

**OVERVIEW MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2019/20**

| Date of Meeting | Topics to be Scrutinised | Lead Organisation/ Service Area |
|---|---|--|
| <i>Thursday, 6 June 2019, 10AM</i> | <i>Member Training</i> | <i>Democratic Services</i> |
| Thursday, 6 June 2019 11am, County Hall | Strategic Voluntary, Community and Social Enterprise (VCSE) Sector Contracts | Public Health (Corporate Strategy and Performance) |
| | Wind Farm Funds Review Panel Report | Democratic Services |
| Thursday, 18 July 2019 10am, County Hall | Financial Inclusion Strategy | Finance |
| | Cyber Security | Technology and Transformation |
| | Corporate Performance Update - Year End | Public Health (Corporate Strategy and Performance) |
| Thursday, 12 September 2019 10am, County Hall | Commissioning for Local Administration (Local Government and Social Care Ombudsman) | Democratic Services |
| | Procurement of Fleet Vehicles, Plant and Spare Parts | Streetscene Services |
| | Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities | Democratic Services |
| Thursday, 24 October 2019 10am, County Hall | Health and Wellbeing of the Council's Workforce | Human Resources and Support Services |
| | Health in All Policies - Monitoring | Public Health |
| | Health and Safety Annual Update | Human Resources and Support Services |
| Thursday, 12 December 2019 10am, County Hall | Multi-Service Centres and Council Buildings | Asset Strategy & Culture and Customer Services |
| | Performance of Council Facility Redevelopments | Culture and Customer Services |
| | Local Government Fair Funding Review & Reforms - Business Rates Retention | Finance |
| Thursday, 23 January 2020 10am, County Hall | Council Budgets 2020/21 | Finance |
| | Council Digital Strategy | Technology and Transformation |
| Thursday, 19 March 2020 10am, County Hall | Internal Council Joined-Up Working/Processes | Planning and Economic Regeneration |
| | Communication with Town and Parish Council Review Panel Report - Recommendations Update | Democratic Services |

| BRIEFING NOTES | |
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| Topic | Lead Organisation |
| Toilet Provision in the East Riding | Infrastructure and Facilities |
| Utility Costs | Asset Strategy |

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| RESERVE ITEMS | |
|--|--------------------------------------|
| Topic | Lead Organisation |
| Broadcasting of Council Meetings | Infrastructure and Facilities |
| Buy-back of Council Services Update | Infrastructure and Facilities |

**OVERVIEW MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2019/20**

***MEMBERS ONLY TRAINING* - THURSDAY, 6 JUNE 2019 - 10.00AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA**

| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | SCOPE |
|-----------------|------------------------------------|--|---|
| Member Training | Democratic Services | Gareth Naidoo - Principal Committee Manager | <ul style="list-style-type: none"> To provide Members of the Committee with an overview to the Council's Scrutiny function and the particular functions and terms of reference of the Overview Management Overview and Scrutiny Sub-Committee. |

THURSDAY, 6 JUNE 2019 - 11.00AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA

| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
|--|---|---|---|---|
| Strategic Voluntary, Community and Social Enterprise (VCSE) Sector Contracts | Public Health (Corporate Strategy and Performance) | Simon Lowe - Policy, Partnerships and Intelligence Manager | Lisa Wilson - Interim Policy, Partnerships & Intelligence Manager | <ul style="list-style-type: none"> Update on the performance of corporate contracts with the Voluntary, Community and Social Enterprise Sector (VCSE), particularly with regard to social prescribing. |
| Wind Farm Funds Review Panel Report | Democratic Services | Councillor Dennis - Chair of the Review Panel Alison Finn - Senior Committee Manager [Review Manager] Alan Menzies - Director of Planning and Economic Regeneration [Link Director] | | <ul style="list-style-type: none"> To receive and consider the report and recommendations of the Review Panel. |

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| THURSDAY, 18 JULY 2019 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA | | | | |
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| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Financial Inclusion Strategy | Finance | Julian Neilson - Head of Finance | Elain Lang - Programme Manager Georgina Bristow - Financial Planning and Reporting Manager | <i>Pre-Decision Scrutiny - Forward Plan of Key Decisions</i> <ul style="list-style-type: none"> • Summary of the key components of what will be in the Financial Inclusion Strategy; • The decision required of The Cabinet; • Any other information that may benefit Members of the Scrutiny Committee in order for them to be able to support The Cabinet prior to it making a decision. |
| Cyber Security | Technology and Transformation | Brigette Giles - Head of Technology and Transformation | Paul Johnston - Infrastructure & Customer Support Manager Dave Cox - ICT Security & Compliance Manager | <ul style="list-style-type: none"> • To provide an overview of the Council's approach to cyber security protection, covering: <ul style="list-style-type: none"> - The team structure, highlighting how cyber security is supported across multiple sections within ICT. - The Council's current protection systems. - An example of an attack and how the team dealt with it and recovered the data. - Response procedures. - Staff awareness training. - Disaster recovery and its link to cyber security recovery. - Accreditations and the LGA cyber stocktake. |
| Corporate Performance Update - Year End | Public Health (Corporate Strategy and Performance) | Simon Lowe - Interim Corporate Strategy and Performance Manager | Lisa Wilson - Principal Partnerships Performance Officer | <ul style="list-style-type: none"> • Update on year end Corporate Performance • How are areas of underperformance being addressed? |

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| THURSDAY, 12 SEPTEMBER 2019 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA | | | | |
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| ITEM / TOPIC | LEAD ORGANISATION / SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Commissioning for Local Administration (Local Government and Social Care Ombudsman) | Democratic Services | Mathew Buckley - Head of Legal and Democratic Services | Tracey Tomlinson - Democratic Services Officer | <ul style="list-style-type: none"> • To receive a report on cases referred to the Local Government and Social Care Ombudsman during 2018/19. • To provide comparative data from previous years' cases and comparison of statistics with similar local authorities. |
| Procurement of Fleet Vehicles, Plant and Spare Parts | Streetscene Services | Carl Gillyon - Fleet Services Manager | | <ul style="list-style-type: none"> • Details of the purchasing frameworks in place for: <ul style="list-style-type: none"> - Light Commercial Vehicles - Heavy Commercial Vehicles - Refuse Collection Vehicles - Ride on Triple Mowers and Plant - Vehicle Body Manufacture • Performance details of the 7 year collaborative contract provided by Fleet Factors (led by the Council but including City of York Council, Lincolnshire Council and North Lincolnshire Council). |
| Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities | Democratic Services | Gareth Naidoo - Principal Committee Manager | | <ul style="list-style-type: none"> • To receive a summary on the statutory guidance issued by the Ministry of Housing, Communities & Local Government in May 2019. |

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| THURSDAY, 24 OCTOBER 2019 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA | | | | |
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| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Health and Wellbeing of the Council's Workforce | Human Resources and Support Services | Dave Smith - Head of Human Resources and Support Services | Andy Kingdom - Deputy Director of Public Health | <ul style="list-style-type: none"> • How does the Council support and develop its employees' health (both physical and mental) and wellbeing? • How can staff wellbeing be measured across the organisation? • Can comparisons be made with other councils as to how well the Council supports, develops and promotes its employees' health and wellbeing? |
| Health in All Policies - Monitoring | Public Health | Director of Public Health | - | <p><i>Councils have a duty to promote health and wellbeing and this can be helped by ensuring that health and wellbeing is considered in all policy areas across the Council. Health in All Policies has been in place for over a year now.</i></p> <ul style="list-style-type: none"> • How has the Policy been embedded within the Council? • How has the Policy been taken up and embedded within partner organisations? • How can the benefits be measured? |
| Health and Safety Annual Update | Human Resources and Support Services | Garry Smith - Health and Safety Services Manager | | <p>To update Members on the following areas:</p> <ul style="list-style-type: none"> • Accident statistics • Reportable incidents to the HSE as required by RIDDOR • Trend analysis including near misses • HSE Legislative and guidance developments • HSE targeted interventions • Policy and guidance developments • Wellbeing Issues • Audits and safety management • Health and safety governance • Corporate challenges • Safety initiatives |

OVERVIEW MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

| THURSDAY, 12 DECEMBER 2019 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA | | | | |
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| ITEM / TOPIC | LEAD ORGANISATION / SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Multi-Service Centres and Council Buildings | Asset Strategy & Culture and Customer Services | Ian Burnet - Head of Asset Strategy | Ian Rayner - Head of Culture and Customer Services | <ul style="list-style-type: none"> • Update on the multi-service centre programme (amalgamation of Libraries and Customer Service Centres). • Details on the plan and progress of asset rationalisation of Council buildings, particularly with regard to the sites at Skirlaugh and Goole. • What is the Council's future plans for asset rationalisation with partner organisations? |
| Performance of Council Facility Redevelopments | Culture and Customer Services | Ian Rayner - Head of Culture and Customer Services | Adrian Walters - Leisure Services Manager Andrew Aldis - General Manager | <p><i>There have been a number of Council facility redevelopments (by Culture and Customer Services). It is important to ensure that these developments achieve their planned objectives.</i></p> <ul style="list-style-type: none"> • Scrutiny of the financial and operational position relating to the following sites: <ul style="list-style-type: none"> - East Riding Leisure Bridlington - Bridlington Spa - East Riding Leisure Haltemprice |
| Local Government Fair Funding Review & Reforms - Business Rates Retention | Finance | Julian Neilson - Head of Finance | Georgina Bristow - Acting Financial Planning and Reporting Manager | <p><i>The Government intends to implement its 'Fair Funding Review' of local government in 2020-21, alongside an increase to local retention of business rates from 50% to 75%. This could have a significant impact on the amount of funding available to meet the Council's annual revenue budget.</i></p> <ul style="list-style-type: none"> • What are the outcomes of the Government's consultations on its review of local authorities' relative needs and resources and business rates retention reform? • What is the indicative funding allocations for 2020/21 and forecasts for future years? • What are the implications on the Council's financial plan? |

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THURSDAY, 23 JANUARY 2020 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA

| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
|-------------------------------------|--|---|---|---|
| Council Budgets 2020/21 | Finance | Julian Neilson - Head of Finance | Georgina Bristow - Acting Financial Planning and Reporting Manager | <ul style="list-style-type: none"> • To receive details of the draft budget for 2020/21. • To understand which scrutiny recommendations with financial implications have been included on the 2020/21 budget. |
| Council Digital Strategy | Technology and Transformation | Brigette Giles - Head of Technology and Transformation | <p align="center">John Compton - Organisational Change and Digital Services Manager</p> <p>Sarah Mackey - Principal Customer Strategy and Development Officer</p> | <ul style="list-style-type: none"> • Details of the framework for cultivating cultural change and innovation by bringing together a range of digital transformation activities under a single unified strategy. • How is the Council's workforce supported and trained to develop its digital skills and tools to aid customers better and create greater effective and efficient working methods? • What is the Council's vision as to where it wants to be in the digital age and how this can be achieved? • How can residents and businesses develop the digital skills and technology they need to enhance their lives and create economic growth and what role does the Council play in this? |

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| THURSDAY, 19 MARCH 2020 - 10AM, COUNTY HALL, CROSS STREET, BEVERLEY, HU17 9BA | | | | |
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| ITEM / TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Internal Council Joined-Up Working/Processes | Planning and Economic Regeneration | Stephen Hunt - Head of Planning and Development Management & Ian Burnett - Head of Asset Strategy | John Craig - Forward Planning and Housing Strategy Manager | <ul style="list-style-type: none"> How does the Council work collaboratively between service areas to implement planning decisions and take action that impact upon localities (for example, links between planning and tourism, planning and enforcement matters and infrastructure provision)? |
| Communication with Town and Parish Council Review Panel Report - Recommendations Update | Democratic Services | Darren Stevens - Director of Corporate Resources Samm Campbell - Senior Committee Manager | <i>Other Service areas who were required to action recommendations</i> | <ul style="list-style-type: none"> To receive an update on progress made against the recommendations made by the Communication with Town and Parish Council Review Panel. |

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| BRIEFING NOTES | | | | |
|--|--|--|-------------------------------------|---|
| TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Toilet Provision in the East Riding | Infrastructure and Facilities | Dave Waudby - Head of Infrastructure and Facilities | Ian Burnet - Head of Asset Strategy | <p><u>Council owned/run public toilets</u></p> <ul style="list-style-type: none"> • How many public toilets are owned or run by the Council? • Does the Council work with town and parish councils to ensure there is adequate public toilet provision within its parish? • Is there scope for increasing the provision of Council owned/run public toilets across the East Riding where there is the greatest need (ie links to tourism)? <p><u>Other public toilet provision</u></p> <ul style="list-style-type: none"> • What other public toilet provision is there across the East Riding? Is it possible for the Council to map this? • How can communities or town and parish councils be encouraged to continue to run or provide public toilet facilities where there is the greatest need (ie links to tourism)? |
| Utility Costs | Asset Strategy | Ian Burnet - Head of Asset Strategy | | <ul style="list-style-type: none"> • What are the general utility costs of the Council? • Does the Council receive favourable rates from utility companies - is it proving value for money? • What scrutiny takes place of the utility costs of the Council? • Does the Council have a role to play in helping to drive down the utility costs for residents? |

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| RESERVE ITEMS | | | | |
|--|--|--|---|---|
| TOPIC | LEAD ORGANISATION/ SERVICE AREA | LEAD OFFICER | OTHER PARTICIPANTS | SCOPE |
| Broadcasting of Council Meetings | Infrastructure and Facilities | Dave Waudby - Head of Infrastructure and Facilities | <p><u>Democratic Services</u></p> <p>Sarah Baxter - Democratic Services Manager</p> <p>Gareth Naidoo - Principal Committee Manager</p> <p><u>Asset Strategy</u></p> <p>Ian Burnett - Head of Asset Strategy</p> | <ul style="list-style-type: none"> • What is the demand from East Riding residents for broadcasting/streaming Council committee meetings? • How feasible is it to broadcast/live stream Council committee meetings? • What are the costs involved to procuring a system and developing the infrastructure? • Should certain meetings be prioritised (such as full Council, The Cabinet and Planning Committee/Sub-Committees) or should all open meetings be broadcast/live streamed/recorded? • What are the benefits to the Council in investing in a broadcasting/live streaming/recording facility for Council committee meetings? |
| Buy-back of Council Services Update | Infrastructure and Facilities | Dave Waudby - Head of Infrastructure and Facilities | Alan Menzies - Director of Planning and Economic Regeneration (Chair of the Board) | <ul style="list-style-type: none"> • Update on the Council's traded services and progress made by the Commercialism Board. • Update on commercial opportunities being explored and new income streams. |