

AGENDA

This meeting will be streamed live via the address below and the video archive published on our website

Overview and Scrutiny Committee
Tuesday, 19th January, 2021 at 6.30 pm
MS Teams

Available to watch via <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. Register of Attendance

2. Minutes of the previous meeting

PAGES 3 - 5

Meeting of the Overview and Scrutiny Committee held on Tuesday, 6 October 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. Presentation Item - Focus on Leisure

Presentation by Emma Tatlow, Chief Executive of Active Lincolnshire, regarding leisure provision across West Lindsey and in the context of national and countywide provision, through the global pandemic and beyond.

6. General Work Items

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|------------------------|--------------|
| i) Forward Plan | PAGES 6 - 14 |
| ii) Committee Workplan | PAGES 15 |

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 11 January 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held virtually via MS Teams on 6 October 2020 commencing at 6.30 pm.

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

Councillor David Dobbie
Councillor Jane Ellis
Councillor Mrs Caralyne Grimble
Councillor Mrs Angela Lawrence

Also Present: Councillor Mrs Anne Welburn

In Attendance:
Alan Robinson Director of Corporate Services and Monitoring Officer
Ele Snow Democratic and Civic Officer

Apologies: Councillor Keith Panter

1 REGISTER OF ATTENDANCE

The Chairman undertook the register of attendance for Members and each Councillor confirmed their attendance individually.

The Democratic Services Officer completed the register of attendance for Officers and, as with Members, each Officer confirmed their attendance.

2 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 18 February 2020 be confirmed as a correct record.

3 MEMBERS' DECLARATIONS OF INTEREST

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

4 MATTERS ARISING SCHEDULE

The Democratic and Civic Officer confirmed there were no outstanding matters arising.

5 WORK PLANNING FOR OVERVIEW AND SCRUTINY COMMITTEE

The Chairman introduced the first report of the evening regarding the Committee work plan for the remainder of the Civic Year. It was acknowledged that the cancellation of meetings due to the global pandemic had impacted the usual organisation of the Committee work plan. The Chairman highlighted the proposed work streams, namely flood risk management across the district, homeworking for Officers during the pandemic and a review of communications across Planning and Regeneration.

There was discussion regarding the importance of understanding flood risk and the impact this had on affected residents. It was acknowledged that there was already work underway across the council and this work stream for the Committee would run alongside that work. The Chairman emphasised the need for swift action to avoid a repeat of previous flooding incidents and the Monitoring Officer highlighted the work that was already underway across the district and county with the same goal.

It was noted that there was no business scheduled for the proposed January meeting and the Chairman suggested an initial focus on leisure provision across the district. This had been mooted in the previous Civic Year and it was important that this strand of work should not be overlooked. It was agreed for the Democratic and Civic Officer to make initial enquiries to invite three leisure providers to attend the meeting in January.

The aspect of homeworking for Officers through the pandemic was noted to be unprecedented on such a scale and Members felt there needed to be an element of scrutiny to understand the impact this was having, both from a staff wellbeing point of view as well as with regard to service provision. It was noted that the next item on the agenda was in relation to this work stream.

RESOLVED that:

- a) 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
- b) the formation of a Flood Risk Working Group be approved; and
- c) 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
- d) the draft work plan for the remainder of the Civic Year be agreed.

6 COVID-19 STAFF SURVEY RESULTS

The Monitoring Officer introduced the outcomes of a staff survey undertaken in June 2020 regarding the impact of the pandemic and working from home. He highlighted a selection of figures, including the impressive response rate of 84% of staff. He noted that 95% of respondents felt connected to their teams and of the 5% who did not, Management Team

were able to identify those teams and work with the Managers accordingly. He also highlighted that 98% of respondents trusted the Management Team to be making the right decisions and that the level of communication was appreciated. He noted that there was concern amongst staff about the personal impact of Covid-19 but this was to be expected given the circumstances.

Members praised the survey questions and the way the information from the survey had been collated. The high response rate was also noted to be exceptional and indicative of a workforce engaged with the organisation. A Member of Committee highlighted the number of staff who would choose to continue working from home and the Monitoring Officer confirmed that, as and when office working became possible again, there would be greater flexibility for where people chose to base themselves for the majority of their working week.

The Committee heard that there would be a second similar survey going out to staff in the coming weeks and it was programmed into the work plan for the results to be presented to both the Joint Staff Consultative Committee and the Overview and Scrutiny Committee.

The Chairman enquired whether there had been any contact with Councillors in a similar vein and the Monitoring Officer highlighted the weekly messages that were sent out by the Chief Executive. These had started as twice-weekly but moved to weekly at the end of the summer. The Vice-Chairman, Councillor Mrs D. Rodgers quoted an email she had sent to Senior Officers detailing positive feedback she had received from business and residents praising the work of the council. She stated that there had been significant mentoring from Officers with regard to the new way of working online, using MS Teams, and communications between Councillor colleagues had been helpful.

The positive response to the survey was again praised, as was the work of Officers in difficult times, and the Committee expressed interest in seeing how the situation may have changed with the continuing restrictions.

RESOLVED that the content of the report be noted.

7 FORWARD PLAN

The Chairman invited Members of the Committee to comment on the contents of the Forward Plan. She enquired about the Annual Review of the Commercial Investment Portfolio and it was explained the portfolio was constantly reviewed however, the annual review was presented at the Corporate Policy and Resources Committee. Members were advised that should they have any questions regarding that report, they could submit them to Officers in advance which would ensure Officers were able to present the answers at the time of the meeting.

With no further comments, the Forward Plan was **NOTED**.

The meeting concluded at 7.09 pm.

Chairman

Forward Plan for All Committees

Date	Title	Lead Officer	Purpose of the report
CORPORATE POLICY AND RESOURCES			
14 JANUARY 2021			
14 Jan 2021	Locally Defined Discount for Special Constables	Alison McCulloch, Revenues Manager	At the request of the LPCC a request to award a locally defined discount to any special constables working for LPA who are resident in West Lindsey
14 Jan 2021	Progress and Delivery Performance Measures and Targets 2021/22	Ellen King, Senior Performance Officer	This report presents the Council's Progress and Delivery performance measures and corresponding targets for 2021/22.
14 Jan 2021	Crematorium Strewing Area and Landscaping	Cara Markham, Commercial Development Manager	Proposal to introduce strewing area and long term landscaping strategy for Lea Fields Crematorium
11 FEBRUARY 2021			
11 Feb 2021	Capability Policy	Emma Redwood, People and Organisational Development Manager	To review the council's capability policy and update
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

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.
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
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
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 meeting)
17 JUNE 2021			
17 Jun 2021	Budget Consultation 2021	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the proposals for the 2021 Budget consultation exercise
17 Jun 2021	Budget and Treasury Monitoring Final Outturn 2020/21	Sue Leversedge, Business Support Team Leader	this report sets out the final revenue, capital and treasury management activity from 1 April 2020 to 31 March 2021.
COUNCIL			
25 JANUARY 2021			
25 Jan 2021	Local Council Tax Support Scheme 2021/22	Alison McCulloch,	The local council tax support scheme to

Revenues Manager

be introduced on 1 April 2021 for the following year. This replaces the council tax benefit scheme.

25 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
25 Jan 2021	Revised Scheme of Officer Delegation following completion of Senior Management Re-Structure	Alan Robinson, Director of Corporate Services and Monitoring Officer	Report presents revised scheme of delegation, aligning delegations to the new Senior Management Roles.
25 Jan 2021	Council Tax Base 21-22	Caroline Bird, Principal Corporate Accountant	Council Tax Base

1 MARCH 2021

Mar 2021	Executive Business Plan and Medium Term Financial Plan 2021/22 - 2025/26 and 2021/22 Budget	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present for consideration and scrutiny the Executive Business Plan and Medium Term Financial 2021/22 - 2025/26 and the 2021/22 Budget
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10 MAY 2021

10 May 2021	Sustainability, Climate Change & Environment Strategy	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	Present the Council's Sustainability, Climate Change & Environment Strategy
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6 SEPTEMBER 2021

6 Sep 2021	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Review
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GOVERNANCE AND AUDIT

12 JANUARY 2021

12 Jan 2021	Governance and Audit Effectiveness	James O'Shaughnessy,	
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Corporate Policy Manager
& Deputy Monitoring
Officer

12 Jan 2021	Update on Committee Effectiveness Action Plan	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To provide the Committee with an update on work to develop an action plan following its self-evaluation of its effectiveness
12 Jan 2021	Bi-Annual Review of Strategic Risks (Jan 2021)	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To present for review the strategic risks facing the Council as at January 2021
12 Jan 2021	Treasury Management Practices	Caroline Capon, Corporate Finance Team Leader	Revision of the Treasury Management Practices
12 Jan 2021	Internal Audit Quarter 3 20/21 report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire
12 Jan 2021	Draft Treasury Management Strategy 2020/21	Caroline Capon, Corporate Finance Team Leader	Review of the Draft Treasury Management Strategy

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
9 Mar 2021	Internal Audit Draft Annual Plan Report 2021/20222	James Welbourn, Democratic and Civic Officer	By Assurance Lincolnshire
9 Mar 2021	Combined Assurance Report 2020/21	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To present the findings and analysis of the Council's Combined Assurance Report for 2020/21

13 APRIL 2021

13 Apr 2021	Internal Audit Quarter 4 Report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire
15 JUNE 2021			
15 Jun 2021	Unaudited Statement of Accounts 2020-21	Caroline Capon, Corporate Finance Team Leader	Unaudited Statement of Accounts 2020-21
20 JULY 2021			
20 Jul 2021	Report to those charged with Governance - EXTERNAL AUDIT COMPLETION REPORT - ISA 260	Caroline Capon, Corporate Finance Team Leader	To present to those charged with governance, the External Audit report on the quality of the Statement of Accounts and Annual Governance Statement 2020/21.
20 Jul 2021	Audited Statement of Accounts	Caroline Capon, Corporate Finance Team Leader	Audited Statement of Accounts
PROSPEROUS COMMUNITIES			
26 JANUARY 2021			
26 Jan 2021	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.
26 Jan 2021	Lincolnshire Homes for Independence Blueprint	Diane Krochmal, Assistant Director Homes and Communities	to present the Lincolnshire Homes for Independence Blueprint for approval
26 Jan 2021	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.
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
26 Jan 2021	Market Rasen Townscape Heritage Fund	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration, Wendy Osgodby, Senior Growth Strategy & Projects Officer	To approve the launch of a Townscape Heritage Fund and associated governance, engagement and reporting arrangements.
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.
26 Jan 2021	Supporting housing delivery and public service infrastructure - Government Consultation	Russell Clarkson, Interim Planning Manager (Development Management)	To formulate a response to government consultation on permitted development rights, change of use and speeding up planning permission for public service infrastructure.
16 MARCH 2021			
16 Mar 2021	Public Transportation Programme	Grant White, Enterprising Communities Manager	To updated on past progress of transport initiatives supported by WLDC and approve a new delivery plan for our Public Transportation Programme.
16 Mar 2021	Selective Licensing - Update and Future Proposals	Andy Gray, Housing and Enforcement Manager	To update Councillors on the current position with the Selective Licensing Scheme in Gainsborough and to advise on future proposals.
16 Mar 2021	Membership of Keep Briain Today and implementation of DEFRA voluntary Code of	Ady Selby, Assistant Director of Commercial	Response for Committee following motion at full Council on the following

Conduct

and Operational Services points -

(b) by way of report to Prosperous Communities Committee, examine the merits of becoming a local authority member of the Keep Britain Tidy Network, and identify which of the campaign's including Love Parks and Charity Bins, could be introduced in the District;

(d) by way of report to Prosperous Communities Committee, investigate whether promoting take-up of the DEFRA voluntary code amongst our fast food businesses and local business partnerships is appropriate and investigate the resource and capacity implications, of seeking their sponsorship for the introduction of a Charity Bin scheme and for a public education programme. Prosperous Communities Committee are charged with making a formal decision in respect of this aspect of the motion.

16 Mar 2021

Rural Designation

Sarah Elvin, Housing Communities Project Officer

To seek approval to make an application to the Secretary of State for West Lindsey to obtain Rural Designation under Section 157 of the Housing Act 1985.

8 JUNE 2021

8 Jun 2021

Public Health Funerals Policy

Andy Gray, Housing and Enforcement Manager

To seek approval for the Policy relating to Public Health Funerals, for which the Council is responsible for under S46 of the Public Health (Control of Disease)

Act 1984.

13 JULY 2021

13 Jul 2021	Selective Licensing - Future Options and Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the options available in relation to a future Selective Licensing Scheme and seek approval to consult upon these.
13 Jul 2021	Update on Health related work	Diane Krochmal, Assistant Director Homes and Communities	to provide Members with an update on Health related work

14 SEPTEMBER 2021

14 Sep 2021	Selective Licensing - Gainsborough Scheme Review	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the Gainsborough Selective Licensing Scheme in place between 2015 and 2020
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26 OCTOBER 2021

26 Oct 2021	Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement Plan (Planning Enforcement) and Customer Charter
26 Oct 2021	Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy

7 DECEMBER 2021

7 Dec 2021	Selective Licensing - Future Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with final proposals for any future Selective Licensing Scheme
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REGULATORY

11 MARCH 2021

11 Mar 2021	Hemswell Cliff Public Space Protection Order	Andy Gray, Housing and Enforcement Manager	To seek approval for consultation to take place in relation to the PSPO at
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			Hemswell Cliff with a view to it being reviewed and extended.
11 Mar 2021	Public Space Protection Orders - General Update	Andy Gray, Housing and Enforcement Manager	To update committee on the current position across all the existing PSPOs across the District.
10 JUNE 2021			
10 Jun 2021	Hemswell Cliff Public Space Protection Order	Andy Gray, Housing and Enforcement Manager	To determine the outcome of the consultation and make a determination on the PSPO for Hemswell Cliff.
10 Jun 2021	Food and Health and Safety Work Plan 2021/22	Andy Gray, Housing and Enforcement Manager	To provide information on and seek approval for the Food and Health and Safety Work Plan 2021/22.

Overview and Scrutiny Work Plan

Purpose:

The table below provides a summary of reports that are due at meetings of the Overview and Scrutiny Committee for the remainder of the Civic Year and into the start of the 2021/2022 Civic Year.

Recommendation:

1. That Members note the contents of this document and consider the proposed items for addition to the work plan.

TITLE	LEAD OFFICER	PURPOSE OF THE REPORT
16 FEBRUARY 2021		
Focus on Leisure in West Lindsey, Part 2 Presentations by: Everyone Active Gainsborough Trinity Foundation	Ele Snow to arrange	To hear about current leisure provision in West Lindsey, user data and future plans
Covid-19 Staff Survey Results	Emma Redwood / Alan Robinson	To receive the outcome of the second staff survey
30 MARCH 2021		
Presentation Item – Environment agency	Ele Snow to arrange	To report back on actions / improvements following Q&A session February 2020
Draft Annual Report – O&S	Ele Snow	To receive the draft report due to be presented at Annual Council
18 MAY 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.