capital? Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?

7.2 Legal Implications

- 7.2.1 None

7.3 Staffing/HR Implications

9

7.3.1 None

7.4 Impact on our customers/residents

7.4.1 None

7.5 Community Impact Assessment

7.5.1 None

7.6 Asset / Property Implications

7.6.1 None

7.7 Environmental implications

7.7.1 None

7.8 Policy Framework Implications

7.8.1 None

7.9 Risks

7.9.1 Failure to effectively manage the work programme could lead to inefficient use of the Committee's time and resources, negatively affecting the Committee's ability to add value and help the Council achieve its priorities. By examining the work programme regularly and following the prioritisation aid as recommended by this report the Committee should minimize the risk of using time and resources on ineffective items.

7.10 Link to council's priorities

7.10.1 Collectively the Overview and Scrutiny Commission and Scrutiny Committee are responsible for monitoring and contributing to the achievement of all of the Council's Priorities.

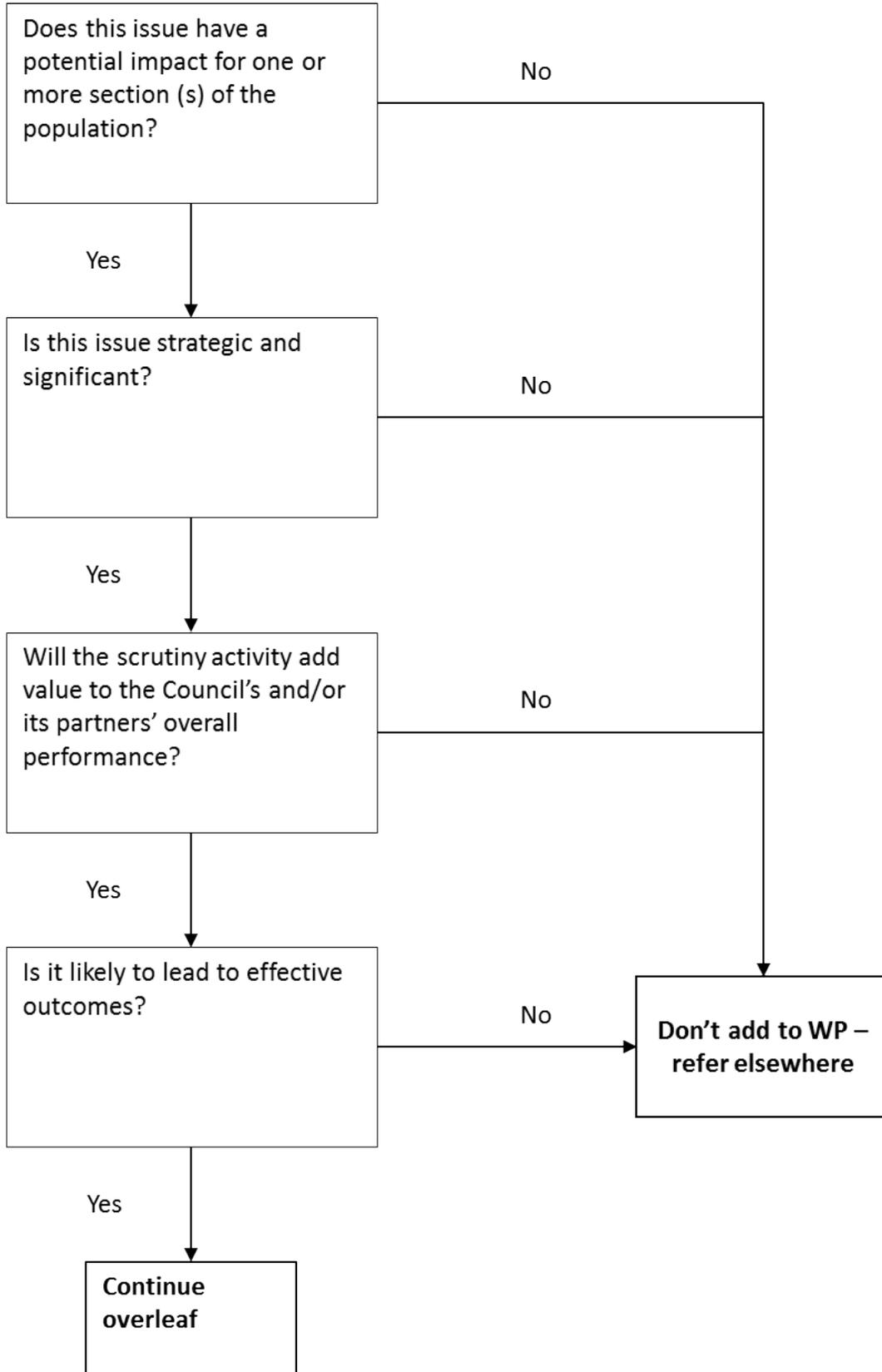
8. **Background papers**

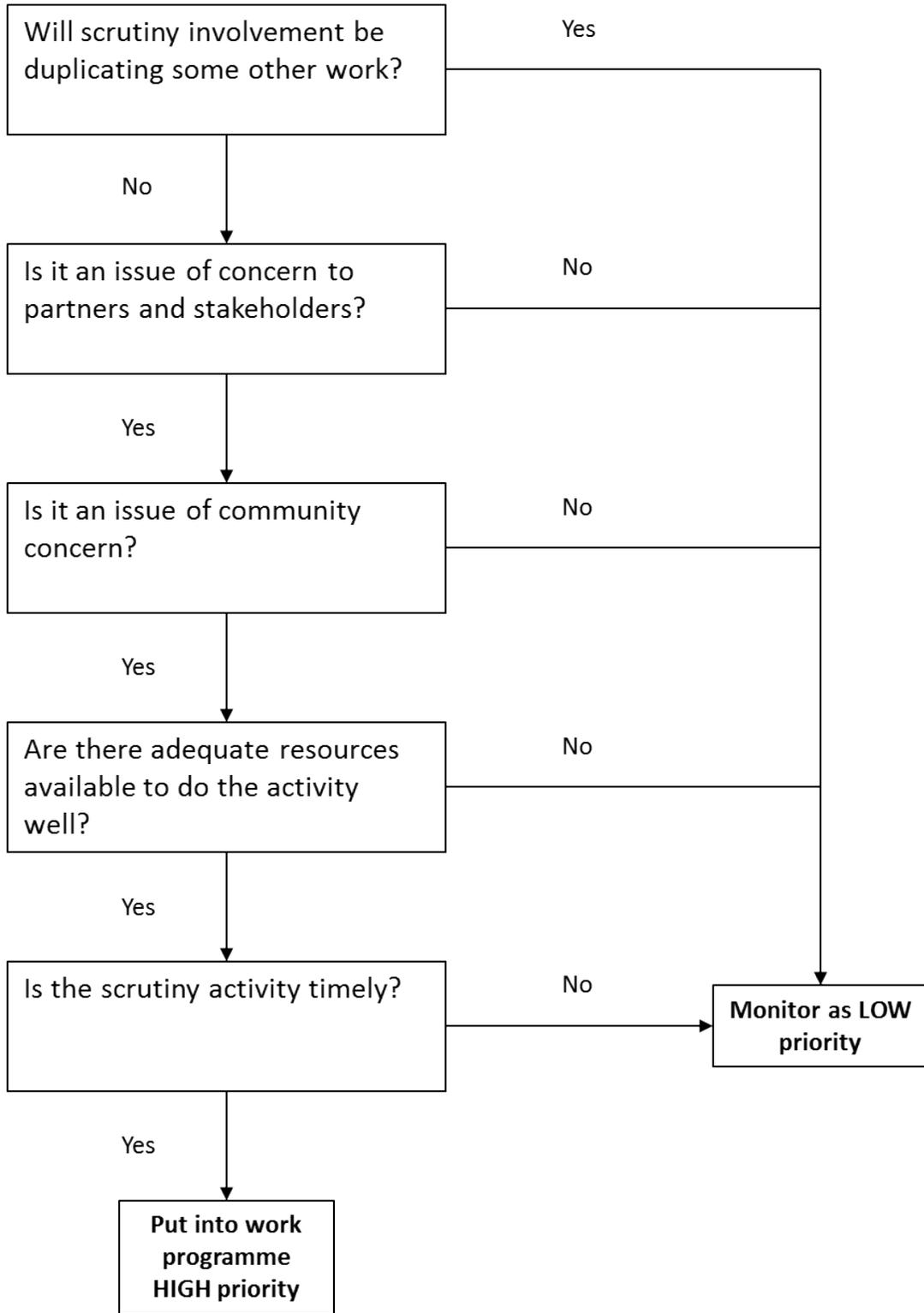
None

9. **Appendices**

Work Programme Prioritisation Aid

Overview and Scrutiny Commission Work Programme

Appendix 1**Overview and Scrutiny Work Programme Prioritisation Aid**



Overview and Scrutiny Commission Work Programme

| Corporate Priorities |
|---|
| Be a modern, efficient and effective Council |
| Commission is responsible for overseeing all other priorities were they merge/overlap |

| Next Three Meetings | | |
|--|--|---|
| Date: 5 th October 2020 Time: 5:30pm Venue: Virtual (TBC) | Date: 14 th December 2020 Time: 5:30pm Venue: Virtual (TBC) | Date: 1 st February 2021 Time: 5:30pm Venue: Virtual (TBC) |

| <u>Title</u> | <u>Description</u> | <u>Aims/Purpose</u> | <u>Portfolio</u> | <u>Lead Officer</u> | <u>Corporate Priority</u> | <u>Method</u> | <u>Date</u> |
|--|---|--|-------------------------------|---------------------|--|---------------------|-------------------------|
| Council Reset and Recovery | Prior to the COVID-19 Pandemic the Council was running a Modernisation Programme. The impacts of the Pandemic have precipitated a reset and recovery process building on the Modernisation Programme. | To monitor the progress of the Reset and Recovery process and enable the Commission to select specific issues to review in more detail. | Reset and Recovery | Rob Huntington | All | Report to Committee | 5 th October |
| Budget Scrutiny Task Group | The Council sets a budget for each municipal year and the Scrutiny Function is responsible for scrutinising the budget setting process. | To examine the budget setting process to ensure it is robust and effective in delivering a balanced budget that enables the Council to achieve its priorities. | Leader/Finance and Governance | Cath Fogarty | All | Task Group | TBC |
| Procurement of service delivery from third parties | Council is required to follow procurement rules to put in place its contracts with third parties who | To ensure the Council is effectively and efficiently procuring and managing its contractors to ensure | Finance and Governance | Billy Webster | Be a modern, efficient and effective Council | Report to Committee | TBC |

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|--|--|--|--|-----------------|--|---------------------|-----|
| | provide services not delivered in house. | excellent service delivery and value for money | | | | | |
| Council policy for dealing with abuse of staff | Officers within public facing services can sometimes be subjected to abuse (physical and verbal). Council needs to have a robust policy to ensure zero tolerance approach is maintained. | To monitor the progress of the policy working group. To ensure the Council's policies and procedures for dealing with abuse of staff are robust and applied effectively and consistently when needed. Commission to consider when policy working group is ready to report. | Finance and Governance | Caroline Barlow | Be a modern, efficient and effective Council | Report to Committee | TBC |
| Financial Monitoring Reports | The Council produces quarterly reports regarding its Financial Performance in relation to the Budget for the municipal year. | To monitor the Council's financial performance against budgets and highlight any areas for further scrutiny | Finance and Governance | Jon Ridgeon | Be a modern, efficient and effective Council | Report to Committee | TBC |
| Performance Reports | Scrutiny Committees are responsible for reviewing the performance reports for Portfolios relevant to their remit at Q2 and Q4. | To use performance reports to monitor the performance of services within portfolios and hold Cabinet Members to account. | Finance and Governance/ Reset and Recovery/ | Cath Fogarty | Be a modern, efficient and effective Council | Report to Committee | TBC |