

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be recorded and the video archive published on our website

Challenge and Improve Committee
Tuesday, 11th October, 2016 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Paul Howitt-Cowan (Chairman)
- Councillor Lewis Strange (Vice-Chairman)
- Councillor Trevor Young (Vice-Chairman)
- Councillor Hugo Marfleet
- Councillor Lesley Rollings
- Councillor Mrs Angela White
- Councillor Stuart Kinch
- Councillor Mrs Pat Mewis
- Councillor David Bond
- Councillor Christopher Darcel
- Councillor Adam Duguid
- Councillor Stuart Curtis

1. **Apologies for Absence**
2. **To confirm as a correct record the Minutes of the previous meeting.** (PAGES 1 - 6)
Meeting of the Challenge and Improvement Committee held on 1 September 2016
3. **Members' Declarations of Interest**
Members may make any declarations of interest at this point and may also make them at any point during the meeting.
4. **Matters Arising Schedule** (PAGES 7 - 12)
Matters Arising Schedule setting out current position of previously agreed actions as at Monday 3 October 2016
5. **Scrutiny of Public Body - Secondary Schools**
In connection with the Committee's ongoing theme

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

of Youth Unemployment, the Committee will have the opportunity to scrutinise the work of a selection of Secondary Schools across the District regarding the support they offer their students in terms of Careers advice.

Mr John Kingdom of Queen Elizabeth High School
Mr David Miller of the Gainsborough Academy
Gainsborough
Mr Willars of De-Aston School (tbc)

will be in attendance to each give a presentation aimed at answering the Committee's previously prepared questions, detailed in Appendix A to this agenda.

This will be followed by a period of supplementary questioning from the Committee

Written responses have been received from Caistor Grammar School and these have been provided to Members under separate cover.

6. **Public Reports**

- a) Development Management Update - Performance, Income, Staffing and Risks (PAGES 13 - 20)
- b) Question and Notice of Motion from Cllrs Young and Rainsforth
 - 1. Tackling anti-social behaviour in Ashcroft Road (question) (PAGES 21 - 42)
 - 2. Out of hours response to anti-social behaviour by WLDC (motion)

7. **General Work Items**

- a) Forward Plan (PAGES 43 - 50)
- b) Work Plan (PAGES 51 - 52)

8. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

9. **Preparation for Scrutiny of Public Body**
 - (a) Scrutiny of Public Body (Colleges & Apprenticeship Providers) in regard to investigation into the ongoing theme of youth unemployment

10. **Call-in**
 - (a) Call-in regarding Gainsborough Market Proposals

M Gill
Chief Executive
The Guildhall
Gainsborough

Monday, 3 October 2016

This page is intentionally left blank

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Challenge and Improvement Committee held in the Council Chamber at the Guildhall, Gainsborough on Thursday 1 September 2016 commencing at 6.30 pm.

Present: Councillor Paul Howitt-Cowan (Chairman)
Councillor Lewis Strange (Vice-Chairman)

Councillor David Bond
Councillor Chris Darcel
Councillor Stuart Kinch
Councillor Pat Mewis
Councillor Angela White

In Attendance:

Ian Knowles	Director of Resources
James O'Shaughnessy	Interim Strategic Lead – Transformation
Nicola Calver	Governance and Civic Officer
Katie Coughlan	Governance and Civic Officer

Apologies: Councillor Stuart Curtis
Councillor Trevor Young (Vice-Chairman)

Membership: No substitutes were appointed for the meeting

28 MINUTES

- (a) Meeting of the Challenge and Improvement Committee held on 28 June 2016 (CAI.18 16/17)

RESOLVED that the Minutes of the meeting of the Challenge and Improvement Committee held on 28 June 2016 be confirmed and signed as a correct record.

29 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made.

30 MATTERS ARISING SCHEDULE (CAI.19 16/17)

The Committee gave consideration to the Matters Arising Schedule, setting out the current position of previously agreed actions, as at 23 August 2016.

With regard to the amber action entitled “Sandsfield Lane Playing Field”, Officers advised that the request had been brought to the attention of the Chief Operating Officer. Assurance had been received that this action would be updated prior to the next meeting, however, any Members who wished to discuss the matter, in the interim, were encouraged to contact the Chief Operating Officer direct.

RESOLVED that the Matters Arising Schedule as at 23 August 2016 be received and noted.

31 PROGRESS AND DELIVERY – PERIOD 1 (CAI.20 16/17)

Members gave consideration to the first of the newly styled Progress and Delivery reports for 2016/17.

The report dealt with the progress and delivery of projects which were aimed at the delivery of the corporate plan. This report highlighted those projects that had entered the delivery stage and were either off track or at risk of not delivering. The report also dealt with the progress and delivery of the services the council provided. It was an “exceptions” report and dealt with those services which were either performing above the required level or were below the target set for them. The report would also provide Members with a summary of activity across services.

It was noted that the report had previously been considered by both the Prosperous Communities Committee and the Corporate Policy and Resources Committee and Members were provided with the minute arising from each.

The Committee were asked to examine the responses given to the report by the Corporate Policy and Resources Committee and the Prosperous Communities Committee and assure themselves that the appropriate level of challenge was being made by those committees to the information contained in the report.

Discussion ensued and Members sought and received background information regarding the acquisition of SureStaff Ltd. It was noted that the company had approached the Council in December 2015 advising that they were likely to cease trading. As the only agency work provider within the town and a regular supplier of workforce for operational services, consideration was given as to whether the Authority should purchase the company. An appropriate business case had therefore been submitted to the Corporate Policy and Resources Committee for consideration. This demonstrated the potential to result in immediate savings in the operational budgets, offered an

opportunity to grow the company whilst retaining profit back into the organisation and safeguarded local jobs. In response to Members' further questions, Officers advised that progress, including income generation, would be monitored by the Corporate Policy and Resources Committee. The company would be operated within the parameters of a business plan and progress would be monitored against this on a six monthly basis and would form part of the budget planning process.

Some Members of the Committee were of the view that the acquisition should be more widely promoted. Officers indicated that the governance arrangements relating to the company were due for consideration by the Governance and Audit Committee and Full Council and thus would provide the opportunity for discussion with the wider elected Member core.

In responding to questions, Officers confirmed that whilst the works on the Trinity Arts Centre roof had experienced a slight delay, these were now nearing completion and the full artistic programme had now resumed.

A new six month appointment had been approved within Planning Enforcement to mitigate the current capacity issues, this information was welcomed by the Committee. The Committee placed on record their thanks to the Planning Enforcement Officer for the work she undertook on behalf of the organisation. General discussion was had regarding the need for succession planning and assurance was offered that there was a work force development plan in place and age profile awareness with the Management Team.

RESOLVED that having examined the responses given to the report by the Corporate Policy and Resources Committee and the Prosperous Communities Committee, the Committee have assurance that the appropriate level of challenge is being made by those committees to the information contained within the report.

32 UPDATE FROM THE DEMOCRACY WORKING GROUP (CAI.21 16/17)

Consideration was given to a report which sought to update Members on the work of the Democracy Working Group. The Group had met twice since the Committee had received its last update on 22 February 2016. The progress made to date was set in Section 2 of the report and included: -

- further work around the Chamber re-configuration;
- the work of the Group as a Civic Matters Sounding Board;
- Engagement with both primary and secondary schools regarding making use of the facilities at the Guildhall and for Members of the Council to visit their schools respectively; and
- Flag Poles at Schools

Agreement to the revised four year plan set out in Section 3 of the report was sought. It was noted that if on investigation by the Group any of the priorities

detailed therein might result in financial, staffing or other implications, for example the “making better use of the new conferencing equipment to aid the democratic process”, a separate report would be submitted for Member consideration.

In responding to Members, questions, Officers advised that the civic matters the Group had given consideration to and referred to in Section 2.2 of the report were Transport and the Civic Inventory.

Members also encouraged Officers to re-approach schools.

RESOLVED that: -

- (a) the work to date of the Democracy Working Group be noted and a further update be submitted in six months time; and
- (b) the four year plan be noted and approved.

33 FORWARD PLAN (CAI.22 16/17)

The Governance and Civic Officer presented a report setting out the items of business due to be considered through the committee system and asked Members to identify any reports that they wished to be brought before the Challenge and Improvement Committee for pre-scrutiny.

Concerns were again raised regarding health provision across the District. In response Officers advised that a commissioning paper was currently being scoped for submission to Prosperous Communities Committee in October 2016. Subject to agreement from the Policy Committee, this commission would be referred back to the Challenge and Improvement Committee to undertake, in accordance with the Methodology the Committee had previously adopted. It was stressed that it was envisaged an in depth commission into the area could take up to 12 months to complete.

RESOLVED that the Forward Plan be noted

34 WORK PLAN (CAI.23 16/17)

The Work Plan for the business of the Challenge and Improvement Committee was presented.

Members noted that a further a report would be added to the work plan for November 2016, that being the Health Commission referred to above.

It was also noted that attendance by Simon Outen, the Police and Crime Commissioner and colleagues had been moved to the Committee’s November

meeting, for those reasons outlined in the matters arising report considered earlier by the Committee.

Finally, in accordance with the footnote to the Workplan, consideration would be given at the next Chairman's Briefing as to which partner should next be invited to address the Committee in relation to their ongoing theme of Youth Unemployment. This would subsequently be incorporated into the workplan.

RESOLVED that the Work Plan, subject to the information set out above, be noted.

35 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

36 PREPARATION FOR SCRUTINY OF PUBLIC BODY – BRIEFING PAPER IN ADVANCE OF THE 2ND PUBLIC BODY BEING INVITED REGARDING THE ONGOING THEME OF YOUTH UNEMPLOYMENT – SCHOOLS – FINALISED QUESTIONS (CAI.24 16/17)

At its meeting on 28 June 2016, Members had been presented with a briefing paper for consideration, which set out a list of proposed schools to be invited to attend the October meeting, together with a proposed set of questions, derived from comments previously expressed by Committee, to be put to the schools.

Members received a brief update to this paper advising of progress achieved since the last meeting and were asked to re-affirm the questions which would form the basis of the presentations to given by the schools.

In responding to Members, questions, Officers confirmed that the initial approach had been made to the respective Head Teacher, who had then directed the request appropriately within their organisation, most often to a Member of the Senior Leadership Team.

Officers further confirmed that no students would be in attendance, as this request had not been made. Members indicated that maybe this would be of value going forward but it was acknowledged that careful consideration would need to be given to the format and arena for any such event.

As earlier advised, consideration would need to be given, at the next Chairman's Briefing, as to which partner should next be invited to address the Committee and Officers undertook to also further consider the feasibility of the suggestion made by the Committee.

RESOLVED that: -

- (a) the progress made to date be noted; and
- (b) the series of questions, as presented at the meeting on 28 June 2016, be re-affirmed as the basis for the presentations.

The meeting concluded at 7.08 pm

Chairman

Purpose:

To consider progress on the matters arising from previous Challenge & Improve Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Active/Closed	Active				
Meeting	Challenge and Improve Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Amber					
	sandsfield lane playing field	<p>extract from mins of meeting 28/6 /16: -</p> <p>With regard to the South West Ward Project, a member enquired as to what, if any, plans there were for the Sandsfield Lane Playing field. The ward was crying out for open green space and this was a prime location, not been made use of and was considered a wasted opportunity by some Members.</p> <p>In the absence of Key Officers associated with this project, the Interim Strategic Lead for Transformation, undertook to raise this with the Tactical Group</p>	<p>james please can you liaise with Mark and ask him to provide commentary through this matters arising as to any plans for the site.</p> <p>extract from mins of meeting 1/9/16: - Officers advised that the request had been brought to the attention of the Chief Operating Officer. Assurance had been received that this action would be updated prior to the next meeting, however any Members who wished to discuss the matter, in the interim, were encouraged to contact the Chief Operating Officer direct. revised target date input.</p> <p>A verbal update will be given at the meeting by the Chief Operating Officer</p>	30/09/16	Mark Sturgess
Black					

	forward plan /work plan	<p>extract from minutes of mtg 23/5/16 Development Management – Outcomes of the Peer Review: - members requested that a report on this subject be brought forward. It was noted however that the development management improvement plan was overseen by this Committee and was next due to be submitted in October 2106. It was therefore suggested that Officers could be requested to extend this report to include within it: -</p> <ul style="list-style-type: none"> • Peer Review Outcomes • S106 arrangements and move to CIL payments • Enforcement • A General Update on the Service; and • Local Plan Progress 	<p>please see extended remit requested by c and i cttee for future report. this extra info has been entered onto the forward plan - kjc 14/6</p> <p>report on agenda for october meeting</p>	30/09/16	Oliver Fytche-Taylor
	school invites	<p>extract from mins of mtg 28/6/16 (a) All of the schools listed at Section 2.2 of the report, namely: -</p> <ul style="list-style-type: none"> • Cherry Willingham Community School • De-Aston School, Market Rasen • Caistor Grammar School • The Gainsborough Academy • Queen Elizabeth’s High School, Gainsborough <p>be invited to attend at the October meeting; and</p> <p>(b) the series of questions, as presented, and as detailed in paragraph 3.1 of report CAI.16 16/17, form the basis of the presentations the invited schools are asked to prepare.</p>	<p>please contact schools, provide with questions and invite to october meeting .</p> <p>Initial contact made late July 2016 to all 5 schools. as at 19/8. confirmed attendance from QEHS. in principal agreement from De Aston. Follow up e-mails to be sent on schools return from summer break. It is anticipated the planned session in October will be feasible .</p> <p>cttee reaffirmed the questions at mtg 1/9. chase up e-mail to be sent 6/9 when all schools have returned from summer recess. further e-mail sent . QEHS AND TGA both now confirmed in writing. final approach to be made 22/9.</p> <p>school item is included on this meeting's agenda</p>	15/09/16	Katie Coughlan

	health commission report - wk plan item	extract from mins of mtg 1/9/16: - Members noted that a further a report would be added to the work plan for November 2016, that being the Health Commission referred to above.	item added to f plan for november following pc cttee submission	06/09/16	Katie Coughlan
	briefing subject	extract from mins of mtg : - Finally in accordance with the footnote to the Workplan, consideration would be given at the next Chairman's Briefing as to which partner should next be invited to address the Committee in relation to their ongoing theme of Youth Unemployment. This would subsequently be incorporated into the workplan. Officers undertook to also further consider the feasibility of the suggestion made by the Committee. - attendance by pupils	item has been added to next briefing agenda	06/09/16	Katie Coughlan
	democracy working group update	a further update be submitted in six months' time; and	Item added for mtg on 21 feb 2017	09/09/16	Nicola Calver

Green					
	forward plan / work plan	<p>extract from mins of mtg 23/5 Anglian Water Attendance: - A Member requested that Anglian Water be invited to attend a future meeting as part of the Public Body Scrutiny Element, in light of the continued issues arising from flooding and limited responses to large planning applications. The Director of Resources advised that the Committee had previously resolved to look into the matter of Youth Unemployment on a themed basis, inviting a raft of associated agencies throughout the year. It was suggested this matter be held in abeyance and should the work plan allow later in the year, the matter be re-visited. Members were again agreeable to this suggestion.</p>	keep on hold	31/12/16	Katie Coughlan

	invitation to police and other representatives	<p>extract from mins of meeting: -</p> <p>(a) the draft questions for Police and Police and Crime Commissioner colleagues, subject to the inclusion of the matter detailed above, be approved; and</p> <p>(b) an invitation be extended to the Police and Crime Commissioner and Integrated Offender Management lead(s) to attend at September's meeting</p>	<p>please invite required attendees, provide with the questions and date of meeting</p> <p>invitation and info sent. response awaited as at 21/7/16.</p> <p>Unfortunately, Simon was unable to attend on this date. Alternative date offered of November and confirmed in principal. Initial response from the PCC received declining invitation for September. Officers are undertaking further work with a view to obtaining his agreement to attend now in November. Responses awaited from Mark Housley and Chris Davidson therefore follow up e-mail sent . All attendees now requested to attend in November. Wrk Plan amended accordingly</p> <p>6.9.16 - revised date reaffirmed to simon outen. confirmation of attendance received from C davidson. and simon outen . Ldr of Council requested to informally approach PCC .</p> <p>PCC has indicated to the leader that he will not attend a formal event as being proposed, however he has indicated he may attend something less formal for a Q and A Session. he has declined all similar offers made by DCs across Lincolnshire. districts with particular issues for him are requested to use the appointed member of the crime scrutiny panel to raise.</p> <p>a separate session will be organised for lead members to meet with PCC ideally before the cttee meets again in November</p>	30/09/16	Katie Coughlan
Grand Total					

This page is intentionally left blank



CAI.28 16/17

Challenge and Improvement
Committee

Date 11 October 2016

C

Subject: Development Management Team update covering performance, staffing and income

Report by:

Chief Operating Officer

Contact Officer:

Oliver Fytche-Taylor
01427 676 564
oliver.fytche-taylor@west-lindsey.gov.uk

Purpose / Summary:

To provide members with an update on performance, staffing and fee income in the Development Management Team.

RECOMMENDATIONS:

- (a) That members note the contents of this report and support the continued changes within the Development Management section to sustain an improved service delivery; and
- (b) That a final update report be received in 6 months time, after which time performance for the service will be reported through the usual progress and delivery reporting mechanism.

IMPLICATIONS

Legal: none arising from this report.

Financial : The projected increase in fee income outlined in this report represents additional income into the DM team that can be reinvested to ensure that the service is operated on a cost recovery basis.

Staffing : As outline within this report additional staffing has been considered and vacant positions backfilled.

Equality and Diversity including Human Rights : n/a

Risk Assessment : n/a

Climate Related Risks and Opportunities : n/a

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1.0 Introduction

- 1.1 As members will be aware there have been a number of changes made to the Development Management team throughout this year following the Peer Review commissioned by the Council in 2015. The two main priorities for the team are to: i) implement measures to significantly improve performance, and ii) stabilise the staffing structure to create and resilient planning service.
- 1.2 At the end of April 2016 following an internal review of resources and a restructure of the existing management structure within the different planning teams, Oliver Fytche-Taylor was appointed as the Planning Services Manager, bringing together the Strategic Planning and Development Management functions into one role.
- 1.3 There have been a number of further changes to support officer resources within the team, as detailed later in this report, to respond to the highest number of applications the service has experienced for many years.
- 1.4 Performance has seen a substantial improvement throughout the year to date and this has been sustained, and improved upon further, month on month. In parallel to delivering the much improved service through 2016 the section has experienced both a surge in application numbers overall, and a notable increase in particularly large and complex applications.
- 1.5 This reflects the upturn in development interest within the district, supported by the Council's ambitious growth agenda and emerging local plan, and accordingly has ensured that the budgeted income from planning fees has been exceeded consistently throughout the start of this financial year.

2.0 Performance

- 2.1 One of the highest priorities in the past few months has been to ensure that the performance monitoring undertaken accurately reflects the progress being made and to put in place a robust process for reviewing performance in future, something that had not previously happened consistently and a key recommendation from last year's Peer Review.
- 2.2 Figures published by DCLG covering the period January to March 2016 have been rechecked following concerns that these did not accurately present the progress being made within the section at the start of the year.
- 2.3 As a result of those enquiries it has been established that whilst the performance data presented to members in Progress and Delivery reports was generally accurate, the separate quarterly returns to DCLG were not. This was a result of the current software being unfit for purpose and the loss of technical skills to undertake the analysis stemming from the high staff turnover in the team.
- 2.4 The detailed review was completed in August 2016 and found that the published quarterly return understated performance in respect of the number of applications being determined within prescribed time limits, and in doing so did not reflect the extent of changes within the team and the improving level of service. Effectively this meant that a significantly higher number of applications had been determined on time within that period that had been formally reported.

2.5 Corrected performance data for the period January to March was provided to DCLG, who allow for such amendments to be made, and they have since confirmed that their published reports will be amended accordingly. This is shown in Table 1.

2.5 **Table 1 – Development Management Performance January to March 2016**

Application Type	Actual Performance Data 1 st Jan – 31 st Mar 2016	(Original figures published by DCLG)
Major	13 out of 15 determined in time, or 87%	20%
Minor	57 out of 86 determined in time, or 66%	28%
Other	91 out of 97 determined in time, or 94%	74%

2.6 **Current Position**

2.7 Work to develop and introduce new IT software in planning has now commenced, and this will be a key part of ensuring that robust reporting can be provided in future. The new system is planned to go live in early 2017. In the interim the Planning Services Manager will continue to work directly with the Business Improvement Team Manager to ensure data is extracted and checked manually, before it is approved and shared with members or DCLG. The Core Management Team will continue to oversee this progress.

2.8 Improvements have been made to the existing system as a temporary measure to provide a live list of applications for officers to ensure that performance management is embedded in the service. This has delivered immediate improvements with a far higher focus on ensuring applications are determined within agreed timescales.

2.9 The high number of older applications has been a key focus for officers and the majority of these have been resolved. Any remaining older applications now have agreed time extensions in place, which is the correct governance procedure to allow for proper scrutiny of applications until a decision can be made.

2.10 The performance achieved at the start of the year has been sustained and improved upon significantly in the first quarter of 2016/17, covering the period April to June this year. This is a particularly commendable achievement when considering that the number of decisions issued in that time also increased by nearly 25%, from 198 in January to March to **244** decisions issued in Apr-Jun, despite an overall reduction in officer resources. Quarter 1 performance is shown in Table 2 and when the next DCLG data is published it is anticipated to show that West Lindsey's planning team is now ranked amongst the top quartile nationally (from lowest quartile last year).

2.11 **Table 2 - Development Management Performance April to Jun 2016**

Application Type	DM Performance Data 1 st Apr – 30 th Jun 2016
Major	16 out of 19 applications determined in time, or 84%
Minor	72 out of 83 applications determined in time, or 86%
Other	139 out of 142 applications determined in time, or 98%

2.12 During April to June this year, as could reasonably be expected to occur in parallel to positively transforming performance in this way, a further notable change has been the reduction in the number of complaints, coupled with a large increase in

compliments to the team. This has further enabled officers to focus their time on applications, rather than dealing with the effects of service failure.

- 2.13 The significant and sustained improvement has been reported to the Core Management Team and officers have been commended for their efforts in achieving such a positive turnaround of the services.

3.0 Staffing Update

- 3.1 To sustain the service improvements and performance the two important priorities in terms of staffing have been to stabilise and properly resource the existing Development Management section, then to assess what the needs are going forward. All of the changes identified below have been accommodated within the existing budget profile for the year and new appointments are planned to be entirely covered by the increased income in planning fees.

- 3.2 A number of vacancies existed within the section, notably a permanent Team Manager and Strategic Lead, as well as a number of officer vacancies. In terms of the latter, members will be aware of the significant reliance on interim agency staff to support the service in recent years, resulting in inconsistent service delivery, a high turnover of case officers and reputational damage arising from the resulting poor customer service.

- 3.3 Currently there is just one temporary Senior Officer working within the Development Management Team (reduced from 4.5 agency FTE's at the start of 2016), who is employed to deal specifically with a number complex cases and specialist appeals. As a result of the overall increase in planning applications, and particularly the sustained increase in the number of major planning applications being received, a new fixed term Senior Officer post has been approved (recruitment underway late September/early October) and a further Senior agency officer will be recruited specifically to cover the interim period whilst that recruitment is completed.

- 3.4 The new post of *Developer Contributions Officer* has also been successfully recruited to, and this now provides dedicated support to the team and the Council in developing, negotiating and monitoring the mechanism for securing S106 payments. This officer has now become the lead officer for the West Lindsey Community Infrastructure Levy, which members will be aware is currently under examination and planned to be adopted during early 2017.

- 3.5 Further officer resources have been built into the section through bolstered support in the Growth Team, which has provided capacity in the form of experienced officers able to deal with the delivery of the priority development sites (predominantly in Gainsborough), and then handling the major planning applications that follow. Such applications could otherwise (and often did in the past) typically take a planning officer 'offline' for a number of weeks to properly consider the application.

- 3.6 There is an outstanding requirement for an Assistant Team Manager, a new post agreed by CMT as part of the restructure of the team. This role responds to the increased size of the team following the merger of all planning functions into one section (it is now far larger than all other teams in the authority with the exception of Waste Services) and will assist the Planning Service Manager in the day to day running of the DM function. Once in post this officer will hold lead responsibility for closely monitoring and reporting performance. This dedicated support is planned to

be recruited to during October/November 2016 and be in place by the end of this calendar year.

3.7 Finally, all of the vacancies in the Technical Support team have now been filled and that team now operates at full capacity. Following a very high level of interest in the three positions available, the Senior Technical Officer (Maternity Cover), Support Officer and Technical Officer vacancies have all been filled.

3.8 **Looking ahead**

3.9 During the next few months there will be a number of heavy demands on the team that are of very high significance and district-wide importance, including;

- a number of major appeal hearings and public inquiries
- the Central Lincolnshire Local Plan examination in public
- the West Lindsey Community Infrastructure Levy (CIL) examination in public
- an increasing number of all application types continue to be received, including several large residential applications
- further applications relating to the development of Gainsborough’s Urban Extensions and Housing Zone sites

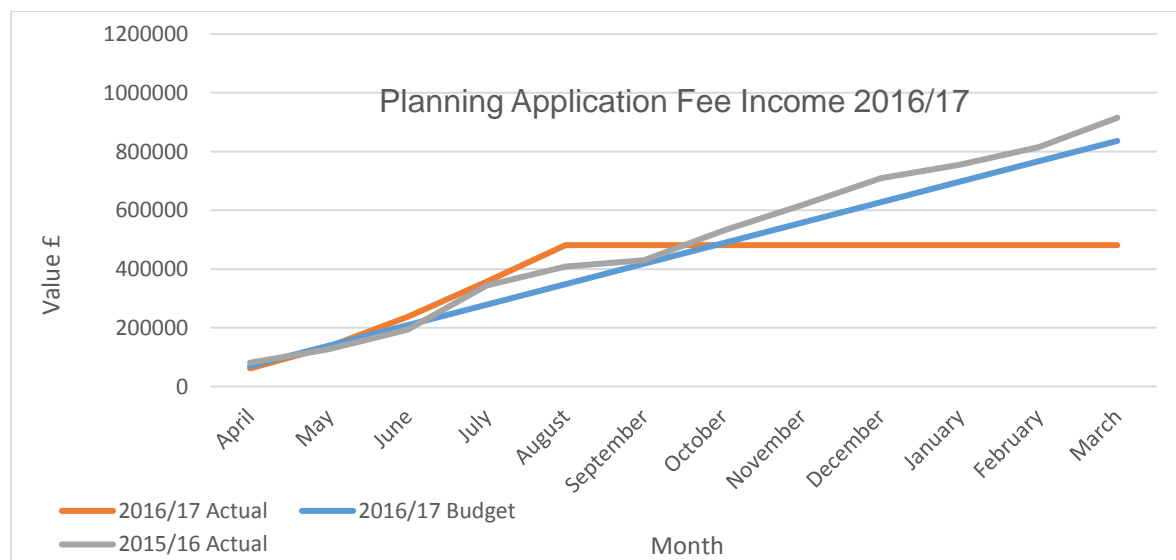
3.9 The resource changes outlined further above provide for a much more stable and resilient planning service that is now able to positively respond to these increased service demands and provide greater cover at periods of particularly high demand.

4.0 **Planning Fees**

4.1 As outlined in earlier sections of this report the increase in the quantum and form of applications received in the year to date has directly influenced planning fee income.

4.2 As shown in Table 3 income this year has been consistently higher than the same period last year and continues to exceed projected monthly income. At the end of August 2016 actual income from fees was £481,390, against a budget target of £348,612, representing an increase against the profiled budget income of £132,778.

4.3 **Table 3 – Planning Application fee income 1st April to 31st August 2016**



4.4 Whilst income cannot be directly controlled by the Council, the wider regeneration and spatial planning agendas are promoting the district for growth and this, coupled with the additional confidence of a newly adopted local plan, is likely to ensure that the current workload and additional income will continue well into 2017. In turn this will ensure that any additional resources required to keep up with these growing service demands can be covered on a cost-neutral basis to the authority.

5.0 Summary

5.1 This reports outlines the significant improvement to performance that has been achieved during 2016 and that continues to be enhanced further, month on month. Performance data for the current quarter will be available by the end of October and interim analysis indicates that the service is now maintaining a constantly high level of performance across all planning application types, exceeding the national targets. Maintaining performance at the current high levels is now an achievable and realistic target for the year ahead.

5.2 It is important to note that whilst these improvements have been swift and substantial, the service will remain fragile due to the exceptionally high level of demand placed upon it. Accordingly there needs to be constant focus on the level of staff resources in place and the efficiency of the service. It must be recognised and appreciated that further demands on staff time can have a very significant impact on performance and therefore carefully managing, and where necessary rationalising, the way that services are provided is an ongoing priority for the sections' management team.

5.3 Members will be aware that a number of changes to working practices have been introduced already. As well as maintaining and adding to these going forward, the launch of the new software in early 2017 will provide further opportunities to improve the service, especially around self-service and the ability to provide an improved level of live information on the status of planning applications to applicants, members and interested parties via the council's website.

5.4 Staff resources have been a key focus during recent months to ensure that vacancies have been backfilled in the most appropriate and cost effective way, and that use of officers time is optimised and prioritised to improve service delivery.

5.5 Feedback from customers, developers and potential investors has been extremely positive following the recent improvements, recognising the significant efforts made by planning officers to drive up and sustain the quality of the service provided.

5.6 Income continues to exceed budget forecasts and is likely to be higher by year end than the budget profile.

6.0 Recommendation

6.1 That members note the contents of this report and support the continued changes within the Development Management section to sustain an improved service delivery.

This page is intentionally left blank



CAI.28 16/17
Challenge and Improvement Committee
11 October 2016

D

Subject: Question and Notice of Motion from Cllrs Young and Rainsforth concerning:

- 1. Tackling anti-social behaviour in Ashcroft Road (question)**
- 2. Out of hours response to anti-social behaviour by WLDC (motion)**

Report by:

Chief Operating Officer

Contact Officer:

Mark Sturgess – Chief Operating Officer.
01427 676687
Mark.sturgess@west-lindsey.gov.uk

Purpose / Summary:

In response to the question and motion a working group of members was established by the Challenge and Improvement Committee to investigate the issues raised. It was decided at the group that the issues raised by the question and the motion could be dealt with together as they referred to similar matters.

This report sets out the result of the investigations into both the question and the motion and makes recommendations around them. It also outlines the outcome of the review of the “localism service” (community action and community safety) as that has made changes to how these services are delivered and should address some of the issues raised.

RECOMMENDATION(S):

Agree the recommendations of the south west ward working group:

- 1. Approve a 24/7 response which is based on the principle of the public reporting incidents of anti-social behaviour 24/7 and getting a response on the next working day.2.**

2. **Ensure that there is clear guidance on the West Lindsey website which informs residents about the out of hours service the council offers, what people can expect when making use of it and how they will be informed of the outcome of their complaint**
3. **Ensure staff are aware of their role when responding to an out of hour's complaint – including the timescales within which they are required to respond.**
4. **That the statistical analysis of the issue present in the south west ward presented by the chairman of the strategic group be presented to members.**
5. **That the situation regarding the tackling of anti-social behaviour in South Ward of Gainsborough be kept under review and Challenge and Improvement Committee to receive an update on improvements made in six months' time.**

IMPLICATIONS

Legal: None arising from this report

Financial : None

Staffing : None arising from this report

Equality and Diversity including Human Rights : None arising from this report.

Risk Assessment : None arising from this report

Climate Related Risks and Opportunities : None arising from this report

Title and Location of any Background Papers used in the preparation of this report:

Minutes from the council meeting 27 July 2015
Report to Prosperous Communities Committee October 2015

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1.0 Introduction/Background

- 1.1 At a meeting of the full Council on 27 July 2015 Councillors Rainsforth and Young asked a question and proposed a motion around:
 1. The council's response to anti-social behaviour on and around Ashcroft Road, Gainsborough (question)
 2. The council's response to complaints about noise and anti-social behaviour outside normal office hours (motion)
- 1.2 Council resolved that subjects were referred to the Challenge and Improvement Committee to analyse the issues raised in detail and make recommendations on a new approach to dealing with anti-social behaviour in the area referred to in the question.
- 1.3 This matter was considered by the Challenge and Improvement Committee at its meeting on 1 September 2015 where it was resolved to establish a task and finish group of members (support by officers) to investigate responses to incidents and anti-social behaviour and criminal activity in the South West Ward of Gainsborough. The members of the group were agreed as Cllrs Howitt-Cowan, J. McNeill and Young. It was further agreed that any recommendations for action or changes to current procedures would be referred to the Prosperous Communities Committee for consideration and that the terms of reference, scope and timescale for the work would be agreed at the first meeting of the group.

2.0 Meetings and Terms of Reference

- 2.1 The first meeting of the group took place on 21 September 2015 where a terms of reference and work programme was agreed.

The terms of reference were:

“To review the effectiveness of the council and partner agencies approach to tackling incidents of anti-social behaviour and criminal activity in the south west ward of Gainsborough and work with these agencies to ensure that incidents are being dealt with efficiently and effectively within the context of the current powers and responsibilities available to the council and the partner agencies. On conclusion of the work to make recommendations to the Prosperous Communities Committee on how the approach to these incidents could be changed in order to improve efficiency and effectiveness”.

- 2.2 The group agreed that it would include the council's approach to out of hour's response to anti-social behaviour as part of this work.
- 2.3 The programme of meetings agreed were:

1. Review the current approach of the council, the policies that cover anti-social behaviour and the out of hours work and the data around the incidents of anti-social behaviour.
 2. Review best practice – City of Lincoln
 3. Talk to the partners involved – especially the chair of the south west ward steering.
- 2.4 The working group met three times. At those meetings it has:
1. Reviewed the current policies and approaches to tackling anti-social behaviour in the South West Ward with officers of the council.
 2. Examined best practice in dealing with anti-social behaviour.
 3. Reviewed the incidents of anti-social behaviour and criminal activity in the south west ward in the last 12 months and
 4. Reviewed the current partnership approach to tackling these issues in a meeting with the chair of the South West Ward Strategic Group.
- 2.5 It has also reviewed the council's approach to responding to out of hours complaints about noise and anti-social behaviour.
- 2.6 Through its work the group found that officers understand the issues related to ant-social behaviour in the South West Ward and there are policies available to support officers in their work.
- 2.7 The partnership work which is establishing itself needs time to tackle the issues and is taking a longer term approach which seeks to deal with the root causes of anti-social behaviour in the area.
- 2.8 The council's out of hour's responses needs to be clear to those who want to make use of it through the information the council publishes and its website.

3.0 The conclusions

1. The out of hours approach adopted is satisfactory (have a reporting mechanism for 24/7 reporting with complaints being followed up on the next working day), however customers need to have clear information on the council's website about what standard of service they can expect when making a complaint about anti-social behaviour outside normal office hours.
2. The experience of members was that where incident were reported outside normal working hours there was no follow up and no contact made with the complainant. Additionally the website does not give service standards outlining the time within

which a complainant could expect a reply. This is a customer service issue

3. The information given by the chair of the south west ward strategic group gave assurance to the members of the working group that the issues in south west ward were being addressed. However it was recognised that this would be deliver results in the long term and there was still a need to address the incidents of anti-social behaviour which are occurring at present.

4.0 Recommendations

1. Approve a 24/7 response which is based on a capability for the public to report incidents of anti-social behaviour 24/7 and get a response on the next working day.
2. Ensure that there is clear guidance on the West Lindsey website which informs residents about the out of hours service the council offers, what people can expect when making use of it and how they will be informed of the outcome of their complaint
3. Ensure staff are aware of their role when responding to an out of hour's complaint – including the timescales within which they are required to respond.
4. That the statistical analysis of the issue present in the south west ward presented by the chairman of the strategic group be presented to members.

5.0 Addendum

- 5.1 This report was due to be presented to the Challenge and Improvement Committee at its meeting in May 2016. However a member of the group considered that there needed to be more work to ensure that the issues referred to in the question were being tackled effectively.
- 5.2 Whilst not part of the terms of reference of the group other work was being undertaken in the South West Ward of Gainsborough which would help address some this matters raised in the question, for example:
 1. A dedicated officer has been working in the area to deal with incidents of fly tipping and early presentation of waste – this has led to prosecution in at least one case and an increase in the number of issues of this nature dealt with. This has generated an increase in demand of 65% (coinciding with the start of the proactive work in the SWW). This work was due to end on 21 March 2016 however it has been extended pending the conclusion of the review of the localism function.

2. A review of the localism service (responsible for anti-social behaviour) has taken place. This has led to the following redefinition of the objectives in the area:

Streetscene – WLDC

Regeneration – Public Realm / new housing /
development – WLDC

ASB / Envirocrime particularly WLDC

Community Development to enable positive action and
empowerment.

Community
School
X Church
Business Forums
Residents

4. The Selective Licensing Scheme for the south west ward has been approved.

6.0 Up Date – September 2016

- 6.1 At the Committee Chairs briefing on 28 September 2016 the outcome of the review of the localism service was report in the context of this work. This is because it has a direct effect on the issues the working group was seeking to address and it would add to members' confidence that officers were committed to improving living conditions in the South West Ward of Gainsborough.
- 6.2 The review of the localism service operated by the council: community action and community safety has resulted in a greater focus on the specific actions the council can take to address these issues – envirocrime, anti-social behaviour and more emphasis on delivery through partnership working and greater self-help in areas of need.
- 6.3 As a result of this review the existing Senior Community Action Officer has been focused on a coordination role to support the work of partners in the South West Ward to improve the environment and living conditions in the area and promote greater self- help. This links to the partnership work that members have analysed as part of this review and should improve its effectiveness. The coordination role has a specific remit to ensure that where partners commit to action in the area this is delivered. The officer is working closely with the chair of the South West Ward Strategic Group to deliver the improvements promised by partners.
- 6.4 In addition to the strategic coordination role referred to above a Community Action and Enforcement Officer (Anti-Social Behaviour and

Envirocrime) has been recruited with the specific work objectives around dealing with envirocrime and anti-social behaviour casework and enforcement. This role also has a responsibility to develop community action in the South West Ward which includes training community champions about how to report anti-social behaviour and envirocrime and to work with community groups.

- 6.5 The Community Action and Enforcement Officer (Anti-Social Behaviour and Envirocrime) will report to both the team manager responsible for some of the council's enforcement work and the Operational Services Team Manager to allow the issues to be dealt with as soon as they arising as well as gathering evidence for further action, such as prosecution of offenders.
- 6.6 These changes are in their early stages and the Community Action and Enforcement Officer has been recruited but has yet to start. However it does demonstrate a commitment through both resourcing the work through the council and working with partners through the established groups to tackle the matters identified in both the question and the notice of motion.
- 6.7 Following a discussion at the chairs briefing on 28 September the members present agreed that the measures taken through the localism review had the potential to deal with the issues. However it was agreed at the briefing that the report should contain a recommendation to review the effectiveness of the work in the South West Ward in six months' time.



INVESTOR IN PEOPLE

County Offices, Newland,
Lincoln, LN1 1YL
www.lincolnshire.gov.uk

SOUTH WEST WARD: GAINSBOROUGH

Author: Mark Housley
County Officer for Public Protection
Lincolnshire County Council

Lincolnshire
COUNTY COUNCIL
Working for a better future

STRATEGY: CRITICAL SUCCESS FACTORS

- Strategic Partnership - Total Approach;
- We understand and tackle the PROBLEMS presented by the South West Ward;
- To create sound governance and leadership to enable performance;
- To engage all stakeholders in developing the way forward;
- To ensure a robust and transparent performance framework is in place;
- To communicate what we do, why, how and the result;
- To explore and encourage innovative ways of working – do something different.

STRATEGIC OUTCOMES:

- **Social** - to create a cohesive community that supports local people to realize their potential;
- **Environmental** - to tackle environmental issues that signal decay and neglect and impact negatively on the communities' aspirations;
- **Safe** - to help create an environment in which people feel safe, people are respected and allowed to enjoy living on the SWW free from harm and threat.

ANALYSIS:

- Unemployment across SWW = 9.3% (35% long term) and across WL District = 2.3%;
- Population is predominantly white (96%);
- 30.2% of houses suffer long term health problems or are disabled;
- 29.4% of young people 16+ have no qualifications (Park Ward 22.4%) - County Avg 26%;
- School - Ben Adlard in special measures (Gainsborough Academy requires improvement) - both issues linked pupil behaviours;
- Persistent absences from school SWW is 6% (County Avg 4.1%);
- Income deprivation 23% (England 14.7%);
- Children in Poverty 33.9%;
- Homes – suffering from: excess cold is 9%; (GN 3%); disrepair 17%; (GN 10%); fuel poverty 30%; (10% income); (GN 20%);
- Fly Tipping 693 incidents - WL 50% SWW;
- 8th worst ward in the county re: Crime (crime per 1000) ASB 112 per 1k (38% Drunken Behaviour) Park Ward 61.

MEASURING CHANGE:

- Reduced NEETS (Social);
- Increased education attainment (Social - Environmental);
- Reduce Substance Misuse (Social);
- Improve public confidence (Environment);
- Reduce the number of incidents of Domestic Abuse (Safe);
- Reduce Crime (Criminal Damage) and ASB (Safe).

TACTICAL PLANS:

BEING REALISTIC...

- Substance Misuse;
- Visible Waste;
- Early Intervention;
- Community Engagement;
- Improving Access and co-location.

SUBSTANCE MISUSE:

- Outcomes - Crime, ASB, NEETS, JSA;
- Outputs - Referrals to YOS, FWT, Addaction;
- Activity - Outreach engagement (numbers engaged);
- Activity - Amy Winehouse - resilience programme (TVA) (numbers engaged);
- Activity - Police referrals to Addaction;
- Input - Awareness Training (numbers trained);
- Input - Awareness Training - Ben Adlard School;
- Input - Mapping Exercise (TS, Police, WLDC).

EARLY INTERVENTION:

WORKING COLLABORATIVELY TO ADDRESS THE NEEDS OF CHILDREN, FAMILIES, AND THE COMMUNITY AT THE EARLIEST OPPORTUNITY

- Outcome - reduction in YP committing ASB & Crime,
- Output/Outcome - improve educational outcomes;
- Output/Activity - develop and deliver bespoke 'stay safe' days;
- Activity – increased working with Ben Adlard
- Activity - Awareness training for support, referral process, opportunities to enhance knowledge of partners;
- Input - Mapping exercise Ben Adlard, profile children, family and school priorities (develop support structures to tackle complex problems).

ENVIRONMENT:

TO IMPROVE THE ENVIRONMENT IN THE SWW

- Output - reduced dog fouling;
- Output - reduced early presentation;
- Output - increased/decreased tickets;
- Activity - improve intelligence in respect of hotspots;
- Activity - develop reporting web-site;
- Activity - increased patrol;
- Activity - increased awareness campaign/school engagement.

COMMUNITY COHESION:

CREATES A COMMUNITY THAT SUPPORTS LOCAL PEOPLE TO REALISE THEIR POTENTIAL

- Output - to develop an improved understanding of the community, their needs & wants informing strategic & tactical plans;
- Activity - Family Fun Day (informal engagement) and Poster Competition;
- Activity - develop young peoples' forum;
- Activity - research & develop an active Community Group;
- Activity - link to Early Intervention re: engagement;
- Activity - develop Outreach Work (IC Positive Futures & Childrens' Services);
- Activity - develop relationship with the Traveller Community.

ORGANISATIONAL OUTCOMES:

- Improved intelligence & information;
- Maximisation of shared resources;
- Improved understanding of interdependencies;
- Improved understanding of shared priorities;
- Opportunity to develop and evaluate innovative & creative solutions.

PARTNERSHIP WORKING:

- Police
- **Safer Communities**
- Youth Offending Service
- **Schools Engagement Project**
- Children Services
- **Young Addaction**
- Housing/Neighbourhoods
- **Schools**
- Fire & Rescue
- **Public Health**
- Positive Futures
- **Families Working Together**
- Addaction
- **Community Safety WLDC**
- Waste Management WLDC
- **Substance Misuse Co-ordinator**

(End)

*Mark Housley
County Officer for Public Protection
Lincolnshire County Council*

This page is intentionally left blank

Purpose:

This report provides a summary of reports that are on the Forward Plan over the next 12 months that the Challenge & Improvement Committee may wish to consider.

Recommendation:

1. That members consider the schedule of reports and determine whether or not they should be brought to Challenge & Improvement prior to committee consideration.

All Committees									
Active/Closed	Active								
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
Audited Statement of Accounts	Tracey Bircumshaw	To present the audited statement of accounts for approval	-	-	15/09/2016	-	-	-	-
ICT Strategy	Ian Knowles	To present the ICT Strategy for approval	-	-	-	10/11/2016	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	20/06/2017	-	-	-	-
MTFP	Tracey Bircumshaw	To present the Medium Term Financial Plan	-	06/03/2017	-	09/02/2017	-	-	-
Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy	-	-	-	27/07/2017	-	01/06/2017	-
Telephony / Technology Stage 1	Ian Knowles	As per Minute 157 of CLT Amended at CLT 11/05	-	-	-	-	-	-	-
Matters Arising and Minutes	Nicola Calver	To present minutes of previous meetings and matters arising	-	-	-	-	-	-	-
quarterly feedback reports	Lyn Marlow	provide SLT with information regarding complaints	-	-	-	-	-	-	-
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
recommendations from the SWW Working Group	Shayleen Towns	to bring together the conclusions of the work undertaken by the Group and to consider their recommendations on how the council and partner agencies can better work together please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)	21/02/2017	-	-	-	-	-	21/03/2017
Health and Safety Report	Kim Leith	To provide all throughout the Authority with information how health and safety is developing	-	-	-	22/09/2016	-	07/07/2016	-

Members Allowances	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	08/11/2016	-	-	-	-
AGS 15/16 Monitoring Report Q1	James O'Shaughnessy	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	08/11/2016	-	-	-	-
ISA 260	Tracey Bircumshaw	For KPMG (External Auditor) to present their report in relation to the Statement of Accounts for 2015-16	-	-	15/09/2016	-	-	-	-
Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	20/12/2016	-	-	10/11/2016	-	-	06/12/2016
Budget Monitoring Q2	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2	-	-	-	27/10/2016	-	-	-
Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	27/10/2016	-	-	-
Internal Audit Plan Q2	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 2 extract from mins of mtg 21/6 Referring to Appendix 4, the continuous improvement plan for the Audit Lincolnshire service, Independent Members enquired as to how they as a Committee sought assurance the plan was being delivered. It was stressed that Audit Lincolnshire was a service provided by the County Council and as such its service improvement plan would be held to account by Mangers at the County Council. However if the Committee were minded, Officers would request that it be submitted in six months time alongside the internal audit plan progress report. The Committee welcomed this suggestion. it is therefore requested that this report includes an update improvement plan for Audit Lincolnshire	-	-	08/11/2016	-	-	-	-
Quickline Monitoring Report Q2	Tracey Bircumshaw	Exempt monitoring report assessing progress against the agreed business loan	-	-	08/11/2016	-	-	-	-
Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18	-	-	-	15/12/2016	-	-	06/12/2016
Collection Fund Surplus and Council Tax Base	Tracey Bircumshaw	To present the declaration of estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and to set out the Council Tax Base calculation for 2017-18	-	23/01/2017	-	12/01/2017	-	-	-
Local Council Tax Support Scheme	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18	-	23/01/2017	-	15/12/2016	-	-	-
NNDR Write Offs	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off	-	-	-	15/12/2016	-	-	-
Treasury Management Draft Strategy	Tracey Bircumshaw	To present the draft strategy for scrutiny purposes	-	-	17/01/2017	-	-	-	-
Internal Audit Plan Q3	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 3	-	-	17/01/2017	-	-	-	-
Quickline Monitoring Q3	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan	-	-	17/01/2017	-	-	-	-

Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Members' Allowance Scheme	Alan Robinson	To consider the Remuneration Panel's recommendation for the 2017-18 allowance scheme	-	23/01/2017	-	-	-	-	-
Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3	21/02/2017	-	-	09/02/2017	-	-	31/01/2017
Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3	-	06/03/2017	-	09/02/2017	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	For External Audit to present the Certification of Grants and Claims	-	-	14/03/2017	-	-	-	-
Combined Assurance Report 2016/17	James O'Shaughnessy	To present the Combined Assurance Report	-	-	14/03/2017	-	-	-	-
Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position	-	-	-	13/04/2017	-	-	-
Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4	23/05/2017	-	-	13/04/2017	-	-	02/05/2017
Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	18/04/2017	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	08/05/2017	18/04/2017	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to provide verbal six month update on crime in West Lindsey	15/11/2016	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	21/02/2017	-	-	-	-	-	-
C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
Strategic Risks - 6 month Update	James O'Shaughnessy	to present the 6 month update	-	-	08/11/2016	-	-	-	-
		to present the 6 monthly update	-	-	18/04/2017	-	-	-	-
6 month selective licensing progress update report	Andy Gray	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	31/01/2017

Four Year Agreement	Ian Knowles	<p>The MTFP made reference to being based on the assumption of a four year deal but did not at that time seek explicit agreement. We had been waiting for further guidance on what was intended by an 'efficiency plan' and this communication makes it clear that there is to be no further guidance.</p> <p>Whilst a four year agreement would provide some level of certainty it is by no means a guarantee and it will be helpful to be able to review over the next couple of months the implications of NHB and NNDR reviews.</p> <p>This communication also makes clear that it only relates to the RSG, Rural Service Delivery Grant and Transitional Grant but does indicate that the top-up and tariffs will be fixed too. These are helpful clarifications as is the fact that the 'new burdens' commitment will continue.</p> <p>It would be my intention to bring a paper to CLT in May and take through committee and Council in June and July to agree whether or not we wish to take up the offer of a four year agreement.</p>	-	10/10/2016	-	22/09/2016	-	-	-
Commercial Property Portfolio	Penny Sharp	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.	-	-	-	15/06/2017	-	-	-
Presentation by AGE UK	Katie Coughlan	to receive a presentation from representatives	-	-	-	-	-	-	25/10/2016
absence Monitoring Report - 6 month position	Emma Redwood	to present the absence figures for first 6 months of the 16/17 year	-	-	-	-	-	06/10/2016	-
West Lindsey TRading Company	Penny Sharp	Report to update members on the acquisition of a local company and seek approval for governance arrangements for a Group company structure	-	10/10/2016	-	28/07/2016	-	-	-
Commercial Delivey Plan - 6month progress update	Penny Sharp	To review progress against the annual commercial delivery plan.	-	-	-	27/10/2016	-	-	-
Riseholme Neighbourhood Plan	Luke Brown	to seek approval to go to referendum	-	14/11/2016	-	-	-	-	13/09/2016
Public Space Protection Order	Andy Gray	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	-	-	-	-	13/12/2016	-	-
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution	-	14/11/2016	08/11/2016	-	-	-	-
attendance by 2 public body - schools	James O'Shaughnessy	tb....September avoided as not ideal for schools / colleges etc	11/10/2016	-	-	-	-	-	-
Managed Workshop Provision	Joanna Walker	project to deliver new workshop provision to facilitate business growth and job creation in the District - see project PID for more details.	-	-	-	-	-	-	25/10/2016
Review of Maternity Policy	Emma Redwood	To review the current Maternity Policy in line with legislation.	-	-	-	22/09/2016	-	07/07/2016	-
Service Risks	Darren Mellors	Monthly Report on Service Risks	-	-	-	-	-	-	-
Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council	-	-	-	15/12/2016	-	24/11/2016	-
Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy	-	-	-	15/12/2016	-	24/11/2016	-
Review the Flexible Working Policy	Emma Redwood	to review the flexible working policy	-	-	-	12/01/2017	-	24/11/2016	-
Housing Assistance	Andy Gray	To provide members with an update on the Housing Assistance Policy	-	10/10/2016	-	-	-	-	13/09/2016

Policy Update									
Introduction of Information Governance Policies	Steve Anderson	To obtain approval for the introduction 3 new IG policy documents: 1. Legal Responsibilities Policy 2. Information Governance Policy 3. Information Sharing Policy	-	-	-	27/10/2016	-	08/09/2016	-
attendance by PCC and Mark Housley	Michelle Howard	for the Police and Crime Commissioner and Mark Housley to be in attendance to answer a number of strategic and operational questions posed by the Committee	15/11/2016	-	-	-	-	-	-
Debt Collection	Ian Knowles	Report setting out the process undertaken to collect outstanding debts	-	-	-	10/11/2016	-	-	-
Sun Inn redevelopment	Eve Fawcett-Moralee	The report will seek approval of a grant with a requisite development agreement to enable and ensure the development of a 64 bed hotel with a ground floor restaurant.	-	-	-	22/09/2016	-	-	25/10/2016
Market St Regeneration Ltd	Eve Fawcett-Moralee	The report will seek approval to the Council entering a JV agreement to regenerate Market St. Approval is sought to transfer £20k from the THI/Heritage masterplan project approved by PC committee in May.	-	-	-	22/09/2016	-	-	25/10/2016
Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum	-	06/03/2017	-	-	-	-	06/12/2016
dunholme neighbourhood plan	Luke Brown	to receive the plan and refer for local referendum	-	23/01/2017	-	-	-	-	06/12/2016
broadband provision across the district	Ian Knowles	the report will advise members on the current status of broadband provision across the district , of negotiations had with LCC, BDUK and quickline and what provision will look like going forward	-	-	-	-	-	-	25/10/2016
Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.	-	-	-	10/11/2016	-	-	06/12/2016
Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	15/06/2017	-	-	02/05/2017
GP / Hospital / Ambulance Provision - scope paper	Mark Sturgess	to present a scoping paper inc remit and terms of ref for commission to be undertaken by c and l cttee in regard to GP / Hospital / Ambulance Provision	15/11/2016	-	-	-	-	-	25/10/2016
Budget Options	Tracey Bircumshaw	to present budget options, in advance of fees and charges / base budgets proposals being submitted for agreement	-	-	-	-	-	-	25/10/2016
Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)	-	-	-	-	-	-	31/01/2017
Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend)	-	-	-	-	-	-	31/01/2017
Monitoring of Festivals - Caistor MR	Karen Whitfield	To provide feedback on the impact of the festivals held in market rasen and caistor.	-	-	-	-	-	-	31/01/2017
Housing Strategy	Sarah Troman	to present the new Housing Strategy for approval	-	03/07/2017	-	-	-	-	02/05/2017
Disabled Facilities Grant - Future Provision	Andy Gray	to present proposals regarding the future provision of DFGs	-	-	-	-	-	-	02/05/2017

Withdrawal of LCTS grant to Town & Parish Councils	Tracey Bircumshaw	This report proposes to withdraw this funding to Town and Parish Councils as it is no longer sustainable.	-	-	-	22/09/2016	-	-	-
Devolution	Manjeet Gill	To agree to form the combined authority for Greater Lincolnshire	-	10/10/2016	-	-	-	-	-
Scothern Neighbourhood Plan	Luke Brown	to agree the plan proceed to referendum	-	23/01/2017	-	-	-	-	25/10/2016
Leisure Contract Update	Karen Whitfield	to provide Members with a progress update regarding the procurement of a a new leisure contract and assurance that the project is running in line with agreed parameters and timescales	-	-	-	-	-	-	02/05/2017
Formal Adoption of the local plan	Oliver Fytche-Taylor	to present the local plan for adoption, this matter will also require recommendation to full council	-	10/04/2017	-	-	-	-	21/03/2017
DM Update - Performance, Income, Staffing & Risks	Oliver Fytche-Taylor	comprehensive report updating GCLT on the progress made on implementing the improvement plan, current DM performance, fee income, application numbers, current staffing levels, risk of designation and the conclusion of the assurance work carried out by Alison Blom-Cooper. to provide committee with the second report on progress achieved in respect of the agreed development management improvement plan. extract from mins of c and l cttee 23/5/16 Development Management – Outcomes of the Peer Review: - members requested that a report on this subject be brought forward. It was noted however that the development management improvement plan was overseen by this Committee and was next due to be submitted in October 2106. It was therefore suggested that Officers could be requested to extend this report to include within it: - • Peer Review Outcomes • S106 arrangements and move to CIL payments • Enforcement • A General Update on the Service; and • Local Plan Progress	11/10/2016	-	-	-	-	-	-
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	06/12/2016
By-Election Result	Manjeet Gill	To report the result of the by-election in Cherry Willingham on 29 September 2016	-	10/10/2016	-	-	-	-	-
Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor	-	-	-	11/01/2018	-	-	-
WL Trading Co.	Ian Knowles	The Director of Resources as the shareholder representative (of the WL Trading Co.) would present a summary of the accounts to the CP&R Committee as part of the Annual Business Plan.	-	-	-	09/02/2017	-	-	-
Closer to the Customer	Michelle Carrington	To inform Councillors of the vision and the benefits of the Closer to the Customer programme.	-	-	-	27/10/2016	-	-	-
Empty Property Compulsory Purchase Orders	Andy Gray	To seek approval to proceed with a number of long term empty property CPOs.	-	-	-	-	-	-	06/12/2016
Scotter Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan for referendum	-	06/03/2017	-	-	-	-	31/01/2017
Brattleby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan to move to referendum.	-	19/05/2014	-	-	-	-	21/03/2017
Reviewing WL's Governance Arrangements	Alan Robinson	GA to receive a report updating on the progress made to date with the review of Governance Arrangements project, with a request to appoint a task and finish group comprised of Members and Officers to ensure Member	-	-	15/09/2016	-	-	-	-

		involvement in the options development process.							
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	21/02/2017	-	-	-	-	-	-
sample decision making	Ian Knowles	to provide g and lay members with an example of the governance key decisions go through by way of assurance	-	-	08/11/2016	-	-	-	-
sector led body for audit appointments	Ian Knowles	to set out the next steps for joining the sector led body for audit appointment	-	-	08/11/2016	-	-	-	-
annual fraud report - number and nature	Angela Matthews	to present the annual report - commercial element will go to cpr	-	-	25/07/2017	-	-	-	-
annual fraud report	Angela Matthews	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
democracy working group 6 month update	Nicola Calver	to update the cttee on the work undertaken by the group over the last 6 months	21/02/2017	-	-	-	-	-	-
Potential property acquisition in Gainsborough	Eve Fawcett-Moralee	Potential property acquisition in Gainsborough	-	-	-	27/10/2016	-	-	-
Mental Health Champion	Karen Whitfield	To appoint a West Lindsey Member to be the Mental Health Champion in response to the Mental Health Challenge	-	14/11/2016	-	-	-	-	-
Grand Total									

This page is intentionally left blank

Challenge and Improvement			
Active/Closed	Active		
Date	Title	Lead Officer	Purpose of the report
-			
15/11/2016	Presentation by Simon Outen	Katie Coughlan	to provide verbal six month update on crime in West Lindsey
	attendance by Chris Housley	Michelle Howard	for the Police and Crime Commissioner and Mark Housley to be in attendance to answer a number of strategic and operational questions posed by the Committee
	GP / Hospital / Ambulance Provision - scope paper	Mark Sturgess	to present a scoping paper inc remit and terms of ref for commission to be undertaken by c and I cttee in regard to GP / Hospital / Ambulance Provision
20/12/2016	Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services)monitoring information to the end of Period 2
21/02/2017	recommendation from the SWW Working Group	Shayleen Towns	to bring together the conclusions of the work undertaken by the Group and to consider their recommendations on how the council and partner agencies can better work together please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)
	Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services)monitoring information to the end of Period 3
	Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District
	DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months
	democracy working group 6 month update	Nicola Calver	to update the cttee on the work undertaken by the group over the last 6 months
04/04/2017	C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report
23/05/2017	Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services)monitoring information to the end of Period 4
Grand Total			

The next round of public bodies, associated with Youth Unemployment, also need to be factored into this work plan

This page is intentionally left blank