

**To: The Chair and Members of the Shadow Overview and Scrutiny Committee**

# Agenda

Dear Member

## **SHADOW OVERVIEW AND SCRUTINY COMMITTEE**

A meeting of the Shadow Overview and Scrutiny Committee will be held as follows:

**Date:** Wednesday, 15 June 2022  
**Time** 10.00 am,  
**Place:** Committee Room 1, County Hall, Kendal LA7 9RQ

Linda Fisher  
Interim Monitoring Officer  
Shadow Authority for Westmorland and Furness

**Enquiries and requests for supporting papers to:** Jackie Currie  
**Direct Line:** 07919 056193  
**Email:** [Jackie.currie@cumbria.gov.uk](mailto:Jackie.currie@cumbria.gov.uk)

## **MEMBERSHIP**

Cllr J Batty  
Cllr H Chaffey  
Cllr W Clark  
Cllr P Dew  
Cllr S Evans  
Cllr M Hanley  
Cllr H Hodgson

Cllr V Hughes (Vice-Chair)  
Cllr H Ladhams  
Cllr B McEwan  
Cllr B Morgan (Chair)  
Cllr N Phillips  
Cllr G Simpkins  
Cllr D Taylor

## **ACCESS TO INFORMATION**

### Agenda and Reports

Copies of the agenda and Part I reports are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting.

The agenda and Part I reports are also available on the Westmorland and Furness website

<https://westmorlandandfurness.moderngov.co.uk/mgCommitteeDetails.aspx?ID=142>

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2. MEMBERSHIP**

To receive details of any changes in membership.

### **3. DECLARATIONS OF INTEREST/DISPENSATIONS**

To receive any declarations of interest by Members of interests in respect of items on this agenda, and to consider any dispensations.

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

### **4. EXCLUSION OF PRESS AND PUBLIC**

To consider whether the press and public should be excluded from the meeting during consideration of any item on the agenda.

### **5. REFERRALS FROM THE SHADOW AUTHORITY AND SHADOW EXECUTIVE**

None for this meeting.

### **6. REFERRALS FOR ADVICE IN RELATION TO CALL INS**

None for this meeting.

### **7. RESPONSE TO THE SHADOW EXECUTIVE ON REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

None for this meeting.

**8. TERMS OF REFERENCE OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider a report from the Interim Monitoring Officer Westmorland and Furness Shadow Authority (copy enclosed).

(Pages 5 - 8)

**9. LOCAL GOVERNMENT REORGANISATION (LGR) IMPLEMENTATION PLAN UPDATE**

To receive a presentation from the Programme Director (copy enclosed).

(Pages 9 - 18)

**10. SCRUTINY OVERVIEW REPORT**

To consider a report from the Policy and Scrutiny Team (copy enclosed).

(Pages 19 - 32)

**11. INDUCTION AND TRAINING PROGRAMME**

To consider a report from the Interim Monitoring Officer Westmorland and Furness Shadow Authority (copy enclosed).

(Pages 33 - 38)

**12. DATE AND TIME OF NEXT MEETING**

The next meeting will be held on 10 August 2022 at 10am at County Hall, Kendal.

## **Westmorland and Furness Shadow Overview and Scrutiny Committee**

**Meeting Date**     **15 June 2022**

### **Terms of Reference of the Overview and Scrutiny Committee**

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**Report from:**             Linda Fisher Interim Statutory Monitoring Officer

**Report Author:**         Linda Fisher Interim Statutory Monitoring Officer

**Wards:**                     All

**Key Decision:**            N/A

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#### **1.0 Purpose/Summary of report**

1.1. To request that the Overview and Scrutiny Committee note the Terms of Reference of the Overview and Scrutiny Committee.

#### **2.0 Recommendation**

**2.1 It is recommended that the Overview and Scrutiny Committee;**

**(1) note the Terms of Reference of the Overview and Scrutiny Committee outlined in section 3.3 of this report.**

#### **3.0 Background and Proposals**

3.1 The Shadow Authority has established arrangements for the overview and scrutiny of decisions or other action taken by the Shadow Executive and others in accordance with the Local Government Act 2000 as applied by the Cumbria (Structural Changes Order) 2022.

3.2 The Shadow Authority will keep under review its overview and scrutiny arrangements and will make changes where it considers these are appropriate.

3.3 The Terms of Reference and responsibilities of the Overview and Scrutiny Committee are set out in Part 3, Article 7.1 of the Constitution and these are listed overleaf:

*The Shadow Authority shall have one Overview and Scrutiny Committee, which may commission task and finish groups to undertake scrutiny projects.*

*The Overview and Scrutiny Committee will specifically:*

- (a) discharge the Shadow Authority's functions under Section 9F of the Local Government Act 2000;*
- (b) oversee the Shadow Authority's overall overview and scrutiny function including the preparation, implementation, monitoring and review of an annual work programme for overview and scrutiny;*
- (c) Scrutinise the Shadow Executive's Budget proposals for 2023/2024.*
- (d) establish such task and finish groups, appointing the Chair with such membership as it sees fit, to undertake overview and scrutiny on a task and finish basis;*
- (e) ensure that officers discharge their responsibilities effectively and efficiently in relation to the overview and scrutiny function;*
- (f) scrutinise decisions of the Shadow Executive, and offer advice or make recommendations on the matter under scrutiny once the Overview and Scrutiny Committee have considered the issues;*
- (g) refer to the Shadow Authority, the Shadow Executive or appropriate Committee/Sub-Committee any matter which, following scrutiny, the Overview and Scrutiny Committee determines should be brought to the attention of the Shadow Authority, Shadow Executive or the Committee or Sub-Committee.*
- (h) if requested, offer any views or advice to the Shadow Executive in relation to any matter referred to the Overview and Scrutiny Committee for consideration;*
- (i) in performing its role, the Committee may consult and involve the local community and other public, private and voluntary bodies or organisations;*
- (j) review the Shadow Authority's response to its obligations in respect of the overall performance management regime and where appropriate advise the Shadow Executive and the Shadow Authority of its findings;*
- (k) scrutinise decisions after implementation to examine their effect and outcomes;*
- (l) contribute to ensuring that the Shadow Authority develops and maintains effective policies and procedures for handling*

*complaints and other customer feedback to the Shadow Authority; monitor the overall level and nature of complaints and other customer feedback received and make recommendations regarding actions to address identified issues as appropriate; and*

*(m) contribute to ensuring that the Shadow Authority has in place appropriate mechanisms to protect organisational integrity including the development of appropriate policies and guidance*

#### **4.0 Consultation**

4.1 The Constitution, including the Terms of Reference for the Overview and Scrutiny Committee, have been agreed by the Joint Committee for Westmorland and Furness and also at the Westmorland and Furness Shadow Authority meeting on the 17<sup>th</sup> May 2022.

#### **5.0 Alternative Options**

5.1 There are no alternative options: the Terms of Reference are required for the Committee to be effective and to ensure the correct governance is in place.

#### **6.0 Implications**

##### **Financial, Resources and Procurement**

6.1 There are no financial implications arising from this report.

##### **Human Resources**

6.2 There are no staffing implications arising from this report.

##### **Legal**

6.3 The Shadow Authority is required to have an Overview and Scrutiny Committee. The Terms of Reference ensure that the role and responsibilities of the Committee are clear and a work programme will be developed around the Terms of Reference.

##### **Health and Sustainability Impact Assessment**

6.4 Have you completed a Health and Sustainability Impact Assessment? No.

6.5 If you have not completed an Impact Assessment, please explain your reasons: None required.

## Equality and Diversity

6.6 Have you completed an Equality Impact Analysis? No.

6.7 If you have not completed an Impact Analysis, please explain your reasons: None required

<b>Risk Management</b>	<b>Consequence</b>	<b>Controls required</b>
No Terms of Reference are in place.	Governance is not in place. Roles and responsibilities are not understood.	The Terms of Reference are noted by the Committee and roles and responsibilities clearly understood.

## Contact Officers

Linda Fisher: Interim Monitoring Officer Westmorland and Furness Shadow Authority [linda.fisher@westmorlandandfurness.gov.uk](mailto:linda.fisher@westmorlandandfurness.gov.uk)

<b>Name of Background document</b>	<b>Where it is available</b>
The Constitution	<u>Westmorland and Furness Shadow Authority Constitution</u>



# Delivering Two Unitary Councils for Cumbria

## LGR Implementation Plan (May 2022)

1

## Vision and Ambition for Cumbria



- We have a once-in-a-generation opportunity to shape the county's public services for the better.
- This implementation plan, which will develop overtime, will facilitate the development and the creation of two distinct councils focused on the specific communities they will serve.
- Vesting Day, on April 1, 2023 is a significant milestone and will be the start of the next stage of the journey, with the process of transformation continuing after this point.

May 2022

2

## Two New Councils for Cumbria

Our Vision for Cumbria is that in creating the two new Councils we will promote Cumbria with strong and fair representation for our communities and businesses. Our services will drive sustainable economic growth, enable safe and healthy lives and deliver value for money for everyone.

Our Ambition as we move through the LGR programme is that we create:

- Two new financially sustainable unitary authorities, that operate safely and legally from day one, whilst providing improved access to services, a seamless transition for our customers and stakeholders, and a great place to work for employees. We will ensure that on vesting day services operate to at least the standard they did before.
- Foundations to enable the new organisations to further transform and improve outcomes for residents, businesses, partners and the environment with Vesting Day being a milestone on a transformation journey which is likely to take 5-7 years.
- Governance structures that enable the two new councils to raise ambitions and become more successful in terms of place, so that the economy is transformed, and the opportunities and life chances of all residents are significantly improved.
- Ways of working that deliver local, responsive, accessible, high quality, services efficiently and in collaboration with our partners.
- Governance structures that realise the opportunities of creating two unitary authorities to reflect the distinctiveness of place, but also facilitate operating on a Cumbria wide basis when this will bring investment to the area or mean they function more effectively.
- Councils who share decisions and power with the communities of Cumbria.
- Councils who ensure staff are fully supported through the process and are able to see and benefit from the opportunities LGR presents.
- Councils who elect and induct Members to lead the new unitary authorities and provide community leadership.

Local Government  
Reorganisation

Delivering Two New Councils  
for Cumbria



May 2022

3

## Our Implementation Approach – Values

To achieve this, we have adopted a set of values to guide our work together, and a set of design principles to guide the transition of services to the two new Councils.

Underpinning this is a One team – One Programme – Two Plans approach.

Our Core Values are:

- Open and transparent
- Collaborative
- Supportive and strength based
- Put organisational boundaries aside
- Committed

....and we are committed to:

- Sharing resources (for the programme and to support service needs in the transition period)
- Using principles of co-design and production
- Being evidenced based and giving due consideration to professional expertise
- Once and together – a single hub model
- Remaining conscious of what is best for the communities of Cumbria, and the different needs and opportunities in Cumberland and Westmorland in Furness
- Acting and speaking collectively for the programme, whilst respecting the sovereignty of authorities

Local Government  
Reorganisation

Delivering Two New Councils  
for Cumbria



May 2022

4

## Our Implementation Approach – Design Principles

We have agreed to design our new Councils using the following Organisational Design Principles:

- **Creating Strong and Accountable Leadership** – at local and strategic level through effective member-led governance.
- **Outcome-focused** – a focus on delivering better outcomes and realising the benefits of local government reform.
- **Customer and community-focused** – ensuring that the needs and aspirations of customers and local communities are at the centre of the design of new structures.
- **Creating Sustainable Communities** – putting the creation and support of sustainable communities and sustainable development at the core –recognising the diversity of local communities, and the opportunities and challenges of the area's rurality and unique geographies and landscapes.
- **Place-focused** – building on place-based approaches, local decision-making, co-production and community-based delivery mode.
- **Promoting Public Health approaches** – putting public health approaches at the centre of new models focusing on prevention and early intervention.
- **Climate and Environment-focused** – creating organisations and developing models of delivery with environmental sustainability, protecting and improving biodiversity, achieving net zero and the impacts of climate change at their core.
- **Promoting Inclusive Economy approaches** – focusing on both local and strategic approaches to build strong and inclusive economies, realising the benefits of collaboration to unlock inclusive economic growth.
- **Collaborative and Strength-based** – building on collaborative and strength-based approaches with individuals and families, with communities, and with local and strategic partners. Do with not do to.
- **Evidence-based** – informing decisions through a good understanding of the needs and aspirations of communities, and of best practice.
- **Modern, Innovative and Digitally-enabled** – unlocking innovation to modernise public services which are agile and adaptable. Ensuring digitally-enabled models fit for the 21st century.
- **Financial sustainability and Value for Money** – providing the best value for money through delivery of efficient and effective services and building long-term financially sustainable organisations.
- **Creating positive organisational cultures** – creating new organisations with cultures that promote positivity, creativity, flexibility, the building of positive relationships and emphasising the importance of being learning organisation
- **Valuing the Workforce** – valuing the skills, knowledge, capabilities and commitment of our greatest asset.

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



5

## Timeline and Phasing

- The high level Programme timeline to deliver the unitary Councils of Cumberland and Westmorland and Furness is set out on the following slide.
- A Programme has been developed in a series of phases that will enable the two Councils to deliver improvements from day one (vesting day – the 1 April 2023), including in relation to ease of customer access. The Programme will ensure a smooth transition to the new arrangements, operation in a safe and legal fashion, and the building blocks for further transformation and delivery of benefits for local communities.

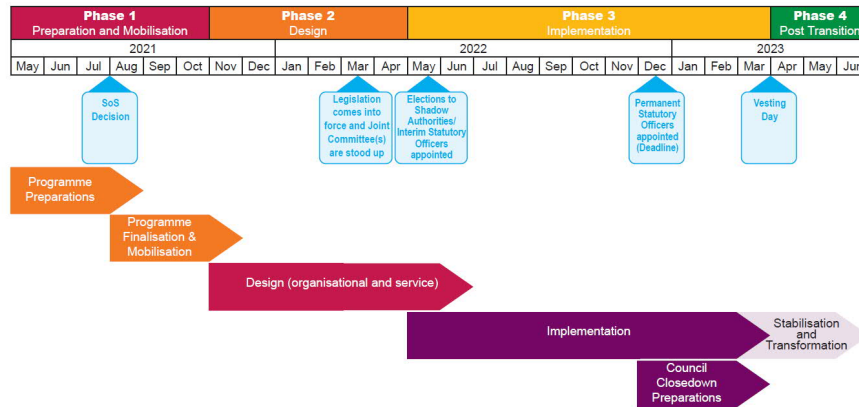
May 2022

Local Government  
Reorganisation  
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for Cumbria



6

## LGR Programme - Timeline and Phasing



May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



7

## Design Phase

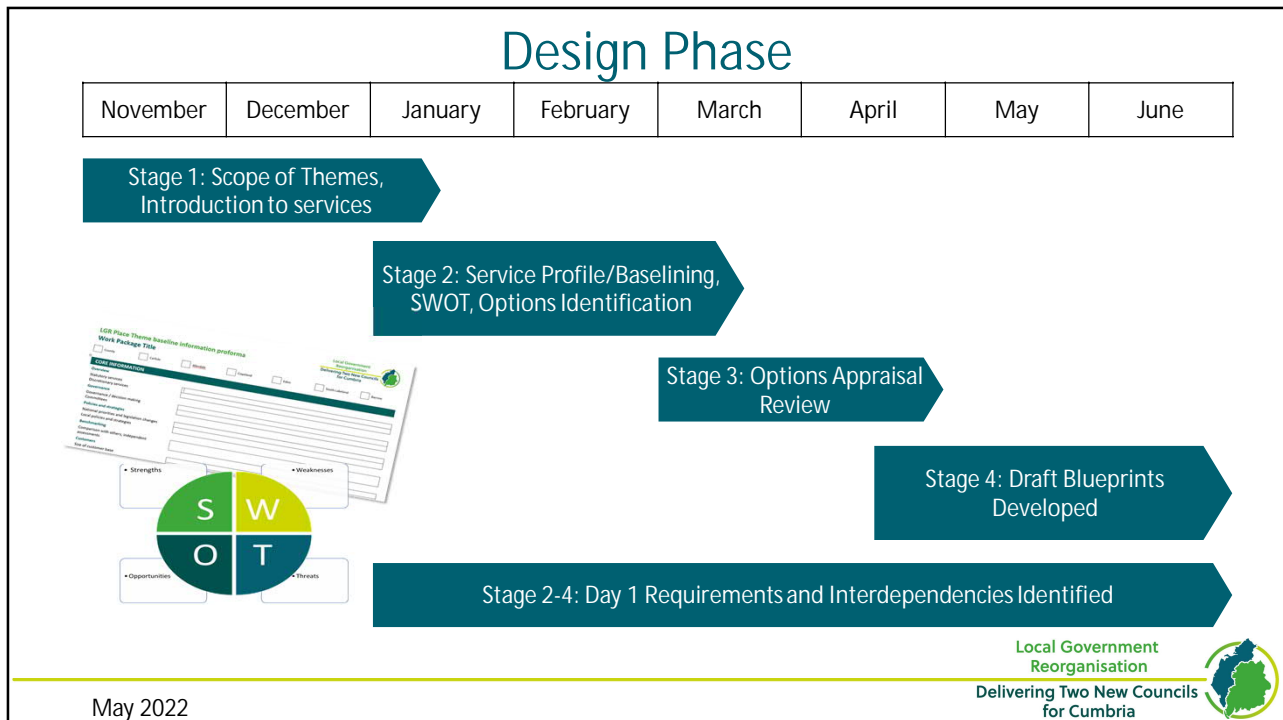
- We have developed a design phase for the two new Councils and this involves a series of stages outlined on the following slide.
- At the time of writing, this phase of the Programme, involving developing officer recommendations for Shadow Authority consideration, is nearing completion. The work that has been done in this phase continues to be collated and assessed and will inform the development of draft service baseline Blueprints, describing the services, staff and budget each Council will have on vesting day.
- The development of these will be iterative as the detail will be developed through discussion with Members and incoming leadership teams and as part of the strategic planning process.

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



8



May 2022

9

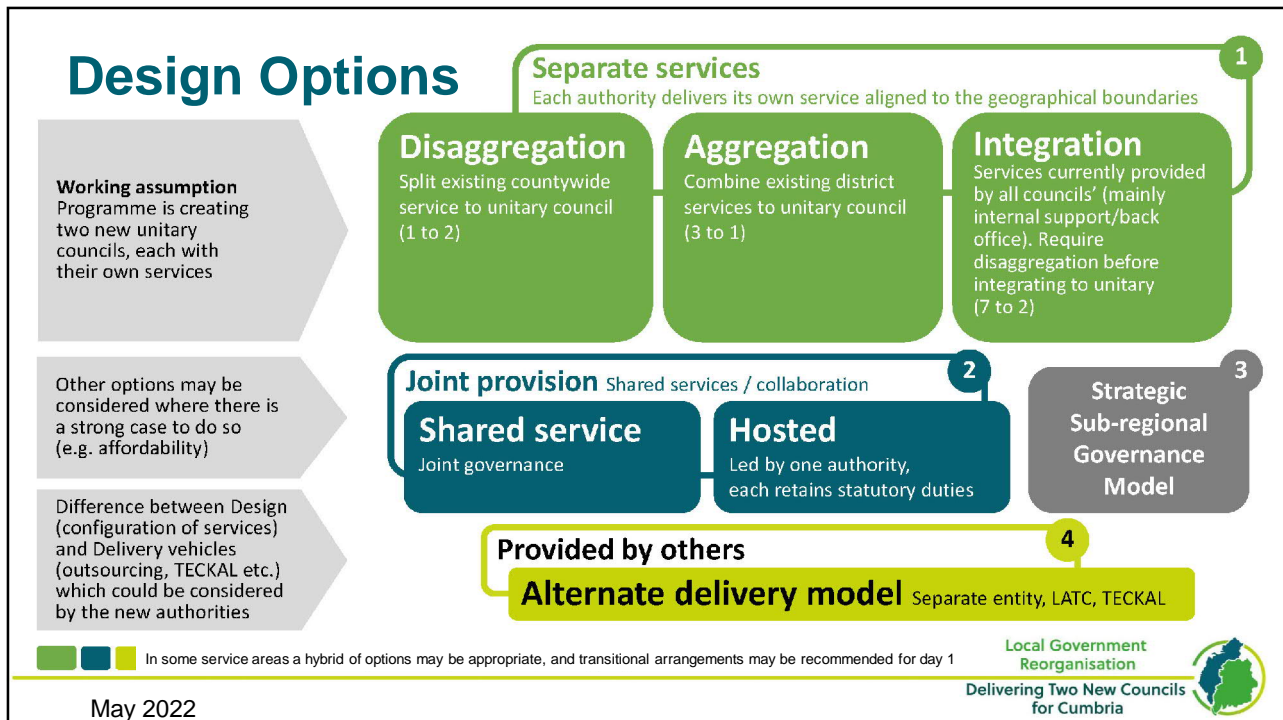
## Design Phase – Design Options, Day 1 Requirements and Initial Service Baseline Blueprints

- Over the last few months the process of considering the high level design options for services has followed the approach shown on the next slide.
- The starting point is to disaggregate, aggregate and integrate services into two separate Councils unless there is a compelling reason not to do so, to deliver the requirements of legislation.
- We continue to consider all options, evaluating these to arrive at a preferred option for each service on Day 1. It might not be possible to reach the preferred arrangements for service delivery on Day 1, in which case transitional arrangements will be recommended.
- Officer recommendations will be brought together in the draft service baseline Blueprints for how services in the new Councils will operate seamlessly from vesting day, so that they can be considered by the Shadow Executives and Scrutiny Committees now they are established. Members will be involved in discussions and considering the work done to date to enable input before Blueprints are finalised.
- The design phase has also involved the identification of those critical elements without which services will not be able to function effectively on vesting day, ("Day 1 Requirements"), regardless of the design of the service.

May 2022

Local Government Reorganisation  
Delivering Two New Councils for Cumbria

10



11

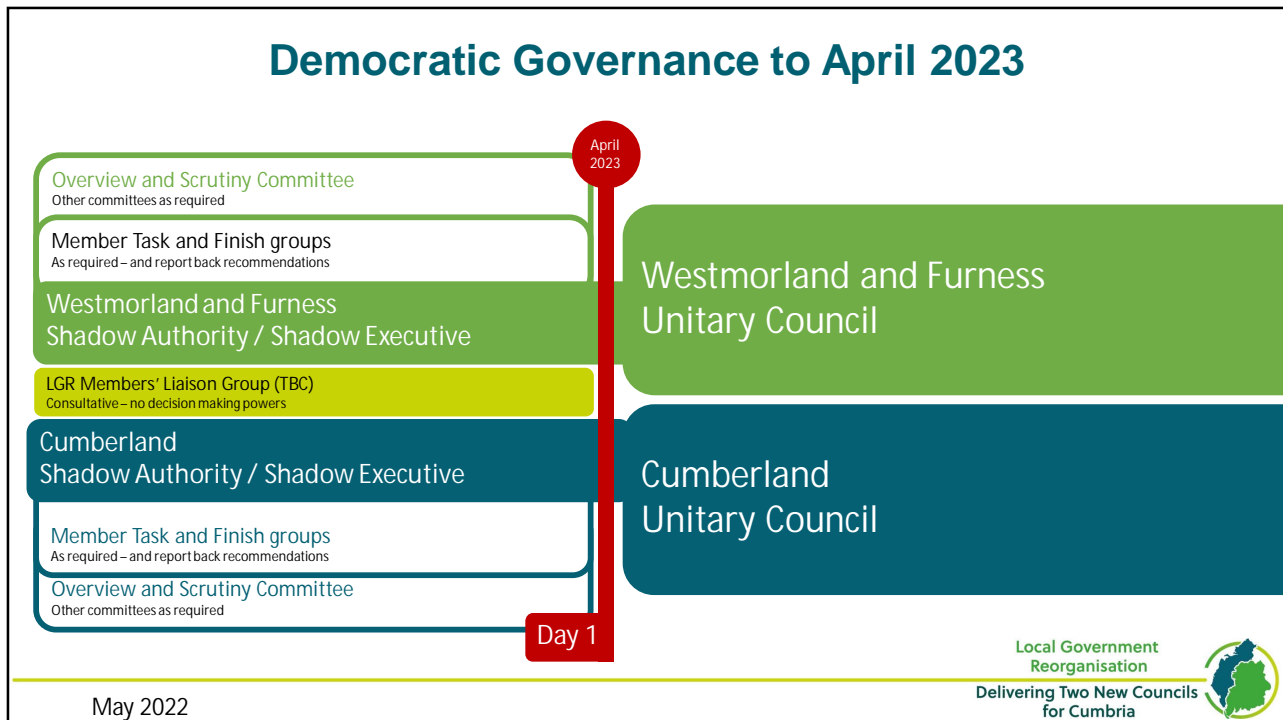
## Democratic and Programme Governance

- Democratic and programme governance arrangements are in place to oversee the transition to the two new Councils on 1 April 2023, and to ensure that they can operate safely and legally from day 1.
- The Joint Committees which oversaw the transition work after the Structural Changes Order came into force, were stood down following the first meeting of Shadow Authorities on 17 May 2022.
- The two Shadow Executives and other key committees are now in place, and Interim Heads of Paid Service, Chief Finance and Monitoring Officers designated, in line with requirements. Permanent Heads of Paid Service, Chief Finance Officers and Monitoring Officers are required to be appointed by 31.12.22. The two Shadow Authorities gain full powers on vesting day, 1.4.23.
- There are two types of work involved going forward – transitional work and the work the Shadow Authorities are leading, with support through the programme, to set themselves up for vesting day and beyond.
- The next slide describes the democratic governance structure, from May 2022, to 1.4.23.

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria

12




13

## Programme Governance and Structure cont.

- In terms of officer level programme governance, the work to move to the two new Councils continues to be organised in a series of themes, with representation from all Councils, complemented by individual pieces of cross cutting work, for example in relation to economy and devolution. There is also an aligned piece of change work in relation to the options for the future of the Cumbria Fire and Rescue Service.
- A series of thematic officer boards are operating, involving senior representatives of the County Council, and from the Cumberland and Westmorland and Furness Councils, together with subject matter experts to oversee the work involved in setting up the new councils. There are six boards currently, with a series of workstreams/work packages in each. The number and focus of the boards reviewed periodically to ensure they remain fit for purpose.
- LGR Programme as a whole is overseen by an LGR Programme Board at the most senior level of representation from sovereign councils. The arrangements are shown diagrammatically on the next two slides.

May 2022


Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria 

14

### Programme Structure

CUMBRIA FIRE AND RESCUE SERVICE (Aligned programme)	THEMES					
	PEOPLE	PLACE	CORPORATE/ ENABLING SERVICES	ICT	CUSTOMER & DIGITAL	FINANCE
	Adults / Children & Families / Public Health	Environment / Economy & Devolution / Community & Locality / Safety, Resilience and Public Protection	Strategic Core / Change Facilitators / Transactional Services	Infrastructure / Applications / Technical Architecture / Security / Service Continuity	Customer and Digital Strategy / Customer and Digital Service Functions / Website / On-line Services	Disaggregation of Budgets / Creation of balance sheets / Financial & Commercial Stability / Benefit Realisation
	Workstream(s)	Workstream(s)	Workstream(s)	Workstream(s)	Workstream(s)	Workstream(s)

May 2022




Local Government Reorganisation  
Delivering Two New Councils for Cumbria

15

### Programme Governance

Programme Management Office (PMO)	LGR Programme Board*						
	Cumbria Fire and Rescue Service Transition Board	People Theme Board	Place Theme Board	Corporate/ Enabling Services Theme Board	ICT Theme Board	Customer & Digital Theme Board	Finance Theme Board
	*SROs (Implementation Team Leader and Deputy Implementation Team Leaders (2); All (other) Chief Executives; All Theme Chairs (if not already members); Programme Finance Lead (s151); Programme Director; Interim Heads of Paid Service, Interim Monitoring Officers/ Interim Chief Finance Officers by rotation (if not already members))						

May 2022



Local Government Reorganisation  
Delivering Two New Councils for Cumbria

16



## Implementation Phase

- The design phase of the programme is coming to a close, and we have entered the Implementation Phase.
- As described in preceding slides, Day 1 Readiness Planning involves identifying the must haves for day one, what achieving these relies on (interdependencies), and the order in which these need to be addressed. Detailed critical paths are also in place/under development for different workstreams/work-packages as part of Day 1 planning. This will enable more detailed reporting on the Programme over the coming months.
- In the rest of the design phase the draft Blueprints that are being developed, will contain the details of the resources available to each service based on 2022/23 budgets. Work over June, to look at budget disaggregation/aggregation, including savings proposals, will result in costed Blueprints, for consideration of Shadow Authorities for taking into the Strategic and Service Planning processes over the summer/early autumn period.
- The next slide describes the high level time line for the Implementation phase of the LGR programme, a detailed timeline involving Critical Programme Milestones is nearing completion for reporting in due course.

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



17

## Implementation Phase – High Level Timeline

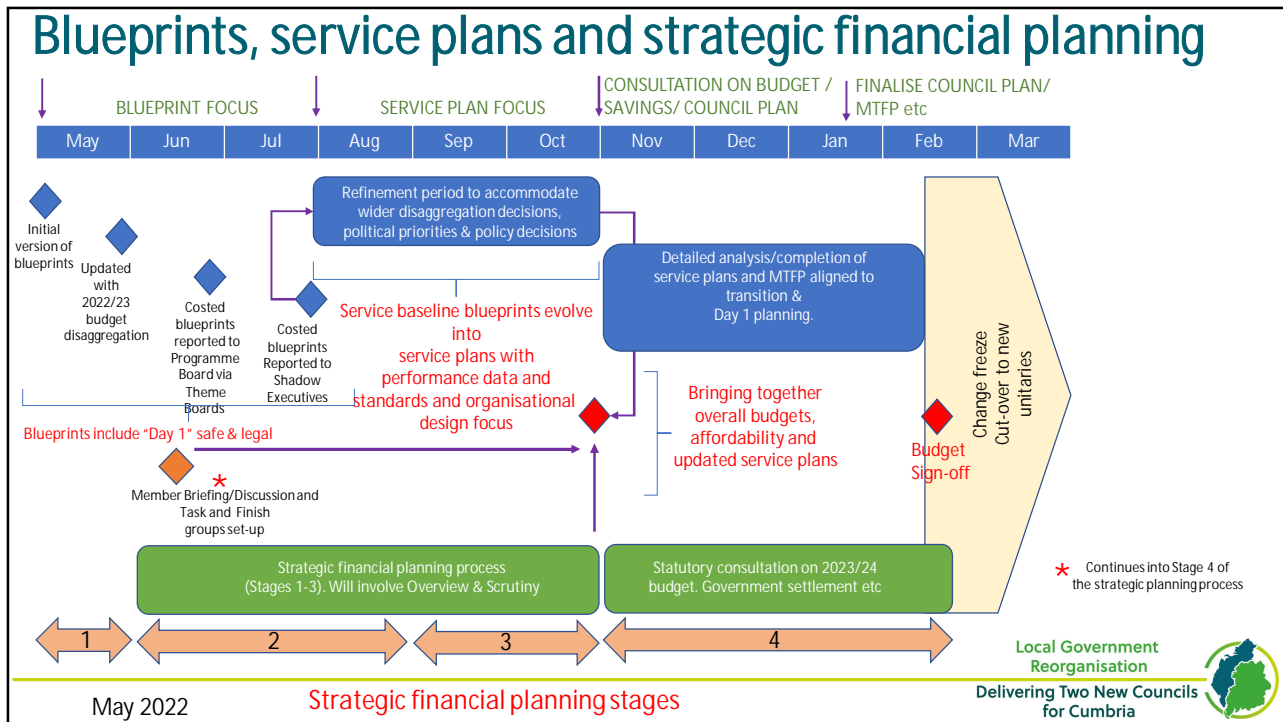
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
	2022						2023				
Day 1 Readiness	Day 1 plans for Cumberland, and Westmorland and Furness refined and delivered (two plans with some joint and some specific requirements)										
Blueprint / Service Planning	Draft service baseline blueprints considered, refined, and adopted by Shadow Authorities		Discussion of draft service baseline blueprints and refinement of service plans through budget process								
Corporate plans / policies	Development of Council Plan and required Day 1 policies and plans, in tandem with budget process										
Organisational structure	Interim statutory officers designated	Recruitment of Chief Executives/ Senior structure options developed		Consultation and filling of structures to meet statutory requirements and operational needs							
Strategic Planning (other)	See slide 19										

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



18



19

## Next steps

- The next steps in the programme will be to further refine Day 1 plans, continue consideration of draft service baseline Blueprints with Member input, finalise the officer recommendations on options for Day 1 operation, and the final version of draft Blueprints for Shadow Authority consideration.
- Preparations for operation of the new Unitary Council's from vesting day (Day 1 work) including laying the foundations for future transformation will continue.
- The Implementation Plan will be kept under review, and progress reported to the new Shadow Authorities.
- The One Programme approach will continue – with two sets of plans developing overtime.

May 2022

Local Government  
Reorganisation  
Delivering Two New Councils  
for Cumbria



20

## **Westmorland and Furness Shadow Overview and Scrutiny Committee**

**Meeting Date**      **15 June 2022**

**Title**                      **Scrutiny Overview Report**

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**Report from:**              Policy and Scrutiny Team

**Report Author:**        David Stephens – Strategic Policy & Scrutiny Advisor

**Wards:**                      All

**Key Decision:**            No

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### **1.0 Purpose/Summary of report**

1.1. This briefing paper informs members of new or updated items of significance to the Shadow Overview and Scrutiny Committee as well as providing an opportunity to review the Shadow Authority's Forward Plan and consider the Committee's Work Programme

### **2.0 Recommendation**

**2.1 It is recommended that the Committee:-**

**(1) review the Shadow Authority's Forward Plan**

**(2) consider the Committee's Work Programme**

### **3.0 Background and Proposals**

3.1 Attached at Appendix 1 is the Forward Plan of Key Decisions from the 1st July 2022 to 31 October 2022 The following are key decisions on the forward plan 1 February 2022 - 31 March 2022 for consideration by the Shadow Scrutiny Committee.

3.2 Members are invited to consider the updated Scrutiny Work Programme as it stands at January 2022. Please see Appendix 2 attached.

## Contact Officers

David Stephens Strategic Policy and Scrutiny Advisor

David.stephens@cumbria.gov.uk

07900 698361

## Appendices Attached to this Report

<b>Appendix No.</b>	<b>Name of Appendix</b>
1	Forward Plan of Key Decisions
2	Scrutiny Work Programme

**SHADOW AUTHORITY FOR  
WESTMORLAND AND FURNESS  
COUNCIL**

**FORWARD PLAN OF KEY DECISIONS  
(1 JULY 2022 - 31 OCTOBER 2022)  
PUBLISHED ON 31 MAY 2022**

# **SHADOW AUTHORITY FOR WESTMORLAND AND FURNESS**

## **FORWARD PLAN OF KEY DECISIONS**

### Explanatory Note

The Council is required to publish a Forward Plan of all key decisions to be taken in the following four months. This Plan begins on 1 July 2022 and replaces the Plan published on 10 May 2022. It will be updated monthly and will be available on the last working day of each month. Previous versions of the Plan can also be found on the Council's website.

<https://westmorlandandfurness.moderngov.co.uk/mgListPlans.aspx?RPIId=139&RD=0&bcr=1>

The Forward Plan shows details of key decisions to be taken by the Council's Shadow Cabinet.

A key decision is one which is likely to be:-

- (a) To result in the relevant local authority incurring expenditure which is, or the making of savings which are, over £500,000; or
- (b) To be significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the relevant local authority."

In determining the meaning of "*significant*" for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000, and the advice of the Shadow Authority's statutory officers

The Plan shows:-

- when these decisions will be made
- who will make the decision
- to whom representations can be made and how
- what documents relating to those decisions will be available and when.

Once they are available copies of documents referred to in the Plan may be obtained on the Internet, or by e-mail [Jackie.currie@cumbria.gov.uk](mailto:Jackie.currie@cumbria.gov.uk). A report to the decision maker will be available one week before the Meeting, via the Council's website, and will include all the relevant documents for decisions.

<https://westmorlandandfurness.moderngov.co.uk/mgListCommittees.aspx?bcr=1>

However, in a small number of cases it may not be possible to make available certain documents as they contain confidential information.

Representations, including any supporting documents, can be made to the relevant person named in the representations field in the plan.

The Plan is available free of charge on request from [Jackie.currie@cumbria.gov.uk](mailto:Jackie.currie@cumbria.gov.uk) .

Jonathan Brook  
Leader of the Council

**FORWARD PLAN OF KEY DECISION 1 JULY 2022 - 31 OCTOBER 2022**

**INDEX OF CONTENTS**

<b>Date of Decision</b>	<b>Subject</b>	<b>Decision Maker</b>	<b>Lead Cabinet Member</b>	<b>Lead Officer to who representations can be made</b>	<b>Consultation, if any</b>	<b>Type of Decision</b>	<b>Public (Part I) or Private (Part II) Decision</b>
22 Jul 2022	Branding For Cabinet to consider the Branding for the Shadow Authority.	Shadow Cabinet	Leader of the Council	Sara Turnbull Communications Lead <a href="mailto:Sara.turnbull@cumbria.gov.uk">Sara.turnbull@cumbria.gov.uk</a>		Key	Open
22 Jul 2022	Service Baseline Blueprints Cabinet to consider Service Baseline Blueprints for the Shadow Authority.	Shadow Cabinet	Leader of the Council	Linda Fisher, Interim Monitoring Officer <a href="mailto:Linda.Fisher@westmorlandandfurness.gov.uk">Linda.Fisher@westmorlandandfurness.gov.uk</a>	Consultation to be undertaken with members.	Key	Open



Date of Decision	Subject	Decision Maker	Lead Cabinet Member	Lead Officer to who representations can be made	Consultation, if any	Type of Decision Key or Non-Key	Public (Part I) or Private (Part II) Decision
22 Jul 2022	UK Shared Prosperity Investment Plan To consider and agree UK Shared Prosperity Investment Plans within the Shadow Westmorland and Furness Local Authority Area.	Shadow Cabinet	Cabinet Member for Sustainable Communities and Localities	Linda Fisher, Interim Monitoring Officer <a href="mailto:Linda.Fisher@westmorlandandfurness.gov.uk">Linda.Fisher@westmorlandandfurness.gov.uk</a>	Consultation will be undertaken with a Local Partnership Group that has been established as a key stakeholder group for consultation on UKSPF. In addition a Cumbria Local Enterprise Partnership workshop has been held to inform both the process and setting of priorities. Thematic Focus Groups will be set up for each of the UKSPF priorities and partner organisations are being invited to engage. Local resilience groups that have worked on previous Community Renewal Fund proposals have been involved to ensure that those elements that fit UKSPF priorities are considered.	Key	Open

<b>Date of Decision</b>	<b>Subject</b>	<b>Decision Maker</b>	<b>Lead Cabinet Member</b>	<b>Lead Officer to who representations can be made</b>	<b>Consultation, if any</b>	<b>Type of Decision Key or Non-Key</b>	<b>Public (Part I) or Private (Part II) Decision</b>
22 Jul 2022	Westmorland and Furness Council Plan Agree a draft of the Council Pan for consultation before adoption of a final version by the Shadow Authority in October.	Shadow Cabinet, Shadow Authority for Westmorland and Furness Council	Leader of the Council	Linda Fisher, Interim Monitoring Officer <a href="mailto:Linda.Fisher@westmorlandandfurness.gov.uk">Linda.Fisher@westmorlandandfurness.gov.uk</a>	Executive on 22 July 2022 to release a draft for consultation. Executive on 12 September 2022 to recommend a final version for adoption by Shadow Authority in October.	Key	Open
22 Jul 2022	Section 24 Direction and General Consent For Cabinet to consider specific consents under Section 24 direction and general consent.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Part exempt
12 Aug 2022	Section 24 Direction and Consent For Cabinet to consider specific consents under Section 24 direction and general consent.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Part exempt

<b>Date of Decision</b>	<b>Subject</b>	<b>Decision Maker</b>	<b>Lead Cabinet Member</b>	<b>Lead Officer to who representations can be made</b>	<b>Consultation, if any</b>	<b>Type of Decision Key or Non-Key</b>	<b>Public (Part I) or Private (Part II) Decision</b>
12 Sep 2022	Section 24 Direction and General Consent For Cabinet to consider specific consents under Section 24 direction and general consent.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Part exempt
7 Oct 2022	Draft Budget 2023/24 and Medium Term Financial Forecast For Cabinet to consider the latest proposals for a balanced budget proposal in February 2023, for consultation.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Open
7 Oct 2022	Discretionary Housing Payments For the Executive to consider the Discretionary Housing Payments.	Shadow Cabinet, Shadow Authority for Westmorland and Furness Council	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Open

<b>Date of Decision</b>	<b>Subject</b>	<b>Decision Maker</b>	<b>Lead Cabinet Member</b>	<b>Lead Officer to who representations can be made</b>	<b>Consultation, if any</b>	<b>Type of Decision Key or Non-Key</b>	<b>Public (Part I) or Private (Part II) Decision</b>
7 Oct 2022	Discretionary Non Domestic Rates For the Executive to consider the Discretionary Non-Domestic Housing Rates and associated reliefs.	Shadow Cabinet, Shadow Authority for Westmorland and Furness Council	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Open
7 Oct 2022	Council Tax Reduction Scheme For Cabinet to consider the draft Council Tax Reduction Scheme for consultation.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Open
7 Oct 2022	Section 24 Direction and General Consent For Cabinet to consider specific consents under Section 24 direction and general consent.	Shadow Cabinet	Cabinet Member for Finance	Helen Smith, Interim Section 151 Officer <a href="mailto:Helen.Smith@westmorlandandfurness.gov.uk">Helen.Smith@westmorlandandfurness.gov.uk</a>		Key	Part exempt

**Shadow Authority for Westmorland and Furness Council**  
**Shadow Overview and Scrutiny Committee**  
**Work Programme**

Timing	Example of possible items / activity	Comments
<b>23 May – 3 June 2022</b>	Scrutiny induction activity Likely to include: <ul style="list-style-type: none"> <li>• Terms of Reference and Procedure Rules</li> <li>• Ways of Working, incl. behaviours and skills</li> <li>• Work programming</li> </ul>	<i>External facilitation?</i>
<b>Wednesday 15 June 2022 @ 10am</b>	<ul style="list-style-type: none"> <li>• Terms of Reference and Procedure Rules</li> <li>• Implementation Plan update – incl. progress, risks and benefits realization, process for Blueprints</li> <li>• Training programme</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	<i>Blueprint due to be adopted in July</i>
<b>Wednesday 10 August 2022 @ 10am</b>	<ul style="list-style-type: none"> <li>• Implementation Plan update – incl. progress, risks and benefits realisation</li> <li>• Early engagement on Medium Term Financial Planning and Budget 2023/24 development</li> <li>• Early engagement on Vision for Westmorland and Furness / priority-setting</li> <li>• Update on adopted Blueprint</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	

Timing	Example of possible items / activity	Comments
<b>Wednesday 21 September 2022 @ 10am</b>	<ul style="list-style-type: none"> <li>• Implementation Plan update – incl. progress, risks and benefits realisation</li> <li>• Assessment of preparedness on critical issues (focus to be identified), e.g. ICT, children’s safeguarding</li> <li>• Update on Medium Term Financial Planning and Budget 2023/24 development</li> <li>• Vision for Westmorland and Furness and priority-setting</li> <li>• Update on adopted Blueprint</li> <li>• Scrutiny arrangements for Westmorland and Furness Council</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	<p><i>Budget consultation scheduled for October – December 2022</i></p>
<b>Wednesday 23 November 2022 @ 10am</b>	<ul style="list-style-type: none"> <li>• Implementation Plan update – incl. progress, risks and benefits realisation</li> <li>• Assessment of preparedness on critical issues (focus to be identified), e.g. ICT, children’s safeguarding, locality governance</li> <li>• Response and recommendations – Budget 2023/24 consultation</li> <li>• Vision for Westmorland and Furness and priority-setting</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	<p><i>Potential for a separate budget consultation session to be held – either before or after this session (subject to exact budget consultation timelines.</i></p> <p><i>Vision and priority-setting – subject to policy development timescales</i></p>

Timing	Example of possible items / activity	Comments
<b>Monday 23 January 2023 @ 10am</b>	<ul style="list-style-type: none"> <li>• Implementation Plan update – incl. progress, risks and benefits realisation</li> <li>• Assessment of preparedness on critical issues (focus to be identified), e.g. ICT, customer services, children’s safeguarding</li> <li>• Draft Westmorland and Furness Council Constitution</li> <li>• Response and recommendations – Budget 2023/24 consultation (<i>subject to exact budget timings</i>)</li> <li>• Vision for Westmorland and Furness and priority-setting</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	<i>Draft Constitution could be earlier – subject to development timescales.</i>
<b>Wednesday 15 March 2023 @ 10am</b>	<ul style="list-style-type: none"> <li>• Implementation Plan update – incl. progress, risks and benefits realisation</li> <li>• Assessment of preparedness on critical issues (focus to be identified), e.g. ICT, customer services, children’s safeguarding</li> <li>• Shadow Executive – Forward Plan</li> <li>• Scrutiny Committee Work Programme</li> </ul>	

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## **Westmorland and Furness Shadow Overview and Scrutiny Committee**

**Meeting Date**      **15 June 2022**  
**Title**                      **Induction and Training Programme**

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**Report from:**              Linda Fisher Interim Statutory Monitoring Officer  
**Report Author:**         Linda Fisher Interim Statutory Monitoring Officer  
**Wards:**                      All  
**Key Decision:**             N/A

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### **1.0 Purpose/Summary of report**

1.1. To update the Overview and Scrutiny Committee on the Induction and Training Programme to the 15 June 2022. To discuss future training plans.

### **2.0 Recommendation:**

**2.1 It is recommended that the Overview and Scrutiny Committee;**

**(1) Note the Induction and Training Programme to the 15<sup>th</sup> June 2022 attached at Appendix 1 and receive an update at the meeting on future member training plans.**

### **3.0 Background and Proposals**

3.1 All Members received an induction on the 9<sup>th</sup> May 2022, at the Induction members were provided with the Induction and Training Programme attached at Appendix 1. The sessions held have been well attended and positive feedback has been received.

3.2 A Training Programme to the end of July 2022 is currently being finalised and will be shared in advance of the meeting. This will provide members with more detailed training on County Council and District functions focusing on service specific areas.

3.3 Work is also commencing on a member development strategy to cover the remainder of the year and the commencement of the 2 new Unitary Authorities.

## 4.0 Consultation

4.1 The Induction and Training Programme to the 15<sup>th</sup> June 2022 has been agreed by the Programme Board.

## 5.0 Alternative Options

5.1 There are no alternative options, member training is an important part of the good governance of any authority. The content of the training can of course be changed to meet the identified training needs and requirements of our members.

## 6.0 Implications

### Financial, Resources and Procurement

6.1 There are no financial implications arising from this report.

### Human Resources

6.2 There are no staffing implications arising from this report.

### Legal

6.3 There are no legal implications arising from this report.

### Health and Sustainability Impact Assessment

6.4 Have you completed a Health and Sustainability Impact Assessment? No.

6.5 If you have not completed an Impact Assessment, please explain your reasons: None required.

### Equality and Diversity

6.6 Have you completed an Equality Impact Analysis? No.

6.7 If you have not completed an Impact Analysis, please explain your reasons: None required.

<b>Risk Management</b>	<b>Consequence</b>	<b>Controls required</b>
No training is provided and members are not in a position to carry out their roles and responsibilities.	Members do not feel equipped to make decisions.	An Induction and Training programme is required to meet the needs of members and the Shadow Authority.

**Contact Officers**

Linda Fisher: Interim Monitoring Officer Westmorland and Furness Shadow Authority linda.fisher@westmorlandandfurness.gov.uk

**Appendices Attached to this Report**

<b>Appendix No.</b>	<b>Name of Appendix</b>
1	Induction and Training Programme

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# Shadow Authority Member Training and Development for Westmorland and Furness Council and Cumberland Council

## APPENDIX 1

No	Title of Training	Description	Provider	Date	Time	Face to Face or Teams	Attendees
1	I.T Training/I.T Kit collection	I.T training/how to guides/roll out of I.T kit/laptops and mobile phones	Ben Wright, Head of Shared ICT, Eden & South Lakeland District Council. I.T Team to support	Monday 9 May 2022 Induction Day	10.30 am-11.15 am	County Hall, Busher Walk, Kendal	Shadow Authority Members for Westmorland and Furness Council
2	I.T Training/I.T Kit collection	I.T training/how to guides/roll out of I.T kit/laptops and mobile phones	David Cowan, Head of ICT, Copeland Borough Council	Monday 9 May 2022 Induction Day	11.00 am-11.45 am	Civic Centre, Carlisle	Shadow Authority Members Cumberland Council
3	Code of Conduct	Code of Conduct Induction	Linda Fisher, Interim Monitoring Officer, Lead Legal, Governance and Democracy Specialist, SLDC	Monday 9 May 2022 Induction Day	11.15 am-12.15 pm	County Hall, Busher Walk, Kendal	Shadow Authority Members for Westmorland and Furness Council
4	Code of Conduct	Code of Conduct Induction	Nicola Hartley, Monitoring Officer, Copeland Borough Council	Monday 9 May 2022 Induction Day	12.00 pm-1.00 pm	Civic Centre, Carlisle	Shadow Authority Members Cumberland Council
5a	MS Teams 1-1 sessions	How to use MS Teams/Etiquette Guidance	Cat Brumwell, Case Management Officer Support Services and Adam Moffatt, Legal Governance and Democracy Specialist	Friday 13 May 2022	1-1 slots to be sent as calendar invites	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council
5b	MS Teams 1-1 sessions	How to use MS Teams/Etiquette Guidance	Cat Brumwell, Case Management Officer Support Services and Adam Moffatt, Legal Governance and Democracy Specialist	Thursday 19 May 2022	1-1 slots to be sent as calendar invites	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council

## Shadow Authority Member Training and Development for Westmorland and Furness Council and Cumberland Council

6a	MS Teams 1-1 Sessions	How to use MS Teams/Etiquette Guidance	Rachel Plant/ Sharon Sewell/Stephanie Shaw	w/c 16 <sup>th</sup> May 2022	1-1 slots to be sent as calendar invites	MS Teams – Calendar invites to follow	Shadow Authority Members for Cumberland Council
6b	MS Teams 1-1 Sessions	How to use MS Teams/Etiquette Guidance	Rachel Plant/Sharon Sewell/Stephanie Shaw	w/c 23 <sup>rd</sup> May 2022	1-1 slots to be sent as calendar invites	MS Teams – Calendar invites to follow	Shadow Authority Members for Cumberland Council
7	Standards Committee Training		Linda Fisher	Tuesday 24 <sup>th</sup> May 2022	5:00pm-6:00pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
8	Senior Appointments Committee for Members of the Committee		Carla Brown/Bibian McRoy/Kate Turner/Nicola Houwayek	Monday 23 <sup>rd</sup> May 2022	3:30 pm-5:00 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
9	Scrutiny Skills for Members - session 1		Ed Hammond/Linda Fisher/Claire Killeen	Wednesday 25 May 2022,	5.00 pm-6.00 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
10	Cabinet Member Training		Linda Fisher	Thursday 26 <sup>th</sup> May 2022	5.00 pm-6.00 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
11	Modern Gov		Adam Moffatt	Tuesday 31 <sup>st</sup> May 2022	5.00 pm-6.00 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
12	Chairing Skills		Beth Evans, Governance Training and Consultancy Ltd	Wednesday 1 <sup>st</sup> June 2022	5.00 pm-6.30 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council
13	Role of a Unitary Councillor (LGA)		Daniel Archer	Wednesday 15 <sup>th</sup> June 2022	3.00 pm-6.00 pm	MS Teams – Calendar invites to follow	Shadow Authority Members for Westmorland and Furness Council and Cumberland Council