

# Notice of Overview and Scrutiny Board

Date: Monday, 21 October 2024 at 6.00 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY



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## Membership:

### Chairman:

Cllr S Bartlett

### Vice Chairman:

Cllr S Aitkenhead

Cllr P Broadhead  
Cllr J Beesley  
Cllr L Dedman  
Cllr C Goodall

Cllr S Mackrow  
Cllr L Northover  
Cllr Dr F Rice  
Cllr K Salmon

Cllr T Trent  
Cllr O Walters  
Cllr C Weight

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All Members of the Overview and Scrutiny Board 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?MIId=5948>

If you would like any further information on the items to be considered at the meeting please contact: Claire Johnston 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

11 October 2024

**DEBATE  
NOT HATE**



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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  
([janie.berry@bcpcouncil.gov.uk](mailto:janie.berry@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. 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.

## 4. Confirmation of Minutes

5 - 18

To confirm and sign as a correct record the minutes of the Meetings held on 23<sup>rd</sup> September and 1<sup>st</sup> October 2024.

## 4a. Action Sheet

19 - 20

To note any outstanding actions from previous Board meetings.

## 5. Public Issues

To receive any public questions, statements or petitions submitted in accordance with the Constitution. Further information on the requirements for submitting these is available to view at the following link:-

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of public questions is midday 3 clear working days before the meeting.

The deadline for the submission of a statement is midday the working day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

## ITEMS OF BUSINESS

### 6. **Blue Badge Service - Update**

21 - 28

This report provides an update on the recommended officer actions made in relation to the Informal working group report submitted to Overview and Scrutiny Committee on 9 October 2023.

An update is also provided covering current blue badge processing performance which highlights a number of ongoing challenges currently facing the service, along with an action plan for improvement.

### 7. **Work Plan**

29 - 74

The Overview and Scrutiny (O&S) Board is asked to consider and identify work priorities for publication in a Work Plan.

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**  
**OVERVIEW AND SCRUTINY BOARD**

Minutes of the Meeting held on 23 September 2024 at 6.00 pm

Present:-

Cllr S Bartlett – Chairman

Present: Cllr P Broadhead, Cllr J Beesley, Cllr L Dedman, Cllr C Goodall,  
Cllr S Mackrow, Cllr L Northover, Cllr K Salmon, Cllr T Trent,  
Cllr C Weight, Cllr P Canavan (In place of Cllr S Aitkenhead) and  
Cllr A Chapmanlaw (In place of Cllr O Walters) Cllr F Rice (virtually)

Also in Cllr M Cox and Cllr J Hanna. Cllr M Earl (virtually), Cllr S Carr-Brown  
attendance: (virtually), and Cllr C Rigby (virtually).

32. Apologies

Apologies were received from Vice-Chair Cllr S Aitkenhead and Cllr Walters. Cllr F Rice joined online.

33. Substitute Members

Cllr P Canavan substituted for Cllr S Aitkenhead and Cllr A Chapmanlaw substituted for Cllr O Walters.

34. Declarations of Interests

There were no declarations of interest made on this occasion.

35. Confirmation of Minutes

The minutes of the meeting held on 27 August were approved as a correct record.

36. O&S Board Action Sheet

The action sheet was noted.

37. Public Issues

Three public questions were received from local resident Mr McKinstry as follows:

Question 1

Apropos the report for Item 8, in particular paragraph 4(i): the £30 million target for capital receipts between 2023 and 2025. Can you confirm whether the following assets have been disposed of for capital-receipt-

generating purposes, and if so, can you provide details of the sale prices and the net proceeds of sale?

The assets are:

Southbourne Crossroads car park;

"Waitrose" car park, Christchurch By-Pass;

27 High Street, Christchurch;

St Ambrose Cottage, Alumhurst Road;

The defunct toilets, Adastral Square, Canford Heath.

Can you also clarify whether the Council's land at Wessex Fields is being sold for anything less than its independent red book valuation?

### **Response**

Sales values can only be confirmed once the final legal agreements have been completed. At this point in time each of the assets listed are at the following stages.

**Southbourne Crossroads car park:** Sold by way of an Agreement for Lease dated 23 February 2021. Completion anticipated November 2024.

**"Waitrose" car park, Christchurch By-Pass:** Head of Terms have been agreed with Christchurch Town Council. Completion anticipated in the Autumn 2024.

**27 High Street, Christchurch:** To be auctioned by Allsops on the 24 September 2024.

**St Ambrose Cottage,** Alumhurst Road: Currently being considered alongside the future of the adjoining site.

The defunct toilets, **Adastral Square, Canford Heath:** To be auctioned by Allsops on the 5 November 2024.

The disposal of Wessex Fields will not be sold for less than its independent red book valuation.

### Question 2

Turning to paragraph 43 of the same report, "risks inherent in the financial position of the Council ... **Legal Claims** covering various matters such as planning". Can you provide details of any costs paid or payable to the appellants in the Highmoor Farm planning case, assuming those sums have now been determined?

### **Response**

“The Council has not as yet received the costs application from the applicant despite them being awarded a partial award of costs at the appeal”

### Question 3

Finally, has any legal claim been brought against this authority relating to the decision to close the Whitecliff Road entrance to Poole Park to motor vehicles, a decision passed by Cabinet on 22 May 2024?

### **Response**

No legal claims to date have been received

### 38. Call-in of Decision - Pay and Reward Final Position

The Monitoring Officer 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 Monitoring Officer advised that following receipt of a valid call-in request from three Members of the Overview and Scrutiny Board, the Board was asked to review and scrutinise the decision of the Cabinet taken on 4 September 2024 relating to the business item “Pay and Reward Final Position”

The Board was informed that the call-in request has been considered as valid, as there were reasonable grounds that the decision was not made in accordance with the decision-making principles set out at Article 12 of the Constitution and in particular Article 12.1 h "explain what options were considered and give the reasons for the decision”

The Board was invited to consider the process by which Cabinet made its decision as opposed to the content of the substantive decision itself.

To assist the Board a procedure for the call-in was circulated:

- Opportunity for the Trade Unions to input
- Councillor presentation of the Call-in
- Response to the Call-in by the Cabinet
- Summing up – 10 mins
- Debate
- Motions/Voting

Following the Monitoring Officer’s introduction representatives of Trade Unions, Unite and GMB both addressed the Board and shared concerns around the call-in and the potential delay to the Pay and Reward Process and information on the union’s involvement with the Pay and Reward process up to this point.



The Lead Call-in member then went on to advise of their reasons for calling-in the decision and explained that the decision would impact almost 5000 members of staff and it was important to get this right for both staff and BCP residents. It was noted that there was a statement within the Cabinet report which made the assumption that there were no other options for the Cabinet to consider and therefore this did not allow the Cabinet to make a fully informed decision. The other members who had signed the call-in also made statements to the Board to explain their reasons for supporting the Call-in, a particular concern being that whether the information supplied to Cabinet was sufficient.

It was suggested by the Call-in members that the Board may wish to offer the following advice to Cabinet:

1. The OS board recommends that Cabinet reexamines its decision to agree the final negotiated position and financial costs associated with implementing pay and reward to consider:
  - a) All options considered in formulating the final negotiated position;
  - b) The short, medium and long term cost effectiveness of the final position, by comparison of all other options considered;
  - c) If the annual incremental pay structure results in a structure that ensures colleagues are treated equally and fairly, and that colleagues doing the same work will receive equal pay.
2. That following approval of Pay and Reward Cabinet requests, the Audit and Governance Committee to review the process used by the Council in formulating, negotiating and approving the pay and reward system to check that it has been conducted appropriately and in accordance with the Constitution, and to make recommendations to Council if considered necessary.
3. That Cabinet refer the decision to Full Council due to the cumulative effect of financial implications of this decision, which would ordinarily indicate it to be a key decision.

The Call-in members wanted to ensure that what the Constitution said in terms of Key Decisions was being followed in the decision-making process.

The responsible Cabinet Portfolio Holder then went on to respond to the issues raised in the call-in. It was noted that the issue of Pay Bands had already been agreed along with the pay structure under the pay bands by the previous Conservative administration in July 2022. The report presented to Cabinet on 4 September summarised the background but did not ask Cabinet to revisit the decision on the pay structure. The decision that Cabinet was being asked to make was on the extra costs involved in the revised offer to staff. The Portfolio Holder outlined a number of instances when pay and reward had been previously considered by a scrutiny body and that the Overview and Scrutiny Board had considered a report in June 2024 when no concerns had been raised.

The Board was advised that the Pay Bands had been agreed since a 2022 decision taken by Chief Executive in consultation with the Council Leader. The Director of People and Culture went on to explain that the pay review



involved a complex decision process and that a future pay model had to comply with a number of elements. The Trade Unions had their own non-negotiable points, such as that employees due a pay decrease would receive pay protection and that the distribution of impact should be across all pay bands. The model also needed to give due regard to equal pay legislation. There was a need to find a balance against all the issues to be able to come up with a solution to reach the best outcomes for colleagues and the Council. It was also explained that the pay band differentials was fairly normal and greater differentials could be found in other local authorities' pay structures. The Board was advised that Trade Unions were not in favour of spot rates.

The Board sought clarification on whether the proposals offered to the Trade Unions had been agreed by Cabinet/Council. It was explained that this was made by delegated authority in consultation with the Leader.

The Monitoring Officer advised that if the Committee were minded to offer advice, there may be some legal implications and this may have an impact on the Council's relationship with staff and there were significant issues within the Cabinet report for which there may be a requirement of legal advice to be given without the press and public present. The Board discussed this and it was agreed to hear this advice and it was therefore:

**RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.**

In the non-public session the Board considered information provided by the Council's legal advisors on the potential impact of a decision from the Board to offer advice.

The meeting resumed in public session.

The Lead Call-in member summarised the position regarding the call-in.

The Cabinet Portfolio Holder summarised the Cabinet's position.

The meeting adjourned at 7:59pm and resumed at 8:06pm

The Board began debate on the call in.

A motion was proposed and seconded that the Overview and Scrutiny Board do not offer advice to the Cabinet.

Members of the Board commented that they could not see an issue to offer advice on and it appeared that, the relevant decision making was delegated to the relevant people at the relevant time. Other comments made concerned the fact that the process had already gone on for a very long

time and that they did not see a reason for it to be delayed further. Opinions were also offered that it appeared that a lot of work had gone into the process and that there did not seem to be a reason to support the call-in. It was also suggested that whilst there were certain elements of the process which would have benefitted from being put more clearly within the Cabinet report or explored more thoroughly, it was not felt necessary to delay it further by offering advice to Cabinet.

It was noted that some interesting points had been made around the costs involved and that it had been good to hear the points made from officers and Portfolio Holders.

Following debate on the motion it was

**RESOLVED that the Overview and Scrutiny Board do not offer advice to the Cabinet.**

Voting: 9 for, 3 against, 0 abstentions

The Monitoring Officer confirmed that the decision of the Cabinet may now be implemented immediately.

39. Response to Government Pro Forma on Devolution

The Chief Executive gave a presentation to the Board, a copy of which appears as Appendix 'B' to these minutes in the Minute Book. In July 2024 the government asked local authorities across England to provide an expression of interest in potential devolution arrangements. The Board was advised of all the different geographical options which had been explored in relation to devolution proposals, the benefits and challenges for each if the proposals were outlined and the Board were advised of which of the proposals were possible to move forward. The Board was also advised of which benefits were most likely to come from the possible options and the progress which had been made in putting a response to the Government's Pro Forma forward. There were a number of issues raised in the subsequent discussion, including:

Concern over the perceived view of government that bigger was better as this was not necessarily the case.

That there were a number of significant obstacles for the BCP only bid and if this was to be the route the Council moved forward with, a strong case would need to be made for the BCP only option and the Council needed to clearly demonstrate how it would drive forward economic opportunities.

Concern around the issue of Elected Mayor or non-Mayoral routes. There were differences of opinion expressed around this issue. The main driving force was the idea of having someone who was directly elected and therefore directly accountable.

It was noted that there was previously a coastal partnership which included the BCP region and that BCP was clearly part of the south-central region.

It was also suggested that a BCP plus area would make geographical sense as transport links and economic links were shared – going out

around the BCP region to areas such as Wareham, Ferndown and New Milton.

It was clarified that the point of this opportunity for devolution was to push powers downwards.

Joining with Dorset - varied views were given on the positives and negatives around this option. It was noted that it should present opportunities for improved transport links.

There were concerns expressed that BCP had already fallen down the queue in terms of consideration for devolution and there was a need to make a very strong case to ensure BCP was not left behind.

The Leader advised that they would take on board views and opinions expressed and reassured members that there would be an all-member session once there was further information available.

#### Additional Meeting

Due to the number of items remaining on the agenda and the time of the meeting so far the Cahir proposed and it was agreed to hold an additional meeting on 1<sup>st</sup> October at 6.00pm to consider the remaining items below.

40. Medium Term Financial Plan (MTFP) Update

This item was opened and closed with a view to inclusion as an agenda item at a future meeting.

41. Directorate Budget Presentations

This item was opened and closed with a view to inclusion as an agenda item at a future meeting.

42. O&S Budget working group - scoping report

This item was opened and closed with a view to inclusion as an agenda item at a future meeting.

43. Overview and Scrutiny Annual Report

This item was opened and closed with a view to inclusion as an agenda item at a future meeting.

44. Work Plan

This item was opened and closed with a view to inclusion as an agenda item at a future meeting.

The meeting ended at 9.00 pm

CHAIRMAN

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**BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL**  
**OVERVIEW AND SCRUTINY BOARD**

Minutes of the Meeting held on 01 October 2024 at 6.00 pm

Present:-

Cllr S Bartlett – Chairman

Cllr S Aitkenhead – Vice-Chairman

Present: Cllr J Beesley, Cllr L Dedman, Cllr C Goodall, Cllr S Mackrow,  
Cllr L Northover, Cllr K Salmon, Cllr T Trent, Cllr O Walters and  
Cllr G Wright (In place of Cllr P Broadhead)  
Presnet Cllr F Rice and Cllr C Weight  
Virtually:  
Also in Cllr M Cox  
attendance:

45. Apologies

Apologies were received from Cllr P Broadhead. Cllr F Rice and Cllr C Weight joined online.

46. Substitute Members

Cllr G Wright substituted for Cllr P Broadhead

47. Declarations of Interests

There were no declarations of interest made on this occasion.

48. Public Items

There were no public items on this occasion

49. Medium Term Financial Plan (MTFP) Update

The Deputy Leader and Portfolio Holder for Finance 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 Board was advised that the Council aimed to ensure that it continued to maintain a balanced 2025/26 budget forecast by considering the impact that changes to the previous assumptions would have on the underlying approved position and taking mitigating action where necessary. The report presented an update on the 22 May 2024 letter submitted by the Director of Finance to Department for Levelling Up Housing and Communities (DLUHC) and Department for Education (DfE) outlining concerns regarding the impact the deficit on the Dedicated Schools Grant (DSG) was having on the financial sustainability of the Council. Provides details of the council's r  
The report also provided details of the Council's responses to the government's consultation supporting the 30 October 2024 national Budget.

A number of issues were raised and responded to during the discussion on this item, including:

Voluntary redundancies - That these needed to be targeted to appropriate areas. It was noted that the last time this process had been used there were areas from which voluntary redundancies were not accepted. The payback period would also be considered to see if this should be extended. It was commented that there were often unintended consequences of voluntary redundancy leaving areas short staffed. It was hoped that the scheme would negate the need for compulsory redundancies but this would depend upon the outcome of the voluntary scheme

- Online reporting – It was suggested that Overview and Scrutiny should be involved with improvements to this and perhaps should look to a working group on this issue.
- Dedicated School Grant High Needs Budget – Report advised of the commissioning of a review but there were concerns on the effectiveness of this. The review was being undertaken by Chris West, Advisor to Department of Education. This took place during September and was now in a place where the report was being finalised and the report going back to the DfE. There was a need to receive advice from central government in order for advice to be given to Council on how a balance budget can be set for 2025/26.
- Impact of High Needs Budget – The Council budget was approximately £357m, the high needs budget government grant was £63.2m, the anticipated overspend was £28m. However, the updated overspend increased to £44.5m in the quarter one budget monitoring. Spending was approximately 77 percent more than the grant. In the first quarter of 2025/26 the budget would run out of headroom to cashflow the DSG deficit. Cash flowing the deficit costs approximately £5m per year. The budget for 2024/25 included £38 million of savings which could have been reduced if it wasn't for this need. The Portfolio Holder commented that the current scheme was unsustainable and needed a full review.
- Local MP Letter to government - Issues were raised regarding support from all local MPs for the letter drafted to government regarding the Impact of the High Needs Budget deficit. It was hoped that everyone could be onboard with the issues around this moving forward. Councillors would follow up on this issue.
- Carters Quay – The accumulated interest costs were questioned. There was not currently any further update on this site.
- Stakeholder representation letter to new government regarding the Council Tax Framework Reform. The Portfolio Holder advised that they preferred to have more flexibility around setting council tax in order not to make savage cuts to services. It was confirmed that it was preferred to have ultimate control over all the various Council Tax discounts including Single Person Discount.

The Board noted the report and recommendations to Cabinet.

50. Directorate Budget Presentations

The Scrutiny Specialist introduced this item and presentations, copies of which appear as Appendix 'B' and Appendix 'C' to these Minutes in the Minute Book. As there were a number of different Directorate areas which fell within the remit of the Board it considered three separate budget presentations, from the Resources Directorates, the Operations Directorate and one covering Community Service areas. Each of the presentations outlined the overall budget, the projected outturns and the pressures on services for the Medium-Term Financial Plan. Significant one-off pressures and potential savings and progress on these were also identified.

A number of challenges and opportunities were identified in terms of Budget setting. After considering each of the presentations the Board raised a number of issues, including:

- Residents card - Issues around this proposal were discussed but it was also welcomed as being a benefit for local council taxpayers.
- Review of non-statutory services within the Resources Directorate – it was noted that most of what was done within the directorate fulfilled statutory functions but there could be a challenge on the best use of resources and efficiencies for all services including statutory services. It was noted that it was more difficult to see which areas were non-statutory.
- IT solutions – The Board asked about whether there were any in-house solutions addressed through offers within the Microsoft package. If there were duplicate IT solutions. It was noted that the numbers for IT stood out in terms of expenses whilst it was not necessarily possible to achieve reductions in this area.
- Commercial Operations Overspend - It was noted that the overspend in was driven by parking services fees and charges and seasonal income not quite hitting expectations in the first quarter.
- Impact of strict cost controls – It was noted that this had achieved savings, but it was questioned whether this also had an impact on service delivery. The Board was advised that there was a need to ensure that the asset base was maintained in a suitable condition and didn't go past the point of degradation.
- Operations Statutory Services – It was noted that many of the service areas within the directorate were already operating at a statutory.
- Parking Charges – It was noted that the issue of income from parking was skewed by bad weather and a lack of expected income on parking charges increases. A resident's discount card may encourage more people to use parking and increase income. The overall parking picture was part of a current discussion with the Portfolio Holder and a new parking operations manager was also looking into this. Parking Charges Payments costs were higher than anticipated and it was noted that this needed to be a dialogue with the banks and credit card companies. It was observed that making money out of the parking charges for leisure centre use, e.g. charges at the Dolphin Centre could see a reduction in usage of leisure centres and people not renewing memberships. There was an acknowledgement of this issue, and it was being considered with



the Portfolio Holder. Others suggested that all car park users should pay the same regardless of purpose.

- Information on the PFI contracts – It was a complicated financial arrangement. Eventually the building would come into BCP ownership but at present there was a deficit in the reserve for the payments and more money was being put in to ensure that there was enough in that reserve to pay until the expiry of the PFI in about eight or nine years.
- RNLI situation – Some beaches only had lifeguards from 10am to 6pm. The Board raised issues around the costs for this and was assured that the Council was receiving good value for money in terms of the contract when considering some of the statistics on this from the summer. It was noted that there was ongoing contract negotiation.
- Transfer of Russell-Cotes – It was noted that this was still on track and was expected to be completed by 25 October. There was a parliamentary process to be gone through but no reason why this shouldn't proceed.
- Community Safety – There was support shown for the proposed funding grants for CCTV, particularly with concerns about growing issues in some areas of BCP. It was noted that CCTV was an important deterrent and there were discussions being had on this issue.
- Seasonal Pressures for Police Funding – It was noted that this wasn't included within the funding formula for the Police and this area was under huge pressure in peak season and this was something which should be addressed.

51. O&S Budget working group - scoping report

The Scrutiny Specialist 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 O&S Board was asked to confirm the establishment of a budget working group, including its membership and key lines of enquiry, to undertake detailed scrutiny work to contribute to the developing 2025/26 council budget during September – November 2024.

The Board considered a number of different topics to be addressed by the Budget working group. There were a number of topics outlined in the report which had been suggested by officers and the Board were also asked to provide their own suggestions. Suggestions included looking at the costs of agency staff and Locums, which had been an ongoing issue across the Council and was a realistic area in which savings could be made, Car Parking charges were also suggested at an area which the working group could make a contribution.

There was some discussion around creating a long list of suggestions which could then be considered further by the working group and narrowed down. It was noted that the working group had limited time available and if possible, it would be preferable to agree the overachieving themes for the working group at the meeting.

A number of Board members put themselves forward to take part in the working group and it was agreed that the lead member would be agreed by

the group. It was noted that the Lead Officer for the group would be determined by who was the responsible budget holder for the topic areas selected.

**RESOLVED that the topic areas selected for the working group were car parking and the residents' card.**

52. Overview and Scrutiny Annual Report

The Scrutiny Specialist presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book. The Board was advised that the report had been through all of the Overview and Scrutiny Committees already and would be presented to Council on 15 October. The annual report of the Statutory Scrutiny Officer provided an overview of Overview and Scrutiny (O&S) activity within BCP Council. The report included a summary and analysis of O&S activity during 2023-24, reflections on working practices and an action plan identifying strategic improvements to the O&S function. The Board was asked to comment on the report and in particular the proposed changes to the remit of the Board

The Chair raised some concerns regarding the independence of the Overview and Scrutiny function, the lack of the parity of esteem with the executive and the value of the Board and the Scrutiny function within the Council.

The Board suggested that it would be useful to have greater clarity in how the functions of the Board align to the different service areas within the Council. The Scrutiny Specialist undertook to provide this information to the Board and thanked the Chair and Board members for sharing their views.

53. Work Plan

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

The Chairman noted that the Local Transport Plan would need to be referred to the Environment and Place O&S Committee once the changes to the remit had been agreed. It was noted that the item on Complaints and the item on Council performance had not been fully scoped and therefore it was unlikely that these reports would be able to come to the October meeting.

The Chairman agreed to add an item to the actions from the meeting regarding online reporting. It was suggested that the first step for this would be to have a conversation with the relevant Director to determine how best to approach it.

**RESOLVED that the Forward Plan be noted.**

The meeting ended at 9.07 pm

CHAIRMAN

## ACTION SHEET – BOURNEMOUTH, CHRISTCHURCH AND POOLE OVERVIEW AND SCRUTINY BOARD

Updated – 12 September 2024

Minute number	Item	Action* *Items remain until action completed.	Benefit	Outcome (where recommendations are made to other bodies)
<b>27 August 2024</b>				
28.	<b>Council Budget Monitoring 2024/25 at Quarter One</b>	The Board requested that a report on Capital - as part of Q2 report be brought to the Board – to remain on tracker until achieved.	To ensure the Baord has some oversight of this issue.	
29.	<b>Shared Vision for Bournemouth, Christchurch and Poole - Overview and Scrutiny Utilisation of the Performance Dashboard</b>	The Board will circulate quarterly performance monitoring reports as 'for information' items on its agendas, for matters to be raised by exception. To be added ot the Work Plan	To maintain a watch on the Council Corporate Strategy Performance measures	
29.	<b>Shared Vision for Bournemouth, Christchurch and Poole - Overview and Scrutiny Utilisation of the Performance Dashboard</b>	The Board will take account of the Dashboard when undertaking annual work planning activity.		
29.	<b>Shared Vision for Bournemouth, Christchurch and Poole - Overview and Scrutiny Utilisation of the Performance Dashboard</b>	Officers be requested to work with all O&S committees to implement similar arrangements as those agreed by the Board, in order to utilise the Dashboard across the function to drive evidence led scrutiny.		

29.	<b>Shared Vision for Bournemouth, Christchurch and Poole - Overview and Scrutiny Utilisation of the Performance Dashboard</b>	The Performance Team would feedback to the relevant service areas the issues raised by the Board – See minutes for details of all points raised.		
29.	<b>Shared Vision for Bournemouth, Christchurch and Poole - Overview and Scrutiny Utilisation of the Performance Dashboard</b>	Leader of the Council to Follow up on the issues raised regarding Homelessness performance from the Dashbaord.		
30.	<b>Progress update on the 'Best Value Notice</b>	A copy of the Member/Officer relations report to be cirucalted to Baord members.	To ensure members are aware of the information from the report	
<b>1 October 2024</b>				
51.	<b>O&amp;S Budget working group - scoping report</b>	That a working group be established to look at the topic areas of car parking and the residents' card.	To contribute to budget developement	
53.	<b>Forward Plan</b>	To follow up on the issue raised regarding online reporting with the relevant director		

## OVERVIEW AND SCRUTINY BOARD



Report subject	<b>Informal Working Group Report - Blue Badge Service Update Report</b>
Meeting date	21 October 2024
Status	Public Report
Executive summary	<p>This report provides an update on the recommended officer actions made in relation to the Informal working group report submitted to Overview and Scrutiny Committee on 9 October 2023.</p> <p>An update is also provided covering current blue badge processing performance which highlights a number of ongoing challenges currently facing the service, along with an action plan for improvement.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>(a) The progress update on previously agreed actions are noted.</b></p> <p><b>(b) The update on current blue badge processing performance is noted.</b></p> <p><b>(c) O&amp;S Board provide any further comment.</b></p>
Reason for recommendations	To ensure O&S are aware of Officer considerations in relation to the recommendations posed, and the ongoing plans for improvement.
Portfolio Holder(s):	Councillor Andy Martin, Portfolio Holder for Customer, Culture & Communications
Corporate Director	Matti Raudsepp, Director of Customer & Property
Report Authors	Stuart Walters, Customer Services Manager
Wards	Council-wide
Classification	Update

## Background

1. At its meeting on 9 October 2023, Overview and Scrutiny Board considered a report produced by Councillor Stephen Bartlett – Chairman, Overview and Scrutiny Board and Lindsay Marshall – Overview and Scrutiny Specialist, following an informal review of the Council's Blue Badge process.
2. The report recommended 5 actions to Officers and asked for progress to be reported in October 2024.
3. By way of setting the context for the blue badge service, there are currently 20,984 Blue Badges on issue within the BCP Council area. The Department of Transport however provides a guideline to local authorities of 12 weeks in which to conclude a blue badge new application or renewal, although this is not a mandatory or statutory timeline. This timescale reflects the eligibility and verification requirements that must be completed regardless of whether an application is new or a renewal. Most blue badges last for a period of 3 years but there are exceptions to this for specific circumstances.
4. The assessment team consists of 3.23 FTE (1 full time and 3 part time staff members). Current demand over the period April – September 2024 has been 5681 new applications or renewals, which represents a 30% increase (1322 applications) compared to the same period the year before. Current processing performance is running at 14 weeks, which exceeds the target timeline of 12 weeks. This is explained in more detail later in this report.
5. An update on recommendations reported to Overview and Scrutiny on 9 October 2023 is provided as follows:
  - a) **Officers continue to explore methods and the costs of providing blue badge renewal applicants with a renewal reminder and make appropriate recommendations to the responsible cabinet portfolio holder.**

The Blue Badge system has had the automatic reminder element enabled. Anyone who applied online will receive an automatic reminder of their badge's expiry 12 weeks before the expiry date.

Those applicants who complete a paper application will not receive a reminder. The current Blue Badge system does not have a report facility that allows the extraction of Badges that are due to expire along with the relevant contact details. Therefore, we are unable to send reminders to those that apply via a paper application.

If we were to introduce a manual process, of sending reminders for paper-based applicants, the cost would be c £2k per annum in postage. Officer time to extract data and generate the letters would divert staff capacity from processing applications and would increase processing times.

The contract for the current Blue Badge system is expiring in April 2025. Work is underway with the Transformation programme to develop the Customer Relationship



Management system (Microsoft Dynamics) to deliver Blue Badge case management, an element of which will be reminders for all.

- b) Officers consider the addition of a carers tick box to the application form to indicate the blue badge holder receives services from adult social care which may allow verification of the application via data held by the council.**

The Application form is a Department for Transport form, which is not BCP's to edit. The form has a declaration included that reads '*you also agree that Bournemouth Christchurch and Poole council may check your eligibility with the information they hold, and this includes checking with other services such as adult social care*'.

Currently any check of Adult Social Care records requires the submission of a request from the Blue Badge team to the Adult Social Care contact centre.

The Council's target operating model is to improve data sharing across BCP departments in an automated way which will reduce the burden on applicants for any service to have to verify information repeatedly. Progress is being made towards this and the administration of blue badge requests have been agreed for development in the next Microsoft dynamics work package under the customer transformation project.

In the meantime, direct access to the Adult Social Care system has been requested and is expected to be in place by the end of October 2024.

- c) Officers consult with LGA members on the appropriateness of the blue badge fee to determine if an approach to government to increase the fee is desirable or warranted.**

Fees in England are up to £10 for a badge, in Scotland the cost is £20 and in Wales it is free.

The Blue Badge Local Authority peer group have been contacted regarding support for an increase in the fee. The group are supportive of an increase, but the consensus is that it has been discussed with the Department for Transport (DfT) several times. The appetite for any change from the DfT has been low.

- d) Officers consider producing a blue badge service flow chart.**

The preference is that the Blue Badge pages of the website are rewritten as part of the wider ongoing website transformation project. The pages are scheduled to be reviewed in October / November 2024. Greater attention will be given to displaying the process and timescales involved to aid customer understanding and expectation.

- e) Officers consider adding a note on the council website to explain why an application may take up to 12 weeks to process.**

Further information has been added to the website to explain why an application or a decision on an application may take up to 12 weeks. The text is below:

'New applications and renewals are currently taking around 12 weeks to process. This meets the average processing timescales set out by the Department of Transport.'

New applications and renewals are treated the same when it comes to assessment of eligibility.

When evidence provided does not give us the required level of clarity, we will have to contact other healthcare professionals or the Department for Works and Pensions. This can cause delays to the assessment process’.

## Current performance

6. The service is currently experiencing challenges with the delivery of the Blue Badge service within the target 12 week timescales. Current performance is averaging 14 weeks. This is primarily due to increased demand, although there are a range of actions that are being taken that will collectively help to ease the pressure on the processing team and to deliver a more satisfactory service.

Throughout 2020 many badges expired and were not renewed, due to Covid restrictions on travel and shielding. The easing of Covid restrictions late in 2020 / 2021, produced a surge in new and renewal applications. To process the badges as quickly as possible, a decision was made to undertake minimal eligibility checks for renewals on the basis that these customers had undergone the verification process potentially a number of times previously.

Recommendations from Audit followed in 2022, and full eligibility checking had to be reintroduced, which led to a return to a longer decision-making times.

Generally, a badge has a three-year life span, those badges issued under the quicker verification process in 2021 have now become due for renewal. This has led to a 48% increase in renewals between April and October, compared to the same period last year. At the same time the service has seen an 11% increase in new applications. The table below shows the changes in demand across the two periods.

Blue Badge April to October 2024 comparison to same period 2023					
	2023	2024	Change	% Change	Direction
Applications Received	4359	5681	1322	30%	↑
New Applications	2085	2322	237	11%	↑
Renewal Applications	2274	3359	1085	48%	↑
Badges Issued	3915	4110	195	5%	↑
Applications Refused	797	839	42	5%	↑
Decisions made by team	4712	5064	352	7%	↑

In addition to the increased demand the service has experienced, it has also been impacted by a long-term team management absence. Another member of the Customer Service Management team has now taken on responsibility for the service and is working to improve processes and reduce decision making times. The detailed action plan is shown in Appendix 1. The changes detailed will not individually impact performance significantly but collectively it is anticipated that they will increase the efficiency of the service and help performance to reach, and then pass the 12 week timescale over time.

The short-term aim is to get decision making back to under 12 weeks, with a medium to long term aim of achieving a 6 – 8-week timeframe, although this will remain subject to maintaining stable demand and staffing capacity.

#### **Summary of financial implications**

7. There are no financial implications connected with this update.

#### **Summary of legal implications**

8. There are no legal implications connected with this update.

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

9. There are no human resources implications connected with this update.

#### **Summary of sustainability impact**

10. There are no sustainability implications connected with this update.

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

11. There are no public health implications connected with this update.

#### **Summary of equality implications**

12. There are no changes connected with this update which require an equalities impact assessment. However, the ability of residents with eligible disabilities to access a blue badge is designed to support independence, mobility and access to services. Any difficulties in applying for, or renewing a permit can impact this objective.

#### **Summary of risk assessment**

13. The blue badge service is subject to DfT guidelines around processing timescales. Although everything is done within the resources available to meet the target 12 week turnaround timescale, it is not subject to a statutory requirement in this respect.

#### **Background papers**

14. The informal Working Group report produced for 9 October 2023 Overview and Scrutiny. [\(Public Pack\)Agenda Document for Overview and Scrutiny Board, 09/10/2023 18:00 \(bcpcouncil.gov.uk\)](#)



## Appendix 1 - Action Plan

Assessment			
Ref.	Action	Outcome	Progress
ASSTM 01	All letter templates to be reviewed and updates to the system to input standard paragraphs to prevent from having to manually type standardised evidence requests.	Reduction in time producing bespoke letters	Complete
ASSTM 02	Reduce amount of 'work pots' (LA Stages) the team must monitor to search for the eldest application before being able to process – Appeals pots condensed into 1 and Assess Paper stage removed.	Reduction in the need for excess checking	Complete
ASSTM 03	Implement a pre-assessment process capturing applications who haven't provided mandatory evidence much quicker	Timely request for additional information Reduce application assessment time	Complete
ASSTM 04	Stop customers from having to re-apply when they have completed the online form incorrectly and they are not automatically eligible	Reducing number of applications received Reduction in 'rejection' notifications	In Progress
ASSTM 05	Access to Adult Social Care Database	Improve processing times Reduce additional demands on ASC	In Progress
ASSTM 06	Recruit an Apprentice for Blue Badge to remove all 'business admin' tasks from Assessment Team	Improved decision making timeframe	In Progress
ASSTM 07	Publish updated Blue Badge Policy following annual review	Ensure a consistent BCP approach to application assessment	In Progress
ASSTM 08	Create resilience on Tell Us Once processing to enable fair distribution of work to the team	Improved use of limited resources	In Progress

Telephony and Email			
Ref.	Action	Outcome	Progress
TELEML 01	Create new Document Types within CMS to make document uploading more transparent	Improved view of documents within application	Complete
TELEML 02	Increase number of staff handling emails	Improved resilience; quicker response	In Progress
TELEML 03	Increase number of staff handling telephone enquiries and enhance ability to amend / update application details	Improved processing timelines	In Progress
Digital Mailroom / Hand delivered post			
Ref.	Action	Outcome	Progress
DMHDP01	Review and update training guides	Consistent approach to post /application handling	Complete
DMHDP02	Blue Badge Assessor to audit Digital Mailroom monthly to ensure all Cheques / postal orders are cashed; returned Badges are correctly disposed of and database updated	Ensure timely banking of fees. Ensure old badges are destroyed to prevent fraud Ensure database is updated to prevent fraud/ distress	Complete

## OVERVIEW AND SCRUTINY BOARD



Report subject	<b>Work Plan</b>
Meeting date	21 October 2024
Status	Public Report
Executive summary	The Overview and Scrutiny (O&S) Board is asked to consider and identify work priorities for publication in a Work Plan.
<b>Recommendations</b>	<b>It is RECOMMENDED that:</b>  <b>the O&amp;S Board review, update and confirm its Work Plan.</b>
Reason for recommendations	The Council's Constitution requires all Overview and Scrutiny Committees to set out proposed work in a Work 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) bodies are required by the Constitution to consider work priorities and set these out in a Work Plan. When approved, this should be published with each agenda.
2. It is good practice for the Work Plan to be kept under regular review by the Board. Between meetings O&S Chairs and Vice Chairs, in consultation with officers, suggest updates to the work plan to ensure proposed topics remain timely, fit for purpose and allow sufficient time for report preparation as appropriate. The Board is now asked to review, update and/ or confirm the latest work plan update. See the Work Plan attached at Appendix B to this report.
3. The current work plan is based on annual work programming activity undertaken by the Board in Winter 2023. Through this work, which was supported by the Centre for Governance and Scrutiny (CfGS), the Board agreed a [framework](#) which outlines how scrutiny work will be selected and approached. This is based on good practice. The framework outlines that scrutiny work will be divided into three categories of:
  - Proactive scrutiny
  - Reactive scrutiny
  - Pre-decision scrutiny.

Information only items should be received in other ways, reserving committee and working group capacity for value-added scrutiny. The Board's current work plan is structured to reflect this.

4. O&S statutory guidance recommends that a 'lens' or key set of priorities be established by O&S committees, to clearly communicate their role and how they will add value to the work of the organisation. The statements also clarify the role of the committee to the public. Through annual work programming activity, the Board agreed the following lens and supporting statement:

The **O&S Board** will approach work through a lens of **RESIDENT IMPACT AND EXPERIENCE**, such as considering:

- benefits that could be brought to residents by **delivering services** in different ways
- how the areas of highest **financial risk** for the council may impact on residents
- the council's **relationship with the public** and work that can be done to strengthen this.

5. Established lenses provide a tool to assist O&S members in work programming, to sift suggestions for work into a realistic annual work programme for each committee and to provide an angle by which to approach scrutiny topics. The lens should be referred to throughout the year as arising suggestions for work are made. The establishment of a lens does not preclude the Board from using the full extent of its scrutiny powers where appropriate.

### **Principles of Good Scrutiny**

6. The Constitution requires that the Work 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.

### **Process for agreeing Work Plan items**

7. An O&S committee may take suggestions from a variety of sources to form its Work 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.
8. 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 Work Plan of the O&S Committee without an assessment of this information.
9. Any councillor may request that an item of business be considered by an O&S Committee. Councillors 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.
10. A copy of the most recent Cabinet Forward Plan will be supplied to O&S Committees at each meeting for reference when determining items of pre-decision scrutiny. The latest version is supplied as Appendix D to this report.

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

11. 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.

12. It is good practice for O&S Committees to agree a maximum of two/ three 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.
13. 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.

### **Options Appraisal**

14. The O&S Board is asked to review, update and confirm its Work Plan, taking account of the supporting documents provided and including the determination of any new requests for scrutiny. This will ensure member ownership of the Work Plan and that reports can be prepared in a timely way. Should the Board not confirm its forthcoming priorities, 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**

15. There are no direct financial implications associated with this report. The Board should note that when establishing a Work 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 11 to 13 above.

### **Summary of legal implications**

16. The Council's Constitution requires that all O&S bodies set out proposed work in a Work Plan which will be published with each agenda. The recommendation proposed in this report will fulfil this requirement.

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

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

### **Summary of sustainability impact**

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

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

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

**Summary of equality implications**

20. There are no equality implications arising from this report. Any councillor and 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**

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

**Background papers**

None.

**Appendices**

Appendix A – Overview and Scrutiny Committees Terms of Reference

Appendix B - Current O&S Board Work Plan

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

Appendix D – Current Cabinet Forward Plan

Appendix E – O&S Framework

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

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

Overview and Scrutiny (O&S) 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 Board and 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 bodies at BCP Council:

- Overview and Scrutiny Board
- Children's Services Overview and Scrutiny Committee
- Health and Adult Social Care Overview and Scrutiny Committee
- Environment and Place Overview and Scrutiny Committee

Each Committee meets 5 times during the municipal year, except for the Overview and Scrutiny Board which meets monthly to enable the Board to make recommendations to Cabinet. 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 Board and Committees are appointed by full Council. Each Committee has 11 members and the Board has 13 members. No member of the Cabinet may be a member of the Overview and Scrutiny Committees or Board, or any group established by them. Lead Members of the Cabinet may not be a member of Overview and Scrutiny Committees or Board. The Chair and Vice-Chair of the Audit and Governance Committee may not be a member of any Overview and Scrutiny Committees or Board.

The quorum of the Overview and Scrutiny Committees and Board 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.

**Environment and Place Overview and Scrutiny Committee** - The Committee may co-opt two independent non-voting members. The selection and recruitment process shall be determined by the Environment and Place Overview and Scrutiny Committee.



## FUNCTIONS OF THE O&S COMMITTEES AND O&S BOARD

Each Overview and Scrutiny Committee (including the Overview and Scrutiny Board) has responsibility for:

- Scrutinising decisions of the Cabinet, offering advice or making recommendations
- 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
- Establishing such commissioned work as appropriate after taking into account the availability of resources, the work programme and the matter under review

In addition, the Overview and Scrutiny Board has responsibility for:

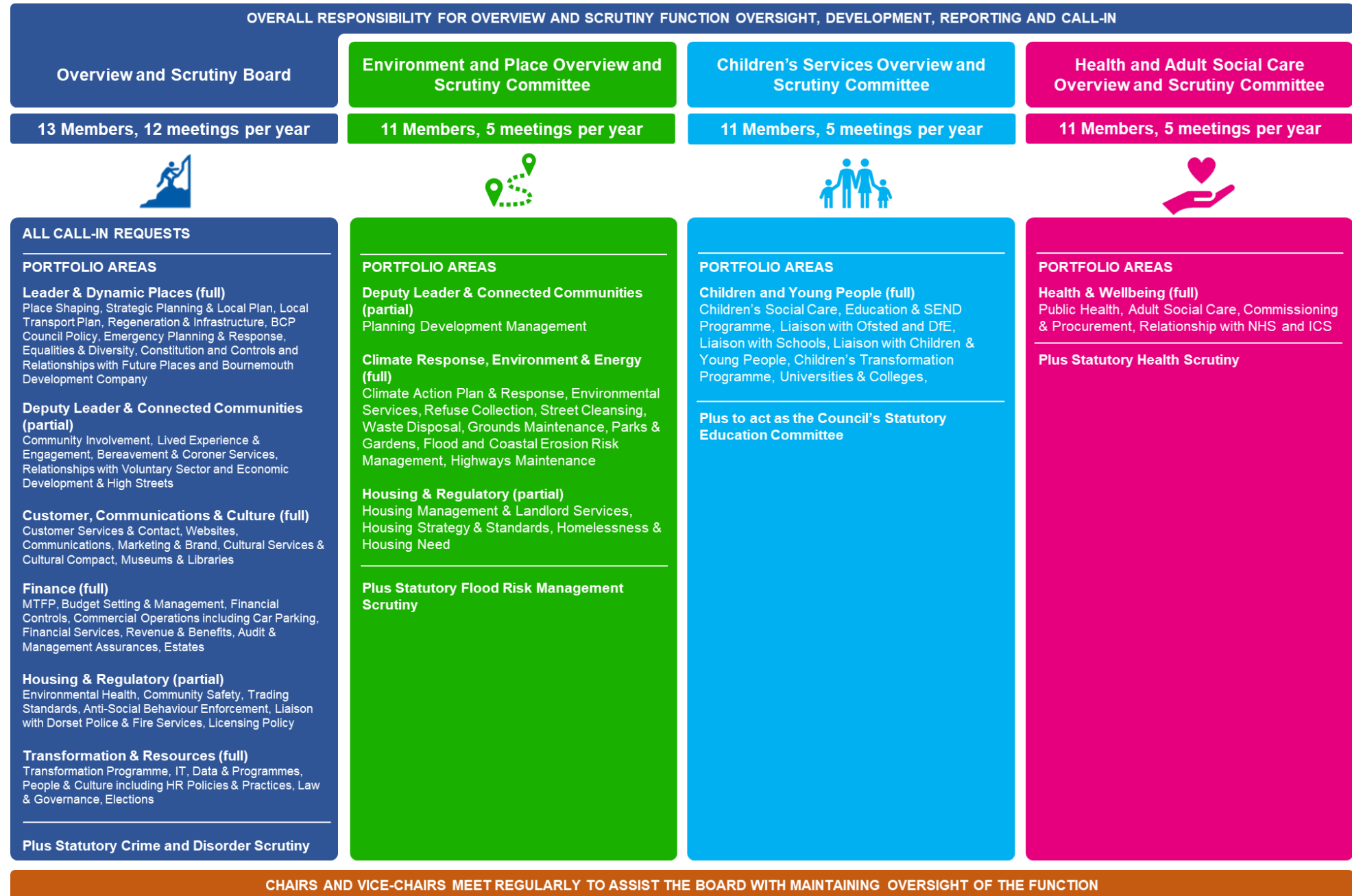
- Considering decisions that have been called-in
- Undertaking scrutiny of the Council's budget processes
- Carrying out the Council's scrutiny functions relating to crime and disorder, and discharging any other statutory duty for which the O&S function is responsible, other than those that relate to Flood Risk Management, Health, Adult Social Care, Children's Services and Education
- Overseeing the Council's overall O&S function including oversight of the work plans and use of resource across all O&S bodies
- Keeping the O&S function under review, suggesting changes as appropriate to ensure that it remains fit for purpose
- Reporting annually to Full Council on the output of the O&S function
- Maintaining oversight of the training needs of the whole O&S function.

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

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

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 bodies.

Figure One –Overview and Scrutiny Structure



## COMMISSIONED WORK

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

Each O&S body is limited to one commission 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 the full Board/ 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 Board/ 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 Board/ 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.**

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## BCP Council Overview and Scrutiny Board – Work Plan. Updated 10.10.24

### Guidance notes:

- 2/3 items per committee meeting is the recommended maximum for effective scrutiny.
- The O&S Board will approach work through a lens of **RESIDENT IMPACT AND EXPERIENCE**
- Items requiring further scoping are identified and should be scoped using the Key Lines of Enquiry tool.

	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
Meeting Date: 21 October 2024				
1.	<b>Blue Badges</b> For the O&S Board to receive an update on this issue from officers following the work the Board carried out last year.	Committee Report	Director of Customer & Property	Officer report requested
Meeting Date: 18 November 2024				
1.	<b>Quarter 2 Budget Monitoring Report</b>	Scrutiny of a Cabinet report	Adam Richens, Chief Finance Officer Mike Cox, PH Finance	
2.	<b>Production and Effectiveness of Public Consultations (2)</b>	Committee Report – Initial update on current situation with potential for working group	Director of Marketing, Comms and Policy Portfolio Holder	This issue will be suited to a working group – further scoping required – KLOE document
3.	<b>Budget Working Groups</b>	Dedicated budget scrutiny – all groups to feedback to O&S Board	TBC	TBC – All O&S members to be invited

Key:  Pre-Decision Scrutiny  Pro-active Scrutiny

	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
	To consider feedback and recommendations from the established budget working groups			
Meeting Date: 9 December 2024				
1.	<b>Medium Term Financial Plan (MTFP) Update</b> To consider a Cabinet report which Present progress in delivering a legally balance budget for 2025/26	Scrutiny of a Cabinet report	Adam Richens, Chief Finance Officer Mike Cox, PH Finance	Cabinet Report – See Cabinet Forward Plan
2.	<b>Crime and Disorder Scrutiny of Community Safety Partnership</b> The Overview and Scrutiny Board is the statutory body for crime and disorder scrutiny and will consider the annual report of the community safety partnership.	Annual Report	Portfolio Holder for Housing and Regulatory Director of Housing and Communities	
3.	<b>Transformation and the centralised handling of complaints</b> Report requested through the work planning workshops	Report to Committee	Director of Customer & Property	
Meeting Date: 6 January 2025				
1.	<b>Transformation Programme - Closure Report</b> To consider the Cabinet report which summarises what the programme has	Scrutiny of a Cabinet report	Portfolio Holder for Transformation, Resources and Governance	Cabinet Report – See Cabinet Forward Plan

Key:  Pre-Decision Scrutiny  Pro-active Scrutiny



	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
	achieved, what hasn't been achieved, and proposed next steps  To confirm the programme's closure by end March 2025 and the proposed direction of travel			
2.	<b>Investment &amp; Development Directorate - Regeneration Programme</b>  To provide an update on the progress of the Council's regeneration programme.	Committee Report	Corporate Director of Regeneration and Economy  Leader of the Council	Date TBC
3.	Item to be selected from Pro-Active Scrutiny topic list			
Meeting Date: NEW DATE 3 February 2025				
1.	<b>Budget Scrutiny</b>  Scrutiny of the 2025/26 budget proposals, consideration of the Cabinet report and any recommendations to be made to Cabinet.	Cabinet Budget report	Adam Richens, Chief Finance Officer  Mike Cox, PH Finance	
2		Updates from Budget T&F groups if required	Adam Richens, Chief Finance Officer  Mike Cox, PH Finance	
Meeting Date: 25 February 2025				
1.	<b>Council Budget Monitoring 2024/25 Quarter Three</b>  Scrutiny of the Quarter 3 budget monitoring report to Cabinet	Scrutiny of Cabinet Report	Adam Richens, Chief Finance Officer  Mike Cox, PH Finance	

Key:  Pre-Decision Scrutiny  Pro-active Scrutiny

	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
2.	Item to be selected from Pro-Active Scrutiny topic list			
3.	Item to be selected from Pro-Active Scrutiny topic list			
Items with Dates to be allocated				
	<b>Local Transport Plan</b> Subject to changes to the remit of the Board	Committee Report Report to be referred to Environment and Place	Portfolio Holder for	Board have requested to see this at an early stage and not as a pre-decision Scrutiny item.
	<b>Accounting for Social Value in decision making</b>	Committee Report		Item requires further scoping - <a href="#">KLOE document</a>
	<b>Arts, Culture and Leisure Funding</b> Item requested through work planning workshops	Committee Report	Portfolio Holder for Connected Communities and Portfolio Holder for Customer, Communication and Culture	Item from Pro-Active Scrutiny List (including funding for BSO and Lighthouse) This requires further scoping – <a href="#">KLOE document</a>
	<b>Working more collectively across BCP geographical areas / Locality Governance</b> – Substantive item	Committee Report		This requires further scoping – <a href="#">KLOE document</a>
2	<b>Transformation and the centralised handling of complaints</b> Report requested through the work planning workshops	Report to Committee	Director of Customer & Property	This requires further scoping – <a href="#">KLOE document</a>

Key:  Pre-Decision Scrutiny  Pro-active Scrutiny

	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
	<b>Investment &amp; Development Directorate - Regeneration Programme</b> To provide a bi-annual update on the progress of the Council's regeneration programme.	Scrutiny of Cabinet report prior to Cabinet consideration	Corporate Director of Regeneration and Economy Leader of the Council	Cabinet Report
	<b>Performance of the Council</b> Data, and performance of directorates and staff (25)	Informal investigation report by O&S Board		This requires further scoping – <a href="#">KLOE document</a> Will be suited to a working group.
Working Groups				
	<b>Budget Working Group – Suggested areas:</b> Operations Directorate: Resident Card, Income forecasts, Fees and charges Resources Directorate: Transformation Budget, Licensing costs, Revenue & Benefits,	Working group to meet in October	TBC – dependent upon the areas chosen for further scrutiny consideration	It is suggested that the Board consider establishing the working group at its September meeting TBC
	<b>POTENTIAL WORKING GROUP - Public Consultations</b>	TBC	TBC	TBC
	<b>POTENTIAL WORKING GROUP - Performance of the Council</b>	TBC	TBC	TBC
Item suggestions for Briefing Sessions				

	Subject and background	How will the scrutiny be done?	Lead Officer/Portfolio Holder	Report Information
	<b>Coastal / Town Centre Business Improvement Districts – Building a Sense of Place</b>	Presentation and Discussion item	Portfolio Holder for Dynamic Places Portfolio Holder for Connected communities	No formal report / item for discussion.
	<b>Integration of Dorset Local Enterprise Functions into Council - Jan 2026</b>	Presentation and Discussion item to understand the direction of this work and identify any future scrutiny.		
	<b>ERP System Demonstration</b> - 13 November 5 – 7pm	Briefing and Presentation		

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

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### **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**

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Document last reviewed – January 2022

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

# CABINET FORWARD PLAN – 1 OCTOBER 2024 TO 31 JANUARY 2025

(PUBLICATION DATE – 10 October 2024)



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)?
Medium Term Financial Plan (MTFP) Update	To provide progress on delivering a legally balanced budget for 2025/26	No	Cabinet 2 Oct 2024	All Wards			Adam Richens	Open
Poole Civic Centre	Proposals to dispose of the Poole Civic Centre	Yes	Cabinet 2 Oct 2024  Council 15 Oct 2024	Poole Town; Parkstone			Sarah Culwick	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)?
Town Centre Improvement Fund	To recommend to Cabinet the successful grant recipients	No	Cabinet 2 Oct 2024	Bournemouth Central; Christchurch Town; Poole Town			Chris Shephard	Open
Bournemouth Air Festival	This report provides an update on the work carried out to invite proposals from external organisations to support and fund the Air Festival and recommends a way forward in relation to the future delivery of the Air Festival	Yes	Cabinet 2 Oct 2024	Boscombe West; Bournemouth Central; East Cliff & Springbourne			Amanda Barrie, Helen Wildman	Open
Community Governance Review of BCP Council area	To consider the terms of reference for a Community Governance Review for the whole of the BCP Council area in accordance with the Local Government and Public Involvement in Health Act 2007	Yes	Cabinet 2 Oct 2024  Council 15 Oct 2024	All Wards			Janie Berry, Richard Jones	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)?
Council Owned Companies Shareholder Governance Review	to update Cabinet on the review of Council owned companies and to recommend to Council associated amendments to the Constitution	No	Cabinet 2 Oct 2024  Council 15 Oct 2024	All Wards	Leader of the Council and Members of the Cabinet	Audit and Governance Committee approved the recommendations in January 2024 prior to consideration by Cabinet	Janie Berry	Open
Bournemouth Towns fund - Masterplan (Hawkwood Road)	To approve the commencement of the Community centre as the first part of the Masterplan.	Yes	Cabinet 2 Oct 2024  Council 15 Oct 2024	Boscombe West			Peter Friend, Jonathan Thornton	Open
Housing Delivery scheme - Constitution Hill, Poole	Additional funding for demolition and design development.	Yes	Cabinet 2 Oct 2024  Council 15 Oct 2024	Parkstone			Jonathan Thornton	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)?
High Needs Schools Grant Expenditure Forecast	The Council Budget Monitoring report at Quarter One requested the Corporate Director of Children's Services presents a report to Cabinet on the Dedicated Schools Grant expenditure forecast and available mitigation measures in 2024/25.	No	Cabinet 2 Oct 2024  Council 15 Oct 2024	All Wards			Sharon Muldoon	Open
Pan Dorset Safeguarding Children Partnership 2023-2024 Annual Report	The production of an annual report is a statutory responsibility. This has been endorsed by the four statutory partners (Dorset Council, BCP Council, NHS Dorset, Dorset Police) and is being shared with cabinet as part of those governance arrangements.	No	Children's Services Overview and Scrutiny Committee 19 Sep 2024  Cabinet 2 Oct 2024	All Wards			Tammy Lawrence	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)?
Westbourne Plus		Yes	Cabinet 30 Oct 2024	Westbourne & West Cliff			Adam Richens	
Investment & Development Directorate - Regeneration Programme	To provide a bi-annual update on the progress of the Council's regeneration programme	No	Cabinet 30 Oct 2024	All Wards			Rob Dunford	Open
Hengistbury Head visitor centre Lottery funding	To receive grant funding from The national lottery heritage Fund for improvements to Hengistbury Head Visitor Centre.	No	Cabinet 30 Oct 2024	East Southbourn e & Tuckton	Consultation is contained within the project.	Within the project	Martin Whitchurch	Open
Aspire Adoption Annual Report 2023-2024	To present the Aspire Adoption Annual Report for 2023-2024.	No	Cabinet 30 Oct 2024	All Wards			Allan Charlton	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)?
Transforming Urgent and Emergency Care Services	To provide authority to continue participating in the system-wide transformation programme to improve urgent and emergency care outcomes for Dorset residents.	No	Cabinet 30 Oct 2024	All Wards			Betty Butlin	Open
Council Budget Monitoring 2024/25 Quarter Two	Budget monitoring at quarter two	No	Cabinet 27 Nov 2024  Council 10 Dec 2024	All Wards	n/a	n/a	Adam Richens	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 and Property Compliance Update (Housing Revenue Account)	To provide an update on performance and issues in completing health and safety compliance checks within individual dwellings and communal areas.	No	Cabinet 27 Nov 2024	All Wards	There are no changes to policy. The report will provide an update. The key stakeholders for consultation will be council tenants and leaseholders, BCP Homes Advisory Board and Cabinet Member for Housing and Regulatory Services.	Consultation will be through existing meetings with stakeholders.	Seamus Doran, Simon Percival, Matti Raudsepp	Open
Hawkwood Road Phase 2- Boscombe Towns Fund	To inform and recommend delivery method for Phase 2 of Hawkwood Road	Yes	Cabinet 27 Nov 2024  Council 10 Dec 2024	Boscombe West	Ward Councillors		Remi Oshibanjo	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)?
Satellite of Linwood School Post-16 Provision	To approve the expansion of Linwood School at the Ted Webster site to provide local places for local young people.	No	Children's Services Overview and Scrutiny Committee 26 Nov 2024  Cabinet 27 Nov 2024	All Wards			Sharon Muldoon	Open
Harbour Sail	This report proposes the acquisition of the Harbour Sail, a 12-storey high-rise building in Poole, under the Council's New Build Programme 4a. The building comprises 32 leasehold flats currently owned by Stonewater Limited. The acquisition is intended to provide affordable housing and temporary accommodation as part of the Council's broader housing strategy.	No	Cabinet 27 Nov 2024	Poole Town	Ward Councilor Portfolio Holder	30 Days	Nigel Bower	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)?
Medium Term Financial Plan (MTFP) Update	Present progress in delivering a legally balance budget for 2025/26	No	Cabinet 18 Dec 2024	All Wards			Adam Richens	Open
Admission Arrangements 2026/27	To seek determination of the arrangements. There are no changes to our admissions policy and associated documents. Determination is an annual requirement of the School Admissions Code.	No	Children's Services Overview and Scrutiny Committee 26 Nov 2024  Cabinet 15 Jan 2025	All Wards			Sharon Muldoon	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)?
Transformation Programme - Closure Report	To summarise what the programme has achieved, what hasn't been achieved, and proposed next steps To confirm the programme's closure by end March 2025 and the proposed direction of travel	No	Cabinet 15 Jan 2025	All Wards			Jon Burrows	Open
Budget 2025/26 and Medium Term Financial Plan	To set out for Cabinet's consideration and recommendation to Council the proposed 2025/26 budget and council tax.	No	Cabinet 5 Feb 2025	All Wards			Adam Richens	Open
Council Budget Monitoring 2024/25 Quarter Three	Budget monitoring	No	Cabinet 5 Feb 2025  Council 25 Feb 2025	All Wards	n/a	n/a	Adam Richens	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 Revenue Account (HRA) Budget Setting 2025/26	To set out the proposal for charges to council tenants and leaseholders and expenditure on council homes and services.	No	Cabinet 5 Feb 2025	All Wards	Council tenants and leaseholders BCP Homes Advisory Board Cabinet Member for Housing and Regulatory Services	Consultation will be through existing meetings with residents and Advisory Board.	Kelly Deane	Open
East Cliff and Springbourne Neighbourhood Plan	To consider establishment of a Neighbourhood Plan Forum and area.	No	Cabinet 29 Oct 2025	East Cliff & Springbourne			Caroline Peach	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)?
Integration of Dorset Local Enterprise Partnership functions	To seek approval for the integration of functions from the Dorset Local Enterprise Partnership into the Council	No	Cabinet 14 Jan 2026	All Wards			Chris Shephard	Open
DfE SEND review next steps	To consider the DfE review next steps	No	Cabinet Date to be confirmed				Rachel Gravett, Shirley McGillick, Sharon Muldoon	Fully exempt

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 Place and Environment - Strategic Transport Scheme Prioritisation	To present the outputs of public engagement on Strategic Transport Schemes and to seek recommendation from Cabinet to Council relating to the progression of the schemes in consideration of the consultation outputs. Noting: this is likely to include some selected schemes being promoted as a priority at the Western Gateway Sub-National Transport Body.	Yes	Cabinet Date to be confirmed	All Wards				Open
Affordable Fairer Broadband for all (Award Contract)	In July 2022 Cabinet approved 'Accelerating Gigabit Fibre' and asked the team to return to Cabinet to award the contract. The purpose of this report is contract award.	No	Cabinet Date to be confirmed	All Wards			Ruth Spencer	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 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)?
Adult Social Care Business Case	Adult Social Care services locally and nationally have faced significant challenges in recent years, and as a result the Council is holding significant risk in relation to the ability of the Council to deliver its statutory responsibilities to adults that require support within the available budget. The nature of these challenges means that long term, sustainable change is needed to ensure that BCP Council Adult Social Care services (ASCS) are modern, fit for the future and affordable. This business case sets out a proposal for initial investment in Adult Social Care transformation that will lead to improved outcomes for adults that draw on support in BCP and support the Council to deliver this within the available financial envelope.	Yes	Cabinet Date to be confirmed	All Wards			Chris McKensie	Open

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**1. Development of this framework and its application by O&S Committees**

Workshops were held with members of O&S committees across December 2023- February 2024, supported by the Centre for Governance and Scrutiny (CfGS). The aim of the workshops was to develop an approach to work programming at BCP for 2024/25 and beyond that is based on good practice and addresses improvements already identified for O&S as set out in [Assurance Review Action Plan](#) and the [O&S Action Plan](#). One output of this work is the framework set out below.

During 2024, the O&S Board and Environment and Place O&S Committee have been following the principles set out in this framework. The same good practices will be rolled out to all O&S committees in 2024 and used to support future annual work programming.

**2. Using a lens to select and approach scrutiny topics**

O&S statutory guidance recommends that a 'lens' or key set of priorities be established by O&S committees, to clearly communicate their role and how they will add value to the work of the organisation. The statements also clarify the role of the committee to the public.

Established lenses provide a tool to assist O&S members in work programming, to sift suggestions for work into a realistic annual work programme for each committee and should be referred to throughout the year as arising suggestions for work are made.

O&S Board and Environment and Place O&S Committees agreed lenses in 2024. Children's Services and Health and Adult Social Care O&S Committees have not yet considered the application of lenses to their work. Lenses are set out below. It is suggested that these lenses be reviewed annually to ensure they remain fit for purpose.

The **O&S Board** will approach work through a lens of **RESIDENT IMPACT AND EXPERIENCE**, such as considering:

- benefits that could be brought to residents by **delivering services** in different ways
- how the areas of highest **financial risk** for the council may impact on residents
- the council's **relationship with the public** and work that can be done to strengthen this.

The **Environment & Place O&S Committee** will approach work through a lens of **SUSTAINABILITY**, with a specific focus on the following priorities, drawn from the Corporate Strategy:

- **Climate change** is tackled through sustainable policies and practice
- Our **green spaces flourish** and support the wellbeing of being people and nature
- Our communities have pride in our **streets, neighbourhoods and public spaces**
- **Good quality homes are** accessible, sustainable and affordable for all

The **Children's Services O&S Committee** will approach work through a lens of ....TBC

The **Health and Adult Social Care O&S Committee** will approach work through a lens of ....TBC



### 3. Using a framework to structure O&S activity:

A framework for supporting different types of scrutiny work is set out in the table below. Scrutiny is split out into **proactive work**, **reactive work** and **pre-decision scrutiny**. When developing this framework, O&S councillors gave a clear steer that they wish to continue to undertake all these elements of scrutiny through their work programmes.

As with the lenses outlined at 2 above, the scrutiny framework will also be used to communicate the role and intentions of the committees to the wider council and the public. It is suggested that the framework be reviewed annually to ensure it remains fit for purpose.

## Proactive Scrutiny

### What is it?

- Early policy work - work focused on policy development and exploring options for the future. Also described as 'overview work' in BCP.
- Framed as a series of questions or 'key lines of enquiry', to which O&S seeks answers. These are found through the gathering of evidence, with a view to informing future policy.
- Driven by the O&S committee itself, or may be in response to a suggestion from councillors, community or decision makers.
- Less likely to directly align to another piece of work already underway in the council, eg. a cabinet report.
- Fulfils BCP principles of good scrutiny:

*'O&S engages in decision making and policy development at an appropriate time to be able to have influence'*

*'O&S is a member led and owned function'*

*'O&S enables the voice and concerns of the public to be heard and reflected in the Council's decision-making process'*

### Examples

Cllr suggestions based on their understanding of local needs, eg:

- What more can we do to meet local people's housing needs?
- To what extent do we as a council as a community understand the likely challenges of climate change, and what action do we need to take?

### Method for undertaking scrutiny:

- Either "in committee", as a whole-meeting challenge session followed up by agreement of recommendations at the next meeting, or a short and sharp working group with a group meeting two or three times between meetings.
- Outcomes are unlikely to be met by an officer report – proactive scrutiny relies on councillors scoping and directing the work and asking for specific data, information and evidence to be brought by relevant stakeholders.
- Recommendations are made, usually to Cabinet or Portfolio Holders. They must respond to these recommendations.

### Pros and Cons

- ✓ Potential to add significantly more value than other work by using powers to gather evidence from stakeholders, investigate an issue in depth and find solutions. These may be used to inform policy in a significant and meaningful way.
- ✓ Potential to select and scope topics to have maximum positive impact on the communities of BCP.
- ✓ Can generate a clearer set of recommendations that can be communicated in the council and to the public.
- ✓ Easier for O&S to own the programme of work and not be affected by other factors (eg. movement of decisions on the Cabinet Forward Plan).
- ✗ Resource intensive for officers and councillors.
- ✗ May require committee to work more flexibly to find capacity for the depth of work, eg. swapping committee meetings to undertake working group meetings instead.

### Method for selection of proactive scrutiny topics:

- Invite suggestions from councillors annually (through work programming workshops)
- Invite suggestions from decision makers for O&S to contribute to developing policies/ decisions.
- Invite suggestions from the public annually (consider how to incorporate into methodology for 2025 work programming)
- Sift suggestions according to the priorities of lenses as set out above ('resident impact and experience' / 'sustainability' )
- Agree, scope and plan topics to add maximum value.
- Plan all proactive work on an annual basis to ensure it can be undertaken by an appropriate time to add value and in within resources available.

## Pre-decision Scrutiny

### What is it?:

- Scrutiny of a report close to the point of decision making – eg. a Cabinet report.
- Predominantly driven by the Cabinet Forward Plan.
- Sits between 'proactive' and 'reactive' scrutiny. Some councils undertake a minimal level of pre-decision scrutiny in favour of greater levels of deep dive investigations. BCP councillors have said that pre-decision scrutiny is an important part of the scrutiny process which they are keen to see stay in place.
- Fulfils BCP principle of good scrutiny:

*'O&S contributes to sound decision making in a timely way by holding decision makers to account as a 'critical friend'.*

### Examples

Scrutiny of Cabinet reports on:

- BCP Local Plan
- BCP 2024/25 budget scrutiny & MTFP update reports
- Various policies prior to Cabinet/ Council decision

### Method for undertaking scrutiny:

- In committee, consideration of a report already written for Cabinet. Report considered approximately 10 working days prior to the Cabinet meeting.
- Any recommendations or comments made on the report are formally passed to the next Cabinet meeting.
- The O&S Chairman will attend the Cabinet meeting to report recommendations and/or give a summary of comments made at O&S.
- Cabinet must consider any **formal recommendations** made and respond.

### Pros and Cons

- ✓ Publicly demonstrates that decision makers are held to account.
- ✓ Less resource intensive – reports already written for Cabinet.
- ✗ Reactive – hard to plan agendas and relies on a well populated Cabinet Forward Plan to timetable work.
- ✗ Limited impact vs time spent. O&S is unlikely to be able to have much influence on fully developed policy and decisions.
- ✗ Potential to establish a ‘shadow cabinet’ and for meetings to become political, which must be managed effectively by O&S Chairs.
- ✗ Potential for Cabinet scrutiny to overwhelm agendas - can lead to additional/ long meetings which can limit effectiveness of scrutiny.
- ✗ Potential to duplicate other scrutiny opportunities – eg. full council debate.

### Method for selection of pre-decision scrutiny topics:

- Establish a programme of informal, Teams based briefing sessions at a frequency which can be accommodated by O&S members and support officers. Schedule briefings to provide O&S with information on the key aspects of developing decisions. Aim to hold these as early as possible and at least 3 months prior to the decision to be made. Chairs and Vice Chairs take the lead in this, using the Cabinet Forward Plan and informal discussions with decision makers.
- Using the information provided at briefings and the agreed O&S lenses to determine which forthcoming Cabinet decisions will benefit from a councillor maintaining a watching brief and reporting back (rapporteur) or ultimately pre-decision scrutiny at committee.
- Give notice as early as possible of those items required for pre-decision scrutiny, to enable report authors to work to the relevant O&S timescales.
- Provide regular reporting on out of committee activity into a committee meeting via Chair, to maintain transparency of O&S activity.
- Note – this framework for selecting pre-decision scrutiny is expected to significantly reduce the number of Cabinet reports being considered by O&S committees but will require a commitment from decision makers to share information with O&S in a different way that is both open and timely. The proposed format will also provide decision makers with the opportunity to surface issues with the wider membership of the council prior to decision making and to gather informal input to shape direction of policy.

## Reactive Scrutiny

### What is it?:

- Emerging issues that arise throughout the year and can't easily be planned for in advance.
- Usually a significant issue of concern or risk to the council, residents or external bodies (eg. Ofsted or Government department)
- Fulfils BCP principles of good scrutiny:

*'O&S contributes to sound decision making in a timely way by holding decision makers to account as a 'critical friend';  
 'O&S is agile – able to respond to changing and emerging priorities at the right time with flexible working methods'  
 'O&S Contributes to and reflects the vision and priorities of the council';*

### **Examples**

- Targeted scrutiny on council finances at the end of 2022 following concerns about in-year budget
- Safety valve scrutiny at Children's O&S Committee
- Best Value and Assurance Review reports.
- Decisions 'called in' by O&S

### **Method for undertaking scrutiny**

- O&S Councillors review a suite of information regularly outside of the committee space – eg. corporate performance reports, medium term financial plan updates, complaints data or resident surveys.
- 'Red flags' are elevated to committee for more formal scrutiny to take place. Usually, a report is requested from officers.
- Any recommendations or comments made on the report are formally passed to the relevant decision maker, usually Cabinet/ Council.
- Cabinet/ Council must consider the recommendations made and respond.
- O&S may ask to receive regular updates outside of committee, to maintain a closer eye on the matter until it is resolved.

### **Pros and Cons**

- ✓ Important governance mechanism to assist the council in resolving issues of concern.
- ✓ Provides public demonstration of scrutiny on issues that may be causing press interest or community concern and gives opportunity for public to engage.
- ✗ Limited impact vs time spent. O&S may ask decision makers to reconsider an issue or make recommendations expressing concerns but cannot change a decision.
- ✗ Can disrupt workplans owing to the need to scrutinise a matter quickly.
- ✗ Potential to duplicate other scrutiny opportunities – eg. full council debate.

### **Method for selection of reactive scrutiny topics:**

- Committee members 'horizon scan' by reviewing a suite of information on a regular basis in their own time. These are provided by email or in a designated webspace. Rapporteurs may be established to monitor designated areas of interest, sharing the load across the committee.
- Emerging trends or red flags are raised by committee members informally to the Chair & Vice Chair.
- Chair and Vice Chair take the lead in raising concerns with relevant decision makers and seeking more information. Using this information and the lenses established by committees, they determine which matters warrant elevating to committee.
- In all cases, O&S will prioritise work where it can have the most value and will avoid duplicating efforts underway elsewhere in the council to resolve arising issues. Priority will therefore be given either to those areas of highest concern and which are generating significant public and media attention; where data trends indicate that concerns are at risk of becoming embedded, or where attempts to find solutions by Cabinet or service areas have not worked.

- For these matters, a report is requested to the next available committee meeting for more formal and forensic scrutiny to take place. Work plans may be adjusted to make room for this arising work within existing resources.
- Following formal scrutiny, O&S may ask to receive regular updates outside of committee, to maintain a closer eye on the matter until it is resolved.
- Nb. 'Call-in' decisions will follow a separate process as outlined in the constitution.

#### **4. Next steps**

- The O&S Board and Environment and Place O&S Committees have adopted this framework and agreed lenses for their work.
- In 2024, all remaining O&S committees will be asked to adopt this framework and establish lenses or a limited set of high-level priorities.
- The framework will accompany all work programme reports to committee and should be referred to as a structure to underpin ongoing work programming activity.
- The framework will be reviewed annually by O&S Chairs, and lenses reviewed annually by O&S Committees in annual work programming, to ensure they remain fit for purpose.

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