

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

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

Challenge and Improve Committee

Tuesday, 27th June, 2017 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 Mrs Angela White (Vice-Chairman)

Councillor David Bond
Councillor Ian Fleetwood
Councillor Mrs Jessie Milne
Councillor Malcolm Parish
Councillor Roger Patterson
Councillor Mrs Diana Rodgers
Councillor Thomas Smith
Councillor Mrs Anne Welburn
Councillor Trevor Young

1. **Apologies for Absence**
2. **Minutes of the previous meeting.**
 - a) Meeting of the Challenge and Improvement Committee (PAGES 1 - 6)
held on 23 May 2017
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 - 10)

Matters arising schedule setting out current position of previously agreed actions as at 19 June 2017.

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

Large Clear Print: Braille: Audio: Native Language

5. **Presentation Item**

Crime and Anti-Social Behaviour 6 monthly update – Verbal Report from Inspector Nigel Key

6. **Public Reports**

- a) Health Commission - interim position report (PAGES 11 - 18)
- b) Committee Operating Methodology for 2017/18 (PAGES 19 - 34)

7. **General Work Items**

- a) Forward Plan (PAGES 35 - 40)
- b) Committee Workplan (PAGES 41 - 48)

M Gill
Chief Executive
The Guildhall
Gainsborough

Monday, 19 June 2017

Public Document Pack Agenda Item 2a

Challenge and Improve Committee- 23 May 2017

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Challenge and Improve Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 23 May 2017 commencing at 6.30 pm.

Present: Councillor Paul Howitt-Cowan (Chairman)
Councillor Lewis Strange (Vice-Chairman) and
Councillor Mrs Angela White (Vice-Chairman)

Councillor David Bond
Councillor Ian Fleetwood
Councillor Mrs Jessie Milne
Councillor Roger Patterson
Councillor Mrs Diana Rodgers
Councillor Thomas Smith
Councillor Mrs Anne Welburn

Also Present: Councillor Mick Devine

In Attendance:
Mark Sturgess Chief Operating Officer
Alan Robinson SL - Democratic and Business Support
Andy Gray Housing and Communities Team Manager
Katie Coughlan Governance & Civic Officer
Shayleen Towns Senior Community Action Officer

Apologies: Councillor Malcolm Parish

7 CHAIRMAN'S WELCOME AND MINUTE'S SILENCE

This being the first meeting of the new Civic Year, the Chairman welcomed all Members and Officers present.

In the light of the tragic events, which had taken place in Manchester the previous evening, the Chairman asked all Members and Officers to join him in a minute's silence as a mark of respect for the victims and their families.

The Committee came together for a minute's silence.

Well wishes were also extended to former member of the Committee, Councillor Curtis, and his family.

8 TO ELECT A 2ND VICE CHAIRMAN FOR THE 2017/18 CIVIC YEAR

Nominations for the position of 2nd Vice- Chairman were sought. Having been proposed by Councillor Welburn and seconded by Councillor Patterson, and in the absence of any further nominations, on being put to the vote, it was

RESOLVED that Councillor Angela White be duly elected as 2nd Vice Chairman for the 2017/18 civic year.

9 MEETING OF THE CHALLENGE AND IMPROVEMENT COMMITTEE HELD ON 4 APRIL 2017

RESOLVED that the Minutes of the Meeting of the Challenge and Improvement Committee held on 4 April 2017 be confirmed and signed as a correct record.

10 MEETING OF THE CHALLENGE AND IMPROVEMENT COMMITTEE HELD ON 8 MAY 2017 (AT THE CONCLUSION OF ANNUAL COUNCIL)

It was noted that the date of 27 April 2017, referenced in the Minutes, should in fact read 27 June 2017 and this had been corrected in the copy for signing.

On that basis it was: -

RESOLVED that the Minutes of the Meeting of the Challenge and Improvement Committee held on 8 May 2017 (at the conclusion of Annual Council) be confirmed and signed as a correct record.

11 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made at this point in the meeting.

12 MATTERS ARISING SCHEDULE

The Committee gave consideration to the Matters Arising Schedule, setting out the current position of previously agreed actions, as at 15 May 2017.

There were no questions posed.

RESOLVED that the Matters Arising Schedule as at 15 May 2017 be received and noted.

13 PROGRESS AND DELIVERY - FINAL PERIOD 16/17

Members gave consideration to the fourth and final of the newly styled Progress and Delivery reports for 2016/17, which reflected the performance of the Council over the 2016/17 municipal year (April 16 – March 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 further provided 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. There had been a particular focus, at these meetings, regarding the ongoing work in respect of complaints and customer focus. 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.

Members commented that both Policy Committee’s had had little opportunity to consider the main body of report, this subsequently made it difficult for the Committee to undertake their role.

Officers took on board the Committee’s comment.

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.

14 SOUTH WEST WARD UPDATE REPORT

The Challenge and Improvement Committee at its meeting on 1 September 2015 had resolved to establish a task and finish group of members (supported 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.

This Working Group identified, among other things, that more effective action was needed to the area. In closing the group it was agreed that the measures taken through the localism review had the potential to deal with the issues.

However it was agreed at the 28 September 2016 briefing that the report should contain a recommendation to review the effectiveness of the work in the South West Ward in six

months' time.

Members therefore gave consideration to a report which sought to update the Committee on the effectiveness of those internal changes and also provided an update on the improved focus given to the SWW Partnership Group to help address the issues.

The Senior Community Action Officer, as Lead Officer for this project, addressed the Committee, providing details of the steps which had been taken to re-focus the Partnership, as outlined in Section 2 of the report. As a result of the work, the SWW Partnership had been re-focussed to concentrate on two main areas, these being People (reducing vulnerability) and the Environment. Further details regarding the steps taken to date and planned actions within the two focus areas were shared with the Committee as outlined in Sections 3 and 4 of the report. Areas particularly highlighted to the Committee were the changes made to the Vulnerable Adults Panel, widening its term of reference and allowing referrals based on a wider set of needs, and the work of the newly appointed Community Action and Enforcement Officer. The level of day to day enforcement had increased and greater use was being made of fixed penalty notices and community protection notices. An Enviro Crime Strategy was in development and would be presented to the Prosperous Communities Committee in the Autumn.

It was also noted that the Selective Licensing Scheme, adopted in July 2016 was also beginning to have a positive impact in the area and Officers undertook to provide case studies, outside of the meeting, of where the work being undertaken had achieved real results and had improved conditions for residents.

In responding to Members' questions, Officers confirmed that a vulnerable person concern could be reported via the Council and they would ensure this was referred to the appropriate agency. Members enquired how this service was being promoted and whilst noting Community Leads were now Members of the Panel and as such were the "eyes and ears" of the community it was suggested that work should be undertaken with schools etc and via social media to promote the referral scheme.

Members welcomed the increased use of enforcement as this would help instil community pride and give others the confidence to report issues and concerns.

It was confirmed that the Early Help Team, as they were now known, were part of the Partnership, however it was acknowledged that links could be improved and Officers continued to work on building these.

Assurance was sought and received that appropriate arrangements were in place for sharing sensitive information, including the use of secure government e-mail, known as gcsx accounts; information sharing agreements and project specific agreements.

The Committee welcomed the work undertaken to date and requested a further update report be submitted in six months' time.

RESOLVED that: -

- (a) the Committee have assurance that the right steps are being taken to tackle anti-social behaviour and criminal activity in the SWW; and

- (b) a further update report be submitted in six months' time.

15 FORWARD PLAN

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.

No reports were identified.

RESOLVED that the Forward Plan be noted.

16 COMMITTEE WORKPLAN

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

The Chief Operating Officer, as Lead Officer for the Committee advised that a work programme planning meeting with the Lead Members of the Committee had been arranged for Tuesday 30 May, at which Members and Officers would give further consideration to all those areas which had been suggested to date and which had been noted at the conclusion of the work plan report.

A fuller proposed work plan for the Committee would be submitted to the next meeting for further consideration and agreement.

A Member of the Committee commented that she had preferred the approach adopted in 2015/16 in respect of Public Body Scrutiny and the calling in of a raft of different agencies. She considered this is where the Committee could add real value.

It was also suggested that each Vice-Chairman should be allocated an area of responsibility, in order that both the Challenge element and the Improve element of the Committee's role were fulfilled. Simply reviewing officer reports was not favourable.

The Chairman undertook to take the comments expressed on board at the forthcoming work plan meeting, Members of the Committee were encouraged to submit any further items for consideration to the Chairman, prior to 30 May.

RESOLVED that:-

- (a) the Work Plan be noted;
- (b) Committee Members submit any further work plan items for consideration, to the Chairman, prior to 30 May 2017.

Challenge and Improve Committee- 23 May 2017

The meeting concluded at 7.05pm

Chairman

Challenge and Improvement Cttee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Challenge and Improvement 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
Black					
	future workplan	extract from mins of mtg 4/4/17 the workplan and suggestions posed be further developed between the Chair of the Committee and the lead officer following the annual Council meeting, before being agreed by the Committee.	item added to briefing for may 17. Lead Officers and Lead Members have arranged a work planning meeting for w/c 29 May. The work plan developed will be submitted to committee for approval at a future meeting. Work plan meeting held on 30 May . revised work plan is to be submitted to June's meeting for approval.	13/05/17	Mark Sturgess
	Appointment of 2nd Vice Chair	extract from mins of mtg 23/5/17 RESOLVED that Councillor Angela White be duly elected as 2nd Vice Chairman for the 2017/18 civic year.	in light of this appointment, please undertake all necessary admin actions in respect of website pages.	05/06/17	Susan Norman

	SWW Update Report	<p>Extract from mins of mtg 23/5/17</p> <p>RESOLVED that: -</p> <p>(a) the Committee have assurance that the right steps are being taken to tackle anti-social behaviour and criminal activity in the SWW; and</p> <p>(b) a further update report be submitted in six months' time.</p>	<p>please add item to forward plan.</p> <p>Item has been added to forward plan for cttee mtg on 14 November. lead officer has been notified of request and due dates</p>	05/06/17	Shayleen Towns
Green					
	cafe style meeting with young people	<p>Extract from mins of mtg 21/2/17</p> <p>Prior to concluding the item, the Director of Resources, outlined a conversation which had been had at briefing, regarding organising a concluding session with Young People, in a more café style forum. The Committee were open to this suggestion and it was indicated that the proposal would be further worked up, looking at a proposed venue, attendees and questions for consideration at the Committee's next meeting.</p>	<p>This is referenced in the conclusion report (part of the agenda for april's meeting) provisional dates and venue identified. attendees and questions tbc.</p> <p>item to reviewed further at briefing in may as original timescale could not be achieved due to county elections . cttee resolved on 4/417 that they support the event still</p> <p>This event will likely be held 14 June, Officers continue to work with Lead Members.</p> <p>Event was held on 14 June. The Lead Officer will provide a brief update to the meeting on how the event went.</p>	27/03/17	James O'Shaughnessy
	Youth unemployment recommendations	<p>extract from mins of mtg 4/4/17</p> <p>all of the high and medium priority actions identified within the report, Section 6, be RECOMMENDED to the Prosperous Communities Committee, for further consideration and implementation if supported; and</p>	<p>item has been added to pc workplan for july 17. please prepare report for submission</p>	15/06/17	James O'Shaughnessy

	circulation of case studies - SWW	<p>extract from mins of mtg 23/5/17: -</p> <p>During consideration of the SWW Update report: -</p> <p>It was also noted that the Selective Licensing Scheme, adopted in July 2016 was also beginning to have a positive impact in the area and Officers undertook to provide case studies, outside of the meeting, of where the work being undertaken had achieved real results and had improved conditions for residents.</p>	please provide cttee members with case study examples as indicated. (or provide direct to cttee admin for circulation)	26/06/17	Andy Gray
	suggested work plan items	<p>extract from mins of mtg 23/5/17</p> <p>(b) Committee Members submit any further work plan items for consideration, to the Chairman, prior to 30 May 2017.</p>	comments were received (and circulated to lead Members) and these were considered further at the work plan mtg on 30/5/17. An arising proposed work plan will be submitted to the cttee on 27 June 2017 for consideration	15/06/17	Mark Sturgess
Grand Total					

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Committee: Challenge and Improvement Committee

Date: 27th July 2016

Subject: Health Commission – Six Month Position Update

Report by:

Chief Operating Officer

Contact Officer:

Michelle Howard
Home Choices Team Manager
01427 676609
michelle.howard@west-lindsey.gov.uk

Purpose / Summary:

To present a position update on the activity of the health commission since January 2017

RECOMMENDATION(S):

Members of Challenge and Improvement Committee are asked to:

- 1. Consider including 'Neighbourhood Networks' as an item for the C&I workplan over the coming year as part of the review of the Health Commissions work which is set out in that work plan**
- 2. Support a recommendation to Prosperous Communities Committee to formally request additional district council representation at the Lincolnshire health and wellbeing board**
- 3. Support a recommendation to Prosperous Communities Committee to continue the work of the health commission, and to recommend a review every six months to determine the progress, outcomes and future need and remit of the Health Commission**

IMPLICATIONS

Legal: None arising from this report

Financial: FIN/34/18

None arising from this report.

Staffing: None arising from this report

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

Risk Assessment: Not applicable

Climate Related Risks and Opportunities: Not applicable

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

None

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. Background

- 1.1 Whilst the council does not directly provide health services and this is not a statutory area of work, as a district council we have an important role to play in understanding and improving the health and wellbeing of our residents in our role as a community leader.
- 1.2 Health is determined by many factors other than health care provision. District councils are in a good position to influence many of these factors through their key functions and in their wider role supporting communities and influencing other bodies. Additionally, it is recognised that district councils have an opportunity to be better integrated into health and social care policy in order to improve outcomes for local residents
- 1.3 The Council has recognised this important role within its Corporate Plan 2016-2020 as part of its commitment to 'people first', noting that *"ensuring that we understand and meet the needs of our residents is what the Council is all about...from enabling convenient and appropriate access to services; joined up where appropriate, providing cultural, leisure and arts facilities, working to provide suitable housing across the District and promoting and supporting wellbeing, healthy lifestyles and safe, vibrant communities"* (WLDC Corporate Plan 2016 – 2020)
- 1.4 In 2016, and primarily following feedback from communities and GP's, elected members became aware of a number of concerns about health, wellbeing and health care provision affecting West Lindsey residents. Subsequently, members led the development of the West Lindsey Health Commission. The Health Commission seeks to be part of the solution to improving the health and wellbeing of communities in West Lindsey.
- 1.5 The Health Commission was established in December 2016 and has been actively working to achieve in line with the agreed scope and Terms of Reference since January 2017. A link to the terms of reference can be found below.



WLDC Health
Commission ToR.pdf

- 1.6 In line with the agreed scope and the thematic areas agreed by members, the Health Commission continues to coordinate member led activity for the purposes of achieving the following outcomes:
- Better Council understanding of health and wellbeing issues and the role we can play to address them
 - Recommendations to various bodies including the Council on future policy and action, particularly partnership opportunities with health services and the community to particularly improve community action, housing, leisure and well being
- 1.7 The Health Commission is supported by and has been working closely alongside the council's Health Coordinator and Home Choices Team Manager.
- 1.8 The Health Commission has now been operational for six months. The Health Commission is working well, with individual members leading on the thematic areas

as agreed and reporting back to the Commission. There is an opportunity to increase the membership of the health commission if that is required by members.

2. Health Commission Position Update

2.1 This report provides a position update on progress and achievements to date.

2.2 It builds on the information previously included within the Annual Report to Council, within which it was reported that:

2.2.1 *“In the short time that the health commission have been established, there has been an emphasis on working with partners to improve health and wellbeing outcomes for residents of West Lindsey. Building those relationships and establishing the health commission has been the primary focus to date”*

2.3 The key activities of the Health Commission since its inception are set out below.

2.3.1 Engaging Key Stakeholders – Roundtable Event

A roundtable event held in April 2017 brought together Chief Officers from each of the Health Trusts; the Vice-Chairman of the Health & Wellbeing Board; representatives from the South West Clinical Commissioning Group (CCG); Healthwatch, Ken Woolley and other representatives of the NHS as well as the members of the Health Commission.

The level of interest and engagement in this event demonstrated the value placed on West Lindsey’s role in improving health and wellbeing outcomes. Achieving this representation is a considerable achievement and followed continued positive work with senior health colleagues to support their shifting mind set to one of prevention and engagement with a wider range of stakeholders outside of the health sector.

The event allowed members and officers to set the context for the council’s role in health and wellbeing. Within this event was a lively exchange of comments and ideas and enabled each stakeholder to better understand the role that we as a district council can play and allows a focus on how we can be better integrated and involved; particularly emphasising the role we can play in prevention and early intervention.

This meeting identified a series of actions to be undertaken by those present and it was agreed that a further meeting in September to follow-up would be beneficial.

A number of the actions agreed are in progress, with many of these forming part of the work plan for the Health Coordinator, working closely with members of the Health Commission.

2.3.2 Supporting Development of the Gainsborough Locality Neighbourhood Team

The development of a neighbourhood team (multi-disciplinary approach to improving health outcomes) is actively underway in West Lindsey, for the Gainsborough locality. Following the roundtable event, we are actively involved in the development of this key programme of work for Gainsborough. A number of pilot projects are planned as part of this work including a social prescribing pilot (which encourages GP’s to prescribe ‘non-medical’ interventions) and ‘project Gainsborough’ which seeks to layer the various data sets held by health

and other stakeholders to enable targeting of resources to best meet the health needs of the local population.

It is recommended that the neighbourhood team development would be a valuable subject area for the Challenge and Improvement Committee workplan over the next 12 months as part of the general review of the work of the Commission which is already part of the Committees work plan for this year.

2.3.3 Member and Officer Collaboration and Support

A key strength of the work of the health commission is the collaborative approach between officers and members.

Having the health commission as a mechanism to guide and shape key projects, for example; the wellbeing service procurement, is much appreciated by officers. Approval at Prosperous Communities Committee in March 2017 for the Health Commission to provide guidance to officers in respect of the development of this project has proven to be valuable. Officers consider that this guidance and the engagement of the Commission with stakeholders to understand the health and wellbeing needs of the district strengthened the subsequent initial bid.

Similarly, the role of Health Coordinator has been described by the health commission as invaluable.

2.3.4 Rural Weighting Allowance

A motion passed by [Full Council on 23rd January 2017](#) in respect of lobbying for a rural weighting allowance for GP's and seeking support from other local authorities has been well received nationally and taken up by authorities as diverse as Torridge in Devon, and Battle in East Sussex. It has also received support from the Rural Services Network and Cllr. Owen Bierley continues to work with the RSN nationally to promote fresh approaches to the provision of health services in rural areas.

2.3.5 Health and Wellbeing Board

There has been a lot of work by officers and members to ensure that relationships and engagement with the Health and Wellbeing Board (HWBB) is developed.

Currently, the district councils are represented at the HWBB by a single elected member from across the seven district councils. Whilst all districts engage with a 'pre-meet' to work through the agenda, reports and to discuss our respective positions with the representative member before each meeting, members of the Health Commission are concerned that having a single representative does not allow for local needs to be truly understood or represented. This view is shared by district council colleagues across Lincolnshire.

It is recommended that Challenge & Improvement Committee support a recommendation to the Prosperous Communities Committee to progress a formal request to the Health & Wellbeing Board for additional district council (elected member) representation on the board.

The Health and Wellbeing Board has agreed to establish a housing, health and care sub group which will be key to driving forward this agenda. It is recommended that further information in respect of this sub group is presented to the Health Commission to ensure that WLDC is fully aware of and is able to play a role in shaping this work and associated outcomes.

The next Lincolnshire Health and Wellbeing Strategy is currently in development, following the finalisation of the Joint Strategic Needs Assessment for Lincolnshire. A number of consultation events to determine the priorities for the new strategy are planned by health colleagues. Details of these sessions can be provided, should members wish to attend.

2.3.6 Lincolnshire Health Scrutiny Committee

Cllr. Paul Howitt-Cowan is WLDC's representative on this, providing a direct link between the main scrutiny committee and the Health Commission with regular updates and a flow of information.

2.3.7 Embedding Health and Wellbeing Considerations in WLDC Services

One area of concern identified is the need within the council to raise the level of awareness regarding social and environmental issues affecting health and wellbeing and for the various departments within the Authority to use health as a lens when considering actions.

Examples are the role of health and wellbeing which are covered in the Central Lincolnshire Local Plan, Neighbourhood Plans, as well as the work currently being done regarding Green Spaces within the District, and the development of Leisure facilities.

This action is being progressed by the councils Health Coordinator who has started to engage with relevant departments to explore this.

3. Summary

3.1 The role of the Health Commission is continually evolving and is gaining both momentum and positive reputation. The district council profile and role in developing and support the health and care agenda is important and presents significant opportunity to improve health and wellbeing outcomes for West Lindsey residents.

3.2 It is considered important to discuss the longevity of the health commission at this stage so that it is not constrained by its status as a 'task and finish' group but can extend beyond the currently agreed period so that it can properly understand longer term needs and ensure that WLDC is integrated positively and effectively in the housing, health and care agenda that is developing in Lincolnshire.

3.3 Challenge and Improvement Committee is asked to support a recommendation to Prosperous Communities Committee to extend the Health Commission beyond its currently agreed period.

End of Report

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Challenge and Improvement Committee
27 June 2017

Subject: Challenge and Improvement Committee Operating Methodology for 2017/18

Report by:	Mark Sturgess
Contact Officer:	Mark Sturgess Chief Operating Officer mark.sturgess@west-lindsey.gov.uk
Purpose / Summary:	To: <ol style="list-style-type: none"> 1) Set the role of the committee when undertaking reviews 2) Set out important considerations with regards to scrutiny and conduct 3) Provide criteria for reviews and related processes

RECOMMENDATION(S):

1. Members approve the proposed Operating Methodology for 2017/18 set out in the report
2. Members agree to review the operation of the Challenge and Improvement Committee (Overview and Scrutiny) utilising expertise external to the council and taking advantage of national best practice.

IMPLICATIONS

Legal: None

Financial :

Staffing : None

Equality and Diversity including Human Rights : Not applicable

Risk Assessment : Not applicable

Climate Related Risks and Opportunities : Not applicable

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**

Key Decision:

A matter which affects two or more wards, or has significant financial implications **Yes** **No**

1. Background

- 1.1 In October 2014 the Challenge and Improvement Committee agreed a methodology for the first time.
- 1.2 The methodology set out criteria for when any item would be called in for scrutiny either as an ongoing project, poor performance or for pre-scrutiny.
- 1.3 The approach has worked well and allowed the Committee to invite organisations that provide services within the District for discussions around issues of concern for members.
- 1.4 Whilst these sessions have been considered successful they have not led to any recommendations to policy committees for changes to WLDC strategy or approach.
- 1.5 This report makes two recommendation that this approach is revised for 2017/18 municipal year to clarify the role of the Committee so that it has four main objectives:
 1. To be able to scrutinise poor performance where ever it might be occurring within the Council – either a service or a project.
 2. To be able to call reports into the Committee for pre-decision scrutiny.
 3. To exercise part of the Council’s role as “community leader” by scrutinising the work of other organisations or agencies which deliver services to the people of the District.
 4. To act as a scrutinising committee for those decisions which have been taken by a policy committee and have been “called in” by members in accordance with the procedure outlined in the Council’s Constitution.
- 1.6 The above represents a summary of the main areas of work of the Council. A full account of the Committee’s responsibilities and functions are set out in part IV of the Constitution. They are also explained in more detail below.

2. Current Committee Functions

Work Area	Timing	Purpose	Source
1. Performance Management	After Policy Committees have considered performance and rectifications proposed	Scrutinise performance including any rectifications agreed by policy	Function 10. To maintain under review the arrangements for the performance

Work Area	Timing	Purpose	Source
		committees	monitoring of Council services;
2. Policy or Performance Reviews	Before a policy decision is made	Support the research and stakeholder analysis for proposed decisions.	By Request of another committee / proposal to establish a working group
2b Policy / Performance or Service Reviews	<p>Before a policy decision is made.</p> <p>To Aide this process at each meeting of the Committee they receive the full forward plan of all the Authority's business</p>	To identify any report which the Committee feels is likely to benefit from pre-scrutiny of the proposed decisions prior to those decisions being made	Article 7 – to consider the Forward Plan and comment as appropriate to the decision maker on proposed decisions which relate to services within their remit (before they are taken by the appropriate Policy Committee
2c. Policy or Performance Reviews	<p>After a policy decision is made (within five days of minutes publication) - Call In (see appendix 2 for the process)</p> <p>The traditional call in process</p>	To inform the relevant policy committee that, in the view of the Challenge and Improvement Committee, the evidence suggests that the policy committee(s) did not take the decision in accordance with the principles set out in Article 12.	Function 7. To exercise the powers of call in and scrutiny in relation to policy committee decisions made but not implemented, as set out in section 21(3) of the Local Government Act 2000 and challenge such decisions in accordance with the procedure set out in the Overview and Scrutiny Procedure Rules in Part V of this Constitution;
3. Service and Budget Plans	Prior to Policy Committee Approval	To provide pre scrutiny to service and budget plans	Function 8. To comment on the proposed annual service and budget plans for all council services before final approval by the Policy and Resources

Work Area	Timing	Purpose	Source
			Committee and Council;
4. Work of other public bodies operating within its area	Before decisions are taken	To understand the priorities and plans of public bodies operating within the district.	Function 9. To take an overview of the policies, forward plans and related authorities of all public bodies and agencies as they affect the council's area or its inhabitants;
5. Police and Justice Act 2006			Function 11. To discharge the statutory functions arising under section 19 of the Police and Justice Act 2006 relating to issues of crime and disorder and to develop and implement such procedures, protocols and criteria as deemed by the committee to be appropriate.
6. Oversight Commissions	Before decisions are taken	To support the work of the Policy Committees	Function 2. To conduct reviews of policy, services or aspects of service referred by a Policy Committee (or Council)

3. Adopted Operating Methodology

3.1 The following table sets out how the Committee fulfils each of the above functions.

Work Area	Timing	Purpose
1. Performance Management	After at least two consecutive periods of missed targets and appropriate time for committee action to have been implemented	Scrutinise performance including any rectifications agreed by policy committees Process A in the appendix refers

2. Policy or Performance Reviews	Part way through project delivery and there are concerns the relevant committee are not taking appropriate action to deal with excessive delays to delivery or increases above budgeted costs	To review delivery to ensure that the project is delivering the desired objectives. Please Note: Project delivery would not stop during the review. Process B in the appendix refers
2. Policy or Performance Reviews	After delivery	To review a project post-delivery to identify the benefits delivered against the original business case. Process C in the appendix refers
2 Policy / Performance or Service Reviews	Before a decision is made	To identify any report from the Forward Plan which the Committee feels is likely to benefit from pre-scrutiny of the proposed decisions prior to those decisions being made Process D in the appendix refers
3. Service and Budget Plans	Annually prior to budget / service plans being submitted to the Policy Committee	For the Committee to understand and agree the assumptions which will be made in preparing the next MTFP.
4. Work of other public bodies operating within its area	As and when the Committee resolves to invite a public body to attend Further information as to how these Sessions will operate is included in Section 4 Below	To understand the priorities and plans of public bodies operating within the district. And if appropriate make recommendations on to the relevant policy committee regarding its findings
5. Police and Justice Act 2006	Twice per year by means of a presentation from the Chief Inspector and his attendance at Committee	-
6. Oversight Commissions	Further information as to how these Sessions will operate is included in Section 5 Below	To Support the work of the Policy Committees

3.2 Proposed processes are outlined at appendix 1 and flow charts for each process are attached at Appendix 3

4. External Bodies

4.1 The Committee has had details of organisations or agencies external to the Council that deliver activities/services to people of the District.

4.2 To fulfil function area 4 above, the Committee will invite these organisations or agencies to make presentations to the Committee on how their work affects the people of the District. This will provide an opportunity for committee members to gain greater understanding of the policies, strategies and activities of those organisations and agencies and how their work supports the people of the District.

4.3 It is important that in undertaking this role members should have regard to how the Council already influences the work of these organisations or agencies through, for instance, being represented on its board. It should also be recognised that this Council cannot compel any representative of an organisation or agency operating in the District to attend a meeting of the Committee. Attendance should be on the basis of how the Council and the organisation or agency can work together to get a better outcome for the people of the District.

4.4 With this in mind it is proposed that the Committee apply the following criteria to inviting external bodies to its meetings:

- Selection of appropriate bodies is made by the Committee on the basis of current issues or new developments within service areas.
- That prior to an organisation attending, the committee receives a briefing paper from the appropriate officer/officers within the Council on current activity, collaboration and partnerships within that area of activity.
- The invite to attend is sent with a clear explanation of the reason for the invite and the questions members are seeking to answer. (it is proposed that there should be no more than five questions set out in each invite)
- Each session with an external body should be timetabled for no more than one hour. If it is considered that a longer session is required then arrangement should be made outside the normal meeting arrangements.
- To manage the time commitment of the Committee no more than two bodies should be invited in any one year.

5. Oversight Commissions

- 5.1 Part of the role of the Challenge and Improvement Committee is to provide support to the two policy committees by holding commissions on specific areas as requested by those committees.
- 5.2 This would require the Prosperous Communities Committee and/or the Corporate Policy and Resources Committee to agree the purpose, scope and terms of reference of a commission and make a formal request via the Chair of Challenge and Improvement that a commission is established to investigate in detail a particular issue from a national, regional, sub-regional and local perspective.
- 5.3 The proposed report and terms of reference for a commission should be agreed with the Chair of Challenge and Improvement Committee prior to being submitted to the commissioning policy committee for agreement.'
- 5.4 In undertaking such a commission, the Challenge and Improvement Committee may hold inquiries and investigate options for future direction in policy development. They may appoint advisers and assessors to assist in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, as specified in the Constitutional operating procedures.
- 5.4 If a budget is required this will need to be agreed by the commissioning Committee.
- 5.5 The Challenge and Improvement Committee will report back their findings to the Commissioning Policy Committee.
- 5.6 It is also open to the Committee, as part of setting its work programme to decide the forward plan at the start of the municipal year to decide, after consultation with its members, that it needs to commission work into a specific area as a result of member concerns.
- 5.7 This year as a result of member concerns around the delivery of services in the rural areas of the District the main commission will examine how the rural public realm is preserved and enhanced through the organisations and agencies responsible for delivering services throughout the District. This will be agreed as part of the work plan, set out in the forward plan, for the Committee at this meeting with detailed terms of reference and a programme of work being brought forward once this is agreed.

6. Membership and interests

- 6.1 For clarity, the constitution states:
- 6.2 All councillors with the exception of the Chairman, Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and a policy committee chairman or vice-chairman may be members of the Challenge and Improvement Committee.

However, no member may be involved in scrutinising a decision in which he/she has been directly involved.

- 6.3 A member must, if he/she is involved in the consideration of a matter at a meeting of the Challenge and Improvement Committee or a sub-committee of that Committee, regard himself/herself as having a personal and a prejudicial interest if that consideration relates to a decision made, or action taken, by another of the Council's committees or sub-committees; or joint committees or joint sub-committees of which he/she may also be a member and took part in that decision making.

7 Conduct

- 7.1 The constitution also states with regards to conduct:

“The guiding principle for the work of scrutiny (Challenge and Improvement) is that it should be consensual and positive. The emphasis of the work should be on making an active and positive contribution to the development of policy and the discharge of the Council’s functions and roles. This is best achieved by an inclusive process covering members, partners, service users and employees.”

Constitution of WLDC – Article 7 – Overview and Scrutiny

- 7.2 The Challenge and Improvement Committee may invite people to address it, discuss issues of local concern and/or answer questions on issues within the remit of the committee. The committee may, for example, wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.
- 7.3 Where the Challenge and Improvement Committee conducts investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:

(a) that the investigation be conducted fairly and all members of the Committee given the opportunity to ask questions of attendees, to contribute and speak;

(b) that those assisting the Committee by giving evidence be treated with respect and courtesy; and

(c) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

8. Review 2017/18 (Recommendation)

- 8.1 Challenge and Improvement (Overview and Scrutiny) is an activity that most fourth option councils (those without a cabinet) have struggled with.
- 8.2 In the past the council has received advice and guidance from the Local Government Association (LGA) about how best to establish and operate an

effective overview and scrutiny function. It is recommended that the committee revisits this advice and guidance and invites the LGA back to the council to offer additional training on overview and scrutiny work and the operation of the Committee. This will help make the Committee more effective and the Council decision making more robust.

Appendix 1 to report CAI.07 16 – Proposed Criteria and Processes for new methodology

Work Area	1. Performance Management – PROCESS A
Timing	1.2 After two consecutive periods of missed targets
Purpose	To scrutinise the reasons for off track performance and the adequacy of rectifications (Service Performance Review)
Criteria	<ol style="list-style-type: none"> 1. The performance must have been off track for at least two consecutive reporting periods, 2. The actions of the appropriate committee have been implemented and given time to adjust performance 3. Four members on the Challenge and Improvement Committee wish to request a Service Performance Review with a view to identifying the reasons for off track performance and the rectifications proposed 4. No More than four Service Performance Reviews may be called with in a municipal year. 5. An item considered using this process is excluded from re-discussion within six months of first consideration.
Process	<p>The procedure is as follows –</p> <p>If four members on the Challenge and Improvement Committee wish to request a Service Performance Review with a view to identifying the reasons for off track performance and the rectifications proposed</p> <ol style="list-style-type: none"> a) Any request must be in writing, be signed by the four members and set out the reasons for the review. The notice should be sent to the relevant officer for the Challenge and Improvement Committee at least 21 days prior to the next meeting of the Challenge and Improvement Committee. b) The Challenge and Improvement Committee at its next meeting will consider the request and decide if a review group is required. If a review group is required then terms of reference should also be considered. c) On receiving the review findings, the Challenge and Improvement Committee will report back to the relevant policy committee with regards to the review findings and the committee’s recommendations. d) The Chairman of the relevant committee for which the review has been requested shall be invited to the Challenge and Improvement Committee meeting when the review scope is considered. The Chairman of the Challenge and Improvement Committee (or his/her representative) shall attend the policy committee meeting when the Service Performance Review Report is considered. e) Where a policy committee does not wish to accept the recommendation(s) of the Challenge and Improvement Committee from a Service Performance Review, the decision shall be referred to Council.

Work Area	2. Policy or Performance Reviews – PROCESS B
Timing	2.3 Part way through project delivery (Gateway Review) and there are concerns the relevant committee is not taking appropriate action. Please Note: Project delivery would not stop during the review.
Purpose	To review delivery to ensure that a project is delivering the desired objectives
Criteria	<ol style="list-style-type: none"> 1. Four members on the Challenge and Improvement Committee wish to request a Gateway Review with a view to confirming that delivery is achieving the desired objectives and outcomes: 2. Only one Gateway Review per project may be called by the Challenge and Improvement Committee although additional reviews may be undertaken if requested by the relevant policy committee. 3. No More than four Gateway Reviews may be called with in a municipal year. 4. An item considered using this process is excluded from re-discussion within six months of first consideration.
Process	<p>The procedure is as follows –</p> <p>If four members on the Challenge and Improvement Committee wish to request a Gateway Review with a view to confirming that delivery is achieving the desired objectives and outcomes:</p> <ol style="list-style-type: none"> a) Any request must be in writing, be signed by the four members and set out the reasons for the review. The notice should be sent to the relevant officer for the Challenge and Improvement Committee at least 21 days prior to the next meeting of the Challenge and Improvement Committee. b) The Challenge and Improvement Committee at its next meeting will consider the request and decide if a review group is required. If a review group is required then terms of reference should also be considered. c) On receiving the review findings, the Challenge and Improvement Committee will report back to the relevant policy committee with regards to the review findings and the committee’s recommendations. d) The Chairman of the relevant committee for which the review has been requested shall be invited to the Challenge and Improvement Committee meeting when the review scope is considered. The Chairman of the Challenge and Improvement Committee (or his/her representative) shall attend the policy committee meeting when the Gateway Review Report is considered. e) Where a policy committee does not wish to accept the recommendation(s) of the Challenge and Improvement Committee from a Gateway Review, the decision shall be referred to Council.

Work Area	2. Policy or Performance Reviews – PROCESS C
Timing	2.4 After delivery (Benefits Realisation Review)
Purpose	To review a project post-delivery to identify the benefits delivered against the original business case.
Criteria	<ol style="list-style-type: none"> 1. Four members on the Challenge and Improvement Committee wish to request a Benefits Realisation Review with a view to confirming that delivery has achieved the desired objectives and outcomes 2. Only one Benefits Realisation Review per project may be called by the Challenge and Improvement Committee. 3. No More than four Benefits Realisation Reviews may be called with in a municipal year. 4. An item considered using this process is excluded from re-discussion within six months of first consideration.
Process	<p>The procedure is as follows –</p> <p>If four members on the Challenge and Improvement Committee wish to request a Benefits Realisation Review with a view to confirming that delivery has achieved the desired objectives and outcomes:</p> <ol style="list-style-type: none"> a) Any request must be in writing, be signed by the four members and set out the reasons for the review. The notice should be sent to the relevant officer for the Challenge and Improvement Committee at least 21 days prior to the next meeting of the Challenge and Improvement Committee. b) The Challenge and Improvement Committee at its next meeting will consider the request and decide if a review group is required. If a review group is required then terms of reference should also be considered. c) On receiving the review findings, the Challenge and Improvement Committee will report back to the relevant policy committee with regards to the review findings and the committee’s recommendations. d) The Chairman of the relevant committee for which the review has been requested shall be invited to the Challenge and Improvement Committee meeting when the review scope is considered. The Chairman of the Challenge and Improvement Committee (or his/her representative) shall attend the policy committee meeting when the Benefits Realisation Review Report is considered. e) Where a policy committee does not wish to accept the recommendation(s) of the Challenge and Improvement Committee from a Benefits Realisation Review, the decision shall be referred to Council.

Work Area	2. Policy or Performance Reviews – PROCESS D
Timing	One cycle before a Policy Committee decision is taken
Purpose	To consider a report identified from the Forward Plan which the Committee feels is likely to benefit from pre-scrutiny of the proposed decisions prior to those decisions being made. These could be items that are politically sensitive for example or of high public interest
Criteria	<ol style="list-style-type: none"> 1. By Proposer, seconder and majority vote an item can be selected from the Forward Plan 2. No More than four Reviews using this process can be undertaken with in a municipal year. 3. The Committee cannot dictate the timeline for this decision or prevent the decision being submitted to the relevant Policy Committee within the timeframes agreed by Policy Committees 4. A Decision given pre-scrutiny under this process can then not be called in using the traditional call process. 5. An item considered using this process is excluded from re-discussion within six months of first consideration.
Process	<p>The procedure is as follows –</p> <p>The Committee at each meeting will receive the Forward Plan outlining all of the business for the Authority .</p> <p>By proposing, seconding and then by majority vote the Committee can select to see an item before it is submitted to the relevant Policy Committee</p> <p>The C and I Committee will receive the exact report which is due to be submitted to the Policy Committee , 1 cycle prior.</p> <p>The C and I Committee will make recommendations to/ raise concerns with the Policy Committee on areas where it feels further work or evidence is required to support the proposed decision.</p> <p>Following such a recommendation, the responsible report author will work with the Chairman and lead Members of the C and I Committee to revise the report where considered appropriate to address the recommendations made / concerns raised.</p> <p>The revised report together with the Minute from the C and I Committee and the original report will be submitted to the Policy Committee within the original specified timeframe, agreed by the Policy Committee.</p>

Appendix 2 – Traditional Call in Process

Work Area	2. Policy or Performance Reviews
Timing	2.2 After a policy decision is made (within five days of minutes publication) - Call In
Purpose	To inform the relevant policy committee that, in the view of the Challenge and Improvement Committee, the evidence suggests that the policy committee(s) did not take the decision in accordance with the principles set out in Article 12.
Source	Function 7. To exercise the powers of call in and scrutiny in relation to policy committee decisions made but not implemented, as set out in section 21(3) of the Local Government Act 2000 and challenge such decisions in accordance with the procedure set out in the Overview and Scrutiny Procedure Rules in Part V of this Constitution;
Criteria	<ol style="list-style-type: none"> 1. Four members on the Challenge and Improvement Committee wish to call in a decision with a view to requesting that the relevant policy committee reconsiders the decision, 2. This must be done within five working days of publication of the decision, provided the issue in question has not been recorded as urgent. 3. Where a matter is to be referred to another committee, call-in only applies after the matter has been considered by that other committee. 4. Call-in does not apply to recommendations to Council nor to Council decisions themselves. 5. The call-in procedure shall not apply where the decision being taken by the policy committee is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. 6. Urgency in this context goes further than the urgency provisions contained in the Local Government (Access to Information) Act 1985 relating to late reports. A report may well have been submitted to the relevant committee in good time but the implementation of the decision is nevertheless considered urgent.
Process	<p>Within five working days of the publication of the minutes:</p> <ol style="list-style-type: none"> 1. Identify four members on the Challenge and Improvement Committee who support the proposal to call-in the decision 2. Draft the request to call in a decision in writing setting out: <ol style="list-style-type: none"> a. the resolution to be considered, b. the reason(s) why the decision should be reconsidered 3. Get all four members to sign 4. Send the notice to the Chief Executive no later than 5pm on the fifth working day following publication of the decision. 5. The Call-in will be considered at the next meeting of the Challenge and

Improvement Committee (unless the agenda for that meeting has already been published).

6. After considering the decision the Challenge and Improvement Committee may:

- (i) refer back to the relevant policy committee for further consideration, setting out in writing its recommendations; or
- (ii) not refer back to the relevant policy committee and the decision shall take effect on the date of the overview and scrutiny meeting.

7. The Chairman of the committee whose decision has been called in shall be invited to the Challenge and Improvement Committee meeting when the item is considered. The Chairman of the Challenge and Improvement Committee (or his/her representative) shall attend the policy committee meeting when the called-in item goes back for consideration.

8. Where a policy committee does not wish to accept the recommendation(s) of the Challenge and Improvement Committee on a called-in decision, the decision shall be referred to Council.

Forward Plan for all Committees

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.

Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
Annual Health and Safety report	Kim Leith	Summary of Performance of the Health and Safety Service throughout the Authority	-	-	-	27/07/2017	-	01/06/2017	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	20/06/2017	-	-	-	-
Strategic Risks - 6 month Update	James O'Shaughnessy	To present the 6 monthly Strategic Risks Update	-	-	07/11/2017	-	-	-	-
		To present the 6 monthly update	-	-	17/04/2018	-	-	-	-
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter	-	-	07/11/2017	-	-	-	-
Internal Audit Annual Report	Tracey Bircumshaw	To present the Annual Audit Report	-	-	20/06/2017	-	-	-	-
Members Allowances	Alan Robinson	To inform the work of the Remuneration Panel prior to them making recommendations to Full Council	-	-	07/11/2017	-	-	-	-
Outside Body Appointment	Alan Robinson	To appoint a Member to the Flood and Water Management Scrutiny Committee	-	03/07/2017	-	-	-	-	-
Annual Fraud Report	Carol Bond	To present the Annual Fraud Report	-	-	25/07/2017	-	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	To present the Certification of Grants and Claims report	-	-	16/01/2018	-	-	-	-
Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan	-	-	17/04/2018	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	-	17/04/2018	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District	27/06/2017	-	-	-	-	-	-
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution.	-	-	17/01/2017	-	-	-	-

Market Rasen Car Parking	Eve Fawcett-Moralee	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	21/09/2017	-	-	12/09/2017
Housing Strategy	Diane Krochmal	to present the new Housing Strategy for approval	-	-	-	27/07/2017	-	-	18/07/2017
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	18/07/2017
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	-	-	-
Brattleby Neighbourhood Plan	Daniel Evans	To approve the Neighbourhood Plan to move to referendum.	-	04/09/2017	-	-	-	-	18/07/2017
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	05/09/2017	-	-	-	-	-	-
annual fraud report	Carol Bond	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
AGS 15/16 Monitoring Report (Q3)	James O'Shaughnessy	To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16	-	-	17/04/2018	-	-	-	-
Review Disciplinary Rules Procedure	Emma Redwood	To review and update the Disciplinary Rules Procedure for the council	-	-	-	-	-	07/09/2017	-
trading company presentation	Manjeet Gill	to provide a presentation to full council on the benefits and opportunities of Council's creating trading companies	-	03/07/2017	-	-	-	-	-
market proposals - after call-in	Ady Selby	to receive further proposals on the future operation of Gainsborough Market	-	-	-	-	-	-	18/07/2017
Review of Flexi-Time Policy	Emma Redwood	To review the council's Flexi-Time policy and update accordingly	-	-	-	27/07/2017	-	07/09/2017	-
Review the Relocation Policy	Emma Redwood	To review the Council's Relocation Policy	-	-	-	21/09/2017	-	07/09/2017	-
Central Lincs LDO	Marina Di Salvatore	For Members to endorse the revised LDO document for adoption	-	-	-	-	-	-	06/06/2017
AGS 15/16 Monitoring Report (Q4) & 16/17 final	James O'Shaughnessy	To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16. and to present the finalised AGS for 16/17	-	-	25/07/2017	-	-	-	-
Health Commision - 6 month position update report	Michelle Howard	to provide an interim position update report on the work of the group established in November 2016	27/06/2017	-	-	-	-	-	-
scotter NP	Daniel Evans	TO approve the plan for referendum and formally 'make' the neighbourhood development plan	-	13/11/2017	-	-	-	-	12/09/2017
fiskerton NP	Oliver Fytche-Taylor	to approve the plan for referendum at pc and for adoption at council	-	13/11/2017	-	-	-	-	12/09/2017
Lea NP	Daniel Evans	TO approve the plan for referendum and adoption at council	-	13/11/2017	-	-	-	-	12/09/2017

operating methodology	Mark Sturgess	to agree the methodology	27/06/2017	-	-	-	-	-	-
S.106 Update; Process & Monitoring	Rachael Hughes	A report on the current position of s.106 agreements and proposed future improvements to the process to enable greater transparency and improved monitoring	-	-	-	-	-	-	06/06/2017
First Aid Procedure	Kim Leith	To provide procedures in case of emergency and responsibilities	-	-	-	-	-	01/06/2017	-
Review of the Effectiveness of Internal Audit	James O'Shaughnessy	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit	-	-	25/07/2017	-	-	-	-
Draft Member Development Plan	Alan Robinson	To present Draft Member Development Plan	-	-	20/06/2017	-	-	-	-
Draft AGS 16/17	James O'Shaughnessy	To present the Draft AGS 16/17	-	-	20/06/2017	-	-	-	-
Internal Audit Plan - Monitoring report - Period 1	Tracey Bircumshaw	To present the Internal Audit Plan Monitoring report for Period 1 (internal audit)	-	-	25/07/2017	-	-	-	-
Annual Feedback Report 2016-2017	Lyn Marlow	To present the Annual Feedback Report 2016-2017 - Complaints, Comments and Compliments	-	-	25/07/2017	-	-	-	-
Annual Whistleblowing Report	Alan Robinson	To present the Annual Whistleblowing Report	-	-	25/07/2017	-	-	-	-
Quickline Business Plan/Payments	Ian Knowles	To present the Quickline Business Plan/Payments - Monitoring Report	-	-	25/07/2017	-	-	-	-
		To present the Quickline Business Plan/Payments - Monitoring Report for Period 2	-	-	07/11/2017	-	-	-	-
		To present the Quickline Business Plan/Payments - Monitoring Report for Period 3	-	-	16/01/2018	-	-	-	-
ISA 260 Report	Tracey Bircumshaw	To present the ISA 260 Report	-	-	25/07/2017	-	-	-	-
Audited Statement of Accounts 16/17	Tracey Bircumshaw	To present the Audited Statement of Accounts 16/17	-	-	14/09/2017	-	-	-	-
Internal Audit Plan - Period 2 Monitoring Report	Tracey Bircumshaw	To present the Internal Audit plan for Period 2 Monitoring Report	-	-	07/11/2017	-	-	-	-
AGS Monitoring Report - Period 1	James O'Shaughnessy	To present the AGS Monitoring Report for Period 1	-	-	07/11/2017	-	-	-	-
Internal Audit Monitoring Report - Period 3	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3	-	-	16/01/2018	-	-	-	-
Draft Annual Treasury Management Strategy	Tracey Bircumshaw	To present the Draft Annual Treasury Management Strategy Report	-	-	16/01/2018	-	-	-	-

Accounting Matters 2017/18 Closedown actuarial ass	Tracey Bircumshaw	To present the Accounting Matters 2017/18 Closedown Report and actuarial assumptions	-	-	13/03/2018	-	-	-	-
AGS Monitoring Report - Period 2	James O'Shaughnessy	To present the AGS Monitoring Report for Period 2	-	-	16/01/2018	-	-	-	-
Planning Enforcement Policy	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.	-	-	-	-	-	-	12/09/2017
Gainsborough Growth Fund Review	Marina Di Salvatore	to present a Review and Re-launch paper with a dedicated Town Centre Scheme	-	-	-	-	-	-	18/07/2017
Managed Workspace: Revised Proposal	Joanna Walker	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.	-	-	-	Being scoped	-	-	-
Asset Disposal	Wendy Osgodby	To provide a business case for the disposal of two leases Please provide revised date for CP&R	-	-	-	15/06/2017	-	-	-
Combined Assurance Report 2017/18	James O'Shaughnessy	To present the Combined Assurance Report	-	-	13/03/2018	-	-	-	-
Draft Internal Audit Plan 18/19	Tracey Bircumshaw	To present the Draft Internal Audit Plan 18/19	-	-	13/03/2018	-	-	-	-
External Audit Plan 17/18	Tracey Bircumshaw	To present the External Audit Plan 17/18	-	-	13/03/2018	-	-	-	-
Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	13/03/2018	-	-	-	-
Internal Audit Q4 Monitoring	Tracey Bircumshaw	To present the final quarter monitoring report	-	-	17/04/2018	-	-	-	-
TAC and GTC PSPOs	Kathryn Hearn	To consider the consultation responses on the TAC and Gainsborough TC PSPOs	-	-	-	-	08/06/2017	-	-
Scampton Air Show	Manjeet Gill	CEX Report	-	-	03/07/2017	-	-	-	-
outcome of development management audit	Matthew Waller	to present the finding of the audit into development management	-	-	25/07/2017	-	-	-	-
Potential Land Acquisition - Gainsborough	Elaine Poon	Confidential	-	-	-	27/07/2017	-	-	18/07/2017
Caistor Hillcrest Garage Development: Loan Funding	Joanna Walker	To consider loan funding for the development of new industrial units at Caistor Hillcrest Garage site.	-	-	-	15/06/2017	-	-	-
Car park update report	Eve Fawcett-Moralee	To update members on the work being done to address the need for public car parking to replace spaces lost to multi storey demolition.	-	-	-	27/07/2017	-	-	18/07/2017

Annual Review of Sickness Absence	Emma Redwood	To provide information regarding the sickness absence for 2016-17	-	-	-	-	-	01/06/2017	-
Compulsory Purchase Orders - Gainsborough	Andy Gray	To request approval to proceed with a CPO for 3 properties in Gainsborough	-	-	-	-	-	-	18/07/2017
Review of RIPA policy	Alan Robinson	To review the West Lindsey Policy for RIPA and to agree the 2017 actions	-	-	-	27/07/2017	-	-	-
selective licensing progress report	Andy Gray	to provide a further report to cttee one year after implementation	-	-	-	-	-	-	12/09/2017
broadband survey results report	Ian Knowles	to present the results of the broadband survey commissioned by PC Ctee	-	-	-	-	-	-	06/06/2017
Wellbeing Service Procurement	Michelle Howard	1. Update on the district council consortia bid to deliver the Wellbeing Service across Lincolnshire from 2018 2. To seek approval on recommendation for WLDC to be a delivery partner for a specific element of the overall service (partnerships and network development) 3. To seek approval to progress to ISDS and competitive dialogue stage (subject to shortlisting at ISOS / SQ stage) approval to proceed to the competitive dialogue stage	-	-	-	-	-	-	18/07/2017
Accident Procedure	Kim Leith	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	07/09/2017	-
Amendment to Independent Living Policy	Andy Gray	To amend the independent living policy to update the Council's position in relation to discretion in relation to contributions for eligible applicants	-	-	-	-	-	-	06/06/2017
youth unemployment recs from c and i cttee	Mark Sturgess	to receive the outcome report from c and i cttee into their investigation into youth unemployment. To determine if and how any recommendations will be acted upon	-	-	-	-	-	-	18/07/2017
Crematorium Project - Revised Costings	Karen Whitfield	To update Members of the Committee with the current position regarding the development of a Crematorium and request additional finances be allocated on submission of revised business model.	-	-	-	15/06/2017	-	-	-
Annual Treasury Management Report 2016-17	Tracey Bircumshaw	To update Members of the 2016/17 Treasury Management performance in accordance with the Local Government Act 2003	-	-	-	15/06/2017	-	-	-
Commercial Delivery Plan	Manjeet Gill	For Council to consider the Terms of Reference of the CMSG	-	03/07/2017	-	-	-	-	-
RIPA policy review	Mark Sturgess	To agree revised RIPA policy	-	-	-	27/07/2017	-	-	-
Body Worn Cameras	Grant White	To present options to introduce the use of body worn cameras for WLDC staff. Body worn cameras would be used to protect staff, provide reassurance and obtain evidential footage.	-	-	-	-	-	-	-
Business Plan for Market Street Renewal Limited	Eve Fawcett-Moralee	Approval of the Market Street Renewals Business Plan	-	-	-	15/06/2017	-	-	-
Food Enterprise Zone Delivery Programme	Marina Di Salvatore	Proposed delivery strategy for the FEZ	-	-	-	15/06/2017	-	-	18/07/2017

C&I Committee Membership	Alan Robinson	To amend the membership of C&I Committee following changes needed after Annual Council	-	03/07/2017	-	-	-	-	-
Unlocking Housing Strategy	Elaine Poon	Following West Lindsey District Council's successful £4 million bid for Single Local Growth Fund from the Greater Lincolnshire Local Enterprise Partnership, the Council will submit business cases to release the funding to promote housing growth.	-	-	-	15/06/2017	-	-	-
Quality Customer Service	Rachel Saville	To set out the new procedures	-	-	-	27/07/2017	-	-	18/07/2017
Planning Fees and Charges	Oliver Fytche-Taylor	To inform members of the 20% increase in statutory planning fees (subject to Government approval after election), the revenue impact	-	-	-	21/09/2017	-	-	12/09/2017
Progress and Delivery Period 1	Mark Sturgess	to present p and d position as at end of Q 1	10/10/2017	-	-	21/09/2017	-	-	12/09/2017
P AND D PERIOD 2	Mark Sturgess	To present p and d progress as at end of quarter 2	14/11/2017	-	-	09/11/2017	-	-	24/10/2017
p and d period 3	Mark Sturgess	to present p and d position as at end of q3	20/02/2018	-	-	08/02/2018	-	-	30/01/2018
p and d - period 4	Mark Sturgess	to present the year end position for p and d	22/05/2018	-	-	10/05/2018	-	-	01/05/2018
Write Offs	Alison McCulloch	To write off any Council Tax, Business Rates, Housing Benefit Overpayments and Sundry Debtor accounts that are irrecoverable and over £1500	-	-	-	14/12/2017	-	-	-
CIL - Inspectors Report - Recommendations made	Rachael Hughes	Update PCC on the Inspectors report recommendations and the implications for infrastructure funding (recommendation to proceed to adoption, subject to accepting the inspectors recommendations.	-	-	-	-	-	-	18/07/2017
Adoption of the CIL for West Lindsey	Rachael Hughes	recommendation that PCC support the progression of CIL Charging Schedule for adoption at Full Council	-	13/11/2017	-	-	-	-	12/09/2017
Brownfield Land Register	Diane Krochmal	To update on changes in legislation and impact on the wider picture. The Town and Country Planning (Register of previously Developed Land) Regulations came into force on 16th April 2017 initiating the requirement for councils to prepare and maintain a register of brownfield land suitable for residential development.	-	-	-	-	-	-	12/09/2017
Discretionary Rate Relief Policy share of £300m	Alison McCulloch	For members to approve a scheme for the distribution of discretionary rate relief from the £300m offered to local authorities by the Government in the Spring Budget	-	22/01/2018	-	14/12/2017	-	-	-
Local Council Tax Support Scheme 2018/19	Alison McCulloch	To determine the local council tax support scheme for 2018/19	-	22/01/2018	-	14/12/2017	-	-	-
South West Ward - Update Report	Shayleen Towns	to provide c and i cttee with a further 6 month update report, following their last in May 17, outlining progress achieved in the South West Ward and the progress with improving the partnership	14/11/2017	-	-	-	-	-	-
Election Result	Alan Robinson	To receive the result of the Scotter by-election	-	04/09/2017	-	-	-	-	-



**Challenge and
Improvement Committee**

27 June 2017

Subject: Proposed WorkPlan for 17/18

Report by:

Chief Operating Officer

Contact Officer:

Mark Sturgess
Chief Operating Officer
01427 676687
Mark Sturgess

Purpose / Summary:

To present the proposed workplan for approval.

RECOMMENDATION(S):

- 1) That Members approve the Work Plan; and
subject to 1) above: -**
- 2) Nominate 3 – 5 Members to serve on the proposed Task and Finish Group relating to the rural public realm; and**
- 3) The task and finish group report to the next meeting of this Committee setting out the scope, terms of reference, work plan and outcomes of the Public Realm Task and Finish Group.**

IMPLICATIONS

Legal:

Financial :

Staffing : It is important that any activities agreed in the work plan can be accommodated within current staffing levels.

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Risk Assessment :

Climate Related Risks and Opportunities :

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

*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

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

Key Decision:

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

Yes

No

1. Background

- 1.1 Attached at Appendix 1 is a proposed workplan which has been formulated in consultation with Lead Members of the Committee, and takes into account views previously expressed by Members at Committee meetings and through follow up emails.
- 1.2 Appendix 2 shows the statutory business currently listed for Committee consideration

2. Recommendations

2.1 The Committee are requested to : -

- 1) approve the Work Plan; and

subject to 1) above: -

- 2) Nominate 3 – 5 Members to serve on the proposed Task and Finish Group relating to the rural realm; and
- 3) Request a further report setting out the scope, terms of reference, work plan and outcomes of the Public Realm Task and Finish Group to be submitted to the Committee's next meeting for consideration.

3. Going Forward

- 3.1 If Members are minded to accept the draft proposed workplan, these items will be worked into the work plan shown at Appendix 2.

APPENDIX 1

Proposed Work Plan for 2017/18

Key Themes:

Theme	Detail	Method
(Rural) Public Realm	<p>Key Theme for the Year, including:</p> <ul style="list-style-type: none"> • Fly tipping in rural areas – including the inter-relationship with our waste collection service (bulky waste, green waste etc.) • Rural crime and response times • Rural environment – including derelict buildings and land • Service received by customers living in rural areas • Partners responsible for rural public realm – highways (potholes, grass cutting), environment agency (flooding), police (response times, resources) etc. 	<p>Task and Finish Group of the C&I Committee.</p> <p>Detailed terms of reference agreed by the Committee – including agreed outcomes</p> <p>T&F group made up of 3/5 C&I members</p>
Housing and Homelessness	<p>Key Theme Emerging from Progress and Delivery. Need to scrutinise our approach to housing and homelessness in the wake of increases both locally and nationally.</p> <p>Involvement of ACIS and alternative registered providers</p>	<p>Team Manager to produce options paper</p> <p>Recommendations to PCC</p> <p>Invite agencies</p>
Work of the Citizens' Advice Bureau (outcomes for the District)	<p>Key value for money area. Need to know what outcomes are being delivered for the people of the District through WLDC's contribution to their service</p>	<p>Key scrutiny area of an external partner</p>
Health Commission (carried forward from 2016/17)	<p>Review spanning more than one year. Conclusion will be reached in 2017/18 and need to create capacity to deal with it</p>	<p>Terms of reference and outcomes already set.</p> <p>Recommendations to be considered by PCC.</p>

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CHALLENGE AND IMPROVEMENT CURRENT WORKPLAN – AS AT 19 JUNE

Date	Title	Lead Officer	Purpose of the report
-			
27/06/2017	Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District
	Health Commision - 6 month position update report	Michelle Howard	to provide an interim position update report on the work of the group established in November 2016
	operating methodology	Mark Sturgess	to agree the methodology
05/09/2017	DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months
10/10/2017	Progress and Delivery Period 1	Mark Sturgess	to present p and d position as at end of Q 1
14/11/2017	P AND D PERIOD 2	Mark Sturgess	To present p and d progress as at end of quarter 2
	South West Ward - Update Report	Shayleen Towns	to provide c and i cttee with a further 6 month update report, following their last in May 17, outlining progress achieved in the South West Ward and the progress with improving the partnership
20/02/2018	p and d period 3	Mark Sturgess	to present p and d position as at end of q3
22/05/2018	p and d - period 4	Mark Sturgess	to present the year end position for p and d

Future Visits from Lincolnshire Police

Establishment of P and D working Group (what point in the year?)

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