

Report to	-	Overview and Scrutiny Committee
Date	-	11 June 2018
Report of the	-	Executive Director
Subject	-	Annual Work Programme

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**Recommendation:** It be **RESOLVED:** That the Committee set its Work Programme for the new Council year.

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## **Introduction**

1. In accordance with the Constitution, the Overview and Scrutiny Committee (OSC) will:
  - a) receive reports from the Leader after each annual Council meeting on the Executive's Priorities for the coming year and its performance in the previous year and, if the Leader so chooses, on the state of the District [Part 4, paragraph 1(c)(i)]; and
  - b) approve an annual OSC Work Programme, including the programme of any Sub-Committees it appoints so as to ensure that the Committee and Sub-Committees' time is effectively and efficiently utilised [Part 4, paragraph 1(c)(ii)].
2. In order to manage the OSC's workload and ensure that there is sufficient time to fully consider the issues arising, it is recommended that priorities are set. These priorities should take account of the time and resources each work item will require and the importance of that item to the Council's priorities.

## **Other Considerations**

3. In establishing its Work Programme, the OSC needs to consider the terms of reference for each scrutiny or review item, who it wishes to involve and consult with and which key partners or expert witnesses it may wish to involve. A Scrutiny Template, attached at Appendix B can assist with this process.
4. In all of these considerations the most important one that the OSC should bear in mind is how the outcome of the Committee's deliberations will have a positive effect on the well-being of residents and businesses of the area. The OSC also needs to consider how scrutiny can be used to engage with the community either directly or by giving a high profile to matters of concern to residents.
5. Members will need to consider these issues in tandem with the Executive Priorities as set out in the Corporate Plan 2014-21 when setting the Work Programme.

## **Annual Scrutiny Work Programming Meeting**

6. The Annual Scrutiny Work Programme meeting this year was held on Tuesday 22 May. Along with Members of the OSC and other non-Executive Members, the meeting was attended by the Strategic Management Team and one Head of Service. The Work Programme was examined alongside key work priorities of the Council for 2018/19.
7. Members will need to consider whether the OSC's Work Programme, attached at Appendix A, needs to be amended to reflect any items identified at the Annual Scrutiny Work Programme meeting. The notes arising from the meeting are attached at Appendix C to the report.

## **Sub-Committees and Task and Finish Groups**

8. In accordance with the Constitution, the OSC may appoint up to four formal Sub-Committees or four informal Task and Finish Groups which can include residents, experts or representatives from outside bodies in their membership at any one time. The only proviso being that the same Heads of Service or officers are not involved in more than one active Task and Finish Group at any one time.
9. In setting and agreeing the Work Programme, Members should consider whether to maintain the existing Groups or establish new Sub-Committees or Task and Finish Groups and, if so, to make appointments to them.
10. During the last municipal year, the OSC established two new Task and Finish Groups: the CPE Task and Finish Group (CPET&FG) now disbanded and the Housing Issues Task and Finish Group (HIT&FG) still ongoing. The Public Realm Working Group is still ongoing but has not met during 2017/18.

## **CPE Task and Finish Group**

11. Established in September 2017, the CPET&FG was established to review East Sussex County Council's (ESCC) Business Case for Civil Parking Enforcement (CPE) in Rother and to consider the establishment of CPE to examine whether this would alleviate parking issues, ease congestion and improve road safety across the district. The Group comprised of Councillors A.K. Azad, J. Barnes, J.J. Carroll, R.C. Carroll, C.A. Clark, S.H. Earl, S.D. Elford (Chairman), K.M. Field, B. Kentfield, J. Potts, C.J. Saint and G.F. Stevens whilst undertaking its Terms of Reference (ToR).
12. The CPET&FG's recommendations were presented to the OSC on 19 March 2018 for onward recommendation to Cabinet on 9 April 2018 and then on to full Council on 21 May 2018. All recommendations were agreed for formal approval by Cabinet apart from ESCC attempting to recover shared costs with Wealden District Council. An additional recommendation was also proposed to notify Sussex Police that the Council supported ESCC making an application for CPE and that in the interim the Police continue to enforce illegal and dangerous parking. Cabinet added a further recommendation (in place of the original recommendation 2) that was not supported) that ESCC be requested to establish a parking board similar to those in Hastings and Lewes Councils which would meet regularly to monitor the scheme.

## **Housing Issues Task and Finish Group**

13. Established in January 2018, the HIT&FG was established to carry out a review of a number of housing issues across the district, namely land supply issues / development options; affordable and social housing delivery; homelessness; and managing the impact of welfare reform. The main desired outcome of the Group is to present a forward looking and solution-focused report to OSC and Cabinet incorporating innovative ways of addressing housing issues in Rother District.
14. The HIT&FG has met five times and is scheduled to meet once more. Representatives from several organisations attended the meetings including Action in Rural Sussex, Brighton Housing Trust, Clinical Commissioning Group, Department for Work and Pensions, Developers East Sussex, Eastbourne Borough Council, East Sussex County Council, Hastings Unity Group, Hastoe Housing Association, Homes and Communities Agency, Homes England, Ministry of Housing, Communities and Local Government, National Farmers Union, Optivo, Orbit and Rother Voluntary Action.
15. The Group currently comprises of Councillors J. Barnes (Chairman), G.S. Browne, C.A. Clark, S.H. Earl, Mrs S.M. Prochak, J. Potts, G.F. Stevens and M.R. Watson whilst undertaking its ToR.
16. The Group's recommendations are scheduled to be presented to the OSC on 23 July 2018 for onward recommendation to Cabinet on 3 September 2018.

## **Bexhill Town Centre Steering Group**

17. The Bexhill Town Centre Steering Group (BTCSG) has been established by Cabinet to deliver the vision and objectives of the Bexhill Town Centre Strategy June 2013; the Strategy seeks to collaborate with key groups and agencies in the area in its delivery plan.
18. The overarching aims of the town centre strategy are to achieve enhanced commercial vitality; to reduce levels of deprivation and to maintain and enhance the quality of the built environment and public realm. In carrying out its purpose the BTCSG will engage fully with town centre communities and drive collaboration between the key agencies with responsibilities in this area.
19. The BTCSG continues to meet as and when required and reports directly to Cabinet however, the OSC has the ability to request an update from the Steering Group. In April 2017, Cabinet agreed the revised Terms of Reference.

## **Crime and Disorder Committee**

20. In 2009, the Scrutiny Committee was designated as the Council's 'Crime and Disorder Committee' under section 19 of the Police and Justice Act 2006. This is not a separate working or steering group; it simply means that on an annual basis, as part of their regular Scrutiny business, the OSC reviews the work of the Rother and Hastings Community Safety Partnership (RHCSPP) as the Council's Crime and Disorder Committee.

21. The Committee receives an annual report from the RHCSP. Members of the OSC can then decide whether there are any specific decisions or actions of the RHCSP that they believe require further scrutiny.

## **Conclusion**

22. Members need to consider, set and agree the Committee's Work Programme for the year, taking into account the various issues set out within the report. The Work Programme should be flexible to accommodate any changes in priorities and circumstances, which may emerge during the year.

Dr Anthony Leonard  
Executive Director

## **Risk Assessment Statement**

Failure to set a realistic and achievable Work Programme which supports the Council's Aims and Executive's Priorities may result in the Council losing opportunities for the development of an effective overview and scrutiny function.

## OVERVIEW AND SCRUTINY COMMITTEE

WORK PROGRAMME 2018 – 2019		
DATE OF MEETING	SUBJECT – MAIN ITEM (Capitalised)	Cabinet Portfolio Holder
11.06.18	<b>COUNCIL TAX REDUCTION SCHEME 2019/20</b> <ul style="list-style-type: none"> <li>Annual Work Programme</li> <li>Housing Benefit – Service Issues and Proposals for Improvement</li> <li>Performance Progress Report: Year End and Fourth Quarter 2017/18</li> <li>Tourism Event Funding Review</li> </ul>	Ampthill Hart
23.07.18	<b>HOUSING ISSUES TASK AND FINISH GROUP REPORT</b>	Hughes
10.09.18	<b>MAIN ITEM: TO BE AGREED</b> <ul style="list-style-type: none"> <li>Corporate Programme Update</li> <li>Performance Progress Report: First Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to July 2018</li> </ul>	Ampthill
15.10.18	<b>MAIN ITEM: TO BE AGREED</b> <ul style="list-style-type: none"> <li>Medium Term Financial Strategy 2019/20 to 2023/24</li> </ul>	Ampthill
26.11.18	<b>MAIN ITEM: TO BE AGREED</b> <ul style="list-style-type: none"> <li>Performance Progress Report: Second Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to September 2018</li> </ul>	Ampthill
28.01.19	<b>DRAFT REVENUE BUDGET PROPOSALS 2019/20</b> <b>KEY PERFORMANCE TARGETS 2019/20</b>	Ampthill Maynard
18.03.19	<b>CRIME AND DISORDER COMMITTEE: TO RECEIVE A REPORT FROM THE COMMUNITY SAFETY PARTNERSHIP</b> <ul style="list-style-type: none"> <li>Performance Progress Report: Third Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to January 2019</li> </ul>	Ampthill Kirby-Green
29.04.19	<b>MAIN ITEM: TO BE AGREED</b> <ul style="list-style-type: none"> <li>Call-in and Urgency Procedures</li> <li>Draft Annual Report to Council</li> <li>Review of Task and Finish Groups / Outcomes</li> </ul>	-

ITEMS FOR CONSIDERATION
<ul style="list-style-type: none"> <li>Cabinet Portfolio Holder Updates</li> <li>Rother Public Realm Strategic Framework progress [Minute OSC16/25 – 17 October 2016]</li> <li>Special Expenses Review [Minute OSC17/47 – 29 January 2018]</li> <li>Tourism Strategy (creation of a Tourism Task and Finish Group) to be held during 2019/20 [Minute OSC17/13 – 24 July 2017/ OSC17/47 – 29 January 2018]</li> <li>Waste and Recycling Contract Update</li> </ul>

## OVERVIEW AND SCRUTINY TEMPLATE FOR INDIVIDUAL REVIEWS

STAGE 1 - PRE INVESTIGATION PLANNING	
1.1	<p><b>Determine Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• <b>Specific, Measurable, Achievable, Relevant, Time limited</b></li> <li>• <b>Origins:</b> <ul style="list-style-type: none"> <li>○ Public concerns</li> <li>○ Service failure/under achievement</li> <li>○ Executive priorities</li> <li>○ National priorities</li> </ul> </li> <li>• <b>Desired outcomes</b> <ul style="list-style-type: none"> <li>○ Improved service performance/efficiency</li> <li>○ Improved communication/understanding/profile</li> <li>○ Successful lobbying/support to others</li> </ul> </li> </ul>
1.2	<p><b>Determine methods of inquiry</b></p> <ul style="list-style-type: none"> <li>• What information/evidence is already available?           <ul style="list-style-type: none"> <li>○ Existing Strategies and policies</li> <li>○ Best Value Reviews</li> <li>○ Performance Indicators/Annual Performance Plan</li> <li>○ Service Level Agreements</li> <li>○ National Guidelines</li> </ul> </li> <li>• What further information might be required and how will that information be acquired?           <ul style="list-style-type: none"> <li>○ Submission of written evidence</li> <li>○ Submission of oral evidence</li> <li>○ Personal interviews</li> <li>○ Questionnaires</li> <li>○ Research (including electronic research - surfing the web)</li> <li>○ Visits to other authorities/facilities</li> </ul> </li> <li>• Who can obtain/provide evidence?           <ul style="list-style-type: none"> <li>○ Members</li> <li>○ Officers</li> <li>○ Experts</li> <li>○ Public</li> <li>○ Service Providers</li> <li>○ Representative bodies/Partner organisations</li> <li>○ Other authorities</li> <li>○ Internet</li> </ul> </li> </ul>

1.3	<b>Determine level of resources/skills required and availability</b> <ul style="list-style-type: none"> <li>• Allocate tasks <ul style="list-style-type: none"> <li>○ Members</li> <li>○ Officers</li> <li>○ Partners</li> <li>○ Key stakeholders</li> </ul> </li> <li>• Identify any shortfall in resources/skills <ul style="list-style-type: none"> <li>○ Can any shortfall be “bought in”?</li> <li>○ Can any shortfall be met by including others in the process (co-opting partner/user representatives or public)?</li> </ul> </li> </ul>
1.4	<b>Determine Timescale</b> <ul style="list-style-type: none"> <li>• Having regard to resources/skills available</li> <li>• Other constraints/requirements</li> </ul>
1.5	<b>Determine reporting mechanisms</b> <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Who to?</li> <li>• How?</li> </ul>
1.6	<b>Review pre-investigation planning and determine the need for authorisation to commitment of resources</b>
<b>STAGE 2 - IMPLEMENTATION</b>	
2.1	<b>Leadership</b> <ul style="list-style-type: none"> <li>• Member led and owned</li> <li>• Officer support</li> </ul>
2.2	<b>Publicity/communication</b> <ul style="list-style-type: none"> <li>• Press/media coverage and support</li> <li>• Communication of terms of reference and desired outcomes to all Members and Staff</li> <li>• Regular updates through Members Bulletin/staff newsletter/intranet</li> <li>• Public meetings/user forums</li> </ul>
2.3	<b>Ongoing Support</b> <ul style="list-style-type: none"> <li>• Commitment from Senior Management and Members</li> <li>• Availability of resources</li> </ul>
2.4	<b>Regular Review</b> <ul style="list-style-type: none"> <li>• Who by?</li> <li>• How often - Monthly/weekly?</li> <li>• Communicate progress/problems</li> <li>• Adjust timescales appropriately</li> </ul>
<b>STAGE 3 - CONCLUSIONS/RECOMMENDATIONS</b>	
3.1	<ul style="list-style-type: none"> <li>• Joint ownership</li> <li>• Minority report?</li> </ul>

**Extract of the Minutes from the Annual Scrutiny Work Programme meeting dated Tuesday 22 May 2018**

**ASP18/01. ORIGINS, PURPOSE AND DESIRED OUTCOMES**  
**(1)**

The Chairman led Members through the reasons for the meeting. The suggestion for the Annual Scrutiny Work Programming Meeting was part of the recommendations that came out of the work of the Scrutiny of Scrutiny Steering Group. The aim of the meeting was for the Strategic Management Team and Heads of Service to have a two-way discussion with Members on the priorities for the year, issues on the street that Members had picked up, officer service plans and other priority areas that the Overview and Scrutiny Committee may need to take into account when setting its Work Programme.

**ASP18/02. KEY WORK PRIORITIES 2018/19 – SMT / HEADS OF SERVICE;**  
**(2 to 4) CURRENT WORK PROGRAMME; AND TO IDENTIFY ITEMS /**  
**COMMENTS TO BE INCLUDED WITHIN THE ANNUAL WORK**  
**PROGRAMME REPORT TO EACH SCRUTINY COMMITTEE**

Items 2, 3 and 4 were considered together.

Consideration was given to the Work Programme as well as the items listed under “Items for Consideration”. Members highlighted Housing and Benefit Claims as issues for inclusion in the Annual Work Programme and for the Housing Task and Finish Group to report back to the Overview and Scrutiny Committee (OSC). The Assistant Director Resources advised that updates on benefit claims were reported quarterly through the Performance Progress reports. He also explained that the Council was currently establishing an improvement plan for the benefit claims system in partnership with the Department for Work and Pensions which included reviewing current processes, resources and performance. A report on the findings would be presented to the OSC at the meeting scheduled to be held on 11 June 2018.

Members wished to see greater input to the scrutiny process by the Cabinet Portfolio Holders (CPH) and it was recommended that dependent on the business to be considered, the relevant CPH continued to be invited to attend meetings and be prepared to answer any relevant questions. It was also suggested that CPHs be invited to present reports on subjects within their portfolios at OSC meetings where the agenda was lighter. Initially it was suggested that the Leader of the Council provide an update on his portfolio – Strategic Overview and Regeneration.

Members requested that East Sussex County Council (ESCC)/ Highways be invited to report on progress of issues such as the impact of Coombe Valley Way (Link Road) on nearby residents and increased volume of traffic in the area and on the district’s infrastructure in general. Members felt that technology was also an issue that required further discussion and it was suggested that representatives from

ESCC and BT Openreach be invited to provide an update on the County's broadband project.

Some discussion was held around the subject of tourism, particularly regarding income generation, marketing, funding/supporting events and "what attracts people to Bexhill and the district". Therefore, it was suggested that the Council's Tourism Strategy be reviewed during 2018/19. To achieve a comprehensive understanding, it was proposed that a Tourism Task and Finish Group be created. Officers to establish the Terms of Reference for the Group and present to the OSC at the meeting scheduled to be held on 23 July 2018.

The following items were proposed for consideration and agreement by the OSC to be included on the 2018/2019 Work Programme:

- Tourism Task and Finish Group Terms of Reference: to be discussed at the July 2018 meeting.
- The Leader of the Council to be invited to attend the September 2018 meeting, to provide an update on Strategic Overview and Regeneration.
- Technology and Infrastructure: representatives from ESCC and BT Openreach to be invited to give an update on Rother's broadband provision at the October 2018 meeting.
- Rother's Public Realm Strategic Framework progress: to be reported at the November 2018 meeting.
- Tourism Strategy: for further discussion at the April 2019 meeting.

Members requested that the January 2019 meeting start at the earlier time of 5:30pm due to the full agenda and it was agreed that this be finalised nearer the time. The Assistant Director Resources confirmed that the Special Expenses review would form part of the report at the January 2019 meeting.

The Executive Director (TL) added that an update on the Waste and Recycling contract would be reported in the Members' Bulletin. He also advised that Sea Change Sussex would be invited to attend the July full Council meeting to provide an update on NE Bexhill development.

After a full and thorough debate, all suggested additions and deletions were made to the Work Programme as detailed at Appendix 1; these would be ratified by the OSC at its first meeting on 11 June 2018.

ASP18/03. **BI-ANNUAL MEMBER LEARNING DAYS**  
(5)

Members were advised that presentations on the Taxi Licensing including green initiatives and an overview from the Strategic Management Team (SMT) were being delivered at the Member Learning Day scheduled to be held at 2:00pm on 2 July 2018 in the Council Chamber.

Consideration was given to other topics and it was suggested that a presentation on Air Quality also be delivered at the July event. Another Learning Day would be organised to be held in January 2019; date to be confirmed. Members requested that representatives from East

Sussex County Council be invited to provide a general overview of the budget, current projects and the 2020 future plan. SMT would also provide an update.

The Chairman thanked the Executive Directors, Assistant Director and Head of Service for their input and attending the meeting.

The meeting closed at 4:40pm

ASP180522.jh/lh

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23.07.18	<b>HOUSING ISSUES TASK AND FINISH GROUP REPORT</b> <ul style="list-style-type: none"> <li>Tourism Task and Finish Group terms of reference</li> </ul>	Hughes Hart
10.09.18	<b>CABINET PORTFOLIO OVERVIEW – LEADER OF THE COUNCIL</b> <ul style="list-style-type: none"> <li>Corporate Programme Update</li> <li>Performance Progress Report: First Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to July 2018</li> </ul>	Ampthill
15.10.18	<b>TECHNOLOGY AND INFRASTRUCTURE</b> <ul style="list-style-type: none"> <li>Medium Term Financial Strategy 2019/20 to 2023/24</li> </ul>	Hollidge Ampthill
26.11.18	<b>ROTHER PUBLIC REALM STRATEGIC FRAMEWORK PROGRESS</b> <ul style="list-style-type: none"> <li>Performance Progress Report: Second Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to September 2018</li> </ul>	Hart Ampthill
28.01.19	<b>DRAFT REVENUE BUDGET PROPOSALS 2019/20</b> <b>KEY PERFORMANCE TARGETS 2019/20</b>	Ampthill Maynard
18.03.19	<b>CRIME AND DISORDER COMMITTEE: TO RECEIVE A REPORT FROM THE COMMUNITY SAFETY PARTNERSHIP</b> <ul style="list-style-type: none"> <li>Performance Progress Report: Third Quarter 2018/19</li> <li>Revenue Budget and Capital Programme Monitoring to January 2019</li> </ul>	Ampthill Kirby-Green
29.04.19	<b>TOURISM TASK AND FINISH GROUP REPORT</b> <ul style="list-style-type: none"> <li>Call-in and Urgency Procedures</li> <li>Draft Annual Report to Council</li> <li>Review of Task and Finish Groups / Outcomes</li> </ul>	Hart

## ITEMS FOR CONSIDERATION

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