



Sustainable Development Select Committee

Select Committee work programme report

Date: 27 June 2022

Key decision: No.

Class: Part 1 (not restricted)

Wards affected: All (none specific)

Contributor(s): Assistant Chief Executive (Scrutiny Manager)

Outline and recommendations

To ask members to discuss the Committee's priorities for the 2022/23 municipal year and to agree an annual work programme.

The Committee is asked to:

- Consider the potential items set out in the draft work programme at appendix E.
- Consider the policy context: the corporate strategy and 'Future Lewisham'
- Discuss the Committee's priorities and agree a work programme for 2022-23.
- Note opportunities for public engagement, site visits and expert witnesses.
- Appoint a climate change champion for the Committee.

Timeline of engagement and decision-making

The meeting dates below were agreed at the Council annual general meeting on 25 May 2022:

- Monday 20 June 2022 (subsequently changed)
- Thursday 8 September 2022
- Wednesday 30 November 2022
- Tuesday 10 January 2023
- Tuesday 7 March 2023

1. Summary

- 1.1. This report asks members to discuss and agree priorities for the Committee's work programme for the year ahead and describes the process for approval by the Business Panel and ongoing monitoring by the Committee.

2. Recommendations

- 2.1. The Committee is asked to:
 - Consider the potential items set out in the draft work programme at appendix E.
 - Consider the policy context: the corporate strategy and 'Future Lewisham'.
 - Discuss the Committee's priorities and agree a work programme for 2022-23.
 - Note opportunities for public engagement, site visits and expert witnesses.
 - Appoint a climate change champion for the Committee.

3. The role of the select committee

- 3.1. The role of the Sustainable Development Select Committee is to monitor the provision of the Council's planning, regeneration and environmental services functions. This includes: scrutinising the delivery of the Council's refuse and recycling services, the development of key planning policies and the performance of the Council's activities to meet the climate challenge as well as examining other key Sustainable Development related matters. It also has a role in engaging and reflecting the views of residents in relation to sustainable development-related matters. This includes, for example, the provision of the Council's parks and green spaces services, street lighting and jobs, business support and employment functions.
- 3.2. The Committee's full terms of reference are set out in appendix A.

4. Different types of scrutiny

- 4.1. It is important to think early on about the most effective way to scrutinise each item on the work programme. Some issues may only require an initial briefing, circulated by email, for information, some may require site visits and public engagement, and others may require detailed questioning at a formal Committee meeting and input from stakeholders.
- 4.2. The Effective Scrutiny Guidelines at appendix C set out 5 key principles to take into account when carrying out scrutiny: prioritise; be independent; work collectively; engage; make SMART¹ recommendations. This will help the Committee decide on the most appropriate approach for the issue at hand.
- 4.3. Members should also note the comments in the [Local Democracy Review](#) about how scrutiny can be even more effective, participative and open. Suggestions included:
 - Focusing on fewer issues more closely linked to Council priorities
 - More engagement with the public outside of formal meetings
 - Individual scrutiny members leading on defined topic areas

¹ Specific, Measurable, Achievable, Relevant, Time-bound, see: https://en.wikipedia.org/wiki/SMART_criteria and appendix C for context and further information.

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- Contributing to new policy proposals at an early stage
- 4.4. Some of the most common scrutiny methods are described below, but members are encouraged to try new ways of gathering evidence and engaging the public.

Standard items

- 4.5. The majority of work programme items tend to be standard items, where scrutiny is carried out as part of a single meeting with members:
- agreeing in advance the information and analysis needed
 - receiving an officer report presenting the relevant information
 - gathering additional evidence from activity outside of meetings
 - asking questions of the presenting officers or expert guests
 - agreeing recommendations to Mayor and Cabinet and partners.

Policy development

- 4.6. When the Council is due to renew a policy the Committee may be asked to consider the options available and officer recommendations before a decision by Mayor and Cabinet. Select committees should be engaged at an early enough stage to be able to influence and contribute to the new policy.

Performance monitoring

- 4.7. Scrutiny can request a wide range of performance information to examine the effectiveness of Council services. This includes monitoring data on key performance indicators and outcomes and assessing the delivery of particular programme or projects against set targets or timescales.

Task and finish groups

- 4.8. For issues that require more extensive evidence gathering, members may put forward a proposal for a task and finish group. The purpose of these groups is to gather in-depth information over a set time period in order to make recommendations on a carefully defined issue. The Overview and Scrutiny Committee will agree which task and finish groups should be established, their membership, terms of reference and duration. Task and finish groups are independent of select committees and make recommendations directly to Mayor and Cabinet.

Information items

- 4.9. Some low-priority items may only require a briefing report to be circulated to Committee members by email, with questions put to the report author for written response. There is no provision for discussion of information items at Committee meetings.

5. Agreeing the Committee's work programme

- 5.1. A draft work programme is attached at appendix E. It currently includes:
- suggestions made by the Committee at the last meeting of 2021-22
 - issues arising as a result of previous scrutiny
 - suggestions from Council officers.
- 5.2. However, the Committee should decide on its own priorities and set its own work programme. The Committee does not have to look into everything officers, the public or other members suggest.
- 5.3. When deciding on issues to include in the work programme, the Committee should consider the key services and programmes within the Committee's remit, the criteria for selecting and prioritising topics (see flowchart below), upcoming Mayor and Cabinet

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decisions (appendix D) and avoid duplicating the work of any agreed task and finish groups.

- 5.4. The Corporate Strategy 2018-22 sets out how the Council will deliver for its residents up to 2022. The Corporate Strategy provides an overarching framework and focus for all council business; and items within the Committee's work programme should be linked to the priorities in the strategy (appendix B). A new Corporate Strategy is currently in development, which will include a refreshed set of priorities and describe how the Council will address the social, economic and environmental challenges facing the borough up to 2026. Once this is in place, the Committee may wish to review its work programme in light of the new strategy.
- 5.5. The Committee should also note and take into account the four strategic themes of the borough's Covid-19 recovery plan, Future Lewisham, which support what we want for every single resident and that we know are what we need to focus on locally: An economically sound future; A healthy and well future; A greener future; and a future we all have a part in.
- 5.6. The Committee is advised to schedule two substantive items per meeting to allow enough time for detailed discussions and the involvement of any invited witnesses or guests and to leave space for any Mayor and Cabinet responses that may arise throughout the year. The Committee should be responsive and if urgent business arises throughout the year the work programme can be amended with urgent business added and lower priority business removed.
- 5.7. Provision is made for meetings to last for up to 2.5 hours, but the Committee should aim to manage its business within 2 hours. In exceptional cases the Committee may decide to suspend standing orders and extend the meeting for a further 30 minutes to conclude any urgent business.
- 5.8. The Committee should specify the information it would like for each item to ensure that officer reports and other evidence meets its needs. This should be done under the work programme item at every meeting.
- 5.9. There is no provision at Committee for the discussion of information items (reports to note). If required, they will be circulated to members by email with questions put to the report author for a written response.
- 5.10. Some of the regular reports that fall under the Committee's remit, which are presented as reports to note and are circulated to members by email in the first instance, include the following. They are only taken as substantive items if wider engagement and scrutiny would add value, in line with the prioritisation process below.
 - The regeneration of Catford Town Centre update
 - Annual parking report
 - Major planning developments update
 - Biodiversity action plan update
- 5.11. The following suggestions for the work programme have been put forward by members or officers, or have arisen as a result of previous scrutiny. They have been added to the provisional work programme attached at Appendix E, but it is up to the Committee to decide whether or not these items should be included in the final work programme.
- 5.12. Suggestions made by the Committee at the last meeting of 2022-23
 - Flood management strategy
 - Air quality action plan

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5.13. Suggestions from officers in view of forthcoming developments

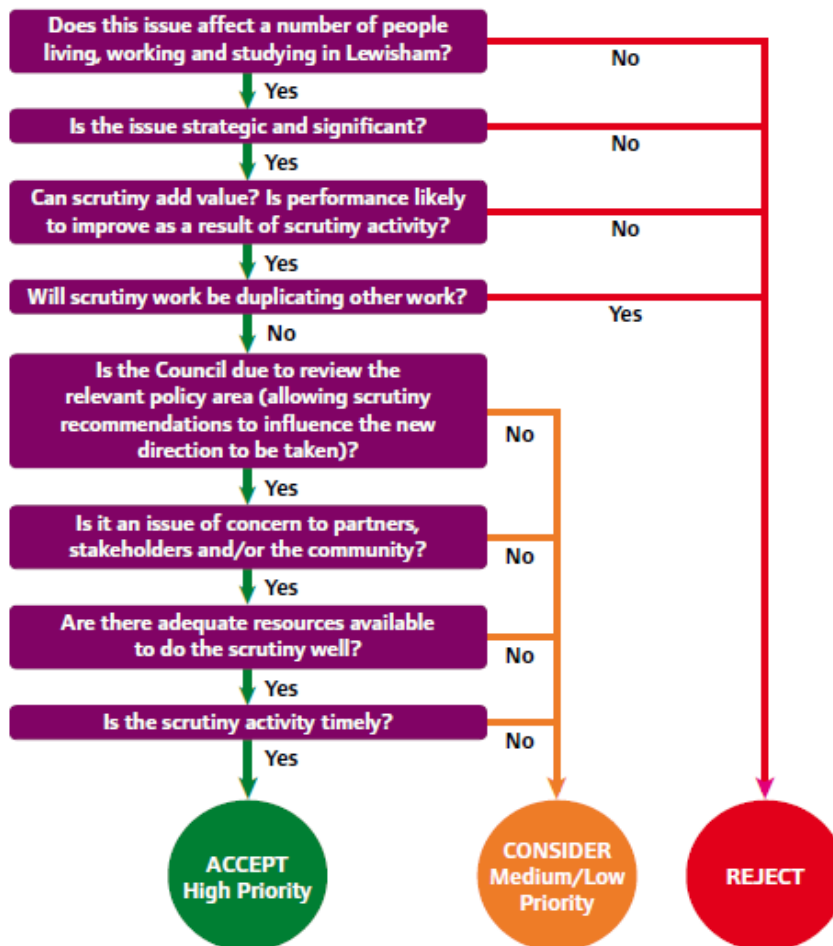
- Asset management
- Controlled parking zone programme
- Parks and open spaces: insourcing update

5.14. Issues arising as a result of previous scrutiny

- Local plan update
- Climate emergency action plan
- Implementation of the transport strategy: walking, cycling and healthy neighbourhoods

5.15. It is the Chair's responsibility to keep abreast of developments within the Committee's remit, liaise regularly with the relevant cabinet member(s) and escalate any issues that require action by the Committee to the work programme as appropriate.

Scrutiny work programme – prioritisation process



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6. Approval and ongoing monitoring of the work programme

- 6.1. Each select committee is required to submit its work programme to the Overview and Scrutiny Business Panel for approval. This is to ensure a coordinated overview and scrutiny work programme across select committees that avoids duplication of effort and supports effective scrutiny. The Business Panel will meet on 19 July 2022.
- 6.2. The Committee's work programme can be reviewed at each meeting to allow urgent items to be added and lower priority issues to be removed. Any potential items should be considered against the priority criteria outlined earlier in this report. If a high-priority item is included, a lower-priority item should be removed. The Committee's work programme must be achievable in the time available.

7. Financial implications

- 7.1. There are no direct financial implications arising from the implementation of the recommendations in this report. Items on the Committee's work programme will have financial implications and these will need to be considered as part of the reports on those items

8. Legal implications

- 8.1. In accordance with the Council's Constitution, all scrutiny select committees must devise and submit a work programme to the Business Panel at the start of each municipal year.

9. Equalities implications

- 9.1. Equality Act 2010 brought together all previous equality legislation in England, Scotland and Wales. The Act included a new public sector equality duty, replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 9.2. The Council must, in the exercise of its functions, have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 9.3. There may be equalities implications arising from items on the work programme and all activities undertaken by the Select Committee will need to give due consideration to this.

10. Climate change and environmental implications

- 10.1. There are no direct climate change or environmental implications arising from the implementation of the recommendations in this report. However, in February 2019 Lewisham Council declared a Climate Emergency and proposed a target to make the borough carbon neutral by 2030. An action plan to achieve this target was subsequently agreed by Mayor and Cabinet (following pre-decision scrutiny by the

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Sustainable Development Select Committee)². The plan incorporates all areas of the Council's work. Items on the work programme may well have climate change and environmental implications and reports considered by the Committee should acknowledge this.

11. Crime and disorder implications

- 11.1. There are no direct crime and disorder implications arising from the implementation of the recommendations in this report. Items on the Committee's work programme may have crime and disorder implications and these will need to be considered as part of the reports on those items.

12. Health and wellbeing implications

- 12.1. There are no direct health and wellbeing implications arising from the implementation of the recommendations in this report. Items on the Committee's work programme may have health and wellbeing implications and these will need to be considered as part of the reports on those items.

13. Report author and contact

- 13.1. If you have any questions about this report then please contact: Timothy Andrew (Scrutiny Manager) timothy.andrew@lewisham.gov.uk 020 8314 7916

14. Appendices

Appendix A – [Committee terms of reference](#) (see below)

Appendix B – [Council corporate priorities](#) (see below)

Appendix C – Effective scrutiny principles (see below)

Appendix D – Notice of forthcoming executive decisions (see attached)

Appendix E – Draft work programme (see attached)

² See <https://lewisham.gov.uk/TacklingTheClimateEmergency> for a summary of the Council's work in this area.

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Appendix A

The following roles are common to all select committees:

(a) General functions

- To review and scrutinise decisions made and actions taken in relation to executive and non-executive functions
- To make reports and recommendations to the Council or the executive, arising out of such review and scrutiny in relation to any executive or non-executive function
- To make reports or recommendations to the Council and/or Executive in relation to matters affecting the area or its residents
- The right to require the attendance of members and officers to answer questions includes a right to require a member to attend to answer questions on up and coming decisions

(b) Policy development

- To assist the executive in matters of policy development by in depth analysis of strategic policy issues facing the Council for report and/or recommendation to the Executive or Council or committee as appropriate
- To conduct research, community and/or other consultation in the analysis of policy options available to the Council
- To liaise with other public organisations operating in the borough – both national, regional and local, to ensure that the interests of local people are enhanced by collaborative working in policy development wherever possible

(c) Scrutiny

- To scrutinise the decisions made by and the performance of the Executive and other committees and Council officers both in relation to individual decisions made and over time
- To scrutinise previous performance of the Council in relation to its policy objectives/performance targets and/or particular service areas
- To question members of the Executive or appropriate committees and executive directors personally about decisions
- To question members of the Executive or appropriate committees and executive directors in relation to previous performance whether generally in comparison with service plans and targets over time or in relation to particular initiatives which have been implemented
- To scrutinise the performance of other public bodies in the borough and to invite them to make reports to and/or address the select committee/Business Panel and local people about their activities and performance
- To question and gather evidence from any person outside the Council (with their consent)
- To make recommendations to the Executive or appropriate committee and/or Council arising from the outcome of the scrutiny process

(d) Community representation

- To promote and put into effect closer links between overview and scrutiny members and the local community
- To encourage and stimulate an enhanced community representative role for overview and scrutiny members including enhanced methods of consultation with local people
- To liaise with the Council's ward assemblies so that the local community might participate in the democratic process and where it considers it appropriate to seek the views of the ward assemblies on matters that affect or are likely to affect the local areas, including accepting items for the agenda of the appropriate select committee from ward assemblies.
- To keep the Council's local ward assemblies under review and to make recommendations to the Executive and/or Council as to how participation in the democratic process by local

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people can be enhanced

- To receive petitions, deputations and representations from local people and other stakeholders about areas of concern within their overview and scrutiny remit, to refer them to the Executive, appropriate committee or officer for action, with a recommendation or report if the committee considers that necessary
- To consider any referral within their remit referred to it by a member under the Councillor Call for Action, and if they consider it appropriate to scrutinise decisions and/or actions taken in relation to that matter, and/or make recommendations/report to the Executive (for executive matters) or the Council (non-executive matters).

(e) Finance

- To exercise overall responsibility for finances made available to it for use in the performance of its overview and scrutiny function.

(f) Work programme

- As far as possible to draw up a draft annual work programme in each municipal year for consideration by the overview and scrutiny Business Panel. Once approved by the Business Panel, the relevant select committee will implement the programme during that municipal year. Nothing in this arrangement inhibits the right of every member of a select committee (or the Business Panel) to place an item on the agenda of that select committee (or Business Panel respectively) for discussion.
- The Council and the Executive will also be able to request that the overview and scrutiny select committee research and/or report on matters of concern and the select committee will consider whether the work can be carried out as requested. If it can be accommodated, the select committee will perform it. If the committee has reservations about performing the requested work, it will refer the matter to the Business Panel for decision.

In addition to the general terms of reference outlined above, the Sustainable Development Select Committee has the following specific terms of reference:

- to examine issues relating to the protection of the environment including 'green' issues such as the conservation of natural resources, air quality, energy efficiency and conservation and/or the reduction of all types of pollution and make recommendations to the Mayor and Cabinet as appropriate;
- to comment and consult on and make recommendations to the Mayor and Cabinet in relation to the following:
 - i. sustainable development, economic development, business support, employment and training;
 - ii. the formulation of the Council's planning policies, (including the preparation of the Council's Local Development Documents and other local plans for the use and development of land, but excluding planning control and building control functions);
 - iii. highways, parking, traffic and transport, and urban regeneration;
 - iv. the environment including waste disposal, environmental health, street and market trading (but not the granting of licences and related matters);
 - v. public protection, refuse collection and disposal, street cleaning, consumer protection, cemeteries and crematoria;
 - vi generally to examine the performance of the Mayor and Cabinet in relation to the matters listed at (i) to (v) above.
- the review and scrutiny of the exercise by risk management authorities of flood risk management and coastal erosion risk management affecting the area.

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Appendix B

Council corporate priorities 2018-2022

Items within the work programme should be linked to the priorities of the Council's Corporate Strategy for 2018-2022 (set out below):

Open Lewisham - Lewisham is a welcoming place of safety for all, where we celebrate the diversity that strengthens us.

Tackling the Sustainable Development crisis - Everyone has a decent home that is secure and affordable.

Giving children and young people the best start in life - Every child has access to an outstanding and inspiring education, and is given the support they need to keep them safe, well and able to achieve their full potential.

Building an inclusive local economy - Everyone can access high-quality job opportunities, with decent pay and security in our thriving and inclusive local economy.

Delivering and defending: health, social care and support - Ensuring everyone receives the health, mental health, social care and support services they need.

Making Lewisham greener - Everyone enjoys our green spaces, and benefits from a healthy environment as we work to protect and improve our local environment.

Building safer communities - Every resident feels safe and secure living here as we work together towards a borough free from the fear of crime.

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Appendix C

Effective Scrutiny Guidelines

At Lewisham we:

1. Prioritise

It is more effective to look at a small number of key issues in an in-depth way, than skim the surface of everything falling within scrutiny's remit. We try to focus on issues of concern to the community and/or matters that are linked to our corporate priorities. We only add items to the work programme if we are certain our consideration of the matter will make a real and tangible difference.

2. Are independent

Scrutiny is led by Scrutiny Members. Scrutiny Members are in charge of the work programme and, for every item, we specify what evidence we require and what information we would like to see in any officer reports that are prepared. We are not whipped by our political party or unduly influenced by the Cabinet or senior officers.

3. Work collectively

If we collectively agree in advance what we want to achieve in relation to each item under consideration, including what the key lines of enquiry should be, we can work as a team to question witnesses and ensure that all the required evidence is gathered. Scrutiny is impartial and the scrutiny process should be free from political point scoring and not used to further party political objectives.

4. Engage

Involving residents helps scrutiny access a wider range of ideas and knowledge, listen to a broader range of voices and better understand the opinions of residents and service users. Engagement helps ensure that recommendations result in residents' wants and needs being more effectively met.

5. Make SMART evidence-based recommendations

We make recommendations that are based on solid, triangulated evidence – where a variety of sources of evidence point to a change in practice that will positively alter outcomes. We recognise that recommendations are more powerful if they are:

- Specific (simple, sensible, significant).
- Measurable (meaningful, motivating).
- Achievable (agreed, attainable).
- Relevant (reasonable, realistic and resourced, results-based).
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive).

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