

Rother District Council

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| Report to | - | Overview and Scrutiny Committee |
| Date | - | 15 June 2020 |
| Report of the | - | Executive Director |
| Subject | - | Annual Work Programme |

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

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.
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 and the emerging Corporate Plan when setting the Work Programme.

Annual Scrutiny Work Programming Meeting

6. The Annual Scrutiny Work Programme meeting was not held this year, but the Work Programme was circulated by email to Members of the OSC, other non-Executive Members, the Strategic Management Team and Heads of Service

and examined alongside key work priorities of the Council for 2020/21. Ideas and suggestions for issues to be considered for inclusion in the Work Programme for the year as a result were collated, Members were asked to give each a priority rating of 1-3 (1 being the highest) along with those already listed under 'Items for Consideration' and are attached at Appendix 1 to the report.

7. Members will need to consider whether the OSC's Work Programme, attached at Appendix 2, needs to be amended to reflect any items identified.

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 one new Task and Finish Group: Service Level Agreement (SLA) Task and Finish Group. The Tourism Task and Finish Group (TT&FG) was dissolved in April 2019 having completed its Terms of Reference with its recommendations and draft Visitor Economy Chapter of the Economic Regeneration Strategy recommended to Cabinet in June 2019.
11. Terms of Reference were agreed for an Anti-Poverty Task and Finish Group in January 2020, but the Group has yet to meet.

SLA Task and Finish Group (completed objectives / disbanded)

12. Set up in June 2019, the SLA Task and Finish Group was established to comprehensively review a number of existing SLAs with organisations due to expire in March 2020; receiving detailed reports from the SLA Monitoring Officers and Member Representatives; hearing first hand evidence from five of the larger organisations and receiving financial information. The main desired outcome of the Group was to conduct a thorough and fair review of the SLAs and potentially achieve a saving for the Council whilst securing much needed services. The Group comprised of Councillors Mrs M.L. Barnes, K.P. Dixon and B.J. Drayson.
13. The SLAT&FG's recommendations were presented to the OSC on 25 November 2019 for onward recommendation to Cabinet on 13 January 2020. The OSC agreed all recommendations with the following amendment: that the Rother District Citizens Advice Bureau provide a robust business plan for the two-year review, which were endorsed by Cabinet.

Bexhill Town Centre Steering Group

14. The Bexhill Town Centre Steering Group (BTCSG) had initially been established by Cabinet to deliver the vision and objectives of the Bexhill Town Centre

Strategy (BTCS) June 2013; the Strategy seeks to collaborate with key groups and agencies in the area in its delivery plan.

15. Following a change of political control and Cabinet Portfolio Holder in May 2019, it was decided that the original timetable was insufficient to develop the BTCS. Therefore, the timetable had been reviewed and Terms of Reference amended accordingly.
16. In November 2019, Cabinet agreed the revised Terms of Reference and an initial allocation of £10,000 of the Town Centre Section 106 funding to start the work of developing a Town Centre Strategy and Masterplan with a further report to come back to Cabinet following the reconstitution of the Bexhill Town Centre Steering Group.
17. Working with a wide variety of stakeholders the BTCSG, led by Rother District Council (RDC), will create a new Town Centre Strategy and Master Plan that will clearly define and articulate the vision for the future sustainable economy of the area. The BTCSG will also set out a proposed funding approach and will be responsible for initiating engagement with key partners to secure funding for the delivery of the Strategy's aims and objectives. The BTCSG is tasked with being ambitious and aspirational in its plans for Bexhill.
18. The Strategy will build on the work already delivered by the group in recent years. The ultimate ambition for this work is to provide Bexhill with a town centre that works for all those who use it, as residents, businesses and or visitors.

Crime and Disorder Committee

19. 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 (RHCSP) as the Council's Crime and Disorder Committee.
20. 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

21. 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.

| ITEMS FOR CONSIDERATION | |
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| SUBJECT | WEIGHTING OF PRIORITY 1-3 (1 being the highest priority) |
| CPE Task and Finish Group – April 2021 | 1 |
| Events Strategy - Tourism | 1 |
| Homelessness | 1 |
| Progress on the Environment Strategy | 1 |
| Progress on the Housing Strategy | 1 |
| Economic Development, Employment and funding those who have fallen through the gaps during Covid-19 | 2 |
| Regeneration – inc Leisure Centre, Fountains & Skate Park | 2 |
| The effect of CPE on car parks | 2 |
| Tourism Review [Minute OSC18/52 – 29 April] | 3 |

OVERVIEW AND SCRUTINY COMMITTEE

| WORK PROGRAMME 2020 – 2021 | | |
|-----------------------------------|---|---------------------------------|
| DATE OF MEETING | SUBJECT – MAIN ITEM IN BOLD | Cabinet Portfolio Holder |
| 15.06.20 | <ul style="list-style-type: none"> • Draft Annual Report to Council • Call-in and Urgency Procedures • Performance Report: Fourth Quarter 2019/20 • Annual Work Programme | Dixon |
| 20.07.20 | <ul style="list-style-type: none"> • Waste Contract Review • Recommendations of the Community Governance Review Steering Group • Revenue Budget and Capital Programme Monitoring Quarter 4 2019/20 | Prochak Dixon |
| 24.08.20 | <ul style="list-style-type: none"> • | |
| 14.09.20 | <ul style="list-style-type: none"> • Performance Progress Report: First Quarter 2020/21 • Revenue Budget and Capital Programme Monitoring – Quarter 1 2020/21 | Dixon |
| 19.10.20 | <ul style="list-style-type: none"> • Medium Term Financial Plan 2021/22 to 2025/26 | Dixon |
| 23.11.20 | <ul style="list-style-type: none"> • Report of the Anti-Poverty Task and Finish Group • Performance Progress Report: Second Quarter 2020/21 • Revenue Budget and Capital Programme Monitoring – Quarter 2 2020/21 | Byrne Dixon |
| 25.01.21 | <ul style="list-style-type: none"> • Draft Revenue Budget Proposals 2021/22 • Key Performance Targets 2021/22 | Dixon |
| 15.03.21 | <ul style="list-style-type: none"> • Crime and Disorder Committee: to receive a report from the Community Safety Partnership • Performance Progress Report: Third Quarter 2020/21 • Revenue Budget and Capital Programme Monitoring – Quarter 3 2020/21 | Dixon |
| 26.04.21 | <ul style="list-style-type: none"> • Call-in and Urgency Procedures • Draft Annual Report to Council | |