

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, 9th January, 2018 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 Bruce Allison
- Councillor David Bond
- Councillor Mrs Jessie Milne
- Councillor Malcolm Parish
- Councillor Roger Patterson
- Councillor Mrs Diana Rodgers
- Councillor Mrs Lesley Rollings
- Councillor Thomas Smith
- Councillor Mrs Anne Welburn

1. **Apologies for Absence**
2. **Minutes of the previous meeting.**
  - a) Meeting of the Challenge and Improvement Committee (PAGES 3 - 8)  
held on 14 November 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 9 - 10)

Matters arising schedule setting out current position of previously agreed actions as at 28 December 2017

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

Large Clear Print: Braille: Audio: Native Language

5. **Public Reports**

- a) Proposed Revisions - Public Realm Working Group (PAGES 11 - 26)

6. **Presentation Item - Housing and Homelessness Service**

Scrutiny requested due to increasing demand, pressure on performance targets and upcoming significant legislative change.

7. **General Work Items**

- a) Forward Plan (PAGES 27 - 32)

- b) Committee Workplan (PAGES 33 - 34)

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 or Part 1 of Schedule 12A of the Act.

9. **Preparation for Scrutiny of Partnership Working Arrangements**

- a) Scrutiny of partnership working arrangements with Acis Group Ltd in regard to service delivery across the District. (PAGES 35 - 36)

Mark Sturgess  
Interim Head of Paid Services  
The Guildhall  
Gainsborough

Friday, 29 December 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 14 November 2017 commencing at 6.30 pm.

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

Councillor Bruce Allison  
Councillor David Bond  
Councillor Mrs Jessie Milne  
Councillor Roger Patterson  
Councillor Mrs Diana Rodgers  
Councillor Mrs Lesley Rollings  
Councillor Thomas Smith  
Councillor Mrs Anne Welburn

**Also Present:** Councillor Mrs Sheila Bibb  
Councillor Mrs Judy Rainsforth  
Councillor Trevor Young

**In Attendance:**  
Mark Sturgess Chief Operating Officer and Head of Paid Service  
Andy Gray Housing and Communities Team Manager  
Michelle Howard Home Choices Team Manager  
Shayleen Towns Senior Community Action Officer  
Katie Coughlan Senior Democratic & Civic Officer  
Ele Durrant Democratic and Civic Officer

**Apologies:** Councillor Malcolm Parish

### 44 CHAIRMAN'S WELCOME

The Chairman commenced the meeting by welcoming all in the room including Officers and visiting Members. He also welcomed Councillor Bruce Allison to his first meeting of the Challenge and Improvement Committee after the resolution to amend the Committee membership was passed at Council on 13 November 2017.

### 45 MEETING OF THE CHALLENGE AND IMPROVEMENT COMMITTEE HELD ON 10 OCTOBER 2017

**RESOLVED** that the Minutes of the Meeting held on 10 October 2017 be approved and signed as a correct record.

#### **46 MEMBERS' DECLARATIONS OF INTEREST**

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

#### **47 MATTERS ARISING SCHEDULE**

The Committee gave consideration to the Matters Arising Schedule, setting out the current position of previously agreed actions, as at 3 November 2017.

The Democratic and Civic Officer advised Members that of the three green actions, all were within agreed time scales or nearing completion.

**RESOLVED** that the Matters Arising Schedule as at 3 November 2017 be received and noted.

#### **48 PROGRESS AND DELIVERY PERIOD 2**

The Head of Paid Service introduced the Progress and Delivery report for period two and explained it had already been seen by the two policy committees – Corporate Policy and Resources and Prosperous Communities. The minutes from the Prosperous Communities Committee had been shared with Members previously and the minute of the item from Corporate Policy and Resources was tabled for Members at Committee. He informed Members that they were asked to consider the comments from both policy committees and to ensure there had been appropriate challenge to the report.

A Member of Committee noted the positive comments about the Trinity Arts Centre and highlighted how successful the venture was with people across the District. This was supported by other Members.

The Chairman stated that it appeared sufficient challenge had been made within the two policy committees.

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

#### **49 ESTABLISHMENT OF PROGRESS AND DELIVERY WORKING GROUP**

The Head of Paid Service explained to Members that every year there was a working group established to review the measures used to examine the progress of West Lindsey District Council and to evaluate the delivery methods. This working group typically comprised of Members of the Challenge and Improvement Committee and he asked for volunteers to be involved again. He asked for between three and six Members to be involved and informed Committee that members of the working group would be asked to attend approximately three meetings from November to February.

Councillor Bond advised he had been involved previously and was happy to do so again. Councillors Milne and Rollings also volunteered.

On being proposed and seconded it was

**RESOLVED** that the Progress and Delivery Working Group be established with three Members as detailed above.

## 50 SCAMPTON AIR SHOW

The Head of Paid Service presented a report to Members regarding the West Lindsey District Council and Invest Gainsborough business focussed hospitality event at Scampton Airshow 2017. Members were asked to agree that West Lindsey District Council would not lead the hosting of any further 'hospitality' type events at future Scampton Airshows, and to recommend to the Prosperous Communities Committee that they considered whether the Council should be represented at future events and undertook to explore alternative options for the Council to have a presence at the Scampton Airshow, if they considered it to be beneficial to the District.

A Member of Committee commented on the difference between the set up used for West Lindsey District Council at the Lincolnshire Show to that provided at the Scampton Airshow. It was highlighted that there was a considerable cost difference and that based on this, the presence of the Council at the airshow did not appear to offer value for money. Others agreed that, in comparison with the benefits of attending the Lincolnshire Show, there did not appear to have been the same benefits of attending the Scampton Airshow.

Members noted that it did not appear that the Council had had clear objectives as to what should be achieved from the presence at the Scampton Airshow and that any future involvement should be on the basis of having clear, measurable objectives. It was felt that without these objectives, it was difficult to ascertain whether the event had been worthwhile or offered value for money. The Head of Paid Service highlighted that the report suggested that, if West Lindsey District Council were to be involved again, it would be undertaken in a different way. It was noted that there was evidence of new investment in Gainsborough as a result of the involvement at the airshow, for example confirmed backing for Gainsborough College and the creation of several new apprenticeships.

Members expressed their support for the Scampton Airshow as a charity fundraising event but felt that the organisers needed to give greater consideration to the impact on the local communities. It was noted that traffic, parking and public transport had all been severely disrupted and it would have been beneficial for the Council to have liaised with other organisations to ensure minimum disruption.

It was also considered that Members had not had sufficient input into the event and that, in consideration of the aim to bring more business investment into the District, it would have been more worthwhile to involve Members.

The Chairman asked Committee to consider the recommendations on the report and several Members felt that the wording of the first recommendation was confusing. In light of discussions with Officers at Committee, Members felt that it did not appear Officers had

been overly involved in the event. It was felt that West Lindsey had not led on the project and as such, Committee could not recommend that the Council would not lead on any like future event. Therefore, it was proposed to change the first recommendation to read:

“That in light of the feedback received, Members agree that West Lindsey District Council **could** lead the hosting of any further hospitality type events at future Scampton Airshows, subject to them providing value for money.”

With regards to the second recommendation, it was considered that the Council should look to be involved in such events where possible, but that there should be considerable Member input in terms of how the event would be marketed and what the objectives would be. It was therefore proposed that the second recommendation be amended to read:

“That the Challenge and Improvement Committee recommend to the Prosperous Communities Committee that they consider, via a Member Working Group or Steering Group, whether the Council should be represented at future events and undertake to explore alternative options for the Council to have a presence at the Scampton Airshow if they consider that to be beneficial to the District.”

The proposed amendments were moved and seconded.

**RESOLVED** that the recommendations be amended as detailed above.

The Head of Paid Service confirmed that, based on the comments of the Committee, the report would be amended prior to presentation at the Prosperous Communities Committee.

The Chairman asked Committee for any further comments prior to voting on the updated recommendations. It was also noted that the Chairman of the Prosperous Communities Committee was present as a visiting Member and as such was aware of the comments and suggestions from the Committee.

**RESOLVED** that, as per detailed amendments,

- a) in light of the feedback received, Members agree that West Lindsey District Council could lead the hosting of any further hospitality type events at future Scampton Airshows, subject to them providing value for money; and
- b) it be **RECOMMENDED** to the Prosperous Communities Committee that they consider, via a Member Working Group or Steering Group, whether the Council should be represented at future events and undertake to explore alternative options, as suggested within the report, for the Council to have a presence at the Scampton Airshow, if they consider that to be beneficial to the District

## **51 PROGRESS REPORT: SOUTH WEST WARD - 6 MONTH REVIEW**

The Committee was asked to give consideration to a report regarding progress and achievements in the South West Ward of Gainsborough. The Wellbeing and Health Manager explained the background to the work that had been undertaken and Members were asked

to note progress and achievements and to make recommendations to the Prosperous Communities Committee based on their discussions.

The Head of Paid Service further explained that the report being presented was an update report on work which had originated from a Motion to Council in 2015. These updates had been presented six monthly to the Challenge and Improvement Committee and the interventions which had arisen were ongoing, not only in the South West Ward but also across the District.

Considerable discussion ensued between Members, Officers and visiting Members. Highlighted issues included increased levels of unreported crime and drug use, the lack of successful community groups and the ongoing problems with empty properties. Positives noted included the highly successful and ongoing work with pupils at Benjamin Adlard School, personal casework through the safeguarding team, a particularly successful court case and steps taken to address the level of empty houses in the area.

There was significant support for the work conducted by the Officers however it was also highlighted that there were areas for other agencies to be involved, such as the police or County Council. It was recognised by all that the difficulties faced by residents in the area were considerable and it would remain high priority work for the Council.

It was suggested that the report itself could be re-configured in such a way as to highlight each area of work and to demonstrate the actions in place to address the separate issues, and the resources being deployed. Members enquired whether it would be possible to join Officers on a work day to see the issues faced first-hand and how these were being addressed. It was agreed this could be arranged and for interested Members to contact the Housing and Enforcement Manager or the Wellbeing and Health Manager.

With regards to the recommendations of the report, Members were keen to highlight that, if the Committee was no longer to be updated every six months, there was to be assurance that work would continue in the area. It was confirmed that this would be the case, the work was integrated into daily work plans and that Members would still receive updates via a quarterly newsletter and that the Challenge and Improvement Committee would receive an annual report for scrutiny.

With this assurance, it was:

**RESOLVED** that progress and achievements be noted and it be **RECOMMENDED** to the Prosperous Communities Committee that:

- a) committee co-ordination of the required work programmes to further support the Gainsborough South West Ward be managed as part of an overall 'Place Based Regeneration Strategy', subject to approval of the strategy by Prosperous Communities Committee
- b) given a significant amount of activity was progressing and was integrated into the service delivery across a range of Council service areas, the South West Ward work be considered 'business as usual' and be co-ordinated by the Council's Senior Community Action Officer and overseen by the Wellbeing and Health Manager as a work programme of an overall 'Place

Based Regeneration Strategy’

- c) the ‘Placed Based Regeneration Strategy’ and its associated work programmes be subject to annual scrutiny by the Council’s Challenge and Improvement Committee
- d) a quarterly information update be provided in the form of a newsletter for stakeholders and Elected Members

After Members had concluded the vote, the Vice Chairman noted that should there be no sign of improvement within the next quarter, he would ask for a meeting to be held between Members, Senior Officers and key figures from other agencies such as the police and the County Council.

## **52 FORWARD PLAN**

The Democratic and Civic Officer presented a report setting out the items of business due to be considered through the committee system. The Chairman noted that items identified by the Challenge and Improvement Committee for scrutiny had been incorporated into the workplan for the Committee.

**RESOLVED** that the Forward Plan be noted.

## **53 COMMITTEE WORKPLAN**

The Work Plan for the business of the Challenge and Improvement Committee was presented. The Vice Chairman informed Members that the Public Realm Working Group had met earlier that day and she explained there would be a brief report to Committee in January to seek agreement for amendments to the Terms of Reference. She also informed Members that the delivery plan would be sent to them via email in due course.

**RESOLVED** that the Work Plan be noted.

## **54 CHAIRMAN'S CONCLUSION**

The Chairman thanked all present for their time and input and noted that the Committee would not meet again until January 2018. He therefore wished everyone a Merry Christmas and best wishes for the New Year.

The meeting concluded at 8.24 pm.

Chairman



## Challenge and Improvement Committee 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

Meeting: Challenge and Improve Committee					
Status	Title	Action Required	Comments	Due Date	Allocated To
<b>Black</b>					
	<b>Affordable Housing Contribution Report (to share)</b>	Identify report re Affordable Housing Contributions as mentioned by Members and share with C&I Members.	<p>extract from mins of mtg 05/09/17:  <b>The Committee expressed an interest in affordable housing contributions.</b>  <b>RESOLVED</b> that the Forward Plan be noted and the affordable housing contributions report be shared with the Committee.  <b>UPDATE:</b> Report due to go to PC Cttee on 24/10/17 - report to be shared with C&amp;I Cttee Members on same day as dispatch (16/10/17)  <b>UPDATE:</b> Report has been deferred to a later PC committee therefore report will be shared with Members at a later date.  <b>UPDATE:</b> Shared with Cttee 28/11/17</p>	30/11/17	Ele Durrant
	<b>Presentation from Lincolnshire Police</b>	Invite representatives from Lincs Police to attend C&I in April 2018 re crime stats	<b>Police Inspector confirmed to attend cttee 3 April 2018</b>	30/11/17	Ele Durrant
	<b>Amendments to Scampton Report</b>	Report to be amended as per discussions at C&I cttee, prior to presentation to PC cttee:  Extract from mins of C&I Cttee 14 Nov 2017: The Head of Paid Services confirmed that,	<b>Please could you liaise with Wendy re the changes needed to this report? Many thanks</b> <b>Report presented to PC cttee 5 Dec 17.</b>	29/12/17	Mark Sturgess

		<p>based on the comments of the Committee, the report would be amended prior to presentation at the Prosperous Communities Committee.</p> <p>RESOLVED that, as per detailed amendments,</p> <p>a) in light of the feedback received, Members agree that West Lindsey District Council could lead the hosting of any further hospitality type events at future Scampton Airshows, subject to them providing value for money; and</p> <p>b) it be RECOMMENDED to the Prosperous Communities Committee that they consider, via a Member Working Group or Steering Group, whether the Council should be represented at future events and undertake to explore alternative options, as suggested within the report, for the Council to have a presence at the Scampton Airshow, if they consider that to be beneficial to the District</p>			
<b>Green</b>					
	<b>Amendments to Draft Housing Strategy</b>	<p>extract from mins of mtg 05/09/2017: Based on comments and recommendations from Members, the Housing Strategy and Supply Manager agreed to make amendments to the report to incorporate project options for renewable energy in the implementation plan and to amend the strategy to add more detail about how West Lindsey District Council would work in partnership with other agencies to achieve the housing plan.</p>		31/01/18	Diane Krochmal
	<b>P&amp;D Working Group</b>	To arrange the first meeting of the P&D Working Group	<b>Members: Cllrs Bond, Milne &amp; Rollings</b>	29/12/17	Mark Sturgess
	<b>Distribute Public Realm Delivery Plan</b>	Email all Members of C&I with delivery plan for Public Realm Working Group		12/01/18	Grant White



**Challenge and Improvement  
Committee**

**9 January 2018**

**Subject: Rural Public Realm: Delivery Plan 2018-2019 and Terms of Reference Update**

Report by:

Grant White

Contact Officer:

Grant White

Enterprising Communities Manager

[Grant.white@west-lindsey.gov.uk](mailto:Grant.white@west-lindsey.gov.uk)

Purpose / Summary:

To:

- 1) Agree updated Terms of Reference and Delivery Plan for the Rural Public Realm Task and Finish Group.

## **RECOMMENDATION(S):**

- 1. Agree updated version of Rural Public Realm Task and Finish Group Terms of Reference**
- 2. Agree the Delivery Plan 2018-2019 for the Rural Public Realm Task and Finish Group**

**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 The Challenge and Improvement Committee have agreed that one of their principal projects for 2017/18 will be to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.
- 1.2 The Committee agreed that in order to tackle this work a member Task and Finish Group would be established.
- 1.3 The first meeting of the Task and Finish Group with the Lead Officer for this work took place on 14 November 2017.

### **APPENDIX A: Minutes of the Task and Finish Group meeting 14 November 2017**

- 1.4 This meeting discussed the key approaches and methods to be used to complete the rural public realm report. A Delivery Plan 2018-2019 was endorsed by the group at this meeting.

### **APPENDIX B: Delivery Plan 2018-2019 v1.0**

- 1.5 The Task and Finish Group agreed to recommend a number of changes to the Terms of Reference to reflect the current position of this work and provide updated and achievable timescales.

### **APPENDIX C: Rural Public Realm Task & Finish Group – ToR v1.1**

- 1.6 The Task and Finish Group will now continue to meet prior to each Challenge & Improvement Committee Meeting throughout 2018 to 2019.

## **2. Delivery Plan 2018-2019**

- 2.1 The Delivery Plan provides a summary of work to be conducted and will be used to highlight our approach and methods to colleagues, partners and members of the public.
- 2.2 A final product of work shall be a Rural Public Realm Report to be presented to the Challenge & Improvement Committee. The Delivery Plan sets out the structure of this report and how information shall be obtained, analysed and presented.
- 2.3 The Delivery Plan shall be a live document meaning that minor amendments may be required during the delivery of this work. Minor amendments to the Delivery Plan can be made with majority agreement from Members of the Rural Public Realm Task and Finish Group. Any significant amendments shall require approval from the Challenge & Improvement Committee.

## **3. Recommendations**

- 3.1 Agree updated version of Rural Public Realm Task and Finish Group Terms of Reference
- 3.2 Agree the Delivery Plan 2018-2019 for the Rural Public Realm Task and Finish Group

This page is intentionally left blank

**WEST LINDSEY DISTRICT COUNCIL**

MINUTES of the Meeting of the Public Realm Working Group held in Ancholme Meeting Room – The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 14 November 2017 commencing at 4.00 pm.

**Present:** Councillor Mrs Angela White (Chairman)  
Councillor Mrs Anne Welburn  
Councillor Thomas Smith  
Councillor Mrs Jessie Milne  
Councillor Lewis Strange

**In Attendance:**  
Grant White Enterprising Communities Manager  
Ele Durrant Democratic and Civic Officer

**Apologies:** Councillor Malcolm Parish

**1 WELCOME AND INTRODUCTION**

The Chairman welcomed all present and confirmed the purpose of the meeting to be regarding the progression of the Public Realm Working Group. It was also confirmed that subsequent meetings would commence at 4.30pm rather than 4.00pm as this time would be more convenient.

**2 TERMS OF REFERENCE**

The Chairman explained there had been several conversations regarding the membership of the Working Group and specifically the timescales for the project to be completed. It was agreed that these sections of the Terms of Reference should be amended and reported to the main Committee in January 2018 for resolution.

Following discussion about aiming for a group which represented the geographical spread of the District, the core membership was confirmed as all Councillors present for the meeting and Councillor Parish, who had needed to send his apologies. It was also agreed to offer Councillor Allison the opportunity to join the working group as he had not previously been involved in the Challenge and Improvement Committee and so had not been aware of the project.

It was suggested that although there should be a core membership of the working group, it should also be open for other Members to attend if they wished to. It was thought that there may be areas of the project in which Members had greater interest or experience and it would be beneficial for them to be involved in discussions around their area of interest.

Members discussed the scope of work to be completed and it was felt that it was not possible within the timescales proposed in the original Terms of Reference. It was proposed that the working group would meet prior to each Challenge and Improvement Committee with a view to providing an interim report in May 2018, the final report to be completed for Committee in November 2018 with final recommendations to be presented to the Prosperous Communities Committee in December 2018 or January 2019. It was highlighted that this amended timescale would also be reported to Committee in January 2018 for final agreement.

### **3 THEMES**

The Enterprising Communities Manager shared a draft version of the Delivery Plan (2018 – 2019) and it was suggested that the Public Realm project would cover five main themes with approximately a dozen sub-sections. The key themes were listed as: Street Scene, Rights of Way, Rural Environment, Environmental Crime and Rural Crime. These areas had been identified from discussion at the Challenge and Improvement Committee. Members were satisfied with the layout and design of the Delivery Plan and it was felt this could be shared as an information leaflet when approaching other organisations for assistance and support with the project. It was agreed this would be emailed to Working Group Members initially and Committee Members once agreed at Committee.

### **4 STAKEHOLDERS**

The Enterprising Communities Manager provided Members with a brief list of the agencies and organisations with whom the group would be liaising in order to gather information. These included Lincolnshire County Council, the Environment Agency, Lincolnshire Police and the Forestry Commission. Other organisations were highlighted such as the Drainage Board, the Highway Agency and the National Trust. It was suggested that it might be beneficial for representatives to be invited to join the group meetings for discussion. It was also highlighted that it was important to gather as many views and opinions as possible, including those who may be a victim of crime such as fly-tipping on farm land or rural communities facing frequent burglaries.

It was suggested that the best course of action would be to start by liaising with colleagues in West Lindsey District Council before reaching out to other organisations.

### **5 PARISH / TOWN ENGAGEMENT**

It was suggested that the easiest method of engaging with the Town and Parish Councils would be via an online survey with a selection of relevant questions. Members noted that it would be important to consider levels of affluence across the District and also to take into consideration any geographical differences. It was agreed it would be a valuable tool in gathering a wide base of evidence and also to inform Members of issues which may not have previously been identified. The Enterprising Communities Manager noted that he had spoken with a colleague who had agreed to construct the survey with a view to it being distributed in January. Members felt it was essential that there was considerable communication with the local Councils so that they were informed and able to respond fully. Once agreed by Committee, the Delivery Plan leaflet could also be distributed to encourage completion of the survey.

### **6 REPORT LAYOUT**

The Enterprising Communities Manager suggested how the final report could be laid out and this was detailed in the Delivery Plan to be agreed by Committee in January. It was agreed however that this was an initial outline and could be amended as the project progressed.

### **7 ACTIONS**

It was agreed that for the meeting in January, the Enterprising Communities Manager would draw up a list of the key people with whom to initiate discussions. He would also create a short report to be presented at the main Committee in January for the amended Terms of Reference to be confirmed and the draft survey would be ready to be discussed.



**8 DATE OF NEXT MEETING**

The next meeting of the Working Group will be held at 4.30pm on Tuesday 9 January 2018. Venue to be confirmed but most likely in Ancholme Meeting Room. The Democratic and Civic Officer undertook to arrange the room bookings and confirm with group members.

The Chairman concluded the meeting by thanking the Enterprising Communities Manager for his work with the project so far.

The meeting concluded at 5.25 pm.

Chairman

This page is intentionally left blank

# Public Realm West Lindsey



## Challenge & Improvement Report Delivery Plan 2018-2019

## 1. Introduction

In 2017 the Council agreed to undertake a project to look at various aspects of public realm throughout the district. The aim is to produce a detailed report on the state of public realm including current challenges, issues impacting communities and how improvements could be made.

We will be working closely with organisations responsible for different elements of public realm to better understand demands on services, latest challenges in delivery and what work is taking place to make improvements. We will also be engaging with Parish and Town Councils to gather valuable local insight and details on specific areas.

This project will help support our six main priority areas within the Council’s Corporate Plan 2016-2020:

- **Open for Business**
- **Asset Management**
- **Central Lincolnshire Local Plan**
- **People First**
- **Partnership/Devolution**
- **Excellent Value for Money Services**

The Public Realm project consists of the following themes:

1. Street Scene	2. Rights of Way	3. Rural Environment
<ul style="list-style-type: none"> <li>• Highways</li> <li>• Streetlights</li> <li>• Street cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Footpaths</li> <li>• Cycle paths</li> </ul>	<ul style="list-style-type: none"> <li>• Green spaces</li> <li>• Waterways</li> </ul>
4. Environmental Crime	5. Rural Crime	
<ul style="list-style-type: none"> <li>• Fly tipping</li> <li>• Littering</li> <li>• Dog fouling</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural crime</li> <li>• Wildlife crime</li> <li>• ASB/Burglary</li> </ul>	

## 2. Contact Details

For more information about the Public Realm project please visit:

[www.west-lindsey.gov.uk/publicrealm](http://www.west-lindsey.gov.uk/publicrealm)

For queries about the project please contact us via e-mail:

[grant.white@west-lindsey.gov.uk](mailto:grant.white@west-lindsey.gov.uk)

## 3. Public Realm in West Lindsey

West Lindsey is a large rural district covering over 440 square miles. Various organisations have responsibilities for the maintenance, protection and enhancement of highways, footpaths, streetlights, enforcement and many other aspects of our public realm.

Key organisations that maintain public realm include:

- Environment Agency
- Forestry Commission
- Lincolnshire County Council
- Lincolnshire Police
- Parish & Town Councils
- West Lindsey District Council

## 4. Programme Governance

We have governance in place to ensure effective delivery and management of this project. All decisions about project delivery are made based on evidence based options and full engagement with elected Members.

### **Enterprising Communities**

This is the service area of the Council responsible for managing the day to day delivery of this project. Officers will manage the project and work with partners to deliver agreed objectives and outcomes.

### **Entrepreneurial Board**

This board oversees the on-going delivery and management of the council's projects. Officers involved with project delivery will provide regular updates to Senior Managers.

### **Challenge & Improvement Committee**

This committee oversees the project. All strategic decisions on project delivery are made by this committee. Monitoring and evaluation is reported to this committee on a regular basis to ensure full oversight.

### **Public Realm Member Working Group**

This working group is made up of a cross selection of elected Members. The working group meet on a regular basis to help support the delivery of the project and provide vital Member engagement on public realm issues.

## 5. Public Realm Report

This project will produce a detailed Public Realm Report. The report will contain information on our findings following research and stakeholder engagement. We will explore current issues impacting public realm and how organisations are working to tackle these and make improvements.

The report once completed will be approved by our Challenge & Improvement Committee and recommended to our Prosperous Communities Committee to consider any possible improvements or projects that could be delivered to enhance public realm.

The report will be structured with the following structure and layout:

- Introduction
- What is Public Realm
- Stakeholders and Delivery Organisations
- Research and Engagement
- Public Realm Themes\*
  1. Street Scene
  2. Rights of Way
  3. Rural Environment
  4. Environmental Crime
  5. Rural Crime

\* Each theme will include the following headings:

- Overview
- Responsibilities
- Current Issues & Challenges
- Planned Improvements
- Potential Improvements

## 6. Project Timescale

This project is working to the following key milestones:

1. Interim Report to Challenge & Improvement Committee – May 2018
2. Final Report to Challenge & Improvement Committee – November 2018
3. Any recommendations to Prosperous Communities Committee – December 2018

# Challenge and Improvement Committee Rural Public Realm Task and Finish Group

## Terms of Reference

### 1. Background

- 1.1 The Challenge and Improvement Committee fulfils the Council's overview and scrutiny function with responsibility to:
- Assist the council in the development of its budget and policy framework by in depth analysis of policy issues
  - Conduct research, community and other consultation in the analysis of policy issues and possible options
- 1.2 Additionally in can make recommendations to the appropriate committee and for Council arising from the outcome of the scrutiny process.
- 1.3 Key themes of the Council's Corporate Plan are:
- **Open for business**  
*A high quality and well maintained public realm will assist with attracting inward investment into the District and demonstrate that the Council is "open for business"*
  - **People First**  
*Improved street scene and green space is an important outcome which this theme seeks*
  - **Excellent Value for money services**  
*Street scene and the public realm are some of the most visible service the council provides in the District so these need to be seen as efficient, effective and economic.*

### 2. Purpose of the Task and Finish Group

To investigate the efficiency and effectiveness of the services (both those provided by West Lindsey and others) which impact upon the public realm in the District and make recommendations to the Prosperous Communities Committee on any improvements which have been identified as being necessary.

### 3. Scope and Focus of the Work

- 3.1 The scope and focus of the work should be on those services which have the greatest impact on public realm in the District. These shall be detailed in the Delivery Plan for this work.
- 3.2 The key questions which need to be addressed by the work of the Task and Finish Group are:
1. To understand from those providing the services how that service is delivered, its budget, performance indicators and barriers/difficulties in providing the services in West Lindsey



2. To understand from service users their experience with the public realm services provided in the District
3. To look at best practice examples of how public realm works are delivered in other parts of the country
4. To assess alternative delivery models of delivering public realm services (outsourcing, greater community input etc.)

#### **4. Outputs**

- 4.1 To produce and approve a final report with recommendations on how public realm services delivered in the District could be improved to be presented to the Prosperous Communities Committee.

#### **5. Outcomes**

- 5.1 To make a noticeable difference to the way the public realm is managed within the District through the acceptance of specific recommendations by the Prosperous Communities Committee.

#### **6. Membership of the Group**

- 6.1 The following form the core membership of the group:

Councillor Angela White (Chairman)	Councillor Anne Welburn
Councillor Thomas Smith	Councillor Jessie Milne
Councillor Lewis Strange	Councillor Malcolm Parish
Councillor Bruce Allison	

- 6.2 Any other elected members shall be welcome to attend any Task and Finish Group meetings.
- 6.3 The group will be supported by officers as appropriate.

#### **7. Timescales**

- 7.1 Timescales for this work and key milestones shall be detailed in the Delivery Plan. These may be updated during the course of this work to reflect any changes or additional actions required.
- 7.2 Any changes to Committee reporting timescales must be endorsed by the Task and Finish Group and approved by the Challenge & Improvement Committee.

#### **8. Frequency of meetings**

- 8.1 The Task and Finish Group shall meet prior to Challenge & Improvement Committee meetings (typically monthly).
- 8.2 Meetings can be cancelled with prior agreement from the Chairman if there is insufficient business to discuss.



## **9. Amendments**

- 9.1** Minor amendments to these Terms of Reference can be agreed by majority of the Task and Finish Group. This includes amendments to core membership of the group.
- 9.2** Significant amendments to these Terms of Reference must be endorsed by the Task and Finish Group and approved by Challenge & Improvement Committee.

This page is intentionally left blank

## 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.

All Committees									
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
Strategic Risks - 6 month update	James O'Shaughnessy	To present the 6 monthly update	-	-	17/04/18	-	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	To present the Certification of Grants and Claims report	-	-	16/01/18	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	-	17/04/18	-	-	-	-
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	20/03/18
Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor	-	-	-	11/01/18	-	-	-
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	20/02/18	-	-	-	-	-	-
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	-	-	17/04/18	-	-	-	-
Internal Audit Monitoring Report - Period 3	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3	-	-	16/01/18	-	-	-	-
Draft Annual Treasury Management Strategy	Tracey Bircumshaw	To present the Draft Annual Treasury Management Strategy Report	-	-	16/01/18	-	-	-	-

<b>Accounting Matters 17/18 Closedown actuarial ass</b>	<b>Tracey Bircumshaw</b>	To present the Accounting Matters 17/18 Closedown Report and actuarial assumptions	-	-	13/03/18	-	-	-	-
<b>AGS Monitoring Report - Period 2</b>	<b>James O'Shaughnessy</b>	To present the AGS Monitoring Report for Period 2	-	-	16/01/18	-	-	-	-
<b>Planning Enforcement Policy</b>	<b>Andy Gray</b>	To gain approval for the revised planning enforcement policy and agree its adoption.	20/02/18	-	-	-	-	-	20/03/18
<b>Gainsborough Growth Fund Review</b>	<b>Marina Di Salvatore</b>	to present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward	-	-	-	-	-	-	30/01/18
<b>Combined Assurance Report 17/18</b>	<b>James O'Shaughnessy</b>	To present the Combined Assurance Report	-	-	13/03/18	-	-	-	-
<b>Draft Internal Audit Plan 18/19</b>	<b>Tracey Bircumshaw</b>	To present the Draft Internal Audit Plan 18/19	-	-	13/03/18	-	-	-	-
<b>External Audit Plan 17/18</b>	<b>Tracey Bircumshaw</b>	To present the External Audit Plan 17/18	-	-	13/03/18	-	-	-	-
<b>Internal Audit Charter</b>	<b>Tracey Bircumshaw</b>	To provide independent and objective assurance on critical activities and key risks	-	-	13/03/18	-	-	-	-
<b>Internal Audit Q4 Monitoring</b>	<b>Tracey Bircumshaw</b>	To present the final quarter monitoring report	-	-	17/04/18	-	-	-	-
<b>Accident Procedure</b>	<b>Emma Redwood</b>	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	31/05/18	-
<b>p and d period 3</b>	<b>Mark Sturgess</b>	to present p and d position as at end of q3	20/02/18	-	-	08/02/18	-	-	30/01/18
<b>p and d - period 4</b>	<b>Mark Sturgess</b>	to present the year end position for p and d	22/05/18	-	-	10/05/18	-	-	01/05/18
<b>Period 3 Budget and Treasury Monitoring</b>	<b>Tracey Bircumshaw</b>	To update members on forecast out-turn position and request approval for new budgets or approval to spend capital	-	-	-	08/02/18	-	-	-
<b>Period 4 Budget and Treasury Monitoring</b>	<b>Tracey Bircumshaw</b>	To update members on forecast out-turn and to gain approval of new budgets and capital expenditure	-	-	-	14/06/18	-	-	-
<b>Council Tax Base and Council Tax Surplus</b>	<b>Tracey Bircumshaw</b>	To approve the Council Tax base and distribute the Council Tax surplus 18/19	-	22/01/18	-	-	-	-	-
<b>Medium Term Financial Strategy 18/19 to 2022/23</b>	<b>Tracey Bircumshaw</b>	To approve the Medium Term Financial Strategy and the 18/19 Revenue and Capital Budget and Treasury Management Strategy	-	05/03/18	-	08/02/18	-	-	-

<b>Draft Revenue Budget - Prosperous Communities</b>	<b>Tracey Bircumshaw</b>	To review and recommend to C&R the Committee's revenue budgets	-	-	-	-	-	-	30/01/18
<b>Revised Housing Assistance Policy</b>	<b>Andy Gray</b>	To put in place revised Housing Assistance Policy for member approval	-	-	-	-	-	-	20/03/18
<b>Health Commission Review</b>	<b>Michelle Howard</b>	Six Month Review: - to review the progress outcomes and future need and remit of the Health Commission. In accordance with the decision made by PC cttee on 18 July 17.  Neighbourhood Networks be considered as a work plan item over the coming year as part of the review of the Health Commission work, already included in the work plan;	<b>20/02/18</b>	-	-	-	-	-	20/03/18
<b>Housing Strategy (following Consultation)</b>	<b>Diane Krochmal</b>	To seek approval to adopt the housing strategy	-	-	-	-	-	-	30/01/18
<b>The Customer First Programme</b>	<b>Mark Sturgess</b>	To set out the new procedures	-	-	-	08/02/18	-	-	30/01/18
<b>Concerns re SW ward (inc drug use &amp; ASB)</b>	<b>Michelle Howard</b>	Report needed to explore concerns raised about drug use in SW ward as per motion to Council on 3 July 17. Further to C&I Cttee 14 Nov 17, to form one report including all aspects of anti-social behaviour in the area.	-	-	-	-	-	-	30/01/18
<b>Update to Committee on PSPOs</b>	<b>Kathryn Hearn</b>	To update members on the successes or challenges relating to the Public Space Protection Orders made in 17 over the first 6 months of them being in force, and to note any lessons learned or best practice.	-	-	-	-	<b>15/03/18</b>	-	-
<b>Public Realm Task &amp; Finish Group</b>	<b>Grant White</b>	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.	<b>22/05/18</b>	-	-	-	-	-	05/06/18
<b>Monitoring of Sickness Absence April - Nov 17</b>	<b>Emma Redwood</b>	To present an update on levels of sickness absence for WLDC for the period April - November 17	-	-	-	-	-	29/03/18	-

<b>Food Waste</b>	<b>Ady Selby</b>	Food Waste Collection Pilot	-	-	-	-	-	-	20/03/18
<b>FEZ</b>	<b>Marina Di Salvatore</b>	TO BE CONFIRMED	-	-	-	-	-	-	20/03/18
<b>Gainsborough Marina - Final Approvals</b>	<b>Elaine Poon</b>	to determine whether to proceed in light of funding outcome	-	-	-	-	-	-	20/03/18
<b>Acis &amp; WLDC Partnership Working</b>	<b>Michelle Howard</b>	To review partnership working with ACIS and demonstrate positive ways of working and plans / opportunities for the future. Paul Woollam (Acis) to attend committee.	20/02/18	-	-	-	-	-	-
<b>Lincolnshire Homelessness Strategy</b>	<b>Michelle Howard</b>	Approval of Lincolnshire Homelessness Strategy	-	-	-	-	-	-	30/01/18
<b>Safeguarding Compliance (Section 11 Assessment)</b>	<b>Michelle Howard</b>	To provide members with an overview of the outcome of the safeguarding self assessment and external moderation carried out in 17, demonstrating effective compliance and good practice in line with the requirements of Section 11 of the Children Act 2004.	-	-	-	-	-	-	30/01/18
<b>Presentation by Lincolnshire Police</b>	<b>Ele Durrant</b>	Lincolnshire Police representatives to attend C&I Cttee re crime stats in WL.	03/04/18	-	-	-	-	-	-
<b>Staff Engagement Group - Progress Update</b>	<b>Emma Redwood</b>	To update the JSCC on the progress of changes made as a result of the staff survey.	-	-	-	-	-	29/03/18	-
<b>Staff Engagement Group - Progress Update</b>	<b>Emma Redwood</b>	To update the JSCC on the progress of changes made as a result of the staff survey.	-	-	-	-	-	31/05/18	-
<b>Interim Report: Progress of the Public Realm W.G.</b>	<b>Grant White</b>	To provide an update to Committee on the progress to date on the public realm work programme.	20/02/18	-	-	-	-	-	-
<b>Review of Discipline at Work Procedure</b>	<b>Emma Redwood</b>	To review and update the discipline at work procedure	-	-	-	10/05/18	-	29/03/18	-
<b>Review of Career Break Scheme</b>	<b>Emma Redwood</b>	To review the Career Break Scheme	-	-	-	10/05/18	-	29/03/18	-
<b>Review of Equality Policy</b>	<b>Emma Redwood</b>	To review the Equality Policy	-	-	-	14/06/18	-	31/05/18	-
<b>Review of Recruitment &amp; Selection Policy</b>	<b>Emma Redwood</b>	Review of the recruitment and selection policy	-	-	-	26/07/18	-	05/07/18	-
<b>End of Year Absence</b>	<b>Emma Redwood</b>	To review absence for 17-18	-	-	-	-	-	31/05/18	-

<b>Review 17-18</b>									
<b>Information paper - national pay award</b>	<b>Emma Redwood</b>	To provide information on the national pay award	-	-	-	-	-	29/03/18	-
<b>Market Rasen Car Parking Charges - 12month Review</b>	<b>Eve Fawcett-Moralee</b>	to review the car parking charges in Market Rasen to come into effect April 2019. as resolved by Cttee in Oct 18	-	-	-	-	-	-	23/10/18
<b>Selective Licensing 12 month review</b>	<b>Andy Gray</b>	to provide a further update re progress achievement issues, as resolved by PC Cttee in October 17	-	-	-	-	-	-	23/10/18
<b>Future Communication Options</b>	<b>Julie Heath</b>	to present alternative options for communication with the electorate as resolved by PC Cttee in Oct 17	-	-	-	-	-	-	20/03/18
<b>Gainsborough Green Corridor</b>	<b>Elaine Poon</b>	After the unsuccessful bid to ERDF for the Gainsborough Blue Green Corridor (including the marina) as DCLG is not supportive of a commercial marina, officers have packaged up the green elements of the bid and resubmitted it for the same funding. The outline application was submitted on 31/10/17 and officers now await decision on whether the project should progress as a full application.	-	-	-	08/02/18	-	-	-
<b>West Lindsey Place Based Regeneration Strategy</b>	<b>Michelle Howard</b>	To present an overall strategy for place based regeneration within which work programmes to support and improve vulnerable communities are co-ordinated and managed	-	-	-	-	-	-	30/01/18
<b>Community Funding Programme 18-2021</b>	<b>Grant White</b>	To update on the Council's Community Funding Programme 2015-18 and recommend options on how the programme can continue.	-	-	-	Being scoped	-	-	30/01/18
<b>Closedown - approval of accounts AGS 17/18</b>	<b>Tracey Bircumshaw</b>	Approve the 17/18 SoA	-	-	24/07/18	-	-	-	-
<b>AGS 17/18</b>	<b>James O'Shaughnessy</b>	Final review and approval of the AGS 17/18 and Action Plan	-	-	24/07/18	-	-	-	-
<b>Draft AGS 17/18</b>	<b>James O'Shaughnessy</b>	Present the draft AGS 17/18 and action plan	-	-	19/06/18	-	-	-	-
<b>West Lindsey Commercial Loan Policy and</b>	<b>Marina Di Salvatore</b>	to consider the viability of a Commercial Loan Policy and Framework that would allow the	-	-	-	12/04/18	-	-	20/03/18

<b>Framework</b>		local authority to lend money to third party organisations							
<b>Corporate Enforcement Policy</b>	<b>Andy Gray</b>	To provide elected member with an updated version of the corporate enforcement policy	-	-	-	-	-	-	20/03/18
<b>Housing Act Civil Penalties Policy</b>	<b>Andy Gray</b>	To ask elected members to consider and approve a policy to enable the Council to issue civil penalties for Housing Act offences	-	-	-	-	-	-	20/03/18
<b>Data Protection Policy - GDPR Revision</b>	<b>Steve Anderson</b>	To request CP&R to approve and adopt a revised GDPR-compliant Data Protection Policy.	-	-	-	12/04/18	-	29/03/18	-
<b>Privacy Notice - GDPR Revision</b>	<b>Steve Anderson</b>	To request CP&R approve and adopt a revised GDPR-compliant Privacy Notice for general publication	-	-	-	12/04/18	-	29/03/18	-
<b>Lea Neighbourhood Plan</b>	<b>Nev Brown</b>	To 'make' the neighbourhood plan.	-	22/01/18	-	-	-	-	-
<b>Scotter Neighbourhood Plan</b>	<b>Nev Brown</b>	To 'Make' the Scotter Neighbourhood Plan.	-	22/01/18	-	-	-	-	-
<b>Investment Property Portfolio</b>	<b>Ian Knowles</b>	In April's CPR it was agreed that Members receive an annual report on the Investment Property Portfolio from the Director of Resources.	-	-	-	12/04/18	-	-	-
<b>Review of Corporate Plan 2016-2020</b>	<b>James O'Shaughnessy</b>	To present an update on progress against corporate priorities and work to be completed in the remainder of the Plan's lifetime.	-	05/03/18	-	08/02/18	-	-	-
<b>Hemswell Cliff PSPO - recommendation</b>	<b>Kathryn Hearn</b>	To make a recommendation to Regulatory Committee, based on the results of consultation, as to whether or not a PSPO should be made at Hemswell Cliff. Provide information to allow decision.	-	-	-	-	15/03/18	-	-



## CHALLENGE AND IMPROVEMENT CURRENT WORKPLAN – AS AT 28 DECEMBER 2017

Challenge and Improvement			
Date	Title	Lead Officer	Purpose of the report
20/02/2018	DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months
	Planning Enforcement Policy	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.
	p and d period 3	Mark Sturgess	to present p and d position as at end of q3
	Health Commission Review	Michelle Howard	Six Month Review: - to review the progress outcomes and future need and remit of the Health Commission. In accordance with the decision made by PC cttee on 18 July 2017.  Neighbourhood Networks be considered as a work plan item over the coming year as part of the review of the Health Commission work, already included in the work plan;
	Acis & WLDC Partnership Working	Michelle Howard	To review partnership working with ACIS and demonstrate positive ways of working and plans / opportunities for the future. Paul Woollam (Acis) to attend committee.
	Interim Report: Progress of the Public Realm W.G.	Grant White	To provide an update to Committee on the progress to date on the public realm work programme.
03/04/2018	Presentation by Lincolnshire Police	Ele Durrant	Lincolnshire Police representatives to attend C&I Cttee re crime stats in WL.
22/05/2018	p and d - period 4	Mark Sturgess	to present the year end position for p and d
	Public Realm Task & Finish Group*	Grant White	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.

\* denotes item likely to change pending committee decision

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank