

AGENDA

This meeting will be streamed live (at the below link) and the video archive published on our website

Overview and Scrutiny Committee
Tuesday, 6th October, 2020 at 6.30 pm
Virtual - MS Teams:

<https://west-lindsey.public-i.tv/core/portal/home>

Members:

- Councillor Mrs Lesley Rollings (Chairman)
- Councillor Mrs Diana Rodgers (Vice-Chairman)
- Councillor Mrs Angela White (Vice-Chairman)
- Councillor Liz Clews
- Councillor Timothy Davies
- Councillor David Dobbie
- Councillor Jane Ellis
- Councillor Mrs Caralyne Grimble
- Councillor Cherie Hill
- Councillor Mrs Angela Lawrence
- Councillor Keith Panter
- Councillor Roger Patterson

1. Apologies for Absence

2. Minutes of the previous meeting

PAGES 3 - 8

Meeting of the Overview and Scrutiny Committee held on 18 February 2020.

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**

There are no outstanding matters arising.

5. **Public Reports**

- i) Work Planning for Overview and Scrutiny Committee PAGES 9 - 15
- ii) Covid-19 Staff Survey Results PAGES 16 - 30

6. **General Work Items**

- i) Forward Plan PAGES 31 - 37

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 28 September 2020

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 18 February 2020 commencing at 6.30 pm.

Present: Councillor Mrs Lesley Rollings (Chairman)
Councillor Mrs Angela White (Vice-Chairman)

Councillor Liz Clews
Councillor David Dobbie
Councillor Jane Ellis
Councillor Mrs Caralyne Grimble
Councillor Cherie Hill
Councillor Mrs Angela Lawrence
Councillor Keith Panter
Councillor Roger Patterson
Councillor Lewis Strange

Also Present: Councillor Owen Bierley
Councillor Stephen Bunney
Councillor Christopher Darcel

In Attendance:
Alan Robinson Monitoring Officer
Tracey Bircumshaw Strategic Finance and Business Support Manager
Ady Selby Assistant Director Operations
Ele Snow Democratic and Civic Officer

Apologies: Councillor Mrs Diana Rodgers

Also In Attendance: Mr John Ray, Senior Flood Risk Advisor, Environment Agency
Mr Andrew Haigh, Senior Flood Risk Advisor, Environment Agency
2 members of the public

36 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 7 January 2020 be confirmed and signed as a correct record.

37 MEMBERS' DECLARATIONS OF INTEREST

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

38 MATTERS ARISING SCHEDULE

The Chairman stated all outstanding items had now been completed and the Matters Arising Schedule was noted.

39 PARTNERSHIP WORKING - ENVIRONMENT AGENCY

The Chairman introduced Mr John Ray and Mr Andrew Haigh of the Environment Agency. She explained the initial invite to the Environment Agency had been made in the summer of 2019 and the purpose of inviting them had been to understand their roles and how to work together in times of need. She added that since making the first approach, there had since been several instances of flooding across the district and so there was an additional need to understand what had happened and how the Agency was working to reduce the risk of such incidents being repeated. She then handed the floor to Mr Ray and Mr Haigh.

Mr Ray introduced them both as Senior Flood Risk Advisors with the Environment Agency and although they covered different areas, West Lindsey sat in both catchments. He added that they had been provided with a brief for the evening, including a selection of pre-prepared questions and so in their presentation they had attempted to answer those questions. It was agreed that their presentation would be made available to Members after the meeting.

Members heard details of those involved with flood management including county councils, internal drainage boards, district councils and water and sewerage companies. Reference was also made to riparian landowners and the important role they could play in watercourse maintenance and oversight. The Committee was shown a map highlighting the area of West Lindsey, the split of the Environment Agency areas and the rivers and waterways covered within the district.

Information was given regarding the work undertaken by the Environment Agency including capital improvement projects (such as flood storage reservoirs and the Witham embankment strengthening), intermittent maintenance and the annual programme of maintenance. It was explained that aside from meteorological influences, the Agency also had to contend with ongoing difficulties such as badgers burrowing in embankments which, if left unchecked, could cause serious weaknesses in natural flood defences.

Members had specifically raised the issue of dredging, or de-silting, and whether the approach to this had changed in recent years. Mr Ray explained that the cost of such work was not always reflected in the result. He added that, where it would impact for example the workings of a flood defence structure, it would be routinely carried out to ensure the efficacy of the flood defence. In areas where it was not proven to have any significant benefit, dredging often proved too expensive. He noted that, as a result of recent floods, the Government had announced funding of £4billion nationwide and he demonstrated the improvement works this would effect for West Lindsey.

Mr Ray handed over to Mr Haigh who detailed the geographical area he covered and the programme of works which had been completed over recent years. There were many similarities in terms of routine maintenance and regular inspections however he stated there was increased inspection work underway at Morton as there were identified areas where the

banks were lower and therefore at increased risk of flooding. Mr Haigh also provided Members with details of the capital improvement programme for his area including the finances involved with this.

Mr Ray clarified for Members that the Agency had bid for additional funding following the recent flooding but it would not be known whether the bid had been successful until April. The planned work across the capital improvement programmes would go ahead however if the funding bid was successful, it would prove a major boost to the completion of such work.

There was explanation regarding the role of Lincolnshire County Council and their responsibility for surface water, ground water flooding and unlisted waterways. It was explained that the County Council was responsible for investigating incidents of flooding and would look for recommendations or ameliorative actions where possible.

Members heard that funding was based on protection of population rather than land and this impacted where the money was spent. It was explained that local authorities could carry out their own protections but funding was similarly a difficulty. Landowners also held responsibility for their own properties meaning they could carry out protective works however it was necessary for this to be taken into consideration with the Environment Agency to ensure there would be no adverse effects further down the waterway. Mr Ray stated that 2020 would see concerted efforts to communicate with landowners to explain this and offer advice where necessary.

To conclude their presentation, Mr Ray and Mr Haigh explained that the investigations following recent flooding events were ongoing and it was therefore not yet possible to advise of what changes may be made as a result. They did reiterate that additional funding had been applied for but it would be several weeks before it was known if this would be successful. They thanked the Committee for the opportunity to attend and invited questions from Members.

The Chairman thanked Mr Ray and Mr Haigh for their time and thoroughness of their presentation. She spoke on behalf of West Lindsey District Councillors who had experienced flooding in their areas to say they had seen difficult times for their residents and it was important to understand what more could be done to assist those affected and to make attempts to prevent the same happening again.

Note: Councillor A. Lawrence left the room at 7:39pm

Members of the Committee started discussions by relaying specific incidents that had occurred in their areas. It was confirmed that these difficulties were known to the Environment Agency and there would be ongoing investigations.

Note: Councillor A. Lawrence returned at 7:44pm

There was further discussion regarding specific areas and the importance of liaising with Parish Councils. This was agreed with by Mr Ray and Mr Haigh and they explained that they were attending Parish Council meetings of those areas recently affected.

Note: Councillor L. Strange left the room at 7:47pm

The Interim Assistant Director of Operations, who had been co-ordinating the council's actions and response to the flooding highlighted the work the council had already undertaken and the communications which had taken place between West Lindsey District Council, Lincolnshire County Council and the Environment Agency. It was acknowledged that communication was vital, not only between relevant organisations but also within each organisation to ensure information was as open and accessible as possible.

Note: Councillor L. Strange returned at 7:53pm

There were further questions from Councillors regarding incidents of flooding in their areas with Mr Ray and Mr Haigh addressing each one in relation to the problem faced and solutions offered. They emphasised that no area had been sacrificed for the sake of other areas however, the focus was on protection of life rather than land.

Note: Councillor L. Clews left the room at 8:02pm and returned at 8:04pm.
Councillor K. Panter left the meeting at 8:04pm

Members of the Committee continued discussions regarding the increased rate of flooding over recent years and it was confirmed that the likelihood of floods occurring had increased. It was emphasised that surface water flooding was far more difficult to predict and address as there were so many aspects which impacted this. It was reiterated that the council could have an influence, for example with planning applications, but there was no instant answer on how to deal with surface water issues.

Following concluding remarks from the Chairman, reiterating the importance of good communication across all parties, including Parish Councils and local residents, she thanked Mr Ray and Mr Haigh again for their time, detailed presentation and willingness to discuss such important matters with those involved.

Note: The meeting was adjourned at 8:25pm.

40 FORWARD PLAN

Note: The meeting reconvened at 8:39pm

The Chairman explained that the Committee could identify items for pre-decision scrutiny (also known as pre-scrutiny) from those detailed on the Forward Plan. These items could be selected during meetings of the Committee by a proposer, seconder and majority vote. She added that a maximum of four 'pre-scrutiny' items could be identified per municipal year, of which one remained as of 10 February 2020.

A Member of Committee enquired about the report due at Regulatory Committee in March 2020 regarding the consultation on the extension of the district wide dog fouling Public Space Protection Order. It was felt that, as this was a district wide issue, it could be suitable for the Committee to have oversight of any actions. The Monitoring Officer explained that there would be further discussions around the issue of dog fouling at the meeting of Full Council in March and it would be prudent to await the outcome of those discussions.

With no further comments from Committee Members, the Forward Plan was noted.

41 COMMITTEE WORKPLAN

The Committee gave consideration to the work plan for upcoming meetings. The Democratic and Civic Officer highlighted there had been some suggestions for additions to the work plan at the previous meeting and explained that these would need to be formally proposed, seconded and voted upon in order to be added to the work plan.

The Democratic and Civic Officer brought Members' attention to the suggested report for the Trinity Arts Centre, to look at the range of services and community outreach programmes, and explained this would be a standalone report to come before the Overview and Scrutiny Committee. She then explained that the suggestion to look at leisure provision across the district would be better suited as a theme for the Committee over the next civic year, rather than to ask for a one-off report. This would allow the Committee to look at all aspects of leisure provision, with regards to health and wellbeing, as well as inviting other agencies or involved parties to present at future meetings.

Members of the Committee agreed that this was a suitable way of addressing both areas of interest and so having been proposed, seconded and voted upon, it was

RESOLVED that

- a) a one off report regarding the work of the Trinity Arts Centre be requested for a future meeting of the Overview and Scrutiny Committee; and
- b) the nominated theme for the Committee work plan for the 2020/2021 civic year be agreed as 'leisure provision across the district'; and
- c) the work plan be received and noted.

42 EXCLUSION OF PUBLIC AND PRESS

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

43 PRE-SCRUTINY CAISTOR SOUTHDALE DEVELOPMENT

The Monitoring Officer introduced the report regarding the proposed development in Caistor. He explained the purpose of pre-decision scrutiny was for the Committee to receive and review the details of the report as it was to be presented to the Corporate Policy and Resources Committee and to make recommendations to the policy committee where it was felt there were areas to be further addressed in order to support the proposed decision.

The Committee heard details of the proposals regarding the GP surgery and residential development. The history of the site was explained as well as the unique circumstances surrounding the proposed development. The financial implications of the proposals were explained in full as were the recommendations for the Corporate Policy and Resources

Committee.

There was a question regarding the offset costs which was clarified by the Strategic Finance and Business Support Manager. It was also confirmed that the council would be employing the architect and so there would be the opportunity to have input into the design of the surgery with relation to an holistic health and wellbeing approach.

Following comments from several Members of Committee, there was consensus that the proposition was much needed in the area and was fully supported by Members. The Vice-Chairman asked, on behalf of Councillor Mrs D. Rodgers, whether the development would set a precedent for the council being able to influence similar schemes in other locations. The Monitoring Officer explained that, given the circumstances of this development, it was unlikely to be repeated across the district. However, Councillor O. Bierley as a Visiting Member commented that the potential to set an exemplar and be able to lobby for improvements in other areas of the district could not be underestimated.

Note: Councillor D. Dobbie left the meeting at 9.12pm.

The Chairman thanked all present for their comments and reiterated what was being asked of the Committee. Based on the discussions and unanimous vote of Committee Members it was

RESOLVED that

- a) The following pre-scrutiny comments and recommendations be provided in advance of the Corporate Policy and Resources Committee:
 - West Lindsey District Council to be involved with the planning and design of the medical centre;
 - A financial summary of the commitments involved in the project should be provided for ease of reference;
 - A further report to be brought before the Overview and Scrutiny Committee once the final specifications of the medical centre were ratified.
- b) The proposals contained within the report be supported and endorsed to the Corporate Policy and Resources Committee.

The meeting concluded at 9.16 pm.

Chairman



**Overview and Scrutiny
Committee**

Tuesday, 6 October 2020

Subject: Work Planning for Overview and Scrutiny Committee

Report by:

Monitoring Officer

Contact Officer:

Ele Snow
Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To discuss and agree the focus of the work of the O&S Committee for the duration of the Civic Year

RECOMMENDATION(S):

1. The proposed work streams of Flood Risk Across West Lindsey, Homeworking During the Pandemic and Review of Communications Across Planning and Regeneration be agreed; and
2. The formation of a Flood Risk Working Group be approved; and
3. The draft Terms of Reference and initial work plan for the Flood Risk Working Group be presented to Committee at their meeting on 10 November 2020 for final approval; and
4. The draft work plan for the remainder of the Civic Year be agreed.

IMPLICATIONS

Legal:

Financial:

Staffing:

Equality and Diversity including Human Rights:

Data Protection Implications:

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

Risk Assessment:

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 Introduction

- 1.1 The Overview and Scrutiny Committee was suspended in March 2020 as a result of the Covid-19 global pandemic. The last meeting held was in the previous Civic Year on 18 February 2020.
- 1.2 The first meeting to be held since the suspension in March is to take place on 6 October 2020 and, given the eight month break, it is necessary to review the focus of the Committee and ascertain what work will take place between now and the end of the Civic Year in 2021.
- 1.3 There are four meetings after the initial recommencement in October therefore it would be advisable to focus on a limited number of work streams with the option for other suggestions to form part of the work plan for the 2021/2022 Civic Year.

2 Primary Proposed Work Stream – Flood Risk in West Lindsey

- 2.1 At the February meeting, Members heard from the Environment Agency in relation to recent flooding events across the district. The intention after that meeting was for the Environment Agency to return at a future date to reflect on how their proposed improvements were progressing. It was felt this work could continue throughout the current Civic Year.
- 2.2 Given the limited number of meetings until May 2021, it is proposed that a Flood Risk Working Group be set up to undertake aspects of the work required outside of the Overview and Scrutiny meetings. The Working Group would then report back to the Committee as appropriate.
- 2.3 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 6 October	Working Group agreed
Between 6 October and 10 November	First meeting of Working Group, draft Terms of reference agreed, initial work plan drafted
Cttee Meeting 10 November	Terms of Reference and initial work plan presented to Committee for final agreement
Between 10 November and early February 2021	Work plan undertaken (eg, focus groups with Internal Drainage Board)
Cttee Meeting 16 February 2021	Invite Environment Agency to return with follow up information
Cttee Meeting 30 March	Report presented to Cttee with findings/outcomes/suggested actions. End of work stream.

3 Secondary Proposed Work Stream – Homeworking During the Pandemic

- 3.1 These have been unprecedented times for everyone and the impact on our daily lives has been considerable. Officers working at West Lindsey District Council were advised to work from home in the middle of March 2020 and are unlikely to return to the office until January 2021. It is understandable that there have been positives and negatives to arise from this situation.
- 3.2 A staff survey was conducted over the summer months and the responses and subsequent actions were reported to the Joint Staff Consultative Committee on 3 September 2020.
- 3.3 A second survey has been agreed to be undertaken in the coming weeks and the results will again be shared with the JSCC in January 2021.
- 3.4 It is proposed that Overview and Scrutiny have the opportunity to review the results from the first survey and offer comments or suggestions for the second survey and subsequent actions.
- 3.5 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 6 October	Results of first survey received, for comment and discussion
After Cttee Meeting	Demo Services Officer to share comments and suggestions with People and Organisational Development Manager in relation to second survey Any additional information requested by Cttee to be collated
Cttee Meeting 16 February 2021	Results of second survey to be received, for comment and discussion.
After Cttee Meeting	Any identified actions to be shared/completed. End of work stream

4 Proposed Work Stream – Review of Communications Across Planning and Regeneration

- 4.1 The Assistant Director for Planning and Regeneration has now been in post for almost a year, and, not only due to the pandemic, there have been considerable changes taking place.
- 4.2 It has been suggested that the Committee work with the AD for Planning and Regeneration to undertake a review of communications with a view

to identifying potential improvements or efficiencies. This is particularly with a view to communications with District Councillors and Parish Councils.

- 4.3 As with the Flood Risk work stream, given the limited number of Committee meetings until May 2021, it is anticipated that there will be work undertaken outside of Committee meetings however any findings or recommended actions would be reported to Committee for final approval as appropriate.
- 4.4 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 10 November	Attendance by AD of Planning and Regeneration and Interim Planning Manager (Development Management) to discuss service levels and processes
Between 10 November and early February 2021	Work with Planning and Regeneration to arrange discussion workshops. Topics & outcomes to be collated
Cttee Meeting 30 March 2021	Report presented to Cttee with findings/outcomes/suggested actions. End of work stream.

5 Future Work Streams

- 5.1 In addition to the work streams detailed above, the following suggestions have also been made. Given the time frames involved with the items above, it is recommended that the following items are considered for inclusion in the work plan for the 2021/2022 Civic Year.

- Road Safety Partnership – strategies for speeding
- Leisure Contracts across West Lindsey
- Effect of pandemic on West Lindsey
- Service Focus – each Assistant Director to present service levels/processes on a rotational basis.

6 Overview and Scrutiny Work Plan 2020/2021

- 6.1 The Committee work plan would normally be dealt with as a standalone item on the agenda, however, given the discussions required for this paper, it would be prudent to agree it as a part of the recommendations.
- 6.2 The work plan can be found at Appendix 1.

Overview and Scrutiny Proposed Work Plan

Purpose:

The table below provides a summary of reports that would be due at the Overview and Scrutiny Committee should the proposed work streams be approved.

TITLE	LEAD OFFICER	PURPOSE OF THE REPORT
10 NOVEMBER 2020		
Working Group Terms of Reference	Alan Robinson / Ele Snow	To approve the ToR for the Flood Risk Working Group
Presentation Item – Planning and Regeneration	Sally Grindrod-Smith / Russell Clarkson	To present current processes, service levels across Planning & Regeneration
19 JANUARY 2021		
No business scheduled (allows flexibility eg With Planning & Regeneration)		
06 FEBRUARY 2021		
Presentation Item – Environment agency	Ele Snow to arrange	To report back on actions / improvements following Q&A session February 2020
Covid-19 Staff Survey Results	Emma Redwood / Alan Robinson	To receive the outcome of the second staff survey
Draft Annual Report – O&S	Ele Snow	To receive the draft report due to be presented at Annual Council
30 MARCH 2021		
Flood Risk Working Group Final Report		For the Flood Risk Working Group to present their findings
Planning and Regeneration Service Report		To receive details of actions taken following workshops
Work Plan for 2021/2022	Ele Snow	To initiate planning for O&S work streams for the next Civic Year.



COVID-19 Staff Survey Results

July 2020

Executive Summary

Introduction

As a responsible employer, we understand that adjusting to life in a global pandemic may be difficult for our staff. In order to gain a broader understanding of how our staff have been affected during this time of uncertainty, a survey was recently carried out across the organisation between June and July 2020. This report presents the key findings which can be used to help inform how best we can support our staff and how we might move forwards as an organisation.

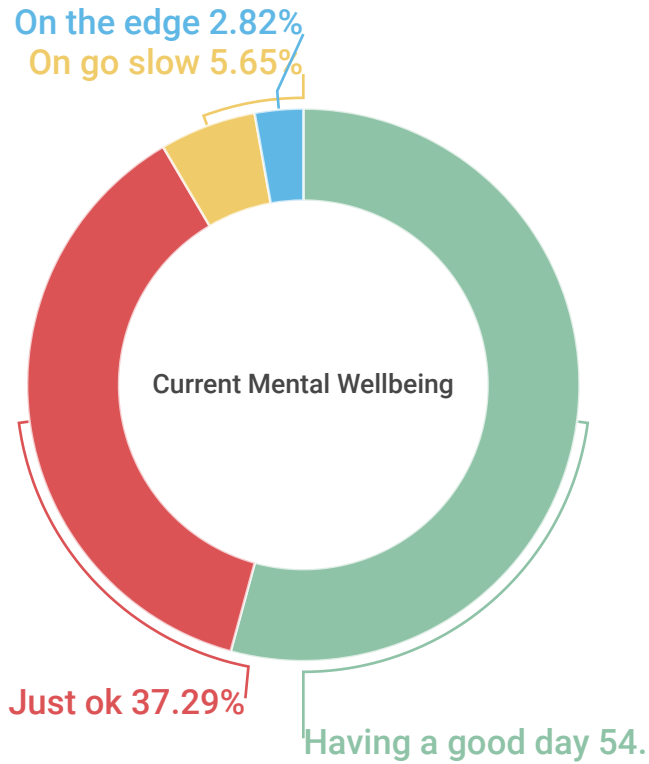
Overall Summary of Results

The survey was well received, with an overall response rate of 84% (177 responses). In summary, it is clear that the vast majority of staff feel well supported by their manager; that Management Team are trusted to make decisions in the best interests of staff and that the right amount of information is being disseminated across the organisation. Of particular note was the level of comments praising the regular email updates from the Chief Executive. Staff remarked that these have helped to keep them feeling connected to the organisation throughout the pandemic.

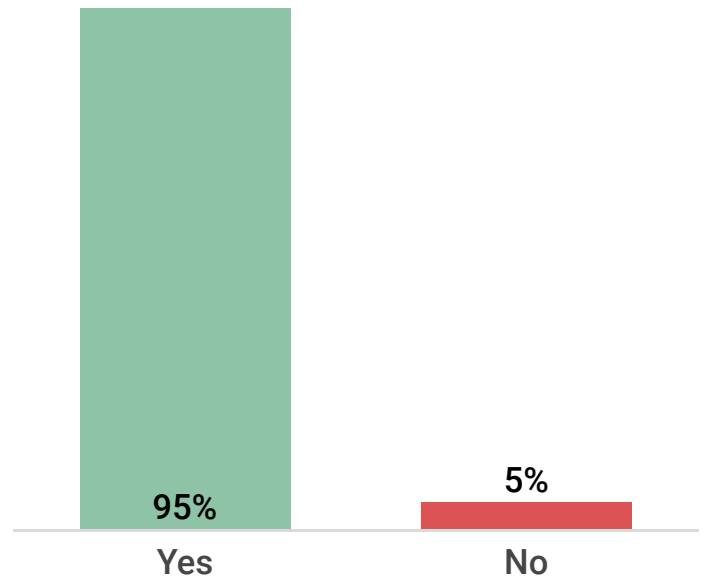
Overall, staff report that they are satisfied with their current working arrangements and feel that they have the equipment they need to work from home. The majority of staff feel that their productivity hasn't been affected by the closure of the Guildhall. However, as would be expected under the current circumstances, there are a number of challenges with staff feeling particularly concerned about balancing working from home with looking after children; social isolation and general worries about the job security and the impact of COVID-19 on their lives. The following pages breakdown the response to each question in detail.

Survey Results - Mental Health and Wellbeing

Q1. How would you rate your mental well-being right now?



Q2. Do you feel connected to your team?



Q3. What do you think might help to improve this?

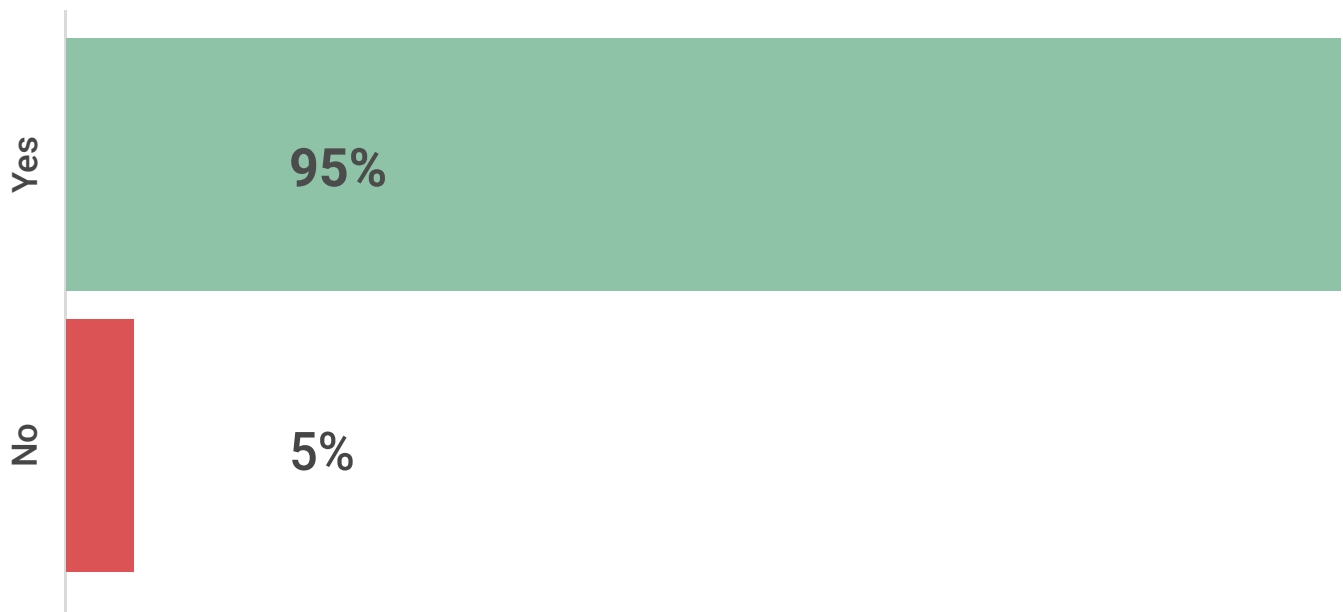


"More social contact with colleagues on MS Teams."

"Being back in the office."

Survey Results - Mental Health and Wellbeing

Q4. Do you feel supported by your line manager?



Q5. What do you think might help to improve this?

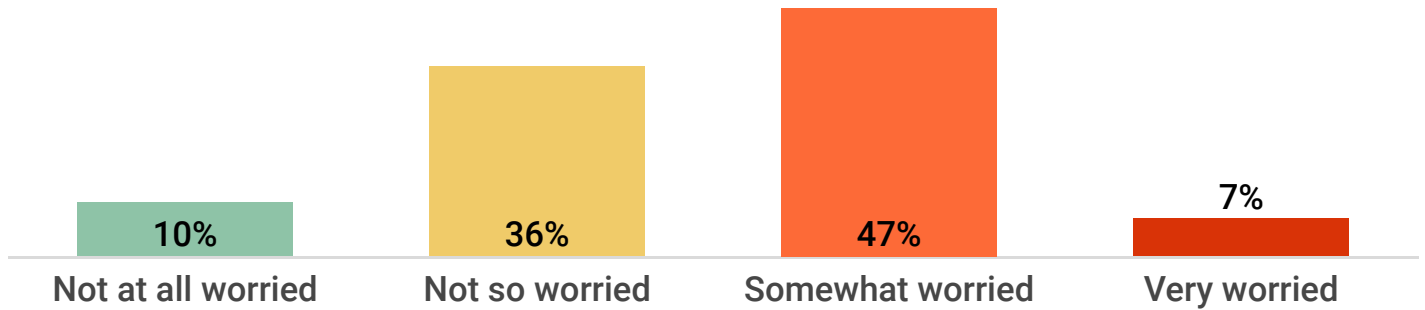


"Better communication."

"More concern from line managers about staff wellbeing."

Survey Results - Mental Health and Wellbeing

Q6. How worried are you about the impact of coronavirus on you personally?

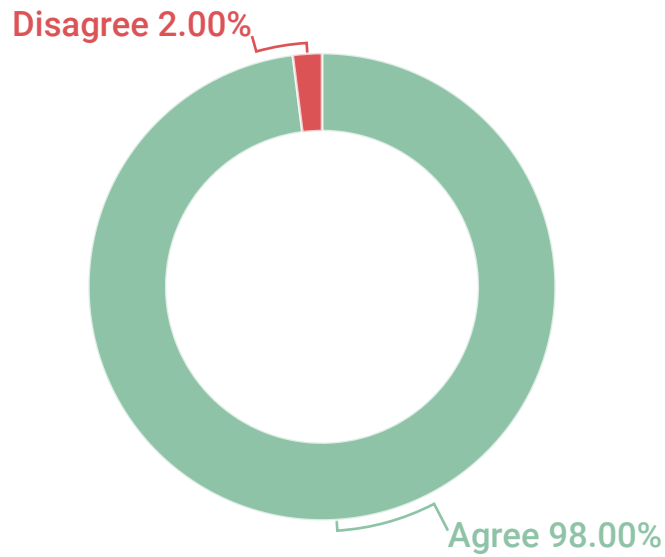


Q7. What can we do as an organisation to better support you with your mental health and wellbeing? This was an open ended question with 109 responses in total which have been grouped into the following categories.

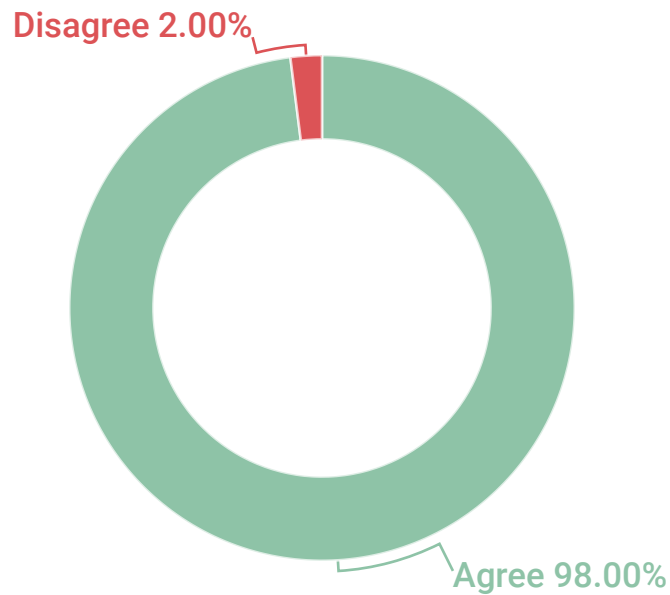


Survey Results - Leadership and Communication

Q8. Do you agree or disagree with the statement "I trust Management Team to make decisions that protect me and my colleagues?"

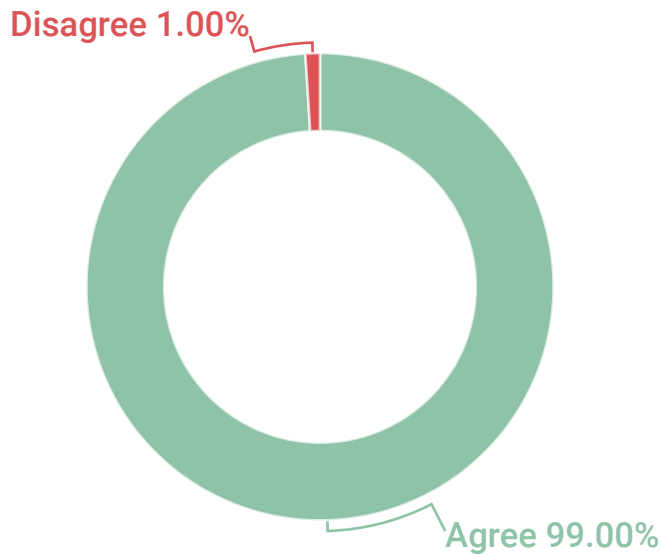


Q9. Do you agree or disagree with the statement "Management Team visibly displays and role models the behaviours they've asked of us?"



Survey Results - Leadership and Communication

Q10. Do you agree or disagree with the statement "I am receiving the right amount of information during the pandemic?"



Q11. What information would you like to see? This was an open-ended question with 3 responses as follows:



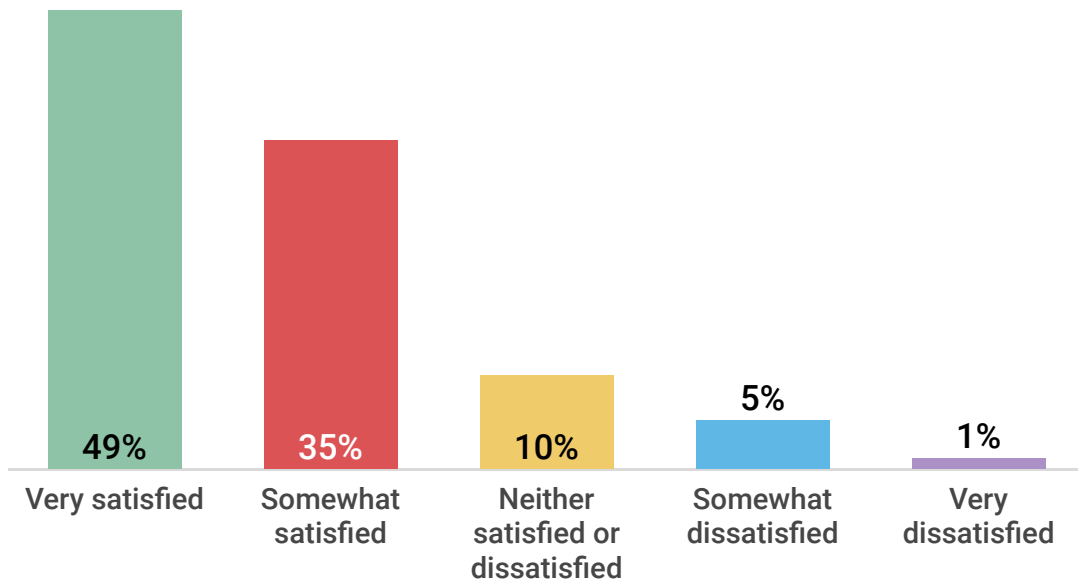
"Notification of changes to service arrangements so that we can correctly inform our customers."

"More information about what other teams are up to."

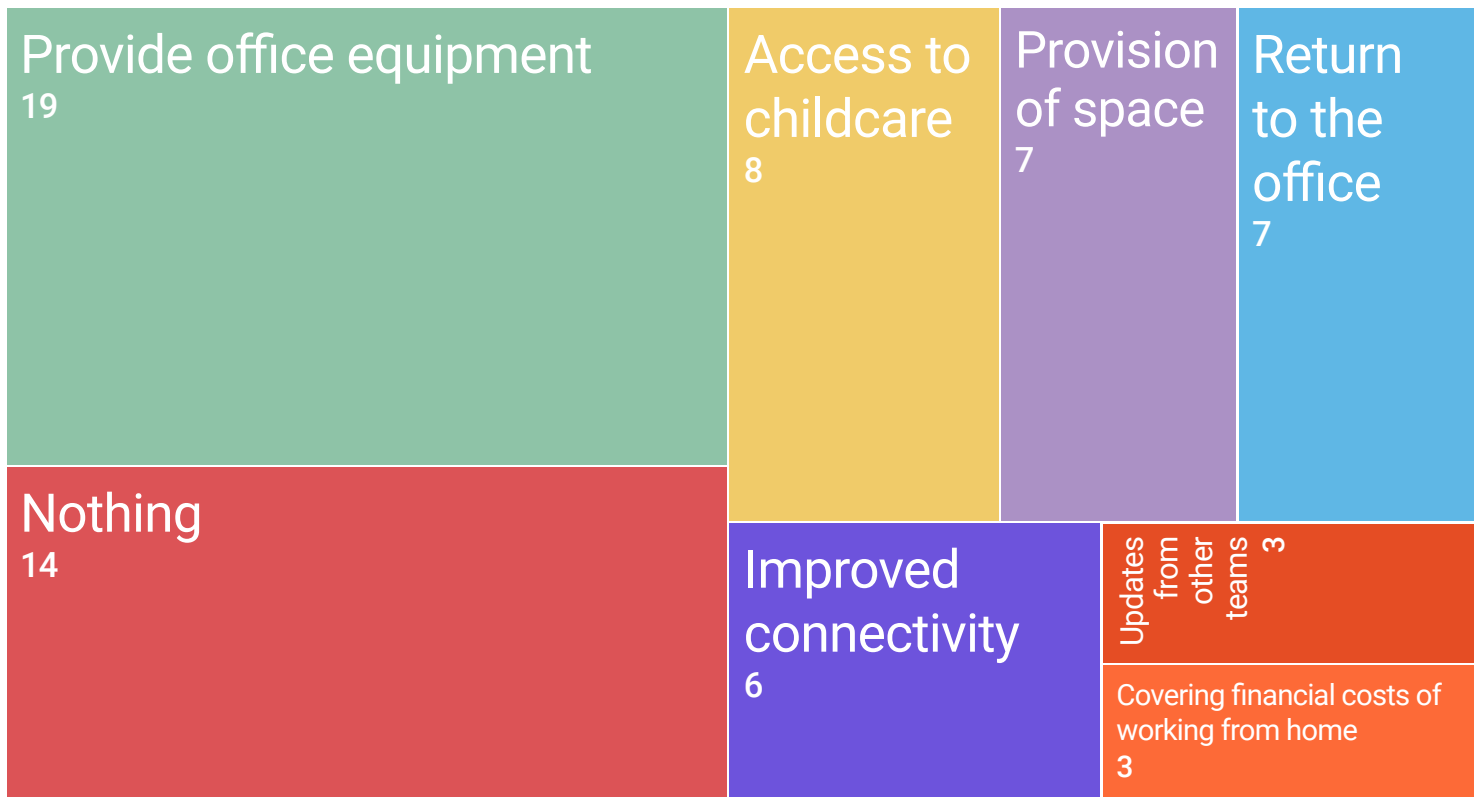
"Clear, step-by-step guidance to protect office based workers."

Survey Results - Homeworking

Q12. How satisfied are you with your current working from home arrangements?

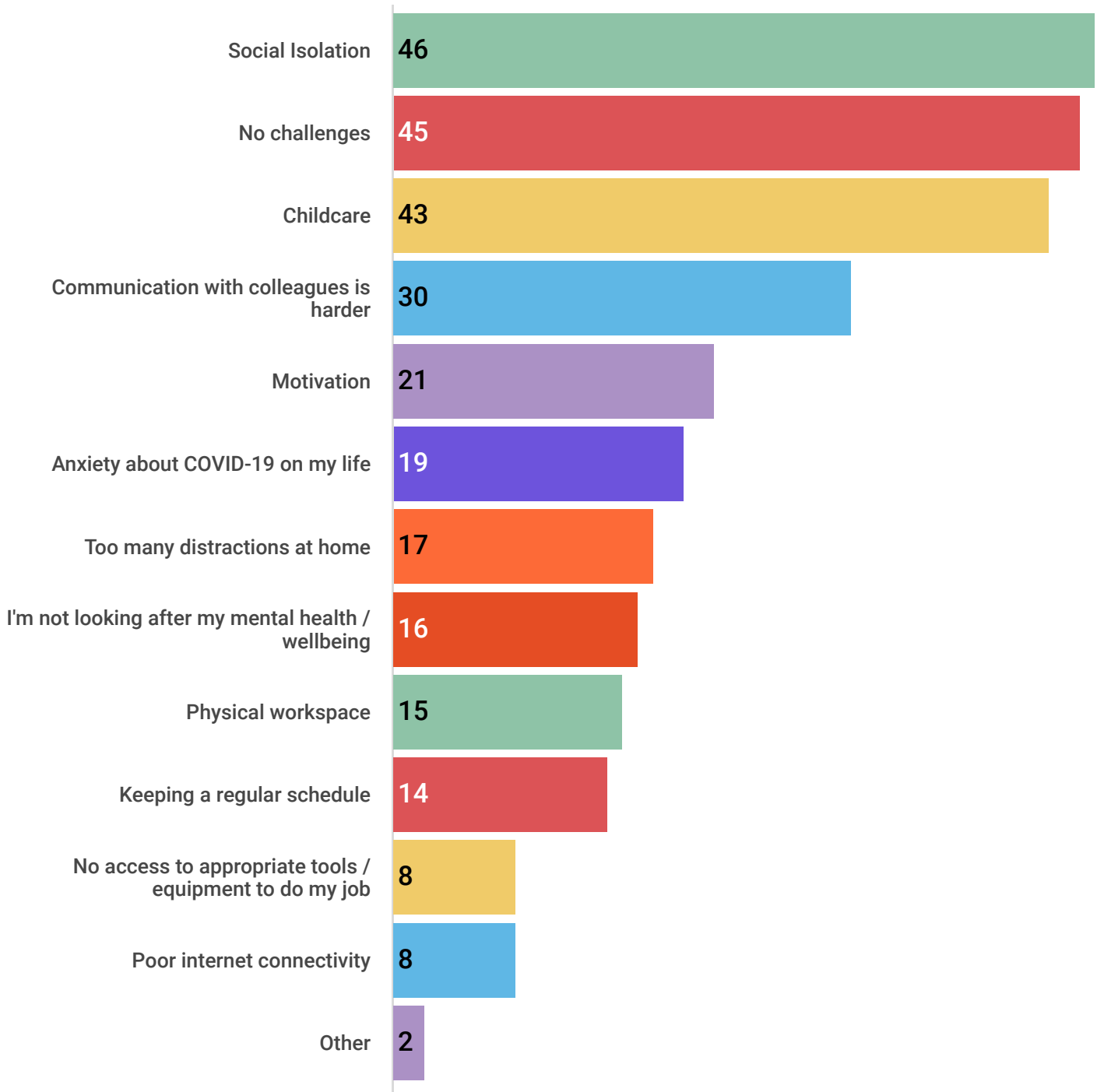


Q13. What could be done to improve your working from home arrangements. This was an open-ended question with 67 responses which have been grouped as follows:



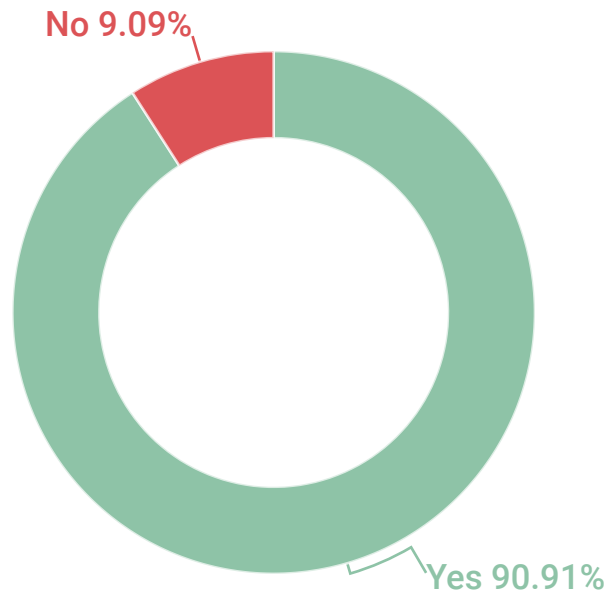
Survey Results - Homeworking

Q14. What are the two biggest challenges you are currently facing whilst working from home?

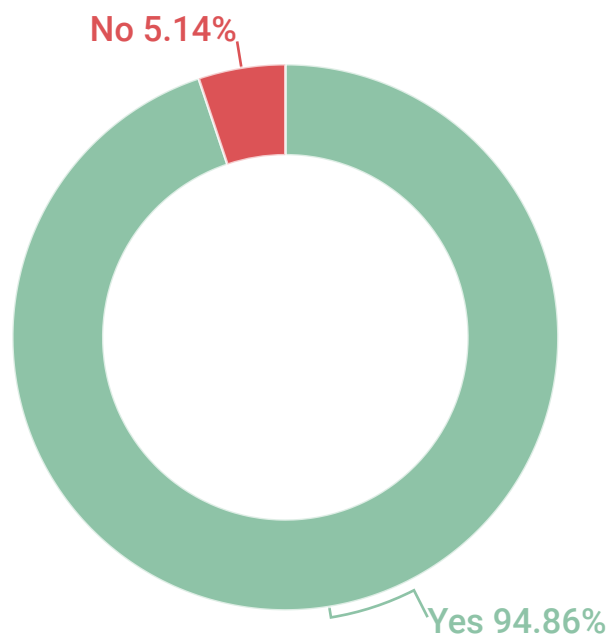


Survey Results - Homeworking

Q15. Do you have the equipment you need in order to do your work from home?

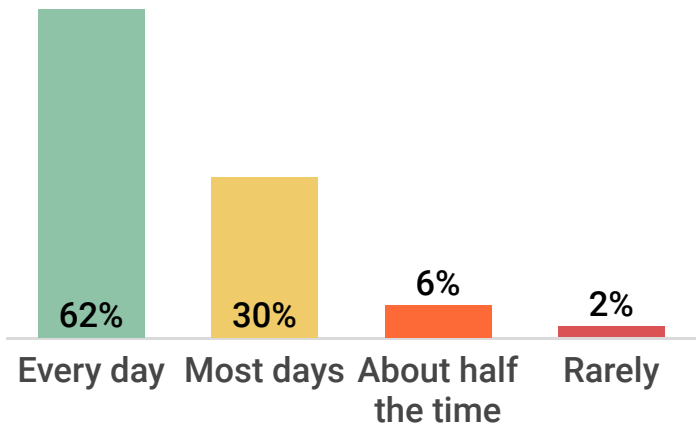


Q16. Do you have a workspace where you can work from home?

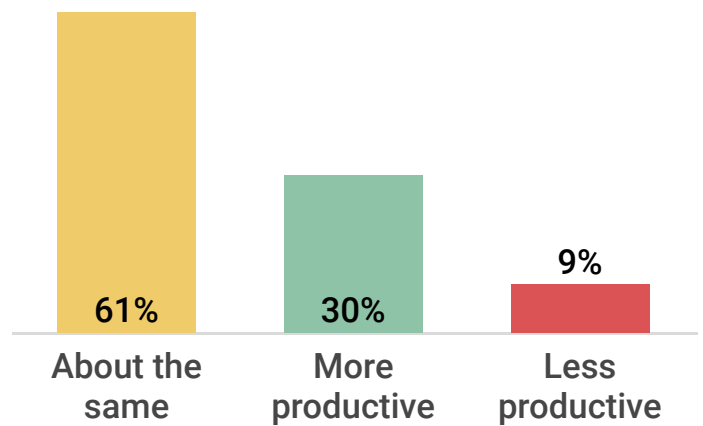


Survey Results - Homeworking

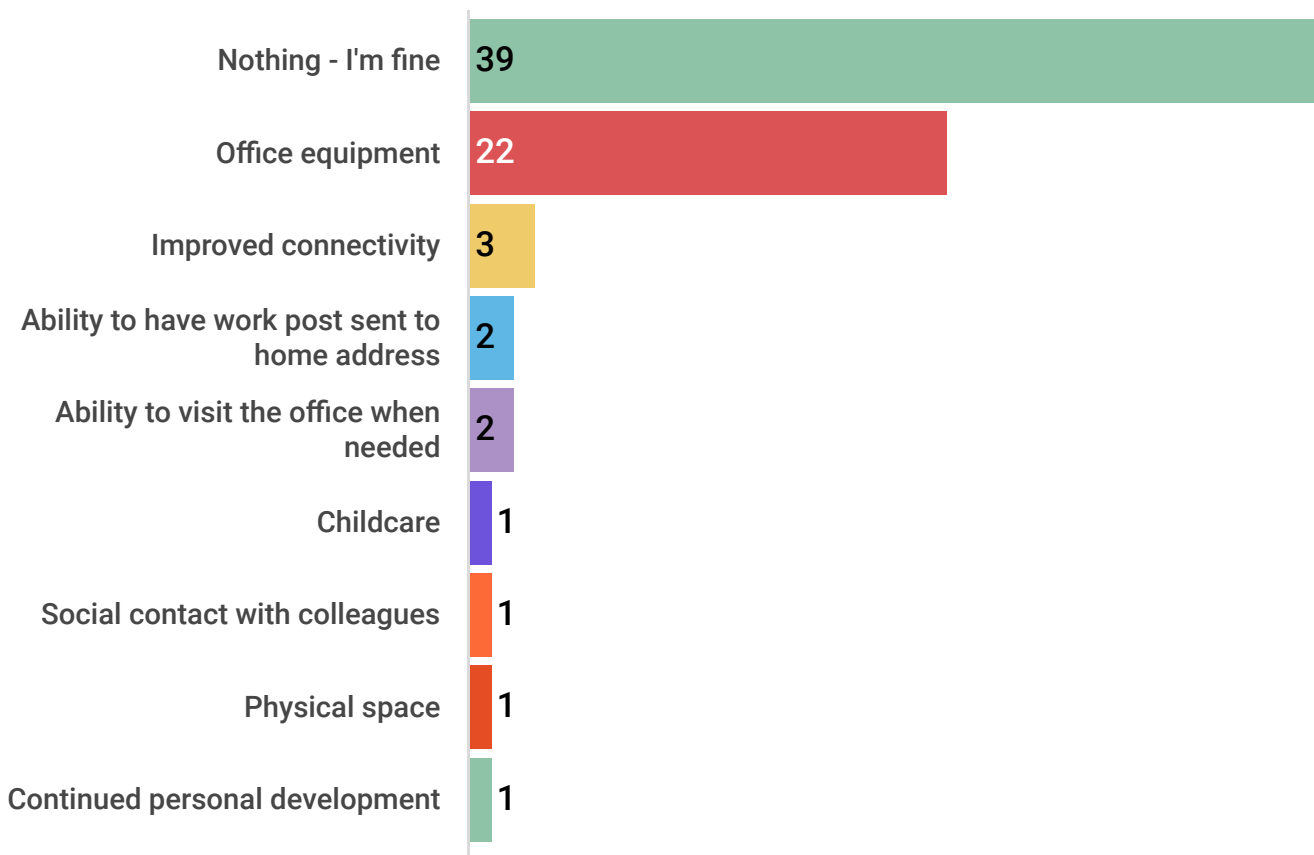
Q17. How often do you keep to a regular schedule when working from home?



Q18. How would you assess your productivity?

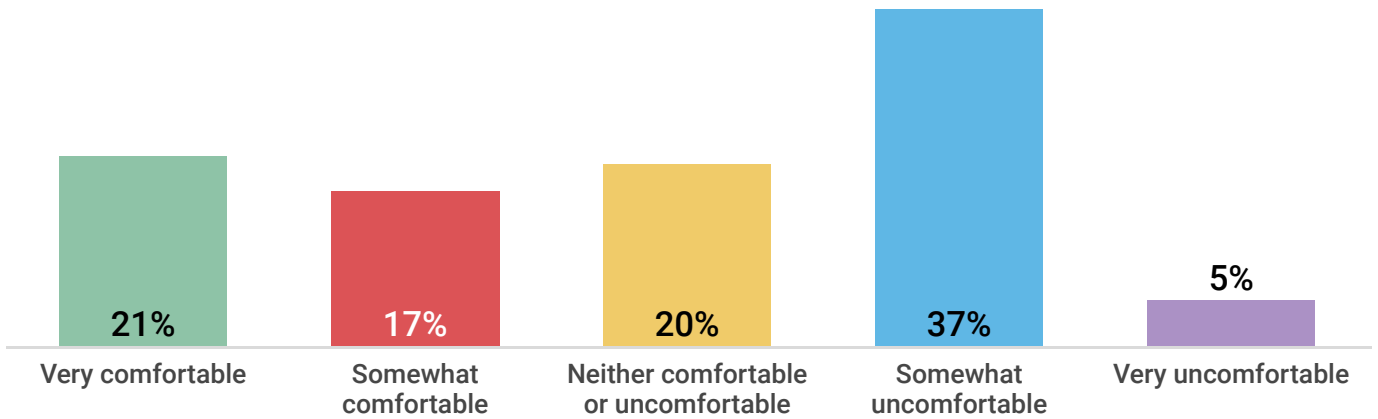


Q18. What else do you need to be able to do your job well whilst working remotely? This was an open-ended question with 72 responses grouped as follows:

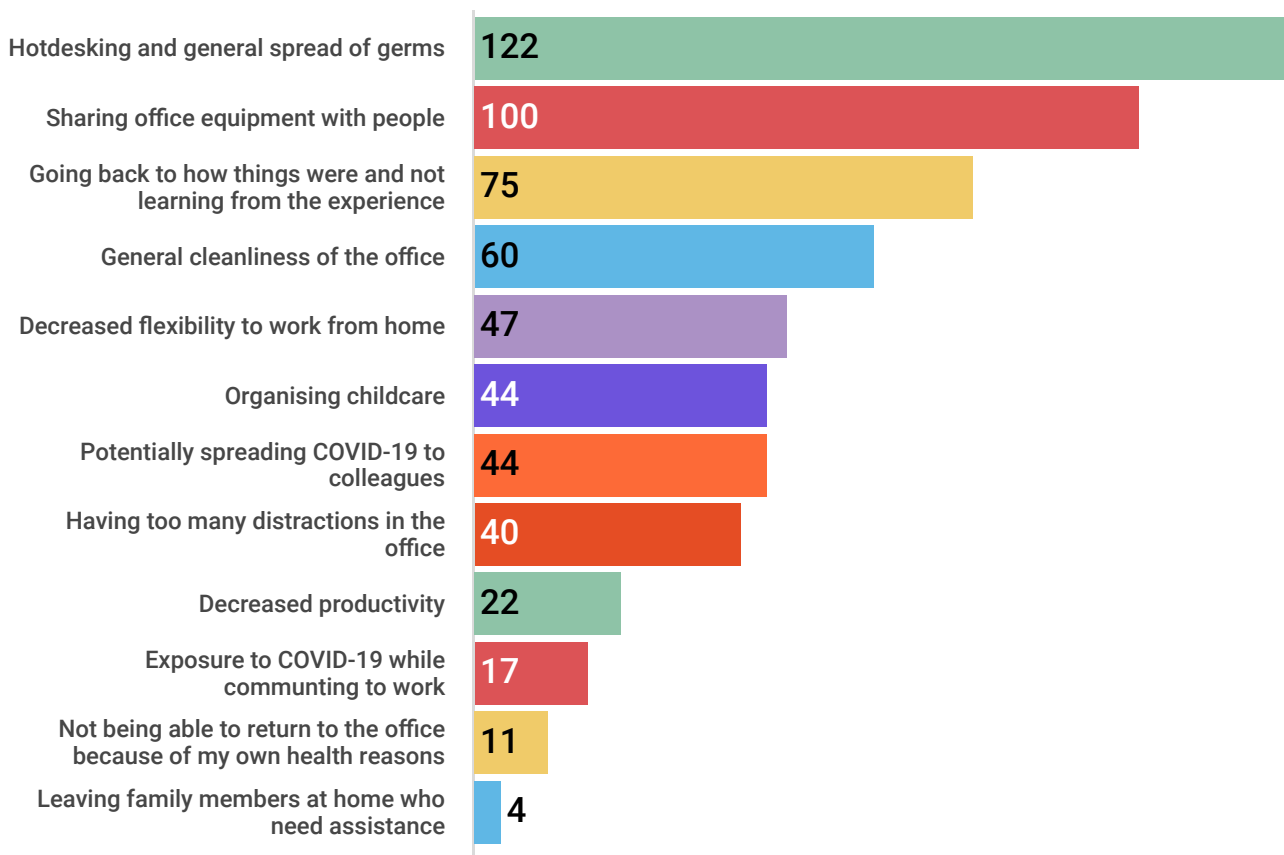


Survey Results - Returning back to the workplace

Q19. How comfortable do you feel about returning to work in the office?

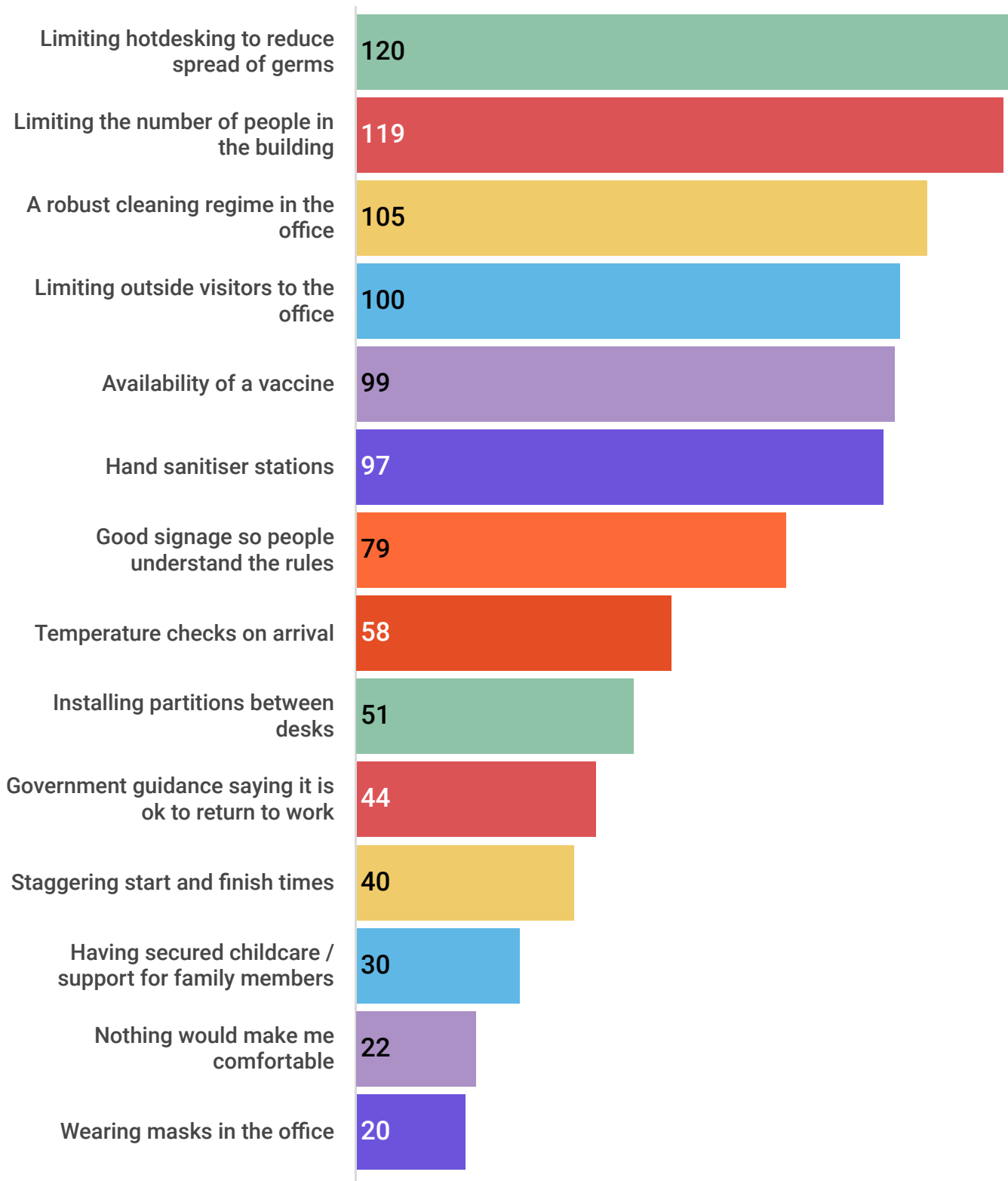


Q20. Which of the following concerns do you have about returning to the office? This was a multiple choice question with 586 responses in total.



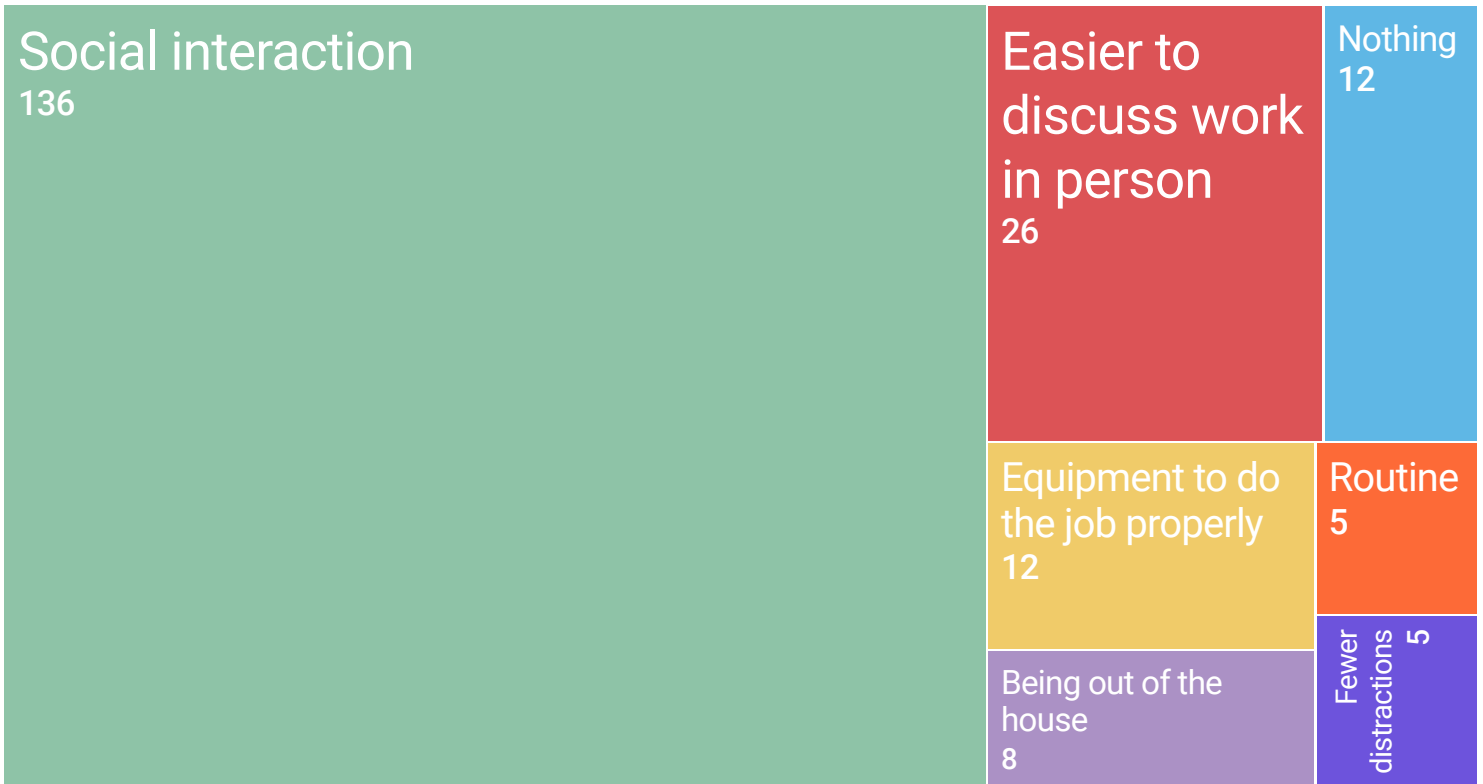
Survey Results - Returning back to the workplace

Q21. Which of the following would make you feel more comfortable about returning to work in the office? This was a multiple choice question with 984 responses in total.

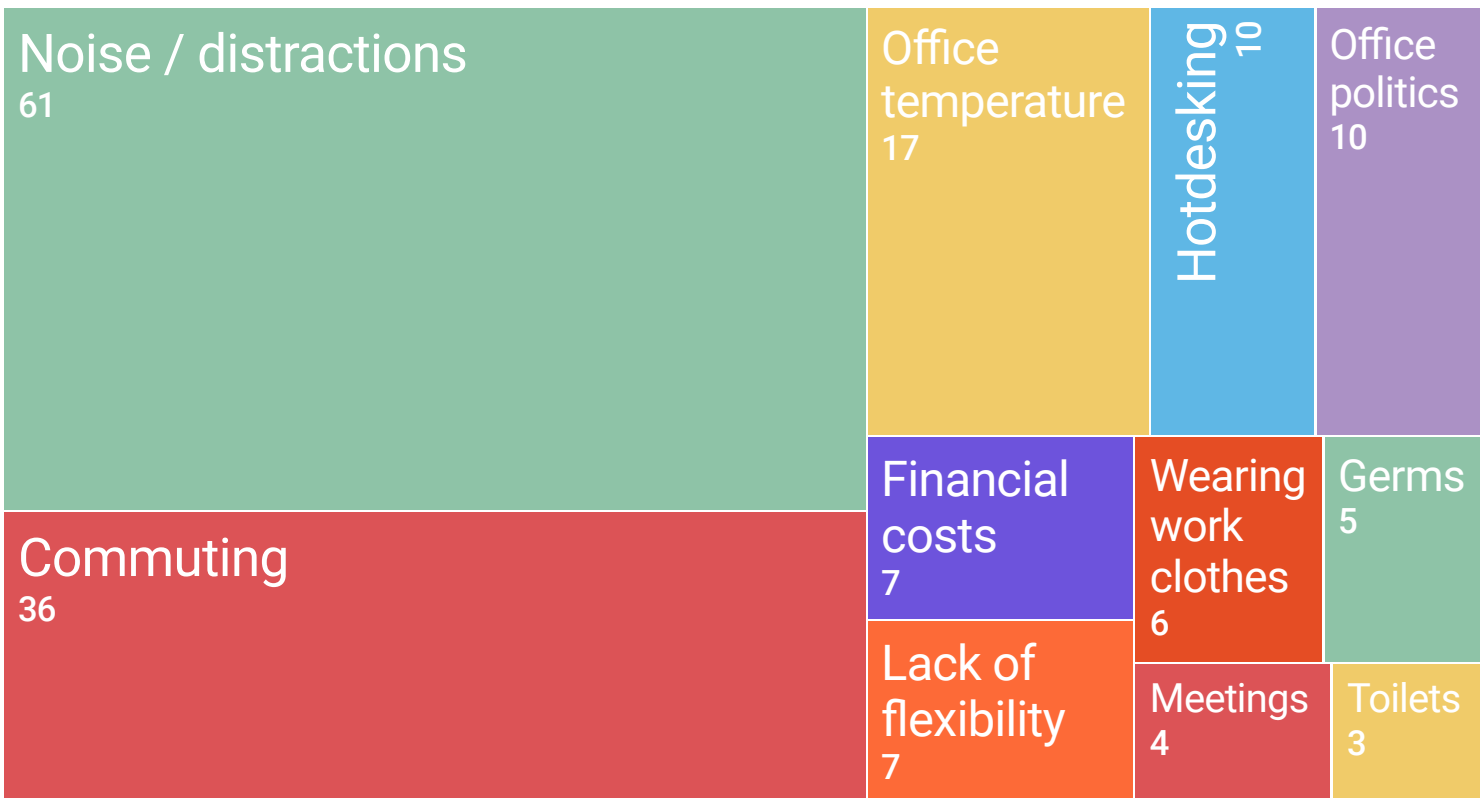


Survey Results - Returning back to the workplace

Q22. What do you miss most about being in the office? This was an open-ended question with 204 unique responses as grouped below:

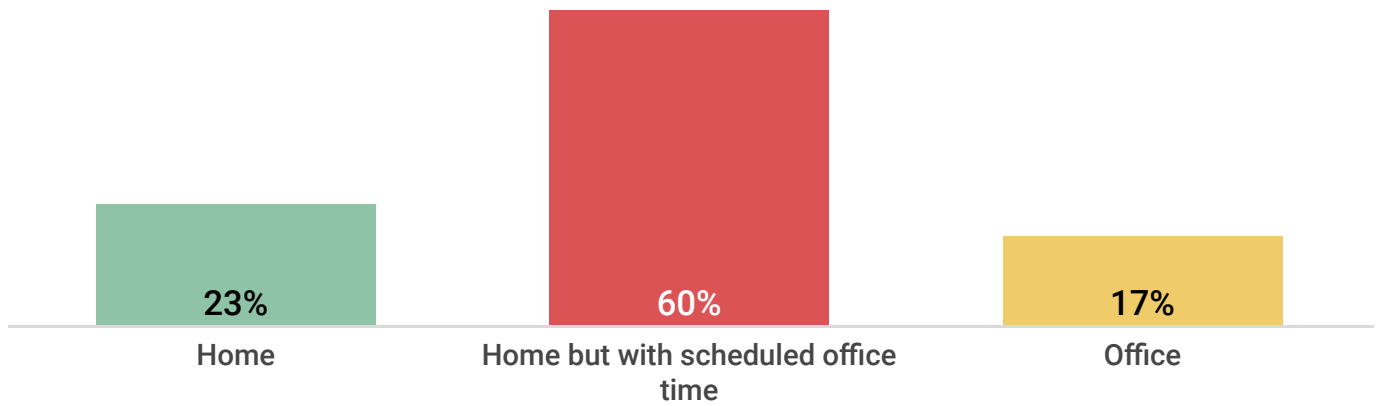


Q23. And what aren't you missing about the office?

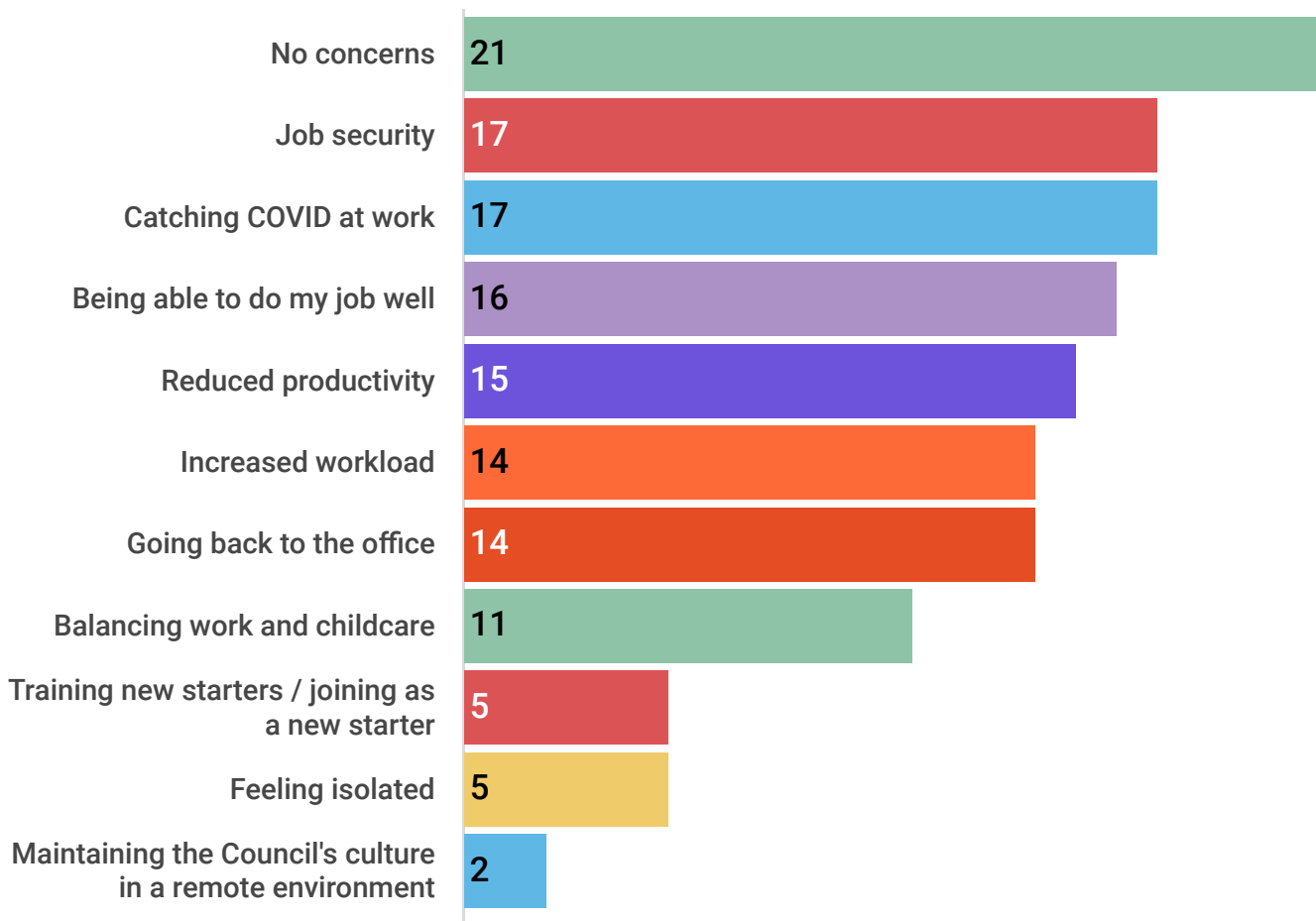


Survey Results - Returning back to the workplace

Q24. Given the choice, and once things return to some level of normality, where would you prefer to spend the majority of your working time?



Q25. What is your single biggest work related concern right now?



Full Forward Plan for all committees (valid from 28 September 2020)

Purpose:

This report provides an overview of reports going to all committees over the next municipal year.

Recommendation:

1. That members note the plan.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY AND RESOURCES				
5 NOVEMBER 2020				
5 Nov 2020	Progress and Delivery Report; April - September 2020/21	Ellen King, Senior Performance Officer	This report presents progress against the delivery of the Council's key performance measures for the period April - September 2020/2021.	13 February 2020
5 Nov 2020	Proposed Fees and Charges 2021/22 - Corporate Policy and Resources	Sue Leversedge, Business Support Team Leader	Propose fees and charges to take effect from 1 April 2021.	07 September 2020
5 Nov 2020	Budget and Treasury Monitoring Period 2 2020/21	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2020 to 30 September 2020	07 September 2020
5 Nov 2020	FLEXIBLE PARKING PERMITS	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To provide options for consideration	
5 Nov 2020	Annual Review of Commercial Investment Portfolio	Gary Reeve, Property & Assets Manager	Review of performance 2019/20	07 September 2020
5 Nov 2020	Revised Budget 2020/21 and Mid Year Review of Medium Term Financial Plan	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151	In view of the significant impact of Covid-19 and recognizing a balanced budget a Revised Budget 2020/21 is proposed. A mid year review of the	07 September 2020

Officer

MTFP identifies latest forecast positions if the

10 DECEMBER 2020

10 Dec 2020	National Non Domestic Rates, Sundry Debtors, Council Tax and Housing Benefit Overpayment Write Offs	Alison McCulloch, Revenues Manager	Write off report for NNDR, Sundry Debtors, Council Tax and Housing Benefit Overpayments	13 February 2020
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11 FEBRUARY 2021

11 Feb 2021	Corporate Policy and Resources Committee Draft Budget 2021/22 and estimates to 2025/26	Sue Leversedge, Business Support Team Leader	The report sets out details of the overall Draft Revenue Budget 2021/22 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2021/22 and estimates to 2025/26 to be included in the Medium Term Financial Plan	07 September 2020
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11 Feb 2021	Budget and Treasury Monitoring Period 3 202/21	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31 December 2020	07 September 2020
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11 Feb 2021	Committee Timetable 2021-2022	James Welbourn, Democratic and Civic Officer	To present the timetable for the above year, taking into account public holidays.	07 September 2020
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11 Feb 2021	Surestaff Performance 2020/21 and Business Plan 2021/22	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present members with the companies performance to Q3 2020/21 and to present the 2021/22 Business Plan for approval	
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15 APRIL 2021

15 Apr 2021	Budget and Treasury Monitoring Period 4 2020/21	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31st March 2021. (Final out-turn will be reported to the next	07 September 2020
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meeting)

COUNCIL

2 NOVEMBER 2020

2 Nov 2020	Licensing Policy Review - Approval	Andy Gray, Housing and Enforcement Manager	To seek approval for the Licensing Policy	07 September 2020
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18 JANUARY 2021

25 Jan 2021	Local Council Tax Support Scheme 2021/22	Alison McCulloch, Revenues Manager	The local council tax support scheme to be introduced on 1 April 2021 for the following year. This replaces the council tax benefit scheme.	07 September 2020
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18 Jan 2021	Mid Year Treasury Report 2020/21	Caroline Capon, Corporate Finance Team Leader	Review of Prudential indicators as a result of revising the capital programme for 2020/21	07 September 2020
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GOVERNANCE AND AUDIT

29 SEPTEMBER 2020

29 Sep 2020	Audited Statement of Accounts 2019/20	Caroline Capon, Corporate Finance Team Leader	To review and sign off the 2019/20 Statement of Accounts	19 December 2019
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21 Jul 2020	Annual Governance Statement 2019/20	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To present the Council's Annual Governance Statement for 2019/20. To update progress against the Annual Governance Statement 2018/19 Action Plan.	14 January 2020
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14 Apr 2020	Six Month Review of Strategic Risks	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To undertake and present the six-monthly review of the Council's strategic risks.	14 January 2020
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29 Sep 2020	Annula Governance Statement 2019/20 and	James O'Shaughnessy,	To present the AGS for 2019/20 and	
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Action Plan

Corporate Policy Manager & Deputy Monitoring Officer associated action plan

13 OCTOBER 2020

13 Oct 2020	Member Development Annual Report	Ele Snow, Democratic and Civic Officer	To provide a summary of Member Development over the previous 12 months, including progress made with the actions agreed by the Member Development Group. To review and approve the priorities for Member Development for the coming year.	13 February 2020
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13 Oct 2020	Internal Audit Report Quarter 2 20/21	James Welbourn, Democratic and Civic Officer	From Assurance Lincolnshire	13 February 2020
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13 Oct 2020	Governance and Audit Effectiveness	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer		07 September 2020
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12 JANUARY 2021

12 Jan 2021	External Audit Strategy Memorandum (Plan) 2020/21	Caroline Capon, Corporate Finance Team Leader	Review of External Audit plan for the Closure of the 2020/21 Accounts	07 September 2020
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12 Jan 2021	Certification of Grants & Returns	Caroline Capon, Corporate Finance Team Leader	Review of the Certification of Grants and Returns	07 September 2020
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12 Jan 2021	Internal Audit Quarter 3 20/21 report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire	07 September 2020
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12 Jan 2021	Draft Treasury Management Strategy 2020/21	Caroline Capon, Corporate Finance Team Leader	Review of the Draft Treasury Management Strategy	07 September 2020
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12 Jan 2021	Treasury Management Practices	Caroline Capon, Corporate Finance Team Leader	Revision of the Treasury Management Practices	
9 MARCH 2021				
9 Mar 2021	Accounts Closedown 2020/21 Accounting Matters	Caroline Capon, Corporate Finance Team Leader	Review of Accounting Policies, Key Dates and Risk	07 September 2020
13 APRIL 2021				
13 Apr 2021	Internal Audit Quarter 4 Report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire	07 September 2020
PROSPEROUS COMMUNITIES				
20 OCTOBER 2020				
20 Oct 2020	Proposed Fees and Charges 2020/21 - Prosperous Communities	Sue Leversedge, Business Support Team Leader	Propose fees and charges to take effect from 1 April 2021.	07 September 2020
20 Oct 2020	Market Rasen Development Fund	Grant White, Enterprising Communities Manager	To approve changes to the established Market Rasen Development Fund in order to support new priorities, change the delivery style and ensure appropriate fund management and governance are in place.	
1 DECEMBER 2020				
1 Dec 2020	Separate Paper & Card Collection	Robert Gilliot, Waste and Recycling Team Manager	To introduce a separate paper and card collection to improve the quality and quantity of materials collected. Residents receive an additional bin for paper which is collected on a monthly basis.	07 September 2020
1 Dec 2020	Public Transportation Programme	Grant White, Enterprising	To updated on past progress of	

Communities Manager

transport initiatives supported by WLDC and approve a new delivery plan for our Public Transportation Programme.

1 Dec 2020	Progress and Delivery Report, April - September 2021	Ellen King, Senior Performance Officer	This report presents progress against the Council's key performance measures for the first half of 2020-2021 (April - September)	
1 Dec 2020	Homes for Independence Strategy	Diane Krochmal, Interim Assistant Director Homes and Communities	to present the countywide Homes for Independence Strategy for approval	07 September 2020
1 Dec 2020	Together 24 Programme	Ady Selby, Assistant Director of Commercial and Operational Services	To introduce to Members the new transformational programme, Together 24.	07 September 2020
Dec 2020	Environmental Protection Policy	Andy Gray, Housing and Enforcement Manager	policy that outlines approach to EP work areas	07 September 2020

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26 JANUARY 2021

20 Oct 2020	Proposed Fees and Charges 2021/22 Prosperous Communities	Sue Leversedge, Business Support Team Leader	to proposed fees and charges to take effect from 1 April 2021	07 September 2020
26 Jan 2021	Prosperous Communities Revenue Base Budgets 2021/22 to 2025/26	Sue Leversedge, Business Support Team Leader	the report sets out details of the Committees draft revenue budget for the period 2021/22 and estimates to 2025/26.	07 September 2020
26 Jan 2021	Reintroduction of rents on Gainsborough Market	Ady Selby, Assistant Director of Commercial and Operational Services	Plan on how the free rental period will end and a strategy for re-introducing charges	

16 MARCH 2021

16 Mar 2021	Strategic Visitor Economy Strategy	Wendy Osgodby, Senior Growth Strategy &	Support for the Visitor Economy is embedded within West Lindsey District	19 December 2019
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Projects Officer

Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows:

Vision:

'Creating local wealth through the visitor economy'

Objectives:

-Increasing number of visitors / length of stay

-Increasing expenditure by visitors

-Developing leisure, culture and recreational offer

-Increasing the quality and number of businesses / jobs in the sector

Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.