

## Scrutiny Review: Impact of the Part Night Street Lighting Policy

Date: **03 November 2017**

Subject: **The Scrutiny Review Process**

### Summary:

Scrutiny Reviews represent an opportunity for scrutiny councillors to delve deeper into a particular subject and recommend any ways in which things might be improved at a level of scrutiny not always possible within the time limits and formal setting associated with Committee meetings.

This report sets out the Scrutiny Review process and formal working arrangements for the review of the Impact of the Part Night Street Lighting Policy.

### Actions Required:

The Scrutiny Panel are requested to endorse the Scrutiny Review process and working arrangements in relation to the Impact of the Part Night Street Lighting Policy Scrutiny Review as set out in the report.

## 1. Background

A review into the Impact of the Part Night Street Lighting Policy was approved by the Overview and Scrutiny Management Board in July 2017. This scrutiny review will look at the impact of the change in the Street Lighting Policy to turn street lights off in certain areas at midnight and consider a number of different areas where there may have been an impact as a result of this change.

Over the coming months this Scrutiny Panel will gather evidence through a variety of methods and produce a report to be submitted to the Overview and Scrutiny Management Board. The final report will be based only on the facts gathered throughout the course of the review and will give a full picture of the issues under scrutiny. It will reflect the range of views presented to the Scrutiny Panel and will contain conclusions and clear recommendations.

The Overview and Scrutiny Management Board will consider the final report and can then refer the report to the Executive, asking them to consider the recommendations arising from the review. A formal response will then be made by the Council's Executive or a particular Executive Councillor to the Overview and Scrutiny Management Board.

Where recommendations are accepted by the Executive or Executive Councillor, an action plan will be produced that will highlight how these recommendations will be implemented and over what time period. The relevant committee(s) will then agree a time at which these recommendations should be revisited to confirm that implementation has taken place.

## **2. Scrutiny Panel Working Arrangements**

Although scrutiny panels are not committees of the Council or subject to the rules set out in the Council's Constitution, meetings will generally be held in public where possible, with decisions on whether meetings should be held in public or private being considered as part of the review process. However, there will be occasions when it is necessary to hold 'informal meetings' in private.

### Meetings Held in Public

Where meetings are held in public they will operate as if they are governed by Part 4<sup>(1)</sup> of the Constitution and will seek as far as possible to apply the Council's rules of procedure. An agenda will be published and made available on the Council's website and members of the public, press and other county councillors will be able to attend and observe the meeting. However, there is no automatic right for members of the public to address the Scrutiny Panel at these meetings held in public. Minutes will be produced which will be made publicly available.

### Informal Meetings

The Scrutiny Panel may hold informal meetings to deal with any informal business or to discuss learning from previous meetings and how this impacts on the review; this could also include consideration of evidence, interviewing people, or working to formulate any comments or recommendations as part of the drafting of the final report following investigations.

Where the Scrutiny Panel holds an informal meeting, the agenda produced will be made available to the members of the Scrutiny Panel and officers only. Members of the public and the press are not able to attend and observe informal meetings; other county councillors may attend with the permission of the Chairman. For transparency the dates of informal meetings will be listed on the County Council website.

## **3. Roles and Responsibilities**

### Role of Members

Scrutiny Panels are Member-led and Members should control the direction and operate within the agreed scoping for the review. Members are responsible for setting the agenda and should not do anything to undermine or pre-empt the outcome of the review. Members are also responsible for questioning and

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<sup>1</sup> Part 4 - Rules of Procedure (<https://www.lincolnshire.gov.uk/local-democracy/how-the-council-works/the-constitution/part-4-rules-of-procedure/73387.article>)

considering evidence from key contributors on issues related to the specific review subject.

Members should declare any interests not already listed on their declaration of pecuniary interests form (DPI) in any matter being considered at a meeting of the Scrutiny Panel. The Member should withdraw from the meeting should they have a DPI relating to the content of the meeting. Recommendations should also take account of and any financial or legal impacts.

Members are responsible for making recommendations in the final report (officers are not part of the decision making process) and in so doing should be mindful of equality and diversity principles and any financial impact.

### Role of Senior Officers

Senior Officers are expected to provide detailed information, advice and guidance to Members on the subject area under review, including written reports or documents on specific issues for discussion.

Officers will aid members by identifying and highlighting any potential implications from the findings and recommendations of the review. Officers will also look to identify and highlight the impact of any potential recommendations and will also work with Members to suggest potential solutions to any issues identified.

### Role of Democratic Services

The assigned Democratic Services Officer will arrange suitable venues for meetings and prepare agendas and distribute paperwork for meetings in line with agreed timescales. The Democratic Services Officer will also record the minutes at public meetings and compile notes at informal meetings.

The assigned Scrutiny Officer will provide comprehensive advice and guidance to Members and officers throughout the review process and lead on the project management of the review. The Scrutiny Officer will also draft the final report on behalf of the Scrutiny Panel members.

The Scrutiny Officer's role can also include:

- Carrying out or commissioning research, analysis and preparation of information relevant to the review.
- Liaising with Executive Councillors and identified departmental lead officers on the direction of the review.
- Advising and supporting Directorates in working with elected members, when contributing to a review.
- Securing sufficient expert resource from the relevant Directorate to contribute to the work of the review.
- Supporting contributors throughout the overview and scrutiny process.
- Arranging fact-finding visits in relation to the review.

## **4. Scrutiny Review Process**

### Scope the review

- determine the key issues and objectives
- identify key stakeholders
- identify who needs to be involved
- decide what evidence needs to be gathered and how
- consider potential risks and ways of managing them

### Gather evidence

- undertake engagement, surveys, workshops and focus groups as appropriate
- source data and reports
- interview experts and other appropriate witnesses
- work with officers to research issues

### Evaluate evidence

- consider all the evidence in the context of the scope of the review
- look at evidence alongside other sources of data to gain a comprehensive view of the impacts identified

### Report and make recommendations

- document the work carried out and what conclusions have been reached
- make recommendations
- distribute the report and recommendations to the Overview and Scrutiny Management Board for approval
- distribute the report and recommendations to the Executive for a response (to be provided within two months)

### Implementation by the Executive / officers

- agree and develop an implementation plan
- feedback outcomes to stakeholders, including the local community

### Monitoring

- track progress of the changes being implemented
- conduct further investigation and make additional recommendations if necessary

## **5. Gathering Evidence**

The Scrutiny Panel will aim to seek views and evidence from those with relevant knowledge, expertise or experience to help inform the outcome for the review process. The Panel may gather evidence through a variety of methods, which can include:

- written evidence
- oral evidence and interviews with external and internal witnesses
- site visits

- visiting other organisations - partners, user groups, other councils
- research
- holding specific meetings where members of the public may put forward their views on an issue
- talking to people who are affected by the issue

The Scrutiny Panel will consider appropriate engagement activity and evidence gathering at its first meeting on 03 November 2017. However it is proposed that written evidence may be submitted throughout the review period using the following methods –

By email – [Scrutiny@lincolnshire.gov.uk](mailto:Scrutiny@lincolnshire.gov.uk)

By post – Democratic Services, Lincolnshire County Council, County Offices, Newland, LINCOLN LN1 1YL

A closing date for written submissions will need to be agreed by the Scrutiny Panel as part of planning the future engagement activity.

## **6. Background Papers**

There are no background papers used in the preparation of this report.

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