

# Notice of Place Overview and Scrutiny Committee



Date: Wednesday, 31 May 2023 at 7.00 pm

Venue: Committee Room, First Floor, BCP Civic Centre Annex, St Stephen's Rd, Bournemouth BH2 6LL

Place O&S Committee Member Training Session – Wednesday 31 May 2023 at 6.00pm

All Committee members are required to attend the above session which will take place immediately prior to the formal meeting at the venue listed on this agenda. Please note the training session is for Committee members only and not open to the public.

---

## Membership:

**Chair:** To be appointed

**Vice Chair:** To be appointed

Membership as appointed at  
Council meeting on 23 May 2023

---

All Members of the Place Overview and Scrutiny Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MId=5625>

If you would like any further information on the items to be considered at the meeting please contact: Claire Johnston on 01202 123663 or email [democratic.services@bcpCouncil.gov.uk](mailto:democratic.services@bcpCouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpCouncil.gov.uk](mailto:press.office@bcpCouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

22 May 2023

**DEBATE  
NOT HATE**



Available online and  
on the Mod.gov app



## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([susan.zeiss@bcpcouncil.gov.uk](mailto:susan.zeiss@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

## 1. Apologies

To receive any apologies for absence from Councillors.

## 2. Substitute Members

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

## 3. Election of Chairman

To elect a Chairman for the Place Overview and Scrutiny Committee for the 2023/24 municipal year.

(Note: If more than one nomination is received a vote will be taken by secret ballot.)

## 4. Election of Vice-Chair

To elect a Vice-Chair for the Place Overview and Scrutiny Committee for the 2023/24 municipal year.

(Note: if more than one nomination is received a vote will be taken by secret ballot.)

## 5. Declarations of Interests

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

## 6. Confirmation of Minutes

To confirm and sign as a correct record the minutes of the meeting held on 1 March 2023.

1 - 8

## 7. Overview and Scrutiny Annual Report

Overview and Scrutiny (O&S) is a statutory function of all councils operating an executive model of decision making. In BCP Council, O&S activity is carried out by four O&S committees formed of councillors and co-opted members. There is a requirement to report on the work of O&S to Council, to ensure good visibility of the function and Council ownership of any

9 - 64

improvements required.

The annual report contains a summary of O&S activity undertaken over 2019-23, reflections on working practices and an action plan identifying strategic improvements to the O&S function.

All O&S Committees will receive the annual report for consideration, providing opportunity for comment prior to the supply of the final report to Council.

## **8. Forward Plan**

65 - 98

The Place Overview and Scrutiny (O&S) Committee is asked to consider and identify work priorities for its next meeting pending a wider review of its Forward Plan in dedicated workshop.

## **9. Future Meeting Dates**

The Committee is asked to note the current schedule of Place O&S Committee Meetings for the 2023/34 Municipal Year as follows:

6.00pm Wednesday 19 July 2023

6.00pm Wednesday 7 October 2023

6.00pm Wednesday 6 December 2023

6.00pm Wednesday 28 February 2023

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

**BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL**  
**PLACE OVERVIEW AND SCRUTINY COMMITTEE**

Minutes of the Meeting held on 01 March 2023 at 6.00 pm

Present:-

Cllr S Gabriel – Chairman

Cllr R Lawton – Vice-Chairman

Present: Cllr M F Brooke, Cllr E Coope, Cllr M Earl, Cllr D Farr, Cllr A Hadley,  
Cllr C Rigby and Cllr N Hedges (In place of VACANCY)

Also in attendance: Cllr M Greene

52. Apologies

Apologies were received from Cllrs S Bartlett and M lyengar

53. Substitute Members

Cllr J Butt was a substitute member for Cllr M lyengar but attended virtually.

54. Declarations of Interests

For the purpose of transparency the Chairman advised in relation to the Climate Programme report that he ran a number of Leisure Centres.

For the purpose of transparency Cllr C Rigby advised that he was a Director of a Community Energy and Sustainability consultancy.

55. Public Issues

There were no public statements or petitions. There were four public questions received. All Committee members received a copy of the questions prior to the meeting. Question 1 was responded to at the meeting, the other questions were sent a response in writing.

1. Targets are out of date and the urgency for action before climate collapse is not happening at the breakneck speed required. Media, politics, the law and the police are suicidally, environmentally inactive. The Environment Agency warned 13.10.21 that we must "adapt or die". But citizens are not being educated, incentivised and motivated to Salvage and Survive. Activists are now leafletting a flier, "Should the young just shut up and die?" BCP alleges that "children will flourish" but what is their evidence in view of failure to decarbonise at speed and scale and as the world of nature unravels?

Response: Tackling climate change continues to be an unprecedented global challenge, and through our climate and ecological emergency

ambitions we have a solid foundation from which we are continuing to strive to make a real difference. At this meeting, Members of the Place Overview and Scrutiny Board are presented with a new draft Climate Action Strategy for discussion. This will aim to ensure that the actions being taken will reduce the impact of climate change and its effects on residents, businesses and organisations, as well as our natural environment and biodiversity in Bournemouth, Christchurch and Poole.

2. When will the council consider the need to address the possibility and benefits of the '15 minute city'?

Response: BCP Council is not currently looking at introducing 15-minute cities.

While the concept may sound appealing in some ways, the infrastructure is not there to support it and is highly unlikely to be for a long period of time. Our approach is framed by the motto of our Transforming Travel work: "Your travel; your choice", where we try to provide the conditions where residents and visitors have the opportunity to travel quickly and safely by cycle, foot or public transport rather than using a car. This contrasts strongly with other approaches, which actively concentrate on ways to discourage those who want to drive.

Through our Big Plan, we are leading every community towards a cleaner, sustainable future that preserves these outstanding environments for generations to come and helps all residents lead active, healthy and independent lives. This work not only supports the heritage, character and beauty of our unique area, but also encourages dynamic investment and regeneration; meaning residents can enjoy the individuality of their own neighbourhood and everything that the entire BCP region has to offer.

3. When will the council treat the climate programme as the emergency it is and cancel support for the air show?

Response: We have no intention whatsoever of cancelling the Bournemouth Air Festival, which is estimated to bring in around £49 million of economic benefit to Bournemouth, Christchurch and Poole. While the Carbon footprint of the Air Festival is considerable - around 7,900 tonnes equivalent, only 240 tonnes of this - around 3% - comes from the display aircraft. The other 97% is generated by those coming to enjoy the Air Festival and activities surrounding it. This shows directly that even if it was possible to replace the Air Festival with an alternative which generated the same number of visitors, bringing the same amount of business to our hotels, shops, restaurants and bars, the Carbon savings would be very small indeed.

4. Under what circumstances would the council review its stance on the dangers of incineration and benefits of wind and solar energy?

Response: The Council is supportive of renewable energy and its use in tackling climate change. Included in the Climate Action Plan, presented to this Place Overview and Scrutiny Board meeting, is the intention to produce a Local Area Energy Plan. This will support the development of the Local Plan and address all issues of energy generation and use in the BCP area. In addition to the many Council-owned homes that already have solar PV panels fitted, we are increasing the number of assets that utilise this technology. Poole Museum recently benefitted from Government funding to install solar tiles, in keeping with this historic building, and business cases are in preparation for solar to be added to leisure centres, Council offices and other buildings in the near future.

56. Confirmation of Minutes

The minutes of the meeting held on 16 November 2022 and 2 February 2022 were approved as correct records and signed by the Chair.

57. Poole Crematorium: Detailed Options for the replacement of cremators

The Leader of the Council presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these minutes in the Minute Book. The Committee was advised that Cabinet in September 2022 had requested a report detailing options for the replacement of cremator(s) be brought to Cabinet in the next 6 months, with the aim of working towards new cremator(s) being installed in the next 18 months. This report provided an up to date crematoria market analysis, data and trends supported by an independent feasibility report as to the options available on the installation of cremators at Poole Crematorium to support a reinvestment decision.

Since April 2020 Poole Crematorium site had been operating as a ceremonial only venue with deceased conveyed to Bournemouth Crematorium for cremation. There were 4 options outlined within the report. The Committee raised a number of issues in the ensuing discussion including:

- Opening up the Crematorium in Poole would also take pressure off at Bournemouth, which would allow improvements to be made. Having the two would benefit bereavement care as a whole across BCP Council and allow the Council to improve resilience.
- It was noted that option 4 would eventually outrun gas cremators by year 18, indicating that option 4 was the cheapest in terms of running costs overtime.
- The Lead Member for engagement advised that over the time that this had been discussed there was now a much better way forward and advised the Committee they supported option 4 based on the information they had received.
- There was currently no UK based electric cremator producer and if the electric options were selected the Council would need to go to suppliers outside of the UK should the new cremators not come forward.



- The Committee enquired about the cremator purchasing options from the available suppliers and how could value for money be ensured for the Council. Consultants had advised of new technology coming on to the market in 2024 which could be retrofitted into older crematoriums. Products currently on the market would require significant work to ensure these were able to be installed.
- The Committee was advised that DFW Europe was the only supplier with installed, operating electric crematoriums. New technology was currently going through regulated testing. The new technology would involve an onsite build.
- It was confirmed that significant structural work would be required if the current market option was preferred which would include reinforcing the floor and alternations to a mezzanine floor.
- The committee sought clarity on the capacity calculations within the report. The number of 1463 cremations was an indicative figure and within industry guidelines. This would be within standard operating times but there would be options to operate outside of these times.
- In response to a query regarding ongoing expenditure in relation to staffing it was confirmed that there needed to be a certain number of trained staff on site when operating a crematorium. The service already actively shared staff between sites. It was also reported that some of the maintenance costs were fairly unknown especially with electric, so these were indicative figures.
- Direct cremations was a growth market and there was potential to grow this in the BCP area. The increasing demand for this seemed to be mainly cost driven. If new cremators were installed in Poole this would allow expansion to this sector of the market.
- Engineers had advised that the life expectancy of the Bournemouth cremators was expected to be up to 10 years.
- A query was raised regarding resomation/water cremations. It was noted that the regulations governing this were currently being explored but the water authorities had raised concerns.

A Councillor initially moved that the committee recommend to Cabinet option 4 as outlined in the report. The timeframe 4 option 4 would only be a little longer than option 3 and would provide a much more sustainable option moving forward. Other Councillors supported this option and whilst noting that there was an element of risk the prospective gains in option 4 far outweighed this. The difference in timeframe between option 3 and option 4 was a matter of a few months between summer 2024 and winter 2024.

Before a vote was taken on the initial motion a second move was made that the committee recommend to Cabinet option 3 as outlined in the report. It was suggested that whilst option 4 was commendable a risk could not be taken on delaying this matter further due to its importance to the community.

Further comments were made regarding the financial and environmental advantages, which, it was suggested would be welcomed by funeral



directors. Option 3 could be adopted as the fall-back option. The motions were then put to the vote.

**MOVED: That the Cabinet be recommended to approve Option 4, Commit to bringing forward the reinstatement of electric cremators at Poole Crematorium, subject to a review of new technology and emerging green technologies being made available to the UK market in Summer 2024.**

Voting: 3/5 (1 abstention)

**RESOLVED: The Place Overview and Scrutiny Committee recommended to Cabinet that it approves option 3, as outlined in the report to invest in two electric cremators.**

Voting: 5 /1(3 abstentions)

58. Climate Programme

The Portfolio Holder for Finance, Net Zero and Transport presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book. The Committee was asked to comment on the following supporting documents:

- Annual Report 2021/22
- Draft Climate Strategy 2023 – 2028
- Draft Action Plan 2023 – 2025

It was noted that a BCP Council Climate Strategy will be forthcoming to a future Cabinet meeting. The Committee raised a number of issues which were responded to by the Portfolio Holder and officers, including:

- Whether targets were going to be missed because we were focused on the wrong things. It was suggested that targets should be realistic and measurable.
- It would be useful to have targeted, impactful training for Councillors.
- The Committee, Cabinet members and officers were reminded of the urgency in reaching the wider 2050 ambition.
- Why diesel use had increase if vehicle use had gone down.
- The Climate partnership was launching in 2023. The Committee sought confirmation of who had been invited and comments on whether these were the right groups and if there was sufficient community involvement. The partnership was bringing together large local organisations and business to see how best to collaborate and share resources. However, it was noted that this was not a comprehensive group of stakeholders. Officers advised that they wanted to open up further to other businesses and special interest groups. In order to achieve there was a need to utilise each other's strengths as much as possible.
- The significant cost of flood improvements and who would lead on this as neither the government nor water companies appeared to have solutions.

- The Committee commented that the Council should ensure that it realises opportunities to catalyse low carbon developments through the Local Plan and Big Plan. The Portfolio Holder advised that they were trying to integrate the green infrastructure design guides into the Local Plan.
- It was noted that a significant amount of information on the Website was no longer up to date and the Committee sought assurance that someone would take responsibility for this.
- The Committee asked about partnership involvement with Trees for Streets. It was noted that over 10,000 trees had been planted in Upton Country Park but more needed to be done in the right streets and a partnership may be helpful.
- It was noted to be on target for carbon reductions further massive reductions were needed. Comments were made that the graph within the report was misleading and needed more data to be able to draw any conclusions.
- Coastal works and sea flooding works. The carbon footprint created by this, including the use of lots of diesel vehicles and whether it was all necessary. The Portfolio Holder acknowledged he comments and advised that they may be work coming through in the future to do this work in a more carbon efficient way.
- The Committee raised concerns that every areas of urban density within the conurbation reached or exceeded the WHO guidelines for air quality.
- Concerned that this wouldn't end up even coming to us in the future. See climate and action on climate as beyond politics. Concerned that someone will come in and change the work which has been done on this.
- Green futures fund – Whether this was for defined projects or was there the possibility it could be used for things which may be required to be done anyway.
- Renewables – There was concern raised about where the Council was sourcing its energy from and the impact this had on suggestions for residents to use renewable energy tariffs. It was noted that residents were generally very supportive of carbon reduction measures.
- Accessing electric vehicles especially for homes without parking spaces. It was noted there had been a significant increase in public charging points.
- It didn't appear that there was anything within the report on food. It was suggested that this should be explored, and it would be useful to have an impact assessment on a move towards the plant based treaty.
- There were some concerns raised regarding consultation and engagement and how this would be followed through. The Portfolio Holder advised that there were references to the report on engagement and the extensive consultations.
- That partnership working was required to resolve issues concerning drainage and flooding. The Portfolio Holder commented that there were lots of issues surrounding this which would need to be considered.
- Issues were raised regarding the carbon footprint of the workforce and the impact of people working from home and also how the Council

operates its own buildings. It was noted that there was a need to think about better ways of addressing this.

The Committee requested a list of those projects being considered for the green futures fund.

The Chairman thanked the officers and Portfolio Holder for their work and enthusiasm for this issue.

The meeting adjourned at 7:52 pm and resumed 8:01pm

59. Levelling-up and Regeneration Bill: Reforms to National Planning Policy and Implications for the emerging Bournemouth, Christchurch and Poole Local Plan

The Leader of the Council presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book. The Leader and Officers advised the Committee that the report outlined the implications for the BCP Local Plan of the government consultation on changes to the national planning policy. The proposals strengthen the Council's position in demonstrating that the government's standard methodology figure of 2,800 homes per year is not achievable. The proposed changes to national policy suggest that a lower housing target could be found. The Committee was advised that this report had already been considered by Cabinet but welcomed any comments from the Committee and advised that the intention remained to publish a draft Local Plan in Autumn 2023. The Portfolio Holder and Officers responded to issues raised in the subsequent discussion, including:

- There was new emphasis on place making and protecting the character of places. An up-to-date local plan would provide greater protections to residential areas at risk from speculative high density flatted development as the Council would not be required to demonstrate a five-year land supply. This was welcomed and it was commented that it was important to have the right kinds of housing in the right places.
- The Committee asked about the impact of students in the town and providing accommodation for them. There were issues related to scale and also the number of holiday homes within town centres. Huge developments in town centre either sitting empty or as holiday lets. The Portfolio Holder commented that this was one of the issues with the methodology in that it assumed inward migration, but a significant proportion of students did not remain in the area.
- The Portfolio Holder was pleased that the changes to methodology would allow for planning which could take into account the right kinds of homes to meet local need without over densification or opening up the greenbelt. There was a growing younger population still struggling to get on the housing ladder.
- The Portfolio Holder advised that they felt that more people living in urban areas, with not having to drive as much was the right thing to be doing but that there may need to be a conversation in future regarding

affordable family homes but it was confirmed that greenbelt would be protected as a priority.

- It was noted that there were a number of brownfield sites within the borough and these needed to be developed as a priority to provide homes for local people.

The Chairman thanked the Officers and Portfolio Holder for the update.

60. Work Plan

The Chair presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Chairman advised that if anyone had any issues that they wanted the Committee to consider that these should be put forward.

The Committee received a verbal update from the Lead member for the Tree Strategy working Group. The Committee was advised that the group had begun its initial consideration and would be meeting again in late March or early April for the next stage. The group was looking at how the trees were managed and information available to residents. The group also considered how at present there was no shared vision among council departments so there was a lot of work to be completed on this.

The Chairman thanked everyone for their contributions and attendance to the last meeting of the Committee for the municipal year.

The meeting ended at 9.23 pm

CHAIRMAN

## Place Overview and Scrutiny Committee



Report subject	<b>Overview and Scrutiny Annual Report</b>
Meeting date	31 March 2023
Status	Public Report
Executive summary	<p>Overview and Scrutiny (O&amp;S) is a statutory function of all councils operating an executive model of decision making. In BCP Council, O&amp;S activity is carried out by four O&amp;S committees formed of councillors and co-opted members. There is a requirement to report on the work of O&amp;S to Council, to ensure good visibility of the function and Council ownership of any improvements required.</p> <p>The annual report contains a summary of O&amp;S activity undertaken over 2019-23, reflections on working practices and an action plan identifying strategic improvements to the O&amp;S function.</p> <p>All O&amp;S Committees will receive the annual report for consideration, providing opportunity for comment prior to the supply of the final report to Council.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>The Overview and Scrutiny Committee consider and comment on the annual report and associated action plan.</b></p>
Reason for recommendations	<p>The Constitution requires the Statutory Scrutiny Officer to report to Council on an annual basis on the work of Overview and Scrutiny, including recommendations for any changes that may be required to ensure the function remains fit for purpose. The report must be informed by consultation with the Chairs and Vice-Chairs of the O&amp;S Committees and referred to the four O&amp;S Committees for comment.</p> <p>Consideration and comment on the annual report by the O&amp;S Committees also upholds principle b) of good scrutiny, as outlined in the Constitution, that O&amp;S shall 'be a Councillor led and owned function that seeks to continuously improve through self-reflection and development'.</p>

Portfolio Holder(s):	Not applicable – Overview and Scrutiny is a non-executive function.
Corporate Director	Graham Farrant - Chief Executive
Report Authors	Lindsay Marshall – Overview and Scrutiny Specialist
Wards	Council-wide
Classification	For Decision

## Background

### What is Overview and Scrutiny?

1. Overview and Scrutiny (O&S) is an integral part of the Council's governance structure and is a statutory requirement for BCP Council. All councils operating executive arrangements must have at least one O&S committee, which holds powers to obtain information, require attendance from council officers and members and to make recommendations.
2. Additional powers to scrutinise NHS services and review the work of the local community safety partnership mean that O&S committees have an important role in acting as a 'check and balance' to decisions made both within the council and in external organisations.
3. Under the Local Government Act 2000, O&S committees are uniquely placed with powers to bring multiple stakeholders and members of the public together to find solutions to matters affecting the locality and have the right to scrutinise 'any matter affecting the local authority area or the inhabitants of the area.'
4. The majority of councils base their O&S arrangements on commonly held principles of good scrutiny. These are set out in the BCP Constitution, which states that the O&S Committees shall:
  - a) contribute to sound decision making in a timely way by holding decision makers to account as a 'critical friend';
  - b) be a Councillor led and owned function that seeks to continuously improve through self-reflection and development;
  - c) enable the voice and concerns of the public to be heard and reflected in the Council's decision-making process;
  - d) engage in decision making and policy development at an appropriate time to be able to have influence;
  - e) contribute to and reflect the vision and priorities of the Council; and
  - f) be agile and be able to respond to changing and emerging priorities at the right time with flexible working methods.

5. O&S work aligns to all principles of the Council's Corporate Strategy - Sustainable Environment; Dynamic Places; Connected Communities; Brighter Futures; and Fulfilled Lives. O&S activity over the last four years has focussed on matters as wide ranging as:
  - revitalising and reinventing our high streets and local centres,
  - tackling the climate and ecological emergency, and
  - enabling people to live well through quality social care.

The breadth of work undertaken highlights the impact that O&S can have on the Council and its communities when used effectively to enhance decision making.

6. The Ministerial foreword of 'Overview and Scrutiny: statutory guidance for councils and combined authorities' by the Department of Levelling Up, Housing and Communities (DLUHC) states:

*"The role that overview and scrutiny can play in holding an authority's decision-makers to account makes it fundamentally important to the successful functioning of local democracy.*

*Effective scrutiny helps secure the efficient delivery of public services and drives improvements within the authority itself. Conversely, poor scrutiny can be indicative of wider governance, leadership, and service failure."*

### **The Overview and Scrutiny Annual Report**

7. The purpose of the O&S annual report is to outline the activity and output of the O&S function over the previous year, and to set out suggested improvements for the function to ensure it remains fit for purpose.
8. The report will be received at a meeting of Council but is aimed at all stakeholders of O&S – this includes those within the Council, external partners, and the public and communities served by the O&S function. Owing to the pandemic, a full review of the O&S committee structure and staff absence within the Democratic Services team this report has been delayed and now covers a four-year period from the vesting of the new BCP authority in April 2019 to May 2023. Future reports will be delivered annually.
9. This is the report of the Statutory Scrutiny Officer, who is responsible for supporting and promoting O&S activity. Contribution has been made by the previous Chairs of O&S Committees, and the wider Democratic Services team, members of which support the individual O&S committees on a day-to-day basis.

### **Summary of Overview and Scrutiny 2019-2023 – activity and challenges**

10. O&S in BCP Council has operated within a uniquely challenging environment since April 2019, when BCP Council was established replacing Bournemouth, Christchurch and Poole Councils and part of Dorset County Council. O&S arrangements for the new authority were designed in the lead up to this date by the BCP Shadow Authority, comprised of members of the preceding authorities. The Shadow Authority therefore had the challenge of designing an O&S function for an entirely new council of unknown members and political balance.
11. At time of design, the priorities of the new council were unknown, and O&S design was based on good practice, led by the advice and guidance of the Centre



for Governance and Scrutiny (CfGS). The aim was to ensure robust governance was in place for the new authority by establishing a day one operating structure for O&S that could offer support and challenge to the significant volume of critical decisions that were anticipated for a brand-new authority.

12. Further challenges presented by the pandemic came within a year of the new Council's life, and inevitably shaped the ways that O&S work was undertaken, and the topics focussed upon. By necessity, BCP Council swiftly moved to holding virtual O&S meetings, which became the default mechanism for all council meetings for 12 months.
13. The significant organisational change required to transform three preceding councils into one was by no means completed on day one. For most areas of council operation, creation of the new authority marked the start of the transformation journey, which has remained a priority of the Council to date. This has meant that O&S has had to establish the best way of using its resources to support the authority through these changes, along with providing input to significant 'business as usual' decisions as well as establishing work priorities of its own. Work planning for O&S has consequently been highly challenging as members try to balance these priorities and understand where they can make the most impact, with workloads for all committees high. Diverse ways of working were trialled to support this, such as rapporteurs, working groups, inquiries, and portfolio holder challenge sessions.
14. The Council had no single party with a majority after the May 2019 elections and so operated under an alliance of multiple political parties for 17 months and then saw changes in political balance and leadership which resulted in a new administration, new Cabinet portfolios, changes in O&S memberships and chairmanships, and a shift in work priorities.
15. O&S committees adapted to these political changes and used this opportunity to reflect on working practices and try new ones, but inevitably took longer to establish working practices that were both effective and embedded. The organic challenge that comes with a finely balanced political makeup has meant that many of the decisions made by the Cabinet over the period covered by this report have been subject to significant levels of scrutiny under both political leaderships and this style of pre-decision scrutiny has dominated the work programmes of some committees over this period.
16. The Council undertook a full review of the O&S function in 2021-22, to reflect on its operation to date and make improvements where required. The number and remit of O&S committees was changed as a result, with implementation in May 2022. This report includes an overview of activities of the O&S committees before and after the structure was changed. This is discussed in further detail in paragraphs 20-27 below.
17. In 2019 the Government published statutory guidance for Overview and Scrutiny based on the first full review of O&S in local government since its introduction. The emerging themes of the guidance were taken account of in the design of the day one operating model for O&S for BCP.
18. To identify areas of weakness and improvement O&S arrangements have now been reviewed against the guidance to produce an action plan for O&S. The action plan accompanies this report at Appendix 2 and sets out a one-year plan for changes to O&S to ensure that BCP is taking appropriate steps to align O&S

working practices to the good practice standards set out in the guidance. The Action Plan is discussed in more detail in paragraphs 34 to 42 below.

### **Scrutiny activity 2019-2023**

19. In 2019-2022 the Council operated with three O&S committees – the Overview and Scrutiny Board, Children’s Services Overview and Scrutiny Committee and Health and Adult Social Care Overview and Scrutiny Committee. Changes to the structure were implemented in the 2022/23 municipal year with changes to the number of O&S committees and their respective remits. A summary of work undertaken in all committees is set out in Appendix 1 accompanying this report.

### **2022 – A new model for Overview and Scrutiny**

20. In 2021, a review of existing O&S arrangements was commissioned by the Audit and Governance Committee. Input was provided by a variety of O&S stakeholders, with the work led by the Audit and Governance Committee which provided a space for detailed independent review that took account of all political views. Through the O&S review, proposals were tested and challenged on multiple occasions by representatives of all political groups, Audit and Governance Committee members and Council.
21. The aim of the O&S review was to ensure that the O&S Committee structure remained fit for purpose prior to and beyond the next Council elections in 2023. This was in line with the recommendations of the Centre for Governance and Scrutiny (CfGS) for arrangements to be reviewed two years post vesting. It was recognised that the O&S structure and ways of working established in 2019 may need modification to remain fit for purpose when the Council and its priorities had been established.
22. A range of stakeholders were involved in the review and some clear cross-party messages gathered included:
- a concern that the balance of scrutiny responsibilities across the three committees was not aiding effective in-depth understanding of scrutiny topics or effective outputs;
  - Overview and Scrutiny Board meetings were too long and numerous – 33 additional meetings were held by the Board during 2019-21;
  - a wish to undertake more ‘overview’ work on topics established directly by O&S members or other backbench councillors, which may not necessarily relate directly to Cabinet decisions.
23. Changes to the O&S committee structure were made to remove the O&S Board and establish four O&S committees of equal standing based on the themes of Place; Corporate and Community; Children’s Services, and Health and Adult Social Care. The revised structure including the remit of each committee is outlined in Figure 1 below.



Figure 1 –Overview and Scrutiny Committees, membership and meeting frequency, established May 2022

24. The resulting model agreed by Council changed the O&S structure with the aim of responding to concerns around meeting duration and high levels of workload by establishing two new committees in place of the previous O&S Board. A reduction in the frequency of meetings across all committees was also agreed, to release capacity for committees to explore other scrutiny mechanisms available besides Cabinet scrutiny, including working groups, longer term task and finish groups, evidence sessions and the Councillor Call for Action, all of which are set out in the Constitution in more detail. It was also hoped that a change in meeting numbers would release the necessary officer capacity to support more effective O&S outcomes.
25. Regular discussions between all O&S chairs were held over 2019-23, which provided an opportunity for sharing of common challenges, solutions and joint working opportunities. Continuation of these is an action highlighted within the O&S Action Plan, to maintain oversight of the effectiveness of O&S, as the removal of the O&S Board also removed the responsibility from a designated O&S committee for resource monitoring and development of the whole function. This responsibility now sits with O&S chairs collectively, with the opportunity for issues to be raised to Council as necessary through the O&S annual report.
26. The remit of the O&S Committees as outlined in Figure 1 is based on the division of Portfolio Holder responsibilities. Portfolio Holder responsibilities are changeable and from time to time it may be necessary to modify the designation of functions across the four O&S Committees to maintain efficient fit and clear lines of accountability. Changes will be included as required within the annual report of the Statutory Scrutiny Officer to Council.
27. At this time, no changes to the remit of committees are recommended as Cabinet portfolios and priorities may change owing to the Council elections in May 2023 and were not known at time of writing. Modifications to the remit of O&S Committees may be required after these are known, and to reflect the new balance between the political groups and will be included in a future report to Council as required.

### **LGA Peer Challenge and Capitalisation Directive**

28. In April 2022, the findings of an LGA Corporate Peer Challenge for BCP were published which provided comment on some aspects of O&S. Effective governance within the Health and Adult Social Care O&S Committee was highlighted:  
  
*'Health scrutiny is working well and there are developing links with Dorset Council to join up across the ICS footprint. Partners engage well, and the committee's work on the pressures faced across the system, particularly in adult social care regarding hospital discharge and enabling people to remain at home is a strength.'*
29. The impact and effectiveness of the O&S Board, (in its current format as of inspection in November 2021), was questioned, and the report highlighted that:  
  
*'political tensions continue to be played out in a way that is not always constructive and risks damaging the reputation of BCP. This risks distracting the Council from its ability to unify and move forward in the best interests of the residents and councillors themselves.'*

30. Overall, reviewers concluded that:

*‘Overview and Scrutiny is not consistently adding value and needs to be reset to deliver on its purpose of ensuring that the Council is open, transparent, accountable and delivers improved policy and services.’*

31. Councillors were able to take account of these findings towards the end of the review of the O&S structure in 2022, which provided basis for altering the committee structure from an O&S Board and committees to the structure set out in Figure 1.

32. In September 2022, the Department for Levelling Up, Housing and Communities issued a ‘minded to’ offer of financial support to BCP Council in the form of a capitalisation direction for the financial year 2022/23. Accompanying this offer was the condition that:

*‘the Council undergoes an external assurance review of its finances and governance arrangements. This review will advise on the amount of support required, help to ensure that the Council is on a sustainable footing going forwards, and ensure that policies and procedures are in place for robust decision making and accountability.’*

33. Actions to improve O&S have been set out with this in mind, to ensure that practices are strengthened and are as closely aligned to the Government’s view of good practice for O&S as possible. The Council’s Chief Executive has also carried out an assurance review which includes some suggested changes within Overview and Scrutiny which will be discussed with the new Council.

### **Statutory Scrutiny Guidance and Action Plan**

34. Changes made to the O&S committee structure in 2022 provided some reset to O&S. The election of a new Council in 2023 provides an ideal opportunity for a full reset of O&S and its working practice and to address the reflections made about O&S in the LGA Peer Challenge.

35. An O&S Action Plan has been developed to capture areas for development. To establish actions, all practices within the O&S function have been assessed against the Government guidance *‘Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities’* (2019) in a desktop exercise undertaken by the Statutory Scrutiny Officer. The guidance provides a benchmark for good working practices in O&S and is statutory, meaning that guidance should be followed unless there is a good reason not to.

36. Much of the statutory guidance relates to ways of working and the Council-wide approach to O&S. The clearest message is the need for a strong organisational culture in which there is collective ownership of Overview and Scrutiny, parity of esteem for O&S and value placed on the challenge that O&S can provide. The guidance highlights that:

*‘the prevailing organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails.’*

37. The guidance is themed as follows:

- Culture
- Resourcing
- Selecting Committee Members

- Power to Access Information
- Planning Work
- Evidence Sessions

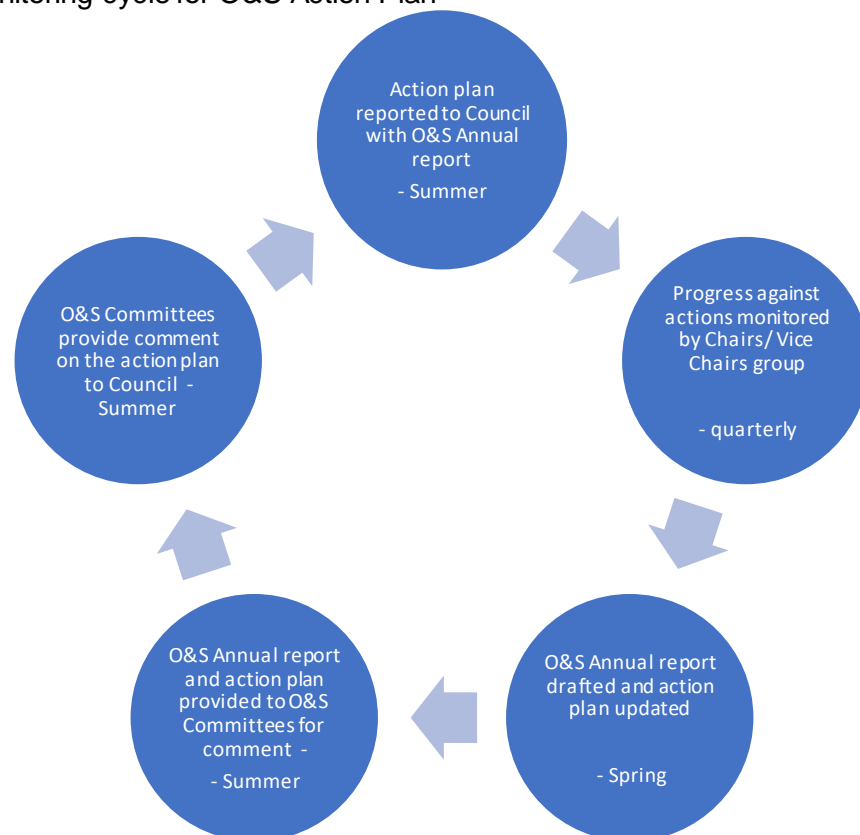
38. The O&S Action Plan follows the themes of the guidance. All relevant paragraphs of the guidance have been included within the action plan, to aid readers' understanding of why actions have been identified. Actions contained are set over one year and will provide a mechanism to measure improvements that are made to O&S.

39. Priority areas for actions include:

- member and officer training
- identification of a clear focus for O&S work, communicated to the organisation
- annual work programming for O&S committees
- strengthening the O&S/ Cabinet relationship
- development of working methods which make the most effective use of committee time
- O&S function ownership by O&S Chairs
- role descriptions for leading O&S positions
- the development of tools and protocols to support O&S work

40. Accountability for improvements to O&S ultimately sits with Council, through the receipt of the O&S annual report, although O&S Chairs and Vice Chairs will take an active role in monitoring progress throughout the year. The monitoring cycle for the O&S Action Plan is outlined in Figure 2 below.

Figure 2 – monitoring cycle for O&S Action Plan



41. It must be stressed that delivery of the action plan within one municipal year is ambitious. Direct officer support to O&S is split between core functions (the servicing of meetings and production of minutes and agendas) and proactive support to assist councillors in the planning of effective scrutiny sessions, and making improvements to the O&S function.
42. All actions not yet completed are currently on track to complete without slippage. However, there is a risk that timescales for improvement will not be met if officer resources to support the O&S function are diverted elsewhere - for example in frequent revisions to work programmes or the establishment and servicing of additional meetings significantly beyond the level currently identified for O&S committees.

## **Resourcing O&S**

43. An action of particular importance is the need for committees to carefully assess the resource available to them and plan their annual work programmes. Work programming sessions are planned for all O&S committees in summer 2023 and will provide the opportunity to select the majority of the year's O&S work.
44. A planned programme of O&S work for each committee, leaving sufficient capacity for some arising issues to be accommodated throughout the year, will ensure that all work can be completed within the programme of meetings (five meetings per municipal year) and officers within the Council can prepare O&S reports in a timely way to ensure that they are responding fully to the requests of committees.
45. Over 2019-23 86 O&S meetings were programmed as able to be resourced within existing budgets. 40 additional O&S meetings were called, which represents an increase of 47%. Many of these meetings were held by the O&S Board, with the review of the O&S structure in 2021 seeking to remedy this. However, in 2022/23 a total of 26 meetings of O&S committees were held representing a continued increase from the level programmed, by 30%. The level of additional O&S business undertaken post the review of the O&S committee structure therefore remains some way beyond that which can be accommodated effectively within existing resources. Committee agendas also frequently included more than the recommended two items of substantive business leading to long meetings over the 2019-23 period.
46. Although O&S councillors have the right to request that almost any item of council business be scrutinised, the effect of calling many additional meetings and scrutinising multiple items on a frequent basis is a reduction in the quality of O&S outputs.
47. This can result from both a reduction in the level of officer support that can be provided to O&S work (diverted from proactive advice and assistance in the planning of effective scrutiny sessions to the core business of servicing meetings, agendas and minute production) and a tendency to take a 'broad brush' approach to scrutiny topics - rather than a 'deep dive', which is more likely to lead to valuable outcomes.
48. The review of O&S in 2021 highlighted a clear cross-party wish to undertake more in-depth review work, however the summary of work for 2022-23 at Appendix 1 shows a continued high level of update reports, Cabinet scrutiny and limited in-depth reviews by comparison.



49. In order to realise councillors' aspirations to undertake more 'deep dive' work and to maximise the value of O&S outputs a determined focus to select the most high priority and high value work will be required for all committees in 2023/24. Diversifying working methods to include more than standard committee reports will assist with this, as will strengthening relationships with executive members and officers to aid the selection of value – added topics. For context, the statutory guidance states in this respect:

*'Scrutiny members should accept that shortlisting can be difficult; scrutiny committees have finite resources and deciding how these are best allocated is tough. They should understand that, if work programming is robust and effective, there might well be issues that they want to look at that nonetheless are not selected.'*

50. In 2023 the Constitution Review Working Group was asked to again review the meeting numbers for O&S Committees owing to a concern that five meetings per year was insufficient. In March 2023, Council considered this and agreed that meeting numbers should remain at five per year, subject to subsequent review by Council after the May 2023 local elections.

51. It is strongly advised that any further consideration by Council of O&S meeting numbers take account of the comments of the statutory guidance on resourcing scrutiny, as follows:

*'The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority. Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.'*

52. It is notable that O&S meetings have consistently over-reached the level planned for over the 2019-23 period. If it is considered that additional O&S meetings are required on a long-term basis to accommodate the priorities of O&S, and the authority, it is strongly advised that this be accompanied by an increase in officer resource to provide direct support for these meetings.

53. There is a risk that without an increase in resource to match an increase in O&S meeting numbers the improvements identified within the O&S Action Plan will not be realised and the statutory guidance will consequently not be properly upheld by the Council. The value of O&S outputs will also be limited for the reasons identified in paragraphs 46-47 above. The FTE cost of a Democratic and Overview and Scrutiny Officer to support O&S work including on-costs would be in the region of £40k.

54. The benefit of effectively resourcing scrutiny is explored in detail within the guidance and set out more fully in the Action Plan at Appendix 2.

### **Options Appraisal**

55. The Overview and Scrutiny Annual Report is for information and comment.

### **Summary of financial implications**

56. There are no direct financial implications related with the production of this report. The report explores the implications of resourcing O&S in paragraphs 43 to 54 above, and highlights that the demands on resource associated with the O&S

function may have implications in terms of additional staff requirements to support. Any direct implications relating to this will be outlined in subsequent reports to Council relating to O&S meeting numbers, if required.

### **Summary of legal implications**

57. Overview and Scrutiny is a statutory function of all councils operating an executive model of decision making. Improvements to the function, outlined in the report, will ensure that the work of O&S Committees in BCP Council complies with relevant legislation and upholds statutory guidance.

### **Summary of human resources implications**

58. There are no human resources implications from this report.

### **Summary of sustainability impact**

59. There are no sustainability implications arising from this report.

### **Summary of public health implications**

60. There are no public health implications arising from this report.

### **Summary of equality implications**

61. The Constitution of BCP Council sets out the rights of public access to the democratic process.

### **Summary of risk assessment**

62. The improvements identified for O&S, as set out in the O&S Action Plan at Appendix 2, will ensure that statutory Government guidance is upheld. There is a risk that the guidance will not be properly upheld by the Council if actions identified are not taken.

### **Background papers**

Published works:

['Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities'](#)

[LGA Corporate Peer Challenge: BCP Council Feedback report: 16-19 November 2021](#)

[Department for Levelling Up, Housing & Communities - Letter Paul Scully 2 September 2022](#)

### **Appendices**

Appendix 1– Summary of O&S Activity 2019-2023

Appendix 2 – Overview and Scrutiny Action Plan 2023-24

## BCP Council Overview and Scrutiny Annual Report 2023

### Appendix 1 – Summary of O&S Activity 2019-2023

---

#### Overview and Scrutiny Board - 2019-2022

##### Key Stats –

- **Board members – 15**
- **Scheduled meetings per year – 10**
- **Additional meetings held – 33**
- **Working Groups – 1**
- **Call-In considerations - 3**

The O&S Board met monthly throughout 2019-2022. Meetings were aligned to those of Cabinet, in order that O&S could engage as required in the anticipated level of Cabinet decisions that would be made in the early months of BCP Council. Councillors were keen to closely track the work of Cabinet and many Cabinet decisions were scrutinised, which quickly led to the establishment of an additional meeting per month to accommodate workload. In addition, the Board undertook work of its own that did not relate directly to Cabinet decisions and held the responsibility for consideration of all 'call-in' matters. Chairmanship and membership of the Board changed during this period, as a result of a change in the Administration of the Council. This influenced the style of work undertaken and prompted a drive to try new ways of working.

Activity highlights for the O&S Board are outlined below:

#### 2019-20

- O&S Board established, with training provided in the basics of scrutiny, questioning skills and budget scrutiny skills.
- Strong focus on pre-decision scrutiny, with multiple Cabinet reports scrutinised and resulting recommendations made to Cabinet.
- Call for Evidence on 5G Connectivity - multiple partners and residents invited to provide views on the implementation of 5G in the BCP area. Recommendations were made to Cabinet and a body of evidence passed to Public Health England.
- Pokesdown Train Station – an inquiry triggered by community concerns, with representatives of South West Rail, ward Councillors and members of the public invited to a committee meeting to discuss the reasons why accessibility at Pokesdown Station was insufficient. Representations were made to Cabinet Members and the Ministry of Transport as a result.
- Budget scrutiny meetings.
- Business Improvement Districts – discussions held with Portfolio Holder and representatives of BIDS in BCP area to understand aims and issues.
- Response to the pandemic – meetings of the Council took place via skype, and focus shifted to scrutinise the Council's response to the pandemic and its recovery and reset plans. Scrutiny usually undertaken in other O&S committees was carried out at O&S Board meetings to ensure that all necessary scrutiny could continue whilst the Council focussed its resources on essential pandemic related activity.

## 2020-21

- Continuation of pandemic related scrutiny - themed monthly impact inquiries for economy and tourism, transport and infrastructure, and community and people involving Portfolio Holders, key officers, and community involvement such as BIDS.
- Annual Crime and Disorder scrutiny meeting.
- Budget scrutiny meeting.
- Cabinet Portfolio Holder challenge sessions introduced, themed across monthly meetings.
- Call- In of Whitecliff Road ETRO – no recommendations made to Cabinet.
- Local Plan Working Group established – cross party working group to consider the issues and options consultation document. This group met frequently throughout 2021, with effective cross party working and detailed consideration and consultation provided to the developing document.
- Sale of Christchurch by-pass car park - unanimous recommendation made to Council that the car park not be sold.
- Strong focus on pre-decision scrutiny, with multiple Cabinet reports scrutinised and resulting recommendations made to Cabinet.

## 2021-22

- Return to face to face/hybrid meetings.
- Cross-party aim from the committee to try different forms of scrutiny –including greater level of ‘overview’ work driven by non-executive Councillors to assist in earlier policy development within the Council.
- Scrutiny requests accepted from Councillors on tree management across BCP Area and highway maintenance – a committee report on highway maintenance was considered by the committee and a working group on tree management was commissioned to commence at the appropriate time (note – this was since passed to and agreed for inclusion on the work plan for Place O&S Committee which was established in April 2022).
- Transformation inquiry session – to monitor progress on the Council’s transformation programme, with attendance from the Leader of the Council, relevant officers, a union representative, and the Council’s Strategic Implementation Partner KPMG. This led to agreement for annual monitoring by the committee.
- Complaints and Local Government and Social Care Ombudsman (LGSCO) annual report monitoring.
- Seasonal response review – to monitor the effectiveness of the Council’s seasonal response 2021.
- Scrutiny of Pokesdown Railway Station improvements – to scrutinise the funding implications to the Council associated with planned improvements to the station.
- Scrutiny of BCP Council’s Planning Committee structure following request from member of the public, including representatives from Parish Councils along with ward Councillors.
- Annual Crime and Disorder scrutiny meeting.
- Call – In - Tatnam Road Experimental Traffic Regulation Order, with recommendation made to Cabinet that the decision be reconsidered.

### **2021-22 (continued)**

- Climate Change Inquiry - to test and challenge the Council's role in tackling climate change with recommendation made to Cabinet for the development of a BCP Climate Emergency Strategic Policy and Risk Assessment with associated implementation plan.
- Budget scrutiny meeting.
- Call-In – Homeless Health Hub – no recommendation to Cabinet made for reconsideration of the decision.
- Scrutiny of the Council's response to the emergency in Ukraine.
- Scrutiny of the Corporate Peer Challenge Feedback Report and Action Plan.

### **2022-2023**

- The O&S Board was disbanded in April 2022 following a review of the O&S structure. Activity previously within the remit of the Board was split between two newly formed committees – Place O&S Committee and Corporate and Community O&S Committee. With the introduction of the new committees the number of ordinary meetings per year for all O&S Committees was reduced to five. The revised structure is outlined at Figure 1 below.

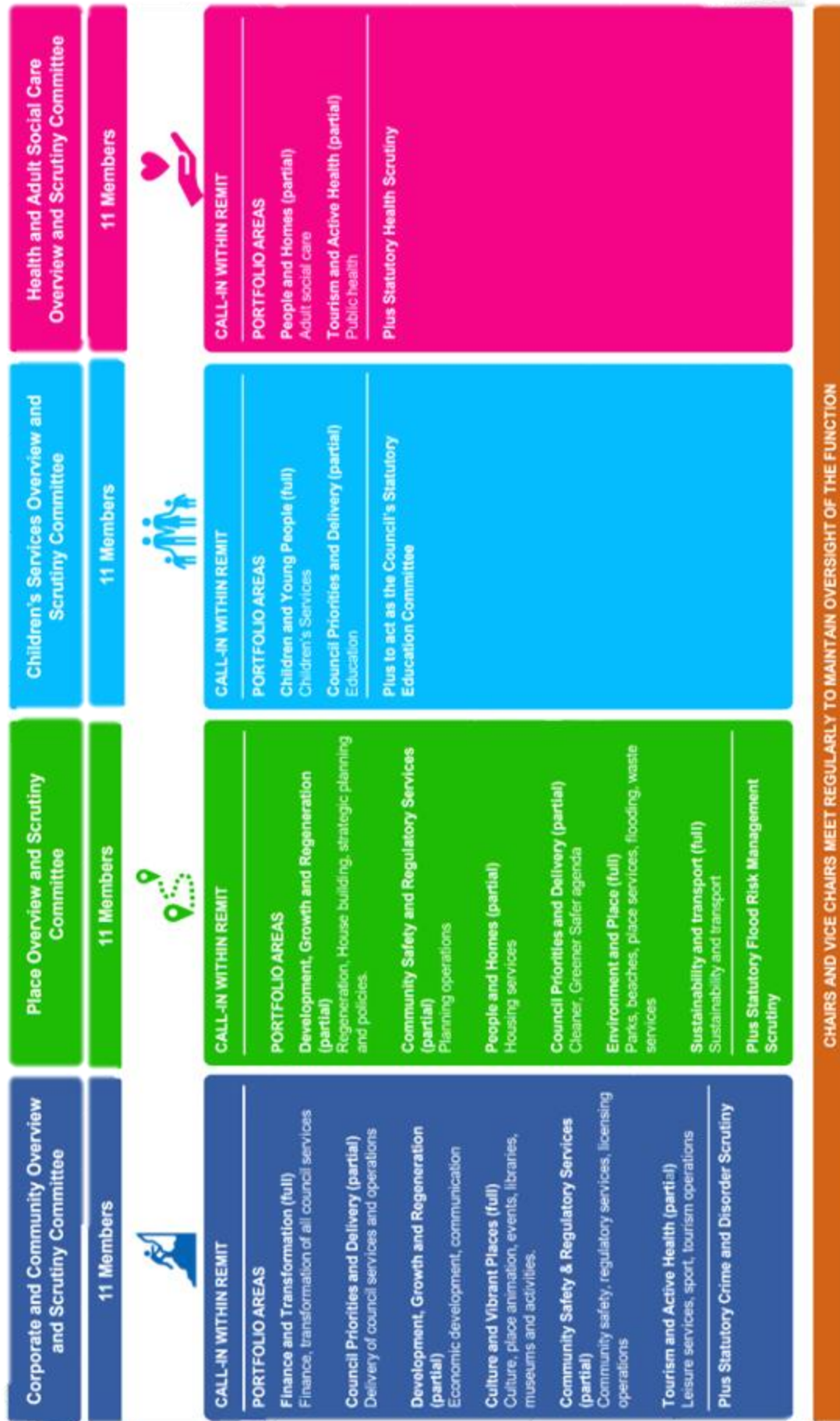


Figure 1 – revised Overview and Scrutiny Committee Structure, 2022-23.

## **Corporate & Community Overview and Scrutiny Committee – 2022-23**

### **Key Stats –**

- **Committee members – 11**
- **Scheduled meetings per year – 5**
- **Additional meetings held – 4**
- **Working Groups – 0**
- **Call-In considerations - 0**

This committee met five times per year, with four additional meetings in 2022/23. The remit of the committee covered half of those previously scrutinised by the O&S Board, including finance, transformation, economic development, culture, community safety, tourism, and leisure services. The committee was also designated to undertake statutory annual crime and disorder scrutiny. Much of the workload in 2022/23 was focussed on scrutinising the Council's finance strategy, with three of the four special meetings held for this purpose.

Activity highlights for the Corporate & Community O&S Committee are outlined below:

### **2022-23**

- Corporate and Community O&S Committee established, and work programme priorities identified for 2022-23.
- Scrutiny of Fly-Tipping and Fly-Posting Enforcement Pilot Cabinet Report with community related insight provided by committee members, and endorsement of the extension of the pilot.
- Update on BCP transformation programme in May 2022 and February 2023 to ensure this important area of Council activity had O&S oversight.
- Finance related scrutiny at regular intervals throughout the year, including updates on Medium Term Financial Plan; Budget Monitoring Reports; scrutiny of Outturn Report 2021/22 and scrutiny of the 2023/24 Budget Report.
- Scrutiny of the commercialisation of beach hut assets through Special Purpose Vehicle (SPV).
- Scrutiny of the Council's finance strategy in monthly meetings from September 2022 to mirror regular updates to Cabinet – three special meetings were held during September 2022 – April 2023 for this purpose. This additional level of scrutiny on the Council's finances supplemented regular budget monitoring undertaken by the committee. This followed the Council's decision not to pursue funding of its transformation programme through the commercialisation of beach hut assets, and in response to the Government's minded to offer of exceptional financial support to the Council in the form of a £20m capitalisation direction in September 2022.
- Seasonal response review – to monitor the effectiveness of the Council's seasonal response 2022.



## 2022-23 (continued)

- Scrutiny of the Cost of Living Pressures Cabinet Report- an overview provided to the committee on the Council's responses to cost of living pressures and work with public and private sector partners to support communities; along with the impact of the pressures on the Council itself.
- Themed Statutory Crime and Disorder Scrutiny meeting, including scrutiny of the BCP Community Safety Partnership Annual Report, update from the Police and Crime Commissioner and briefing report on mobile CCTV deployment and policy in BCP.
- Harmonising the management of BCP leisure centres – early opportunity to contribute to the forthcoming Cabinet report.

## Place Overview and Scrutiny Committee - 2022-23

### Key Stats –

- **Committee members – 11**
- **Scheduled meetings per year – 5**
- **Additional meetings held – 1**
- **Working Groups– 1**
- **Call-In considerations - 0**

This committee met five times per year, with one additional meeting. The remit of the committee covered half of those previously scrutinised by the O&S Board, including planning, regeneration, housing, environment, sustainability, and transport. A particular focus of the committee was close scrutiny of the work of Future Places, a Council wholly owned urban regeneration company. This included detailed scrutiny of business cases when available.

Activity highlights for the Place O&S Committee are outlined below:

- Place O&S Committee established, and work programme priorities identified for 2022-23.
- Planning Service improvement - follow up report on progress since previous reporting to the O&S Board in 2021.
- Overview of the play provision in BCP and the development of a BCP Play Strategy.
- BCP Future Places Ltd – scrutiny of the business plan and funding mechanism to be proposed to Cabinet.
- Project update on Bournemouth Development Company LLP Winter Gardens scheme.
- Update on Bournemouth Development Company LLP to provide an update on all current BDC project activity and outline the actions which flowed from an independent review of the BDC governance structure in March 2021.
- Update on bus services within the Bournemouth, Christchurch and Poole area to monitor the impact on bus services following the cease in operations of Yellow Buses.
- Briefing requested by committee on SWEP (Severe Weather Emergency Protocol), including the wider offer in place all year round for those verified as rough sleeping in the BCP area.
- Bereavement Services business plan 2020-26 progress update; and options appraisal for the future Poole Crematorium facility. This resulted in a recommendation that Cabinet aim for a reopening of cremators at the Poole Crematorium facility by 2025/56, and a decision made by Cabinet for a report detailing options for the replacement of cremator(s) to be brought to Cabinet within 6 months, with the aim of working towards new cremator(s) being installed in the next 18 months.

## 2022-23 (continued)

- Future Places – introduction from new Independent Chairman and discussion with committee on community and Councillor engagement aspirations in Future Places proposals.
- Impact of budget on services within the remit of Place O&S Committee
- Fire Breaks – report request by committee to consider the current policy on wildfires following a large heathland fire on Canford Heath nature reserve, and other wildfire events across BCP.
- WISE Fly Tipping Enforcement Review Cabinet report with endorsement of recommendations.
- Future Places special meeting – scrutiny of outline business cases relating to Chapel Lane; Constitution Hill; Christchurch Civic Centre; Poole Civic Centre, and project outline case for Poole Quay providing opportunity for input to the onward shaping of the projects.
- Poole Crematorium – consideration of Cabinet report containing detailed options for the replacement of cremators, following review and recommendations made by the committee earlier in the year.
- Climate Programme – scrutiny of the annual report and opportunity for review and comment on the draft Climate Strategy and Action Plan.
- Levelling Up and Regeneration Bill – overview of reforms to national planning policy and implications for the emerging BCP Local Plan.
- Tree Strategy Working Group established (ongoing as of Spring 2023) to provide overview and Councillor engagement on the developing Tree Strategy for BCP.

## Children's Services Overview and Scrutiny Committee -2019-2023

### Key Stats –

- **Committee members** – 11, plus 4 parent governor/ Diocesan co- opted members and 4 Youth Parliament representatives
- **Scheduled meetings per year** – 6 (reduced to 5 in 2022/23)
- **Additional meetings held** – 2
- **Working Groups** – 3
- **Call-In considerations** - 0

This committee met six times a year until 2022/23 when the meetings were reduced to five per year. Workload included a mix of Cabinet decision scrutiny, partnership and external agency scrutiny and review of the committee's own established topics. In addition to test and challenge of decisions, the committee fulfilled an oversight role of activity in the children's services area and relied on effective working relationships with key officers within the children's services directorate to ensure that scrutiny dialogue was open and transparent, and O&S resources were targeted in the most meaningful areas.

Activity highlights for the Children's Services O&S Committee are outlined below:

### 2019-20

- Formation of BCP's Children's Services Overview and Scrutiny Committee.
- Training provided to the committee by the CfGS, and peer mentoring provided to the Chair and Vice Chair.
- Consideration and election of co-opted members, in addition to the statutory requirements, to include an Academy Governor representative and the elected Members of Youth Parliament for BCP.
- Introduction of an action sheet appended to the minutes to track decisions, actions and outcomes.
- Consideration and scrutiny of new BCP strategies, policies and arrangements relating to children's services such as the Corporate Safeguarding Strategy, Corporate Parenting Strategy and Pan-Dorset Safeguarding Partnership.
- Annual monitoring of the Youth Justice Plan.
- Monitoring BCP's response to child exploitation.
- Monitoring data and outcomes from schools.
- Children's Services budget review.
- Engagement in the improvement journey following a Peer Review of BCP Front Door and Children's Services Self-Assessment and Improvement Plan.
- Monitoring of the workforce strategy for Children's Services and Children's Services restructure following the formation of BCP Council.
- Working Group on the Family Support Strategy held to provide detailed input into the Strategy prior to consideration by the full committee and recommendation on to Cabinet.

## 2020-21

- Annual Monitoring of Youth Justice Plan.
- Successful move to online meetings in June following the start of the Covid19 Pandemic.
- Introduction of a standing item to consider the impact of Covid19 on children and young people and the Children's Services response, including children's mental health and the impact of returning to school post 'stay at home' phase of pandemic.
- Regular scrutiny and monitoring of Ofsted visits, action plan and improvement journey.
- Establishment of the Children's Services Learning and Improvement Working Group – this group met once, with its work then superseded by the formation Children and Young People's Partnership Plan which was scrutinised by the full committee.
- Contribution to the establishment of the Children and Young People's Partnership Board, and the Plan developed by the newly formed Board.
- Monitoring BCP's Response to Child Exploitation including child exploitation improvement plan.
- Monitoring the progress of harmonisation in early help services.
- Monitoring CAMHS (children and young people's mental health) Transformation.
- Reporting participation from Youth Parliament Representatives, outlining their priorities for the year, and later reporting to reflect on progress.
- Introduction of 'information only' items to be circulated outside of committee to free up agenda time for value added scrutiny.
- Introduction of a verbal Portfolio Holder update to provide the committee with direct dialogue opportunity with Portfolio Holders and update on work.

## 2021-22

- Return to face to face/hybrid meetings.
- Annual Monitoring of Youth Justice Plan.
- Continued regular scrutiny of improvement journey and full ILACS (Inspecting local authority children's services) report outcomes and actions, including committee requests for performance information to substantiate progress being reported.
- Briefing on the Covid impact on Pupil Premium use by schools, and support to vulnerable children and families during pandemic; the Covid 'summer offer' to address gaps in learning and other support needs following the impact of the pandemic.
- Scrutiny and monitoring of the SEND written statement of action and improvement journey.
- Scrutiny of the sufficiency strategy for Children in Care and Care Experienced Young People.
- Scrutiny of the Virtual School Annual Report.
- Monitoring the development of the Children's Services Partnership Academy and its outputs.
- Monitoring the Capital Programme of funding for Children's Services projects.
- Monitoring the Children's Social Care improvement journey.
- Consideration of the School Place Planning Strategy and school admissions arrangements.
- Reporting participation from Youth Parliament Representatives.
- Continuation of 'information only' items circulated outside of committee.
- Continuation of Portfolio Holder Updates established in 2020/21

- Scrutiny of the Children's Services Improvement Plan following the December 2021 inspection, to monitor improvements in Children's Social Care functions. Scrutiny of the Improvement Plan formed a substantive part of the committee work plan over the year including monitoring of progress in relation to the Quality Assurance Framework; workforce stability and resource management; updates following monitoring visits from Ofsted and an update on the overall outcomes following the first year of improvement actions.
- Annual Monitoring of Youth Justice Plan
- Child exploitation, including County Lines and knife crime – an update report on the actions and progress in identifying and supporting children and young people who are the victims of child exploitation. This led to the committee commissioning in depth scrutiny on this area in the form of a working group (ongoing as of Spring 2023).
- Home to School Transport – review of the draft policy to replace previous legacy Council policies and consideration of consultation responses.
- Scrutiny of the SEND Improvement Plan following the Council's submission of a Written Statement of Action (WSoA). This included themed SEND related agenda items to consider exclusions from schools in BCP; expansion of specialist school places across BCP and monitoring of progress against the main areas of significant weakness.
- Covid update – briefing on the lasting impact including academic progress and mental health, two years after the start of the pandemic.
- Review of options for SEND Mainstream Banding and related financial implications, with the committee recommending an option to Cabinet.
- Update from Members of Youth Parliament on their work to date and their national and local priorities and plans.
- Progress update report on the improvement work within the Care Experienced Young People's Service
- Update on the impact of the newly created specialist school places at Longspee Ensbury Park Campus, including an overview of the teaching and learning opportunities, lessons learned and mitigations for future schemes.
- Review and recommendation to Council of the new RE syllabus from BCP SACRE
- Scrutiny and recommendation to Cabinet of the annual School Admission Arrangements 2024/25
- Regular updates on key performance indicators for Quarter 1-3.
- Update on SEND Programme of Expansion – Broadstone Middle School.
- Pan-Dorset Safeguarding Children Partnership – review of annual report.
- Briefing report on school attainment and progress in 2022.
- Briefing on the Joint Inspection of Dorset Combined Youth Justice Service by HMI Probation.
- Scrutiny of the Virtual School Annual Report.
- Update on SEND Capital Programme and the Council's progress in the Department for Education's Delivering Better Value (DBV) programme.
- Continuation of 'information only' items circulated outside of committee.
- Continuation of Portfolio Holder Updates established in 2020/21

## Health & Adult Social Care Overview and Scrutiny Committee -2019-2023

### Key Stats –

- **Committee members** – 11, plus Healthwatch representative
- **Scheduled meetings per year** – 6 (reduced to 5 in 2022/23)
- **Additional meetings held** – 0
- **Working Groups** – 4, including 1 informal joint working group with Dorset Council.
- **Call-In considerations** - 0

This committee met six times a year until 2022/23 when the meetings were reduced to five per year. Workload included a mix of Cabinet decision scrutiny, partnership and external agency scrutiny and review of its own established topics. In addition to test and challenge of decisions, the committee fulfilled an oversight role of activity related to Adult Social Care, Public Health, and external agency scrutiny such as NHS Trusts, and fulfilled the Council's statutory health scrutiny obligations. Effective scrutiny of external agencies relied upon strong relationships and the building of a knowledge base regarding a complex subject matter to enable appreciative yet robust scrutiny where required. These skills were particularly important since 2020 when Public Health took on an unprecedented role in all our lives with the management of local measures relating to the pandemic. In this respect, the committee provided another means of public assurance that covid related measures led by Public Health were being tested and challenged.

Activity highlights for the Health & Adult Social Care O&S Committee are outlined below:

### 2019-20

- Formation of BCP's Health and Adult Social Care Overview and Scrutiny Committee
- Training provided to the committee by the CfGS.
- Judicial Review and Secretary of State/ Independent Reconfiguration Panel (IRP) review of Dorset Clinical Commissioning Groups (CCG) 'Clinical Services Review' project. The committee tracked the progress of both the Judicial Review challenging the changes to the delivery of local health services in Dorset proposed by the Clinical Commissioning Group, and the subsequent IRP review as requested by the Secretary of State.
- Overview of the Dorset Integrated Care System.
- Scrutiny of the Safeguarding Adults Board Annual Report and oversight of a review and proposals to improve the Board.
- Mental Health Rehabilitation Services – oversight of proposals from the CCG
- Dementia Services Review and proposed new model of care – oversight of proposals from the CCG.
- Review and comment on the BCP Safeguarding Strategy prior to Cabinet decision.
- Scrutiny of Quality Accounts for NHS organisations.
- Scrutiny of the Annual report on Complaints and Customer Feedback relating to Adult Social Care.



## 2019-20 (continued)

- Scrutiny of the Health and Social Care elements of the Cabinet Performance Report
- Update on the Out of Hours Service for Adult Social Care following its launch in November 2019.
- Update on the Adult Social Care current points of first contact for BCP residents and the proposed new single model.
- Budget and MTFP scrutiny relating to the Health and Adult Social Care remit.
- The Big Plan 2018-21 Commissioning Strategy for Adults with Learning Disabilities- update on progress in delivering the actions contained within The Big Plan.
- Healthwatch and O&S Committee relationship established, with an introduction to the contract and priorities of Healthwatch.
- Update on the Better Care Fund and scrutiny of delivery and performance.
- Introduction of 'information only' items to be circulated outside of committee to free up agenda time for value added scrutiny.
- Introduction of Portfolio Holder updates to committee.
- Monitoring of issues using 'rapporteur' method of individual committee members monitoring progress and reporting back to committee.
- Adult Social Care Charging Strategy Working Group – the committee commissioned a Working Group to collaborate with officers in the Adult Social Care department to act as a test and challenge function in the development of the new Charging Policy for Adult Social Care (ASC) for the Council. The group met three times between September 2019 and July 2020 before subsequent approval by Cabinet.

## 2020-21

- Successful move to online meetings in June following the start of the Covid19 Pandemic.
- Update on the merger, services and estates programme for University Hospitals Dorset.
- Scrutiny of the Annual report on Complaints and Customer Feedback relating to Adult Social Care.
- Consideration and comment on the Adult Social Care Strategy ahead of its approval by Cabinet.
- Monitoring and scrutiny of Public Health and the Council's response to Covid19. The committee tracked the pandemic and scrutinised the Public Health Dorset and BCP Council response to the Covid19 pandemic over an extended period of time (2020-2022).
- Update from the CCG on the delivery of the Health Check Programme for people with a learning disability.
- Scrutiny of the Safeguarding Adults Board Annual Report.
- Completion of the Adult Social Care Charging Strategy Working Group, and consideration of the proposed policy by the committee, for onward recommendation to Cabinet.
- Update on the Dorset NHS and Public Health Dorset Covid19 Winter Response.
- Update on the development and performance of Tricuro.
- Scrutiny of the local response to the national Hospital Discharge Policy and the Home First approach.
- Update and early input into the development of the Council's Suicide Prevention Plan.
- Oversight and input into the health aspects of the Draft Homelessness Strategy.
- Update on the Strategic Outline Case for the University Hospitals Dorset Foundation Trust (UHDFT) New Hospitals Programme, following the clinical services review in 2017.
- Consideration of the Healthwatch Dorset Draft Workplan 2021/22.
- Continuation of 'information only' items circulated outside of committee.
- Continuation of Portfolio Holder Updates established in 2020/2.

## 2021-22

- Return to face to face/hybrid meetings.
- Continued monitoring and scrutinising of Public Health and the Council's ongoing response to Covid19, including a focussed report to the committee of the impact of the pandemic on Adult Social Care and a summary of the financial impact.
- Update on the Adult Social Care point of first contact service design and implementation plan.
- The Big Plan 2018-21 Commissioning Strategy for Adults with Learning Disabilities – update on progress in delivering the actions contained within The Big Plan.
- BCP and Dorset Joint Health Scrutiny Protocol - Members considered and approved a Joint Health Scrutiny Protocol that would enable joint scrutiny between BCP and Dorset Councils on issues affecting all residents across both conurbations; where the NHS may propose significant variation in local health services across the geographical area as a whole; or where overlap also exists in the Clinical Commissioning Group, the Hospital Trusts, Dorset Healthcare Community Trusts and Healthwatch Dorset.
- Overview of the development of a Market Position Statement for Adults, to assist with effective engagement and communication with providers of Adult Social Care and support effective commissioning.
- Review of the commissioning strategies regarding care home placements for older people and extra care housing for vulnerable adults with recommendations proposed and accepted by Cabinet.
- Review of the Disabled Facilities Grant Policy prior to its consideration by Cabinet.
- Working Group established to track and input into the development of the strategy relating to BCP Carers. The committee agreed to hold informal sessions involving members and external consultees, to allow input during the development of the BCP Carers' Review strategy. Sessions were held between July – November 2021, including a full committee update in November. The committee made recommendations including lobbying MPs for a review of a Carer's Allowance especially in relation to the level of care required and promotion of care as a career.
- Update on the implementation of the Adult Social Care Charging Policy – this followed the working group on the policy led by the committee in 2019/20.
- Scrutiny of the Annual report on Complaints and Customer Feedback relating to Adult Social Care.
- Scrutiny of the Safeguarding Adults Board Annual Report.
- Update on the progress of the Healthwatch Dorset Draft Workplan 2021/22.
- Update on progress following the BCP Dementia Services Review.
- Update on the implementation of the Home First approach across the Dorset Integrated Care System.
- Update on the performance of the Adult Social Care Emergency Duty Service.
- Update on the Health Infrastructure Plan from University Hospitals Dorset.
- Continuation of 'information only' items circulated outside of committee.
- Continuation of Portfolio Holder Updates established in 2020/2.

## 2022-23

- Continued monitoring and scrutinising of Public Health and the Council's ongoing response to Covid19.
- Update on the Outpatient Assessment Centre at Dorset Health Village, which became operational in November 2021.
- Progress report on the multi-agency Pan Dorset suicide prevention programme, along with an update on progress of BCP Council's own Suicide Prevention Plan.
- Update on the Integrated Care Strategy providing opportunity for committee involvement in the principles, approach, and timelines for the developing strategy.
- Update on the establishment of a Combating Drugs Partnership Board to oversee the delivery of the Government's Drugs Strategy and its three main aims of treatment/ recovery, enforcement, and prevention.
- Update on the Dorset Integrated Urgent Care Service, including an overview of performance, challenges, and future developments.
- Update in summer 2022 on the findings of the Carers Services Review, undertaken in collaboration with carers and key stakeholders to inform the new BCP Carers Strategy, with later review and recommendation to Cabinet of the full BCP Carers Strategy in September.
- Updates on the development of a new BCP Council Day Opportunities Strategy and the related case for change.
- Updates on Tricuro, including governance arrangements following the exit of Dorset Council from the Tricuro agreement.
- Update on the Clinical Services Review, including building works at Poole Hospital and Royal Bournemouth Hospital, and the Maternity Service.
- Overview of the diagnostic review and options appraisal carried out on the future of care technology within Adult Social Care at BCP Council, with the committee recommending to Cabinet the full-service transformation of care technology within adult social care to maximise benefits for both the public and the Council.
- Update on the latest CQC Assurance Process.
- Overview of the BCP Health and Wellbeing Board and update on the priority areas of work contained within the Health and Wellbeing Strategy.
- Scrutiny of the Safeguarding Adults Board Annual Report.
- Scrutiny of the Annual report on Complaints and Customer Feedback relating to Adult Social Care.
- Update on the transformation of the Adult Social Care Contact Centre.
- Update from Healthwatch on the Young Listeners Project that supported young volunteers to carry out a peer-led engagement project to identify improvements to health services for young people.
- Update on the position on the national introduction of Liberty Protection Safeguards and its impact on the Council.
- Scrutiny of the draft BCP Council Adult Social Care Market Sustainability Plan
- Informal joint scrutiny held with Dorset on the South West Ambulance Trust, with more joint scrutiny planned for 2023/24.
- Continuation of 'information only' items circulated outside of committee.
- Continuation of Portfolio Holder Updates established in 2020/21.

This page is intentionally left blank

## Overview and Scrutiny Action Plan 2023-24

Key		
Code	Description	Action Lead
	Member Training – induction and refresher	Democratic Services Team
	Member Training – Chairs	
	Member Training – ongoing programme of training	
	Officer Training	
	Role Descriptions for O&S leads	
	Chairs' Meetings	
	Work Selection and Scoping	
	Community Insight	
	Web Presence	
	Working Methods	
	Terms of Reference for O&S Committees	
	Constitution Review	
	Library of O&S Resources	
	Protocol and Tool Development	
	Annual Reporting on O&S	
	Resourcing	
	Communications	
	Corporate Management Team Action	Corporate Management Team
	Cabinet Action	Cabinet
RAG Rating		
	Significant delay likely to affect action completion	
	Some delay likely to affect action completion	
	Action on track to complete as planned	
	Action completed	

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<b>Culture</b>				
<b>Scrutiny is Member Led</b>				
<i>The prevailing organisational culture, behaviours and attitudes of an authority will largely determine whether its scrutiny function succeeds or fails. While everyone in an authority can play a role in creating an environment conducive to effective scrutiny, it is important that this is led and owned by members, given their role in setting and maintaining the culture of an authority.</i>	1a	New Councillor and refresher training to be provided to include – O&S in BCP is Member led	Summer 2023	MT1
	1b	Role descriptions to be developed for Councillors in leading O&S roles to clarify expectations for this role	Summer 2023	RD1
	1c	Establish calendar of meeting dates for O&S chairs for collective leadership and oversight of the effectiveness of the O&S function.	Summer 2023	CM1
<b>Scrutiny is understood and recognised across the organisation</b>				
<i>Recognising scrutiny's legal and democratic legitimacy – all members and officers should recognise and appreciate the importance and legitimacy the scrutiny function is afforded by the law. It was created to act as a check and balance on the executive and is a statutory requirement for all authorities operating executive arrangements and for combined authorities.</i>	2a	New Councillor and refresher training to be provided to include – Background and statutory powers of O&S, to raise the profile and importance of the scrutiny function within the organisation	Summer 2023	MT1
	2b	Officer refresher training to be provided to include – Background and statutory powers of O&S, to raise the profile and importance of the scrutiny function within the organisation	Autumn 2023	OT1
<b>Scrutiny draws on community insight and selects topics of community relevance</b>				
<i>Councillors have a unique legitimacy derived from their being democratically elected. The insights that they can bring by having this close connection to local people are part of what gives scrutiny its value.</i>	3a	New Councillor and refresher training to be provided to include – Councillors bring community insight to their scrutiny work	Summer 2023	MT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
	3b	Strengthen O&S work selection criteria, as set out in the constitution, to include consideration of the impact and value to the public when selecting work programme topics.  Review for use in annual work programming for O&S Committees	Summer 2023	WS1
	3c	Use is made of community insight through the selection of work topics that are driven by community need, evidence sessions, use of subject experts and data providing the view of residents and community groups.	In annual work programming for O&S Committees - Summer 2023	CI1
	3d	Develop O&S web pages to clarify public role in O&S, ways to engage and improve ease of access for topic suggestion	Spring 2024	WP1
<b>Scrutiny has a clear role and focus</b>				
<i>Identifying a clear role and focus – authorities should take steps to ensure scrutiny has a clear role and focus within the organisation, i.e. a niche within which it can clearly demonstrate it adds value. Therefore, prioritisation is necessary to ensure the scrutiny function concentrates on delivering work that is of genuine value and relevance to the work of the wider authority – this is one of the most challenging parts of scrutiny, and a critical element to get right if it is to be recognised as a strategic function of the authority</i>	4a	Scrutiny committees agree a clear communicable role or focus for the year when planning their work programme in order to assist in topic selection and in ensuring that stakeholders can anticipate which topics are likely to be of interest to scrutiny, and plan accordingly for engagement. This may be in the form of a 'lens' (eg. risk) through which to scrutinise topics, or a key priority or set of priorities for a committee (eg. 'budget' or 'ofsted improvement plan')	In annual work programming for O&S Committees – Summer 2023	WS1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
	4b	Committees carefully consider the type and balance of work undertaken to ensure that work aims can be met within the meeting capacity available. This will require a determined focus to undertake work in diverse ways eg. <ul style="list-style-type: none"> <li>receiving information based reports outside of meetings,</li> <li>establishing O&amp;S rapporteurs (topic champions) to maintain oversight of an issue and report back to committee on exceptions</li> <li>reducing the level of Cabinet decision scrutiny to free up capacity for more overview work.</li> </ul>	In annual work programming for O&S Committees – Summer 2023	WM1
	4c	Develop user friendly terms of reference documents for each O&S committee based on split of responsibility set out in constitution.	Summer 2023	TOR1
<b><i>There is a clear distinction between scrutiny and audit</i></b>				
<i>Authorities should ensure a clear division of responsibilities between the scrutiny function and the audit function. While it is appropriate for scrutiny to pay due regard to the authority's financial position, this will need to happen in the context of the formal audit role. The authority's section 151 officer should advise scrutiny on how to manage this dynamic</i>	5a	Division of responsibility already established within the Articles of the Constitution.	Complete	CR1
	5b	A&G chair invitation to be scheduled into annual programme of O&S Chairs meetings	Summer 2023	CM1
<i>While scrutiny has no role in the investigation or oversight of the authority's whistleblowing arrangements, the findings of independent whistleblowing investigations might be of interest to scrutiny committees as they consider their wider implications.</i>	6	Develop a library of O&S oversight information, provided in an online format for Councillors to access independently, to include – The findings of independent whistleblowing investigations	Winter 23/ Spring 24	L1



## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<b><i>The relationship between scrutiny and the executive is effective</i></b>				
<i>Ensuring early and regular engagement between the executive and scrutiny – authorities should ensure early and regular discussion takes place between scrutiny and the executive, especially regarding the latter's future work programme.</i>	7a	Portfolio Holders attend O&S meetings when requested, or send deputies	Immediate and ongoing request to Cabinet	C1
	7b	The Cabinet Forward Plan is regularly updated with sufficient notice of forthcoming priorities to enable O&S to engage effectively at an early stage in policy shaping	Immediate and ongoing request to Cabinet	C1
	7c	The Constitution sets out that it is good practice for there to be regular, informal dialogue between O&S leads and Portfolio Holders in order that O&S can understand developing Cabinet priorities, discuss and assess the value that Overview and Scrutiny can provide and contribute in a timely way to policy development (O&S Procedure Rule 8.3).	Complete	CR1
	7d	Role descriptions to be developed for Councillors in leading O&S roles to clarify expectation that scrutiny chairs establish informal working arrangements with relevant Portfolio Holders.	Summer 2023	RD1
	7e	Lines of accountability between scrutiny committees and Portfolio Holders were agreed by Council in April 2022- review after election when any change to Cabinet portfolios are known and document these in a more granular way than is captured within the constitution to aid transparency.	Summer 2023	TOR1
	7f	Maintain a review of the Portfolio/ O&S Committee alignment to ensure that it is fit for purpose, with amendments to be suggested via O&S annual report to Council, as required.	Summer 2024	AR1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>The executive should not try to exercise control over the work of the scrutiny committee. This could be direct, e.g. by purporting to 'order' scrutiny to look at, or not look at, certain issues, or indirect, e.g. through the use of the whip or as a tool of political patronage, and the committee itself should remember its statutory purpose when carrying out its work. All members and officers should consider the role the scrutiny committee plays to be that of a 'critical friend' not a de facto 'opposition'. Scrutiny chairs have a particular role to play in establishing the profile and nature of their committee</i>	8a	O&S considers work requested by Cabinet or Council using the criteria written into the constitution - Criteria already exists in constitution and is used to assess requests.	Complete	WS1
	8b	New Councillor and refresher training to be provided to include – All Political Groups be reminded of the incompatibility of the whip with O&S, and the forms that this may take.	Summer 2023	MT1
	8c	O&S chairs to be opposition members, where practicable, to reduce risk of executive control being exercised over O&S – referral to Constitution Review Working Group for consideration prior to May 2024 O&S Chairs elections.	Autumn/ Winter 2023	CR1
	8d	Role descriptions to be developed for Councillors in leading roles to clarify expectation that scrutiny chairs establish informal committee pre-meetings, to assist the committee in working towards its aims and taking a cross-party approach to scrutiny.	Summer 2023	RD1
	8e	O&S Chairing skills training to be delivered to include the benefit of pre-meetings, and management of political dynamics in scrutiny to avoid a de facto opposition approach.	Autumn 2023	MT2
<i>The chair of the scrutiny committee should determine the nature and extent of an executive member's participation in a scrutiny committee meeting, and in any informal scrutiny task group meeting</i>	9a	Clarity of O&S powers in determining attendees and participation already written into constitution at O&S Procedure Rule 9.1	Complete	CR1
	9b	New Councillor and refresher training to be provided to include – Clarity of scrutiny's powers in determining attendees and participation in O&S.	Summer 2023	MT1
	9c	Scrutiny committees to be asked to consider appropriate invitees when scoping a piece of work and to consider where	Summer 2023	WS1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
		more value may be added by an officer/ scrutiny session as opposed to a Cabinet member scrutiny  – In annual work programming for O&S Committees and ongoing, during work programming discussions at each meeting.		
<b>Managing disagreement</b>				
<i>Effective scrutiny involves looking at issues that can be politically contentious. It is therefore inevitable that, at times, an executive will disagree with the findings or recommendations of a scrutiny committee. It is the job of both the executive and scrutiny to work together to reduce the risk of this happening, and authorities should take steps to predict, identify and act on disagreement. One way in which this can be done is via an 'executive-scrutiny protocol' which can help define the relationship between the two and mitigate any differences of opinion before they manifest themselves in unhelpful and unproductive ways. The benefit of this approach is that it provides a framework for disagreement and debate, and a way to manage it when it happens. Often, the value of such a protocol lies in the dialogue that underpins its preparation. It is important that these protocols are reviewed on a regular basis.</i>	10	Executive members and O&S Chairs group to consider the value for BCP in preparing an executive – scrutiny protocol	Autumn 2023	C1/CM1
<i>Scrutiny committees do have the power to 'call in' decisions, i.e. ask the executive to reconsider them before they are implemented, but should not view it as a substitute for early involvement in the decision-making process or as a party-political tool.</i>	11	Use of call-in be monitored and reflected within annual report to Council.	Summer 2024	AR1
<b>Ensuring impartial advice from officers</b>				
<i>Authorities, particularly senior officers, should ensure all officers are free to provide impartial advice to scrutiny committees. This is fundamental to effective scrutiny. Of particular importance is the role played by 'statutory officers' – the monitoring officer, the section 151 officer and the head of paid service, and where relevant the statutory scrutiny officer. These individuals have a particular role in ensuring that timely, relevant and high-quality advice is provided to scrutiny.</i>	12	Officer refresher training to be provided to include – The importance of impartial advice to O&S	Autumn 2023	OT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<b>Communicating scrutiny's role and purpose to the wider authority</b>				
<i>The scrutiny function can often lack support and recognition within an authority because there is a lack of awareness among both members and officers about the specific role it plays, which individuals are involved and its relevance to the authority's wider work. Authorities should, therefore, take steps to ensure all members and officers are made aware of the role the scrutiny committee plays in the organisation, its value and the outcomes it can deliver, the powers it has, its membership and, if appropriate, the identity of those providing officer support.</i>	13	Officer refresher training to be provided to include – The identity of those providing officer support to O&S.  See also Action 2b above	Autumn 2023	OT1
<b>Maintaining the interest of full Council in the work of the scrutiny committee</b>				
<i>Part of communicating scrutiny's role and purpose to the wider authority should happen through the formal, public role of full Council – particularly given that scrutiny will undertake valuable work to highlight challenging issues that an authority will be facing and subjects that will be a focus of full Council's work. Authorities should therefore take steps to ensure full Council is informed of the work the scrutiny committee is doing.</i>	14a	Report annually to Council on the work of scrutiny, and progress on actions to improve scrutiny	Summer 2023	AR1
<i>One way in which this can be done is by reports and recommendations being submitted to full Council rather than solely to the executive. Scrutiny should decide when it would be appropriate to submit reports for wider debate in this way, taking into account the relevance of reports to full Council business, as well as full Council's capacity to consider and respond in a timely manner. Such reports would supplement the annual report to full Council on scrutiny's activities and raise awareness of ongoing work.</i>	14b	New Councillor and refresher training to be provided to include – The appropriate route for recommendations to full Council or Cabinet	Summer 2023	MT1
	14c	Consideration be given to any amendments required to constitution to clarify reporting routes from O&S - referral to Constitution Review Working Group for consideration.	Autumn/ Winter 2023	CR1
<b>Communicating scrutiny's role to the public</b>				
<i>Authorities should ensure scrutiny has a profile in the wider community. Consideration should be given to how and when to engage the authority's communications officers, and any other relevant channels, to understand how to get that message across.</i>	15a	Consideration be given to the promotion of outcomes via Communications Team at the scoping stage of O&S work	In annual work programming for O&S Committees	COM1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>This will usually require engagement early on in the work programming process</i>			– Summer 2023	
	15b	O&S webpage development - See action 3b above	Spring 2024	WP1
<b>Ensuring scrutiny members are supported in having an independent mindset</b>				
<p><i>Formal committee meetings provide a vital opportunity for scrutiny members to question the executive and officers. Inevitably, some committee members will come from the same political party as a member they are scrutinising and might well have a long-standing personal, or familial, relationship with them.</i></p> <p><i>Scrutiny members should bear in mind, however, that adopting an independent mind-set is fundamental to carrying out their work effectively. In practice, this is likely to require scrutiny chairs working proactively to identify any potentially contentious issues and plan how to manage them.</i></p>	16a	New Councillor and refresher training to be provided to include – The importance of an independent mind-set to O&S	Summer 2023	MT1
	16b	O&S Chairs are supported by Officers to identify and plan for contentious issues through Chairs briefings.	Summer 2023 and ongoing	WS1
	16c	Establish calendar of meeting dates for O&S chairs to include-monitoring the independence of O&S	June/July 2023	CM1
<b>Resourcing scrutiny</b>				
<p><i>The resource an authority allocates to the scrutiny function plays a pivotal role in determining how successful that function is and therefore the value it can add to the work of the authority.</i></p> <p><i>Ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it.</i></p> <p><i>When deciding on the level of resource to allocate to the scrutiny function, the factors an authority should consider include: • Scrutiny's legal powers and responsibilities; • The particular role and remit scrutiny will play in the authority; • The training requirements of scrutiny members and support officers, particularly the support needed to ask effective questions of the executive and</i></p>	17	Consideration be given to the level of officer resource available to support scrutiny and that this is appropriate to ensure effective outputs that add value to the organisation – discussion with O&S chairs group, with views to be passed to Corporate Management Team.	Autumn/ Winter 2023	R1/ CMT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>other key partners, and make effective recommendations; • The need for ad hoc external support where expertise does not exist in the council; • Effectively-resourced scrutiny has been shown to add value to the work of authorities, improving their ability to meet the needs of local people; and • Effectively-resourced scrutiny can help policy formulation and so minimise the need for call-in of executive decisions</i>				
<i>Authorities should also recognise that support for scrutiny committees, task groups and other activities is not solely about budgets and provision of officer time, although these are clearly extremely important elements. Effective support is also about the ways in which the wider authority engages with those who carry out the scrutiny function (both members and officers).</i>	18a	New Councillor and refresher training to be provided to include – Use of resource, and effective wider authority engagement in O&S	Summer 2023	MT1
	18b	Officer refresher training to be provided to include – Use of resource, and effective wider authority engagement in O&S	Autumn 2023	OT1
	18c	As required by the constitution, all requests for O&S committees to undertake work are considered by Committees against the current resource levels available to support the request	In annual work programming for O&S Committees – Summer 2023	R1
	18d	Establish calendar of meeting dates for O&S chairs to include-monitoring the total level of resource available across the O&S function	Summer 2023	CM1
<b>Statutory scrutiny officers</b>				
<i>Combined authorities, upper and single tier authorities are required to designate a statutory scrutiny officer, someone whose role is to:</i>  • <i>promote the role of the authority's scrutiny committee;</i> • <i>provide support to the scrutiny committee and its members; and</i>	19a	Statutory scrutiny officer is appointed and sits within the Democratic Services Team.	Complete	R1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<p>• <i>provide support and guidance to members and officers relating to the functions of the scrutiny committee.</i></p>	19b	The Statutory Scrutiny Officer role is set out in the constitution to aid authority wide understanding - referral to Constitution Review Working Group for consideration.	Autumn/ Winter 2023	CR1
	19c	New Councillor and refresher training to be provided to include – The role of the statutory scrutiny officer, to increase visibility	Summer 2023	MT1
	19d	Officer refresher training to be provided to include – The role of the statutory scrutiny officer, to increase visibility	Autumn 2023	OT1
	19e	Consider the interface of the statutory scrutiny officer role with Corporate Management Team to ensure that planning for engagement with scrutiny can be considered for significant forthcoming decisions	Autumn 2023	CMT1
<b>Officer resource models</b>				
<p><i>Authorities should ensure that, whatever model they employ, officers tasked with providing scrutiny support are able to provide impartial advice. This might require consideration of the need to build safeguards into the way that support is provided. The nature of these safeguards will differ according to the specific role scrutiny plays in the organisation.</i></p>	20	Officer refresher training to be provided to include – The importance of impartial advice to O&S	Autumn 2023	OT2
<b>Selecting Committee Members</b>				
<p><i>Selecting the right members to serve on scrutiny committees is essential if those committees are to function effectively. Where a committee is made up of members who have the necessary skills and commitment, it is far more likely to be taken seriously by the wider authority.</i></p> <p><i>When selecting individual members to serve on scrutiny committees, an authority should consider a member's experience, expertise, interests, ability to act impartially, ability to work as part of a group, and capacity to serve.</i></p>	21a	New Councillor and refresher training to be provided to include – Appropriate selection of committee members, in order that this can be taken account of by political groups when establishing their committee representation.	Summer 2023	MT1



## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<p><i>Authorities should not take into account a member's perceived level of support for or opposition to a particular political party (notwithstanding the wider legal requirement for proportionality)</i></p> <p><i>Members invariably have different skill-sets. What an authority must consider when forming a committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.</i></p>	21b	A programme of ongoing scrutiny skills training to be developed for delivery to O&S Councillors throughout municipal year 2023/24.	Summer 2023 – May 2024	MT3
<p><i>Authorities are reminded that members of the executive cannot be members of a scrutiny committee. Authorities should take care to ensure that, as a minimum, members holding less formal executive positions, e.g. as Cabinet assistants, do not sit on scrutinising committees looking at portfolios to which those roles relate. Authorities should articulate in their constitutions how conflicts of interest, including familial links between executive and scrutiny responsibilities should be managed, including where members stand down from the executive and move to a scrutiny role, and vice-versa.</i></p>	22a	Review Constitution rules for clarity on the principle of Executive lead members sitting on O&S referral to Constitution Review Working Group for consideration.	Autumn/ Winter 2023	CR1
	22b	Review constitution to consider providing further clarity on how to manage conflicts of interest, including when Councillors move between roles - referral to Constitution Review Working Group for consideration.	Autumn/ Winter 2023	CR1
<b>Selecting a chair</b>				
<p><i>The Chair plays a leadership role on a scrutiny committee as they are largely responsible for establishing its profile, influence and ways of working.</i></p> <p><i>The attributes authorities should and should not take into account when selecting individual committee members also apply to the selection of the Chair, but the Chair should also possess the ability</i></p>	23a	New Councillor and refresher training to be provided to include – Appropriate selection of committee chairs, in order that this can be taken account of by political groups when establishing their proposed chair nominees	Summer 2023	MT1



## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>to lead and build a sense of teamwork and consensus among committee members.</i>	23b	O&S Chaining skills training to be delivered to include - leadership skills.	Summer/ Autumn 2023	MT2
<i>Given their pre-eminent role on the scrutiny committee, it is strongly recommended that the Chair not preside over scrutiny of their relatives</i>	24	Review constitution to consider providing further clarity on the Chair not presiding over scrutiny of relatives- referral to Constitution Review Working Group for consideration.	Autumn/ Winter 2023	CR1
<i>The method for selecting a Chair is for each authority to decide for itself, however every authority should consider taking a vote by secret ballot.</i>	25a	Secret ballot method vote for Chair and Vice Chair is already in place within constitution at Meeting Procedure Rule 19.	Complete	CR1
	25b	See 8c above 'opposition chairs'	Autumn/ Winter 2023	CR1
<b>The role of the chair</b>				
<i>Chairs should pay special attention to the need to guard the committee's independence. Importantly, however, they should take care to avoid the committee being, and being viewed as, a de facto opposition to the executive.</i>	26	O&S Chaining skills training to be delivered to include – independence of O&S, and the need to avoid de facto opposition role.	Summer/ Autumn 2023	MT2
<b>Training for committee members</b>				
<i>Authorities should ensure committee members are offered induction when they take up their role and ongoing training so they can carry out their responsibilities effectively. Authorities should pay attention to the need to ensure committee members are aware of their legal powers, and how to prepare for and ask relevant questions at scrutiny sessions.</i>  <i>When deciding on training requirements for committee members, authorities should consider taking advantage of opportunities offered by external providers in the sector.</i>	27a	See action 2a above - new Councillor and refresher training on statutory powers of O&S	Summer 2023	MT1
	27b	A programme of ongoing scrutiny skills training to be developed for delivery to O&S Councillors throughout municipal year 2023/24, to include – questioning skills training.	Summer 2023 – May 2024	MT3

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
	27c	Training to be delivered by external facilitators as appropriate and according to budget available	Summer 2023 – May 2024	MT3
<p><i>While members and their support officers will often have significant local insight and an understanding of local people and their needs, the provision of outside expertise can be invaluable. There are two principal ways to procure this:</i></p> <ul style="list-style-type: none"> <li>• <i>Co-option – formal co-option is provided for in legislation. Authorities must establish a co-option scheme to determine how individuals will be co-opted onto committees; and</i></li> <li>• <i>Technical advisers – depending on the subject matter, independent local experts might exist who can provide advice and assistance in evaluating evidence</i></li> </ul>	28a	Facility to use external experts by O&S is already set out in constitution at Article 6, Rule 6.6.	Complete	CR1
	28b	Consideration be given to the appropriate use of external experts at the scoping stage of O&S work.  – In annual work programming for O&S Committees and ongoing, during work programming discussions at each meeting.	Summer 2023	WS1
<b>Powers to Access Information</b>				
<p><i>A scrutiny committee needs access to relevant information the authority holds, and to receive it in good time, if it is to do its job effectively.</i></p> <p><i>This need is recognised in law, with members of scrutiny committees enjoying powers to access information. In particular, regulations give enhanced powers to a scrutiny member to access exempt or confidential information. This is in addition to existing rights for councillors to have access to information to perform their duties, including common law rights to request information and rights to request information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.</i></p> <p><i>When considering what information scrutiny needs in order to carry out its work, scrutiny members and the executive should consider scrutiny's role and the legal rights that committees and their individual members have, as well as their need to receive timely and accurate information to carry out their duties effectively.</i></p>	29a	Enhanced rights of O&S in relation to access to information are already set out in Constitution at Access to Information Procedure Rule 24.	Complete	CR1
	29b	New Councillor and refresher training to be provided to include – enhanced rights of O&S in relation to access to information	Summer 2023	MT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<p><i>Scrutiny members should have access to a regularly available source of key information about the management of the authority – particularly on performance, management and risk. Where this information exists, and scrutiny members are given support to understand it, the potential for what officers might consider unfocused and unproductive requests is reduced as members will be able to frame their requests from a more informed position.</i></p>	30a	Develop a library of O&S oversight information, provided in an online format for Councillors to access independently, to include - Performance, Management, Finance, Risk, Complaints, Business Cases and Ombudsman information. This will assist in 'horizon scanning' to enhance the effectiveness of O&S work planning.	Winter 23/ Spring 24	L1
	30b	A programme of ongoing scrutiny skills training to be developed for delivery to O&S Councillors throughout municipal year 2023/24, to include – Interpretation performance, management and risk information, and its application to O&S work programming.	Summer 2023 – May 2024	MT3
<p><i>Officers should speak to scrutiny members to ensure they understand the reasons why information is needed, thereby making the authority better able to provide information that is relevant and timely, as well as ensuring that the authority complies with legal requirements.</i></p> <p><i>Regulations already stipulate a timeframe for executives to comply with requests from a scrutiny member. When agreeing to such requests, authorities should:</i></p> <ul style="list-style-type: none"> <li><i>• consider whether seeking clarification from the information requester could help better target the request; and</i></li> <li><i>• Ensure the information is supplied in a format appropriate to the recipient's needs.</i></li> </ul>	31	Support scrutiny committees to be clear in identifying information needs and to scope larger pieces of work effectively so that information expectations can be met by officers and executive members.  – In annual work programming for O&S Committees and ongoing, during work programming discussions at each meeting.	Summer 2023	WS1
<p><i>While each request for information should be judged on its individual merits, authorities should adopt a default position of sharing the information they hold, on request, with scrutiny committee members.</i></p>	32	Officer refresher training to be provided to include – Default position of sharing information with O&S	Autumn 2023	OT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>The law recognises that there might be instances where it is legitimate for an authority to withhold information and places a requirement on the executive to provide the scrutiny committee with a written statement setting out its reasons for that decision. However, members of the executive and senior officers should take particular care to avoid refusing requests, or limiting the information they provide, for reasons of party political or reputational expediency. Before an authority takes a decision not to share information it holds, it should give serious consideration to whether that information could be shared in closed session</i>	33a	Situations where information may be withheld from O&S, and actions to communicate this, are already set out in the Constitution at Access to Information Procedure Rule 24.	Complete	CR1
	33b	New Councillor and refresher training to be provided to include – Default position of sharing information with O&S, and situations where information may be withheld.	Summer 2023	MT1
	33c	Officer refresher training to be provided to include – Default position of sharing information with O&S, and situations where information may be withheld.	Autumn 2023	OT1
<i>Committees should be aware of their legal power to require members of the executive and officers to attend before them to answer questions. It is the duty of members and officers to comply with such requests.</i>	34a	Requirement for Cabinet members and officers to attend O&S when requested is already set out in constitution at O&S Procedure Rule 9.	Complete	CR1
	34b	Identification of attendees and formal requests to Cabinet and officers to attend is required by the constitution and an embedded practice.	Complete	WS1
	34c	Portfolio Holders attend O&S meetings in response to requests, or send deputies.	Ongoing request to Cabinet	C1
	34d	New Councillor and refresher training to be provided to include – Requirement of Cabinet members and officers to attend scrutiny when requested	Summer 2023	MT1
	34e	Officer refresher training to be provided to include –	Autumn 2023	OT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
		Requirement of Cabinet members and officers to attend scrutiny when requested		
<b>Seeking information from external organisations</b>				
<i>Scrutiny members should also consider the need to supplement any authority-held information they receive with information and intelligence that might be available from other sources, and should note in particular their statutory powers to access information from certain external organisations</i>	35	Develop a library of O&S oversight information, provided in an online format for Councillors to access independently, to include - Information from external organisations, as appropriate, to support individual work items and annual work programming	Winter 23/ Spring 24	L1
<i>When asking an external organisation to provide documentation or appear before it, and where that organisation is not legally obliged to do either, scrutiny committees should consider the following:</i>  <i>a) The need to explain the purpose of scrutiny – the organisation being approached might have little or no awareness of the committee's work, or of an authority's scrutiny function more generally, and so might be reluctant to comply with any request;</i>  <i>b) The benefits of an informal approach – individuals from external organisations can have fixed perceptions of what an evidence session entails and may be unwilling to subject themselves to detailed public scrutiny if they believe it could reflect badly on them or their employer. Making an informal approach can help reassure an organisation of the aims of the committee, the type of information being sought and the manner in which the evidence session would be conducted;</i>  <i>c) How to encourage compliance with the request – scrutiny committees will want to frame their approach on a case by case basis. For contentious issues, committees might want to emphasise the opportunity their request gives the organisation to 'set the record straight' in a public setting; and</i>	36a	Guidelines for scrutinising external organisations is already included within the Council's Constitution at O&S Procedure Rule 10.	Complete	CR1
	36b	Develop a user friendly protocol to assist committees with approaching, preparing for and scrutinising external organisations.	Spring 2024	P1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>d) Who to approach – a committee might instinctively want to ask the Chief Executive or Managing Director of an organisation to appear at an evidence session, however it could be more beneficial to engage front-line staff when seeking operational-level detail rather than senior executives who might only be able to talk in more general terms. When making a request to a specific individual, the committee should consider the type of information it is seeking, the nature of the organisation in question and the authority's pre-existing relationship with it.</i>				
<b>Following 'the Council Pound'</b>				
<p><i>Scrutiny committees will often have a keen interest in 'following the council pound', i.e. scrutinising organisations that receive public funding to deliver goods and services.</i></p> <p><i>Authorities should recognise the legitimacy of this interest and, where relevant, consider the need to provide assistance to scrutiny members and their support staff to obtain information from organisations the council has contracted to deliver services. In particular, when agreeing contracts with these bodies, authorities should consider whether it would be appropriate to include a requirement for them to supply information to or appear before scrutiny committees</i></p>	37	Officer refresher training to be provided to include – Support to scrutiny committees in respect of scrutinising organisations that receive public funding to deliver goods and services	Autumn 2023	OT1
<b>Planning Work</b>				
<i>Effective scrutiny should have a defined impact on the ground, with the committee making recommendations that will make a tangible difference to the work of the authority. To have this kind of impact, scrutiny committees need to plan their work programme, i.e. draw up a long-term agenda and consider making it flexible enough to accommodate any urgent, short-term issues that might arise during the year.</i>	38a	O&S committees agree a work programme annually drawing ideas from relevant sources, that enables reports to be prepared and brought to the committee in a timely way.	In annual work programming for O&S Committees – Summer 2023	WS1
	38b	Work programmes are based on realistic assessment of resources available to O&S, also retaining capacity for some arising issues to be accommodated.	In annual work programming for O&S	R1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
			Committees – Summer 2023	
	38c	New Councillor and refresher training to be provided to include – Effective O&S Work programming and best use of resources	Summer 2023	MT1
	38d	Feedback is gathered on O&S outputs and a tool developed to measure the success of O&S.	Spring 2024	P1
<i>Authorities with multiple scrutiny committees sometimes have a separate work programme for each committee. Where this happens, consideration should be given to how to co-ordinate the various committees' work to make best use of the total resources available.</i>	39a	Each O&S committee may establish separate work plans, with responsibility for monitoring use of resource across all work plans sitting with O&S Chairs. This is set out in the Constitution at O&S Procedure Rules 2 and 3.	Complete	CR1
	39b	Establish calendar of meeting dates for O&S chairs to include collective leadership monitoring of O&S resource	Summer 2023	CM1
<b>Being clear about scrutiny's role</b>				
<p><i>Scrutiny works best when it has a clear role and function. This provides focus and direction. While scrutiny has the power to look at anything which affects 'the area, or the area's inhabitants', authorities will often find it difficult to support a scrutiny function that carries out generalised oversight across the wide range of issues experienced by local people, particularly in the context of partnership working. Prioritisation is necessary, which means that there might be things that, despite being important, scrutiny will not be able to look at.</i></p> <p><i>Different overall roles could include having a focus on risk, the authority's finances, or on the way the authority works with its partners.</i></p> <p><i>Applying this focus does not mean that certain subjects are 'off limits'. It is more about looking at topics and deciding whether their</i></p>	40	See actions 4a, b and c above – O&S 'focus', working methods and terms of reference.	Summer 2023	WS1/ WM1/ TOR1



## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>relative importance justifies the positive impact scrutiny's further involvement could bring.</i>				
<i>When thinking about scrutiny's focus, members should be supported by key senior officers. The statutory scrutiny officer, if an authority has one, will need to take a leading role in supporting members to clarify the role and function of scrutiny, and championing that role once agreed.</i>	41a	Senior officers and the statutory scrutiny officer support committees in selecting priorities that are of relevance and can add value to the organisation.  – In annual work programming for O&S Committees and ongoing, during work programming discussions at each meeting.	Summer 2023	WS1
	41b	Statutory scrutiny officer to ensure that scrutiny priorities are promoted to Executive members and the wider officer corps via Corporate Management Board and information sharing with Cabinet members.	Following annual work programming – Summer 2023	WS1
<b>Who to speak to</b>				
<i>Evidence will need to be gathered to inform the work programming process. This will ensure that it looks at the right topics, in the right way and at the right time. Gathering evidence requires conversations with:</i> <ul style="list-style-type: none"> <li><i>The public -</i></li> </ul> <i>It is likely that formal 'consultation' with the public on the scrutiny work programme will be ineffective. Asking individual scrutiny members to have conversations with individuals and groups in their own local areas can work better. Insights gained from the public through individual pieces of scrutiny work can be fed back into the work programming process. Listening to and participating in conversations in places where local people come together, including in online forums, can help authorities engage people on their own terms and yield more positive results</i>	42a	New Councillor and refresher training to be provided to include – Sources of input to annual work programming, to include community insight to their scrutiny work, partner information and Cabinet forthcoming priorities	Summer 2023	MT1
	42b	See 3C above – use of community insight in O&S work	In annual work programming for O&S Committees - Summer 2023	CI1
	42c	Statutory scrutiny officer to work with communications team to establish how scrutiny can promote its work priorities and gather public insight. To include proactive work with	Spring 2024	COM1



## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<p><i>Authorities should consider how their communications officers can help scrutiny engage with the public, and how wider internal expertise and local knowledge from both members and officers might make a contribution.</i></p> <ul style="list-style-type: none"> <li><i>The authority's partners –</i>  <i>relationships with other partners should not be limited to evidence-gathering to support individual reviews or agenda items. A range of partners are likely to have insights that will prove useful:</i> <ul style="list-style-type: none"> <li><i>o Public sector partners (like the NHS and community safety partners, over which scrutiny has specific legal powers);</i></li> <li><i>o Voluntary sector partners;</i></li> <li><i>o Contractors and commissioning partners (including partners in joint ventures and authority-owned companies);</i></li> <li><i>o In parished areas, town, community and parish councils;</i></li> <li><i>o Neighbouring principal councils (both in two-tier and unitary areas);</i></li> <li><i>o Cross-authority bodies and organisations, such as Local Enterprise Partnerships; and</i></li> <li><i>o Others with a stake and interest in the local area – large local employers, for example.</i></li> </ul> </li> <li><i>The executive –</i>  <i>a principal partner in discussions on the work programme should be the executive (and senior officers). The executive should not direct scrutiny's work, but conversations will help scrutiny members better understand how their work can be designed to align with</i></li> </ul>		communications team in Spring 2024 to gather public insight to inform future annual work programming in Summer 2024.		
	42d	<p>See 35 above:</p> <p>Develop a library of O&amp;S oversight information, provided in an online format for Councillors to access independently, to include -</p> <p>Information from external organisations, as appropriate, to support individual work items and annual work programming</p>	Winter 23/ Spring 24	L1
	42e	Cabinet is asked to provide input to annual O&S work programming to indicate forthcoming areas of work where O&S can add value.	In annual work programming for O&S Committees – Summer 2023	C1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>the best opportunities to influence the authority's wider work.</i>	42f	See 7b above:  The Cabinet Forward Plan is regularly updated with sufficient notice of forthcoming priorities to enable O&S to engage effectively at an early stage in policy shaping	Ongoing request to Cabinet	C1
	42g	See 7c above:  Role descriptions to be developed for Councillors in leading O&S roles to clarify expectation that scrutiny chairs establish informal working arrangements with relevant Portfolio Holders to ensure scrutiny can be informed of Cabinet priorities in a timely way.	Summer 2023	RD1
<b>Information sources</b>				
<p><i>Scrutiny will need access to relevant information to inform its work programme. The type of information will depend on the specific role and function scrutiny plays within the authority, but might include:</i></p> <ul style="list-style-type: none"> <li><i>• Performance information from across the authority and its partners;</i></li> <li><i>• Finance and risk information from across the authority and its partners;</i></li> <li><i>• Corporate complaints information, and aggregated information from political groups about the subject matter of members' surgeries;</i></li> <li><i>• Business cases and options appraisals (and other planning information) for forthcoming major decisions. This information will be of particular use for pre -decision scrutiny; and</i></li> <li><i>• Reports and recommendations issued by relevant ombudsmen, especially the Local Government and Social Care Ombudsman.</i></li> </ul> <p><i>As committees can meet in closed session, commercial confidentiality should not preclude the sharing of information. Authorities should note, however, that the default for meetings should be that they are held in public</i></p>	43a	See 30a above: Develop a library of O&S oversight information, provided in an online format for Councillors to access independently, to include - Performance, Management, Finance, Risk, Complaints, Business Cases and Ombudsman information. This will assist in 'horizon scanning' to enhance the effectiveness of O&S work planning.	Winter 23/ Spring 24	L1
	43b	Presumption is made that library of information for O&S Councillors is public, with non public information shared in appropriate alternative environment to ensure Councillors can remain informed.	Winter 23/ Spring 24	L1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>Scrutiny members should consider keeping this information under regular review. It is likely to be easier to do this outside committee, rather than bringing such information to committee 'to note', or to provide an update, as a matter of course.</i>	44	Support committees to work in more diverse ways to maintain oversight of key information, including circulating information outside of meetings and the use of rapporteurs or champions for particular topics. This will free up committee resource for value added scrutiny.	In annual work programming for O&S Committees – Summer 2023	WM1
<b>Shortlisting topics</b>				
<i>Approaches to shortlisting topics should reflect scrutiny's overall role in the authority. This will require the development of bespoke, local solutions, however when considering whether an item should be included in the work programme, the kind of questions a scrutiny committee should consider might include:</i> <ul style="list-style-type: none"> <li>• Do we understand the benefits scrutiny would bring to this issue?</li> <li>• How could we best carry out work on this subject?</li> <li>• What would be the best outcome of this work?</li> <li>• How would this work engage with the activity of the executive and other decision-makers, including partners?</li> </ul>	45a	Extend the use of the 'scrutiny request form' already in place for commissioned items, to encourage consideration of the value to be added by all reports, such as scrutiny's consideration of Cabinet pre-decision items and officer proposed items.  – In annual work programming for O&S Committees and ongoing, during work programming discussions at each meeting.	Summer 2023	WS1
<i>Some authorities use scoring systems to evaluate and rank work programme proposals. If these are used to provoke discussion and debate, based on evidence, about what priorities should be, they can be a useful tool. Others take a looser approach. Whichever method is adopted, a committee should be able to justify how and why a decision has been taken to include certain issues and not others.</i>				
	45b	Review 'scrutiny request form' and update as appropriate to incorporate all suggested areas referenced in O&S guidance.	Summer 2023	P1
<i>Scrutiny members should accept that shortlisting can be difficult; scrutiny committees have finite resources and deciding how these are best allocated is tough. They should understand that, if work programming is robust and effective, there might well be issues that they want to look at that nonetheless are not selected.</i>	45c	See 18c above:  As required by the constitution, all requests for O&S work are considered by Committees against the current resource levels available to support the request	Immediate, as arising, and in annual work programming for O&S Committees – Summer 2023	R1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<b>Carrying out work</b>				
<b>Selected topics can be scrutinised in several ways, including:</b>	46a	Methods of carrying out O&S work are set out within the Constitution at Article 6, Rule 6.9.	Complete	CR1
<i>a) As a single item on a committee agenda – this often presents a limited opportunity for effective scrutiny, but may be appropriate for some issues or where the committee wants to maintain a formal watching brief over a given issue;</i>	46b	Support committees to actively consider diverse ways of working other than committee reports to secure most effective outputs	In annual work programming for O&S Committees – Summer 2023	WM1
<i>b) At a single meeting – which could be a committee meeting or something less formal. This can provide an opportunity to have a single public meeting about a given subject, or to have a meeting at which evidence is taken from a number of witnesses;</i>	46c	Review and develop task and finish/ working group scoping document, protocol and joint working group protocol	Spring 2024	P1
<i>c) At a task and finish review of two or three meetings – short, sharp scrutiny review are likely to be most effective even for complex topics. Properly focused, they ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;</i>				
<i>d) Via a longer-term task and finish review – the ‘traditional’ task and finish model – with perhaps six or seven meetings spread over a number of months – is still appropriate when scrutiny needs to dig into a complex topic in significant detail. However, the resource implications of such work, and its length, can make it unattractive for all but the most complex matters; and</i>				
<i>e) By establishing a ‘standing panel’ – this falls short of establishing a whole new committee but may reflect a necessity to keep a watching brief over a critical local issue, especially where members feel they need to convene regularly to carry out that oversight. Again, the resource implications of this approach means that it will be rarely used</i>				

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<b>Evidence sessions</b>				
<p><i>Evidence sessions are a key way in which scrutiny committees inform their work. They might happen at formal committee, in less formal 'task and finish' groups or at standalone sessions.</i></p> <p><i>Good preparation is a vital part of conducting effective evidence sessions. Members should have a clear idea of what the committee hopes to get out of each session and appreciate that success will depend on their ability to work together on the day.</i></p>	47	Consider the appropriateness of conducting evidence sessions to scrutinise particular topics when planning annual work programmes. These will need proactive planning to ensure that sufficient resource can be made available to support effective sessions.	In annual work programming for O&S Committees – Summer 2023	WM1
<b>How to plan</b>				
<p><i>Effective planning does not necessarily involve a large number of pre-meetings, the development of complex scopes or the drafting of questioning plans. It is more often about setting overall objectives and then considering what type of questions (and the way in which they are asked) can best elicit the information the committee is seeking. This applies as much to individual agenda items as it does for longer evidence sessions – there should always be consideration in advance of what scrutiny is trying to get out of a particular evidence session.</i></p>	48	New Councillor and refresher training to be provided to include – Evidence led approach to O&S, and how to conduct an effective evidence session	Summer 2023	MT1
<p><i>Chairs play a vital role in leading discussions on objective-setting and ensuring all members are aware of the specific role each will play during the evidence session.</i></p> <p><i>As far as possible there should be consensus among scrutiny members about the objective of an evidence session before it starts. It is important to recognise that members have different perspectives on certain issues, and so might not share the objectives for a session that are ultimately adopted. Where this happens, the Chair will need to be aware of this divergence of views and bear it in mind when planning the evidence session.</i></p>	49	O&S Chairing skills training to be delivered to include how to plan for and lead evidence sessions, establish aims and manage different objectives from committee members	Summer/Autumn 2023	MT2
<p><i>Effective planning should mean that at the end of a session it is relatively straightforward for the chair to draw together themes and highlight the key findings. It is unlikely that the committee will be able to develop and agree recommendations immediately, but,</i></p>	50	O&S Chairing skills training to be delivered to include how to draw together themes and highlight key findings at the end of evidence sessions – this approach to be extended to all O&S	Summer/Autumn 2023	MT2

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<p><i>unless the session is part of a wider inquiry, enough evidence should have been gathered to allow the chair to set a clear direction.</i></p> <p><i>After an evidence session, the committee might wish to hold a short 'wash-up' meeting to review whether their objectives were met and lessons could be learned for future sessions</i></p>		work items to ensure Chairs can provide transparent summary of discussions.		
<b>Developing recommendations</b>				
<p><i>The development and agreement of recommendations is often an iterative process. It will usually be appropriate for this to be done only by members, assisted by co-optees where relevant. When deciding on recommendations, however, members should have due regard to advice received from officers, particularly the Monitoring Officer.</i></p> <p><i>The drafting of reports is usually, but not always, carried out by officers, directed by members.</i></p>	51a	Officer refresher training to be provided to include – Officers to provide timely, transparent advice to committees in all areas of O&S work, as appropriate.	Autumn 2023	OT1
	51b	For longer pieces of O&S work, a lead officer to be identified at the scoping stage who will support report drafting - include this within relevant protocols listed at 46c above.	Immediate, as arising (WS1/R1)  Protocol review Spring 2024 (P1)	WS1/R1/P1
<p><i>Authorities draft reports and recommendations in a number of ways, but there are normally three stages:</i></p> <p><i>i. the development of a 'heads of report' – a document setting out general findings that members can then discuss as they consider the overall structure and focus of the report and its recommendations;</i></p> <p><i>ii. The development of those findings, which will set out some areas on which recommendations might be made; and</i></p> <p><i>iii. the drafting of the full report.</i></p> <p><i>Recommendations should be evidence-based and SMART, i.e. specific, measurable, achievable, relevant and timed. Where appropriate, committees may wish to consider sharing them in draft with interested parties.</i></p>	52	New Councillor and refresher training to be provided to include – Consideration of appropriate recommendations and reporting route for O&S work, to include consideration of what SMART recommendations may look like. Consideration of this to take place at the scoping stage of O&S work, to ensure scope is clear enough and to provide an indication of the value that is likely to be added by the work undertaken.	Summer 2023	MT1

## Overview and Scrutiny Action Plan 2023-24

Relevant Extract from Statutory Guidance on O&S	ID	Action for BCP Council	RAG and timescales	Code
<i>Committees should bear in mind that often six to eight recommendations are sufficient to enable the authority to focus its response, although there may be specific circumstances in which more might be appropriate.</i>				
<i>Sharing draft recommendations with executive members should not provide an opportunity for them to revise or block recommendations before they are made. It should, however, provide an opportunity for errors to be identified and corrected, and for a more general sense-check</i>	53	New Councillor and refresher training to be provided to include – The role of executive member consultation during draft reporting stages.	Summer 2023	MT1

This page is intentionally left blank



## PLACE OVERVIEW AND SCRUTINY COMMITTEE



Report subject	<b>Forward Plan</b>
Meeting date	31 May 2023
Status	Public Report
Executive summary	The Place Overview and Scrutiny (O&S) Committee is asked to consider and identify work priorities for its next meeting pending a wider review of its Forward Plan in dedicated workshop.
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <p><b>the O&amp;S Committee consider and agree any priorities for its next meeting, for subsequent publication in a Forward Plan.</b></p>
Reason for recommendations	The Council's Constitution requires all Overview and Scrutiny Committees to set out proposed work in a Forward Plan which will be published with each agenda

Portfolio Holder(s):	N/A – O&S is a non-executive function
Corporate Director	Graham Farrant, Chief Executive
Report Authors	Lindsay Marshall, Overview and Scrutiny Specialist
Wards	Council-wide
Classification	For Decision

## Background

1. All Overview and Scrutiny (O&S) Committees are required by the Constitution to consider work priorities and set these out in a Forward Plan. When approved, this should be published with each agenda. It is good practice for the Forward Plan to be kept under regular review by the Committee, and in this report members are asked to discuss and agree work priorities for the next meeting to allow sufficient time for report preparation as appropriate.
2. Forward planning workshops are planned to take place for all O&S Committees between the first and second meetings of the committee meeting cycle, with workshop dates to be determined at time of writing this report. Committee members are therefore advised that minimal Forward Plan review is required at this stage and a more in-depth review, to plan work for the whole municipal year, may take place at the workshops.
3. The Place O&S Committee has a Forward Plan in place, adopted by the previous membership of the Committee prior to the May 2023 elections. Committee members are provided with this for information at Appendix B and may wish to follow or amend this plan pending the forward planning workshop.
4. For guidance, the following documents are appended to this report:
  - Appendix A - Terms of Reference for all O&S Committees
  - Appendix B - Current Place O&S Committee Forward Plan
  - Appendix C – Request for consideration of an issue by Overview and Scrutiny
  - Appendix D - Current Cabinet Forward Plan

## BCP Constitution and process for agreeing Forward Plan items

5. The Constitution requires that the Forward Plan of O&S Committees shall consist of work aligned to the principles of the function. The BCP Council O&S function is based upon six principles:
  - Contributes to sound decision making in a timely way by holding decision makers to account as a 'critical friend';
  - A member led and owned function – seeks to continuously improve through self-reflection and development;
  - Enables the voice and concerns of the public to be heard and reflected in the Council's decision-making process;

- Engages in decision making and policy development at an appropriate time to be able to have influence;
  - Contributes to and reflects the vision and priorities of the Council;
  - Agility – able to respond to changing and emerging priorities at the right time with flexible working methods.
6. The O&S Committee may take suggestions from a variety of sources to form its Forward Plan. This may include suggestions from members of the public, officers of the Council, Portfolio Holders, the Cabinet and Council, members of the O&S Committee, and other Councillors who are not on the Committee.
  7. The Constitution requires that all suggestions for O&S work will be accompanied by detail outlining the background to the issue suggested, the proposed method of undertaking the work and likely timescale associated, and the anticipated outcome and value to be added by the work proposed. No item of work shall join the Forward Plan of the O&S Committee without an assessment of this information.
  8. Any Councillor may request that an item of business be considered by an O&S Committee. Members are asked to complete a form outlining the request, which is appended to this report at Appendix C. The same process will apply to requests for scrutiny from members of the public.
  9. A copy of the most recent Cabinet Forward Plan will be supplied to O&S Committees at each meeting for reference. Committees should note that the Cabinet Forward Plan supplied as Appendix D to this report has not been updated since 7 March 2023 owing to the local elections.

### **Resources to support O&S work**

10. The Constitution requires that the O&S Committees take into account the resources available to support their proposals for O&S work. This includes consideration of Councillor availability, Officer time and financial resources. Careful and regular assessment of resources will ensure that there is appropriate resource available to support work across the whole O&S function, and that any work established can be carried out in sufficient depth and completed in a timely way to enable effective outcomes.
11. It is good practice for O&S Committees to agree a maximum of two substantive agenda items per meeting. This will provide sufficient time for Committees to take a 'deep dive' approach to scrutiny work, which is likely to provide more valuable outcomes. A large amount of agenda items can lead to a 'light touch' approach to all items of business, and also limit the officer and Councillor resource available to plan for effective scrutiny of selected items.
12. O&S Committees are advised to carefully select their working methods to ensure that O&S resource is maximised. A variety of methods are available for O&S Committees to undertake work and are not limited to the receipt of reports at Committee meetings. These may include:
  - Working Groups;
  - Sub-Committees;
  - Tak and finish groups;
  - Inquiry Days;

- Rapporteurs (scrutiny member champions);
- Consideration of information outside of meetings – including report circulation/ briefing workshops/ briefing notes.

Further detail on O&S working methods are set out in the Constitution and in Appendix A – Terms of Reference for O&S Committees.

13. Bodies commissioned by an O&S Committee (such as Sub-Committees or Working Groups) may have conferred upon them the power to act on behalf of the parent body in considering issues within the remit of the parent body and making recommendations directly to Portfolio Holders, Cabinet, Council or other bodies or people within the Council or externally as appropriate.

### **Options Appraisal**

14. The Committee is asked to agree work priorities for the next meeting, taking account of the supporting documents provided. This will ensure member ownership of the Committee Forward Plan by newly elected members to the Committee, and that reports can be prepared in a timely way, as appropriate.
15. Should the Committee not agree priorities for its next meeting, reports may not be able to be prepared in a timely way and best use of the meeting resource may not be made.

### **Summary of financial implications**

16. There are no direct financial implications associated with this report. The Committee should note that when establishing a Forward Plan, the Constitution requires that account be taken of the resources available to support proposals for O&S work. Advice on maximising the resource available to O&S Committees is set out in paragraphs 10 to 13 above.

### **Summary of legal implications**

17. The Council's Constitution requires all O&S Committees to set out proposed work in a Forward Plan which will be published with each agenda. The recommendation proposed in this report will fulfil this requirement.

### **Summary of human resources implications**

18. There are no human resources implications arising from this report.

### **Summary of sustainability impact**

19. There are no sustainability resources implications arising from this report.

### **Summary of public health implications**

20. There are no public health implications arising from this report.

### **Summary of equality implications**

21. There are no equality implications arising from this report. Any member of the public may make suggestions for Overview and Scrutiny work. Further detail on this process is included within Part 4 of the Council's Constitution.

**Summary of risk assessment**

22. There is a risk of challenge to the Council if the Constitutional requirement to establish and publish a Forward Plan is not met.

**Background papers**

None

**Appendices**

Appendix A – Overview and Scrutiny Committees Terms of Reference

Appendix B - Current Place O&S Committee Forward Plan

Appendix C – Request for consideration of an issue by Overview and Scrutiny

Appendix D – Current Cabinet Forward Plan

This page is intentionally left blank

## **BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL**

### **OVERVIEW AND SCRUTINY COMMITTEES TERMS OF REFERENCE**

Overview and Scrutiny is a statutory role fulfilled by Councillors who are not members of the Cabinet in an authority operating a Leader and Cabinet model. The role of the overview and scrutiny committees is to help develop policy, to carry out reviews of Council and other local services, and to hold decision makers to account.

#### **PRINCIPLES OF OVERVIEW AND SCRUTINY**

The Bournemouth, Christchurch and Poole Overview and Scrutiny function is based upon six principles:

1. Contributes to sound decision making in a timely way by holding decision makers to account as a 'critical friend'.
2. A member led and owned function – seeks to continuously improve through self-reflection and development.
3. Enables the voice and concerns of the public to be heard and reflected in the Council's decision-making process.
4. Engages in decision making and policy development at an appropriate time to be able to have influence.
5. Contributes to and reflects the vision and priorities of the Council.
6. Agile – able to respond to changing and emerging priorities at the right time with flexible working methods.

#### **MEETINGS**

There are four Overview and Scrutiny Committees at BCP Council. Each Committee meets 5 times during the municipal year:

- Corporate and Community Overview and Scrutiny Committee
- Children's Services Overview and Scrutiny Committee
- Health and Adult Social Care Overview and Scrutiny Committee
- Place Overview and Scrutiny Committee

The date and time of meetings will be set by full Council and may only be changed by the Chairman of the relevant Committee in consultation with the Monitoring Officer. Members will adhere to the agreed principles of the Council's Code of Conduct.

Decisions shall be taken by consensus. Where it is not possible to reach consensus, a decision will be reached by a simple majority of those present at the meeting. Where there are equal votes the Chair of the meeting will have the casting vote.

## MEMBERSHIP

The Overview and Scrutiny Committees are appointed by full Council, and each has 11 members. No member of the Cabinet may be a member of the Overview and Scrutiny Committees, or any group established by the Committees. Lead Members of the Cabinet may not be a member of Overview and Scrutiny Committees. The Chair and Vice-Chair of the Audit and Governance Committee may not be a member of any Overview and Scrutiny Committee.

The quorum of the Overview and Scrutiny Committees shall be one third of the total membership (excluding voting and non-voting co-optees).

No member may be involved in scrutinising a decision in which they been directly involved. If a member is unable to attend a meeting their Group may arrange for a substitute to attend in their place in accordance with the procedures as set out in the Council's Constitution.

Members of the public can be invited to attend and contribute to meetings as required, to provide insight to a matter under discussion. This may include but is not limited to subject experts with relevant specialist knowledge or expertise, representatives of stakeholder groups or service users. Members of the public will not have voting rights.

**Children's Services Overview and Scrutiny Committee** - The Committee must statutorily include two church and two parent governor representatives as voting members (on matters related to education) in addition to Councillor members. Parent governor membership shall extend to a maximum period of four years and no less than two years. The Committee may also co-opt one representative from the Academy Trusts within the local authority area, to attend meetings and vote on matters relating to education.

The Committee may also co-opt two representatives of The Youth Parliament and, although they will not be entitled to vote, will ensure that their significant contribution to the work of the Committee is recognised and valued.

## FUNCTIONS OF THE O&S COMMITTEES

Each Overview and Scrutiny Committee is of equal status and has responsibility for:

- Scrutinising decisions of the Cabinet, offering advice or making recommendations, considering decisions that have been called-in,
- Offering any views or advice to the Cabinet or Council in relation to any matter referred to the Committee for consideration;



- General policy reviews, and making recommendations to the Council or the Cabinet to assist in the development of future policies and strategies;
- Assisting the Council in the development of the Budget and Policy Framework by in-depth analysis of policy issues;
- Monitoring the implementation of decisions to examine their effect and outcomes;
- Referring to full Council, the Cabinet or appropriate Committee/Sub-Committee any matter which, following scrutiny a Committee determines should be brought to the attention of the Council, Cabinet or other appropriate Committee;
- Preparation, review and monitoring of a work programme;
- Maintaining oversight of the training needs of the Committee.
- Establishing such commissioned work as appropriate after taking into account the availability of resources, the work programme and the matter under review;

**Figure 1 below provides an outline of the responsibilities of each Committee.**

The remit of the Overview and Scrutiny Committees is based on the division of Portfolio Holder responsibilities. Portfolio Holders may report to more than one Overview and Scrutiny Committee.

Portfolio Holder responsibilities are changeable and from time to time it may be necessary to modify the designation of functions across the four Overview and Scrutiny Committees.

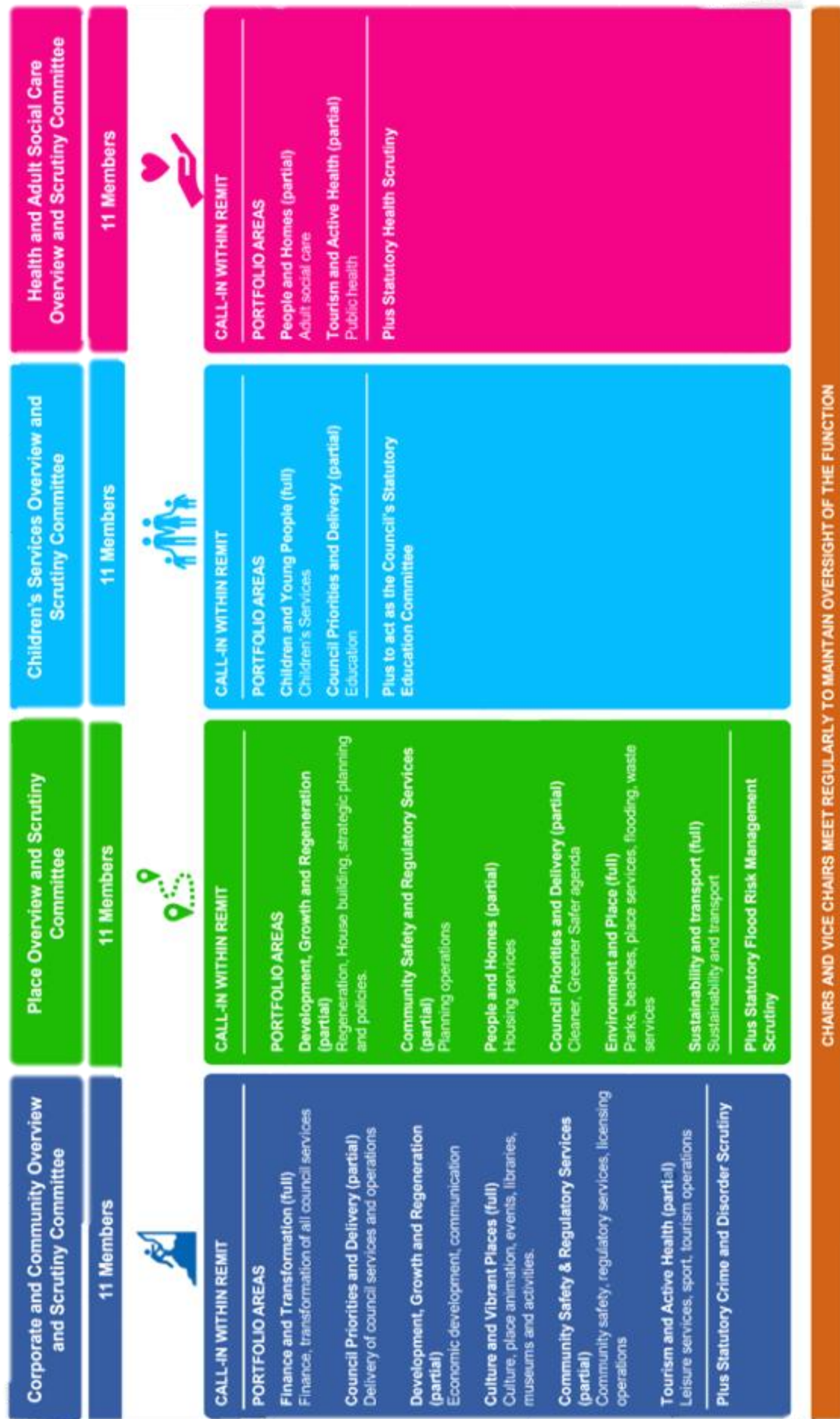


Figure 1 – Overview and Scrutiny Committee Structure, 2023.

## COMMISSIONED WORK

In addition to Committee meetings, the Overview and Scrutiny Committees may commission work to be undertaken as it considers necessary after taking into account the availability of resources, the work programme and the matter under review.

Each Committee is limited to two commissions at a time to ensure availability of resources.

**a) Working Groups** – a small group of Councillors and Officers gathered to consider a specific issue and report back to a full Committee, or make recommendations to Cabinet or Council within a limited timescale. Working Groups usually meet once or twice, and are often non-public;

**b) Sub-Committees** – a group of Councillors delegated a specific aspect of the main Committee's work for ongoing, in-depth monitoring. May be time limited or be required as a long-standing Committee. Sub-Committees are often well suited to considering performance-based matters that require scrutiny oversight. Sub-Committees usually meet in public;

**c) Task and finish groups** – a small group of Councillors tasked with investigating a particular issue and making recommendations on this issue, with the aim of influencing wider Council policy. The area of investigation will be carefully scoped and will culminate in a final report, usually with recommendations to Cabinet or Council. Task and finish groups may work over the course of a number of months and take account of a wide variety of evidence, which can be resource intensive. For this reason, the number of these groups must be carefully prioritised by scrutiny members to ensure the work can progress at an appropriate pace for the final outcome to have influence;

**d) Inquiry Days** – with a similar purpose to task and finish groups, inquiry days seek to understand and make recommendations on an issue by talking to a wide range of stakeholders and considering evidence relating to that issue, within one or two days. Inquiry days have similarities to the work of Government Select Committees. Inquiry days are highly resource intensive but can lead to swift, meaningful outcomes and recommendations that can make a difference to Council policy; and

**e) Rapporteurs or scrutiny member champions** - individual Councillors or pairs of Councillors tasked with investigating or maintaining oversight of a particular issue and reporting back to the main Committee on its findings. A main Committee can use these reports to facilitate its work prioritisation. Rapporteurs will

undertake informal work to understand an issue – such as discussions with Officers and Portfolio Holders, research and data analysis. Rapporteur work enables scrutiny members to collectively stay informed of a wide range of Council activity. This approach to the provision of information to scrutiny members also avoids valuable Committee time being taken up with briefings in favour of more outcome-based scrutiny taking place at Committee.

**These terms of reference should be read in conjunction with the Overview and Scrutiny Procedure Rules outlined in Part 4C of the Council's Constitution.**

## Forward Plan – BCP Place Overview and Scrutiny Committee

DATE to be allocated					
1.	<b>Strategic Transport Plan</b> To consider an update on progress and timescales for the Strategic Transport Plan.	To enable the Committee to consider any proposals before consultation	Committee – Briefing note	PH – Transport and Sustainability	Contact Democratic Services for further information. Deferred from November meeting following a delay in government announcements
2.	<b>Flooding and FCERM</b> To consider a report providing an annual update on this issue	To enable the Committee to maintain oversight of this issue and target scrutiny as required.	Committee Report or information only paper	PH – Environment and Place	Contact Democratic Services for further information.
3.	<b>Play Strategy</b> To consider the Council's play strategy once developed.	To enable the committee to maintain an oversight of this issue and contribute as appropriate.	Committee report	PH – Environment and Place	Update requested by the Committee at its meeting in May 2022.
<b>Commissioned Work</b> Work commissioned by the Committee (for example task and finish groups and working groups) is listed below: Note – to provide sufficient resource for effective scrutiny, no more than 2 items of commissioned work will run at a time. Further commissioned work can commence upon completion of previous work.					
4.	<b>Tree Strategy Working Group</b> To consider and feed into the developing Tree Strategy for BCP	To ensure that there is an overview on this issue and member engagement as the strategy develops	Task and Finish Group	PH – Environment and Place	

<b>Update Items</b> <p>The following items of information have been requested as updates to the Committee.</p> <p>The Committee may wish to receive these in an alternative to format to Committee updates (e.g. by emailed briefing note outside of the Committee) to reserve capacity in Committee meetings for items of value-added scrutiny.</p>					
5.	<b>Flooding and FCERM</b> To consider a report providing an annual update on this issue. Place O&S is the statutory body to consider.	To enable the Committee to maintain oversight of this issue and target scrutiny as required.	Committee Report or information only paper	PH – Environment and Place	Contact Democratic Services for further information.
6.	<b>Local Plan</b> To consider the future plans and current progress on this issue.	To enable the committee to maintain an oversight of this issue and contribute as appropriate.	Committee Report or Information only paper	PH – Development, Growth and Regeneration	It would be appropriate for the Committee to receive ongoing updates on this issue as it progresses.
<b>Annual Reports</b>					
7.	<b>Climate Plan</b> Annual report – to consider the Council’s work in response to the Climate Emergency	To enable the Committee to monitor this issue and target scrutiny as required.	Committee Report		

## Request for consideration of an issue by Overview and Scrutiny

---

### **Guidance on the use of this form:**

This form is for use by councillors and members of the public who want to request that an item joins an Overview and Scrutiny agenda. Any issue may be suggested, provided it affects the BCP area or the inhabitants of the area in some way. Scrutiny of the issue can only be requested once in a 12 month period.

The form may also be used for the reporting of a referral item to Overview and Scrutiny by another body of the council, such as Cabinet or Council.

The Overview and Scrutiny Committee receiving the request will make an assessment of the issue using the detail provided in this form and determine whether to add it to its forward plan of work.

They may take a variety of steps to progress the issue, including requesting more information on it from officers of the council, asking for a member of the overview and scrutiny committee to 'champion' the issue and report back, or establishing a small working group of councillors to look at the issue in more detail.

If the Committee does not agree to progress the issue it will set out reasons for this and they will be provided to the person submitting this form.

More information can be found at Part 4.C of the BCP Council Constitution  
<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

Please complete all sections as fully as possible

### **1. Issue requested for scrutiny**

### **2. Desired outcome resulting from Overview and Scrutiny engagement, including the value to be added to the Council, the BCP area or its inhabitants.**

**3. Background to the issue**

**4. Proposed method of scrutiny - (for example, a committee report or a working group investigation)**

**5. Key dates and anticipated timescale for the scrutiny work**

**6. Notes/ additional guidance**

---

Document last reviewed – January 2022

Contact – [democratic.services@bcpcouncil.gov.uk](mailto:democratic.services@bcpcouncil.gov.uk)



# CABINET FORWARD PLAN – 1 MARCH 2023 TO 30 JUNE 2023

(PUBLICATION DATE – 07 March 2023)



85

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Corporate Peer Challenge Progress Report	To share the LGA Peer Team feedback from their onsite visit in December 2022	No	Cabinet 8 Mar 2023	All Wards			Bridget Webber	Open
Community Asset Transfer Policy	To set out a policy and process for how the Council will consider requests for community asset transfers with regards its assets	Yes	Cabinet 8 Mar 2023  Council 21 Mar 2023		Community Groups, Town & Parish Councils	2 month Consultation process running for 8 weeks commencing mid September. Survey developed by Research & Information Team to seek views on policy and process.	Chris Shephard, Martin Wilkins	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Transfer of green space assets to Christchurch Town Council	Formal approval is required to the agreed terms detailing the financial arrangements and responsibility for three spaces, at Barrack Road recreation ground and Skate facilities at Waterman's Park and Two Riversmeet, to be transferred from BCP to Christchurch Town Council.	Yes	Cabinet 8 Mar 2023  Council 21 Mar 2023	Burton & Grange; Christchurch Town	Christchurch Town Council	Consultation started pre-LGR and has continued including the formation of Heads of terms, notice of Disposal of open space publicly advertised etc, no further consultation required.	Kate Langdown, Martin Whitchurch	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Poole Crematorium: Detailed Options for the replacement of cremators	Report detailing the options for the replacement of cremators at Poole, as requested by Cabinet on the 28th September 2022, following the report which considered the options on whether to invest in the facility following the suspension of cremations in April 2020	Yes	Place Overview and Scrutiny Committee 1 Mar 2023  Cabinet 8 Mar 2023	All Wards			Liz Hall, Andy McDonald	Open
BCP FuturePlaces Ltd Outline Business Case for Poole Civic Centre	To consider the options and outline business case for the future redevelopment of Poole Civic Centre.	No	Cabinet 8 Mar 2023  Council 21 Mar 2023	All Wards; Parkstone			Jess Gibbons	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
BCP FuturePlaces Ltd - Outline Business Cases for Christchurch Civic Centre	To make recommendations for the future development of Christchurch and Poole Civic Centre buildings and seek approval to progress to Full Business Case Stage.	Yes	Cabinet 8 Mar 2023  Council 21 Mar 2023	Christchurch Town; Poole Town; Parkstone	Christchurch Town Council, Portfolio Holders, Ward Councillors, and Lead Members.		Rob Dunford  Sarah Good, Sarah Longthorpe	Open
BCP FuturePlaces Ltd - Outline Business Case Beach Road Car Park	To consider redevelopment options for Beach Road Car Park	No	Cabinet 8 Mar 2023	Canford Cliffs			Sarah Longthorpe	Open
FuturePlaces Annual Review	The report provides an update on progress to-date against the projects in the approved FuturePlaces Annual Business Plan. This report is for information purposes only and not for decision.	No	Cabinet 8 Mar 2023	All Wards	N/A		Sarah Good	Open

<b>What is the subject?</b>	<b>What is the purpose of the issue?</b>	<b>Is this a Key Decision?</b>	<b>Decision Maker and Due Date</b>	<b>Wards</b>	<b>Who are the key stakeholders to be consulted before the decision is made?</b>	<b>What is the consultation process and period</b>	<b>Officer writing the report</b>	<b>Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?</b>
Bournemouth Development Company LLP - Extension to Option Execution Dates	To consider extensions to Option Execution Dates in relation to on-going BDC projects.	No	Cabinet 8 Mar 2023	Bournemouth Central			Sarah Longthorpe	Open
Smart Place Programme: Next Steps	To set out emerging opportunities for developing the Smart Place Programme and to seek approval to undertake a procurement exercise to secure a Smart Place Strategic Partner (final decision to award will be subject to a further Cabinet report).	No	Cabinet 8 Mar 2023	All Wards			Chris Shephard	Open
CNHAS- the next 5 years and project approvals.	to Share the reprofiling of the 5 programmes within CNHAS to reflect procurement , market conditions and new capital funding opportunities.	No	Cabinet 8 Mar 2023	All Wards; Bournemouth Central			Nigel Ingram	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Our Cultural Plan	Articulates a clear, ambitious and inclusive vision for culture for everyone who lives, works and visits the BCP area. It is an outcomes focused 10 year plan, with a clear set of priorities for delivery in the short, medium and long term. The plan is owned by the Cultural Compact, for which the Council is a key facilitating partner.	Yes	Cabinet 8 Mar 2023	All Wards	Cultural Compact board, local cultural providers, organisations and community groups	extensive local engagement over the last 3 years has provided the evidence base to inform the Cultural Plan. The draft Cultural Plan will be 'played back' and further refined with key community groups and organisations toward the end of September, resulting in a final draft Cultural Plan (Working title) by the end of October.	Michael Spender	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Climate Programme	Approve new Climate Action programme (Strategy, Action plan, Annual Report)	Yes	Place Overview and Scrutiny Committee 1 Mar 2023  Cabinet 8 Mar 2023  Council 21 Mar 2023	All Wards	CMB, Place O&S, Cabinet, all members	CMB - Jan 2023 All members briefing - Feb 2023 Place O&S - 1 March 2023 Cabinet - March 2023	Kate Langdown	Open
2 Riversmeet Leisure Centre: Energy Improvements Business Case	To present a business case for energy-efficiency works at the Council-owned 2 Riversmeet Leisure Centre in Christchurch	No	Cabinet 8 Mar 2023	Christchurch Town			Neil Short	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Day Opportunities Strategy - Case for Change Report	This case for change report sets out the future direction for services and next steps to co-produce a new day opportunities strategy for BCP. The report includes findings following a strategic review of existing services and a public view seeking exercise.	Yes	Health and Adult Social Care Overview and Scrutiny Committee 6 Mar 2023  Cabinet 8 Mar 2023	All Wards	The co-production group attached to the day opportunities project which includes service users, carers, providers of day opportunities, advocacy groups, councillors and partner agencies e.g. NHS Dorset.	Confirming strategy priorities for the case for change report with the co-production group through Teams meetings consultation and polls on 27th January and 7th February 2023.	Kevin Gillings	Open



What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Tourism Strategy	<p>This report brings forward for adoption the first 'whole place' Tourism Strategy for the BCP region. Developed in collaboration with the Destination Management Board it sets out a clear set of priority actions and outcomes for the development of the tourism offer over the next 5 years.</p> <p>The Tourism Strategy responds to significant supply and demand side changes across the visitor economy in recent years, accelerated by the impacts of Brexit, the Pandemic and the challenges around cost of living and inflation.</p> <p>The strategy sets out a new approach to delivery by the tourism industry and enabled by the Council. It establishes a strong vision and actions to deliver long term growth in a core industry with an international award-winning reputation and demonstrates the Council's ongoing commitment to tourism.</p>	No	Cabinet 8 Mar 2023	All Wards	Consultation with the Tourism industry, via Destination Management Board, BIDs and BAHA trade groups.	Consultation has been undertaken through the development of this report in the period Oct '22 to Jan '23	Andrew Emery	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
LTP Capital Programme 2023/24 and Programme for developing Local Transport Plan 4	<p>This report sets out and seeks financial approval for investment of the 2023/24 Local Transport Plan (LTP) grant allocation (capital funding) from the Department for Transport (DfT).</p> <p>It is expected that the 2023/24 LTP Capital grant allocation for the Council will be £7.9 million comprising £3.1 million of Integrated Transport Block (ITB) funding and £4.8 million of Highway Maintenance funding (including Pothole Funding).</p> <p>This report will also advise Cabinet of the proposed programme for refreshing the Council's statutory Local Transport Plan in the light of emerging new government guidance.</p>	No	Cabinet 8 Mar 2023	All Wards			Julian McLaughlin	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Tender for Fly-tipping & Littering; update on progress	To provide an update to Cabinet on the progress with issuing the tender for the provision of services in relation to fly-tipping & littering enforcement. References the November 2022 Cabinet decision to proceed with the tender.	No	Cabinet 8 Mar 2023	All Wards			Peter Haikin	Open
Subsidised Bus Services Review	To consider subsidised bus service reductions required to remain within available budgets.	Yes	Cabinet 31 May 2023	All Wards			John McVey	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Protecting our Coastal and Open Spaces	to consider recommendations for PSPO following public consultation	No	Cabinet 31 May 2023	All Wards			Nananka Randle	Open
Award of Gigabit Fibre Neutral Host Operator	Recommendation that Cabinet confirm the appointment of the preferred bidder to the role of BCP Council Gigabit Fibre Neutral Host Operator and to proceed to agreement and formal award.	No	Cabinet 31 May 2023	All Wards			Adrian Hale, Chris Shephard	Open
Street Naming and Numbering Policy	To secure Cabinet approval for a single BCP policy relating to street naming and numbering decisions.	No	Cabinet 31 May 2023	All Wards			Matti Raudsepp	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Housing Strategy - Annual Summary Review		No	Cabinet 21 Jun 2023				Kerry-Marie Ruff	
Medium Term Financial Plan (MTFP) Update	This report presents the latest medium-term financial plan (MTFP) of the council to reflect government announcements since the February 2022 budget report and updated assumptions.	No	Cabinet 21 Jun 2023  Council 11 Jul 2023	All Wards			Adam Richens	Open
Outturn Report 2022/23	To provide the financial outturn for 2022/23	No	Cabinet 21 Jun 2023  Council 11 Jul 2023	All Wards			Nicola Webb	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
End of Year Corporate Performance Report 2022/23	To provide an update on progress delivering the actions set out in the Corporate Strategy and Delivery Plans	No	Cabinet 26 Jul 2023	All Wards			Vicky Edmonds	Open
Consultation on the draft Bournemouth, Christchurch and Poole Local Plan	To seek agreement to publish the draft (Pre submission) version of the Bournemouth, Christchurch and Poole Local Plan for consultation prior to the submission of the plan for examination.	Yes	Cabinet 6 Sep 2023  Council 12 Sep 2023	All Wards			Steve Dring, Sam Fox	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Christchurch Bay and Harbour FCERM Strategy	Bournemouth, Christchurch and Poole Council (BCP) and New Forest District Council (NFDC) are working together with the Environment Agency to produce a new strategy to protect coastal communities from tidal flooding and erosion risk. It will guide how the frontage from Hengistbury Head to Hurst Spit, encompassing Christchurch Harbour, will be sustainably managed for the next 100 years.	No	Cabinet 25 Oct 2023	Christchurch Town; East Southbourn e & Tuckton; Highcliffe & Walkford; Mudeford, Stanpit & West Highcliffe	Landowners, BCP residents, businesses, organisations, BCP services	Several levels of public enegagement and consultation throughout the development of the Strategy between 2021 and 2023.	Catherine Corbin, Alan Frampton, Matt Hosey	Open

What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Library Strategy	To produce a library strategy across all BCP libraries and the development of libraries as neighbourhood hubs.	No	Cabinet Date to be confirmed					Open
Bournemouth Development Company LLP Business Plan	To seek approval for the Bournemouth Development Company Business Plan, extend some contractual "Option Execution Dates" in relation to specific sites and provide an update in relation to the independent Local Partnerships Review.	No	Cabinet Date to be confirmed	Bournemouth Central			Sarah Longthorpe	Open
Children's Services Early Help Offer	Summary of findings and recommendations from an ongoing review of our current Early Help services	No	Cabinet Date to be confirmed	All Wards			Zafer Yilkan	Open



What is the subject?	What is the purpose of the issue?	Is this a Key Decision?	Decision Maker and Due Date	Wards	Who are the key stakeholders to be consulted before the decision is made?	What is the consultation process and period	Officer writing the report	Is the report likely to be considered in private (i.e., it contains confidential or exempt information)?
Pay & Reward - New Terms and Conditions of Employment	To seek approval for the Council's new terms and conditions of employment, including new pay and grading arrangements.	No	Cabinet Date to be confirmed		Proposals have been developed through a process of collective bargaining with recognised Trade Unions. CMB, directorate leadership teams and employees have also been consulted at various stages during the project and informed the development of proposals		Lucy Eldred, Jon Burrows	Fully exempt
Poole Regeneration Update	To update Cabinet and the public on projects and activities in Poole Town Centre	No	Cabinet Date to be confirmed	Poole Town	relevant stakeholders to the Poole Regeneration Programme		Chris Shephard	Open

This page is intentionally left blank