

AGENDA

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

Overview and Scrutiny Committee

Tuesday, 16th February, 2021 at 6.30 pm

to be held virtually via MS Teams and available to watch at:

<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 - 6

Meeting of the Overview and Scrutiny Committee held on 19 January 2021

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

Committee to receive two presentations regarding the Focus on Leisure, to be followed by a question and answer session.

i) Everyone Active

Presentation by Simon Fearn, Area Manager.

ii) Gainsborough Trinity Foundation

Presentation by Damon Parkinson, Head of Operations & Business Development.

6. Public Reports

i) Covid19 Staff Survey

PAGES 7 - 21

7. General Work Items

i) Forward Plan

PAGES 22 - 28

ii) Committee Workplan

PAGE 29

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 8 February 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held virtually via MS Teams on 19 January 2021 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 Liz Clews
Councillor Jane Ellis
Councillor Mrs Caralyne Grimble
Councillor Cherie Hill
Councillor Mrs Angela Lawrence
Councillor Keith Panter
Councillor Roger Patterson

Also Present: Councillor Stephen Bunney
Councillor Michael Devine
Councillor Mrs Mandy Snee
Councillor Trevor Young

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

Also In Attendance: Emma Tatlow, CEO, Active Lincolnshire

8 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.

9 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 6 October 2020 be confirmed as a correct record.

10 MEMBERS' DECLARATIONS OF INTEREST

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

11 MATTERS ARISING SCHEDULE

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

12 PRESENTATION ITEM - FOCUS ON LEISURE

The Chairman introduced Emma Tatlow, CEO of Active Lincolnshire, and explained the focus of the Committee was to understand leisure provision across the district, including outreach programmes and how the council may be able to support local efforts.

Emma thanked the Committee for inviting her and explained that she had joined the company in May 2020, during the pandemic. The company had previously been known as Lincolnshire Sports Partnership and had primarily been focussed on provision of sports activities for people who were already involved in sports. The priority was now aiming at working with people as much as possible whether they were already active or to engage currently inactive people in new activities. She explained that there was a new management structure in place as well as new Board members and they were currently involved in business planning and assessing the key areas of greatest need across the county. Primary funding was provided by Sports England and that was for activities across Lincolnshire.

The commitment to driving forward was based on a whole system approach, to include working with health providers, transport links and support agencies in order to ensure people would be able to access activities across the board. This also included the planned launch of a new activity finder, with activities ranging from organised sports events to accessible walking or cycle routes.

Members saw details of the activity statistics across the county, which highlighted that the majority of Lincolnshire residents had a lower rate of activity in comparison with the national average. They also heard that West Lindsey was the third most inactive district in Lincolnshire. Emma noted that the statistics had not taken into account the impact of the pandemic however, initial reports showed that, whilst there had been an initial increase in activity levels at the start of the pandemic, this appeared to be petering off.

A Member of Committee enquired how levels of activity were measured and it was explained that the statistics came from a national survey run by Sports England. With regard to the accuracy of the data, it was explained that the figures could only be used if there was a sufficient number of responses in order to run data analysis.

There was discussion regarding rates of obesity and related illnesses and Emma confirmed that this was the focus behind the whole system approach, in order to engage with people who would otherwise not access traditional methods of exercise. She gave the example of promoting safe and accessible walking routes rather than focusing on trying to encourage people to go to a gym. If an inactive individual was supported to become more active through easily accessible options in their home area, it would be more beneficial than expecting that same individual to start attending a gym three times a week. It also helped alleviate transport related issues if an individual was able to increase activity without needing to go far.

The Chairman highlighted county-wide issues with speeding traffic on country roads and suggested this could be a factor that discouraged people to walk or cycle on their local roads. She noted a road safety scheme titled '20s Plenty' and enquired whether campaigns such as this would be a part of the planning for Active Lincolnshire. Emma agreed that road safety could be a considerable barrier to people being active in their local areas and explained there were a series of active conversations ongoing regarding how to improve access to local routes. A campaign such as '20s Plenty' would be the type of campaign that Active Lincolnshire would look to support in line with the whole system approach. Emma also highlighted that they were working with local organisations, such as the Gainsborough Trinity Foundation, in order to maximise access and opportunities for everyone, whether that be in the form of an organised sports group or to better communicate other options according to the local area.

A Member of Committee enquired as to the age range covered and it was explained that the category of 'older people' was considered to be those aged 50 or over. Statistics showed that activity levels dropped off significantly after this age and the focus was to build positive habits from an early stage, with a view to those habits lasting a lifetime. With this in mind, Emma detailed some of the work they were involved in with local schools, although she conceded that the circumstances of the pandemic had made it increasingly difficult, especially given the second school closures from January 2021.

It was highlighted to the Committee that West Lindsey District Council Officers were already working with Emma and Active Lincolnshire in order to improve activity levels across the district and this would be an ongoing partnership. Emma reiterated the company focus of the whole system approach and the importance of working with organisations and communities outside of the traditional sporting settings.

The Chairman thanked Emma for her time and the detailed information provided and restated the importance of engaging local communities. This was agreed with across the board and the Committee repeated words of thanks to Emma for her time and efforts, with a positive view to the future.

13 FORWARD PLAN

The contents of the Forward Plan were **NOTED**.

14 COMMITTEE WORKPLAN

The Democratic and Civic Officer introduced the workplan for the Committee and noted there would be an additional item of work regarding the West Lindsey District Council process for Disabled Facilities Grants, as referred by the Corporate Policy and Resources Committee. It was also noted that, pending approval of the 2021/22 Committee Timetable by that same Committee, the first meeting of the Overview and Scrutiny Committee in the new Civic Year was likely to take place in June.

With no further comment, the Committee Workplan was **NOTED**.

The meeting concluded at 7.56 pm.

Chairman



COVID-19 Staff Survey Results

December 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 carried out across the organisation between June and July 2020. A second survey was conducted during November 2020 to understand the current views of staff, and how they may have changed eight months into the pandemic. This report presents the key findings of the second staff survey, including direct comparisons to the first survey, 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

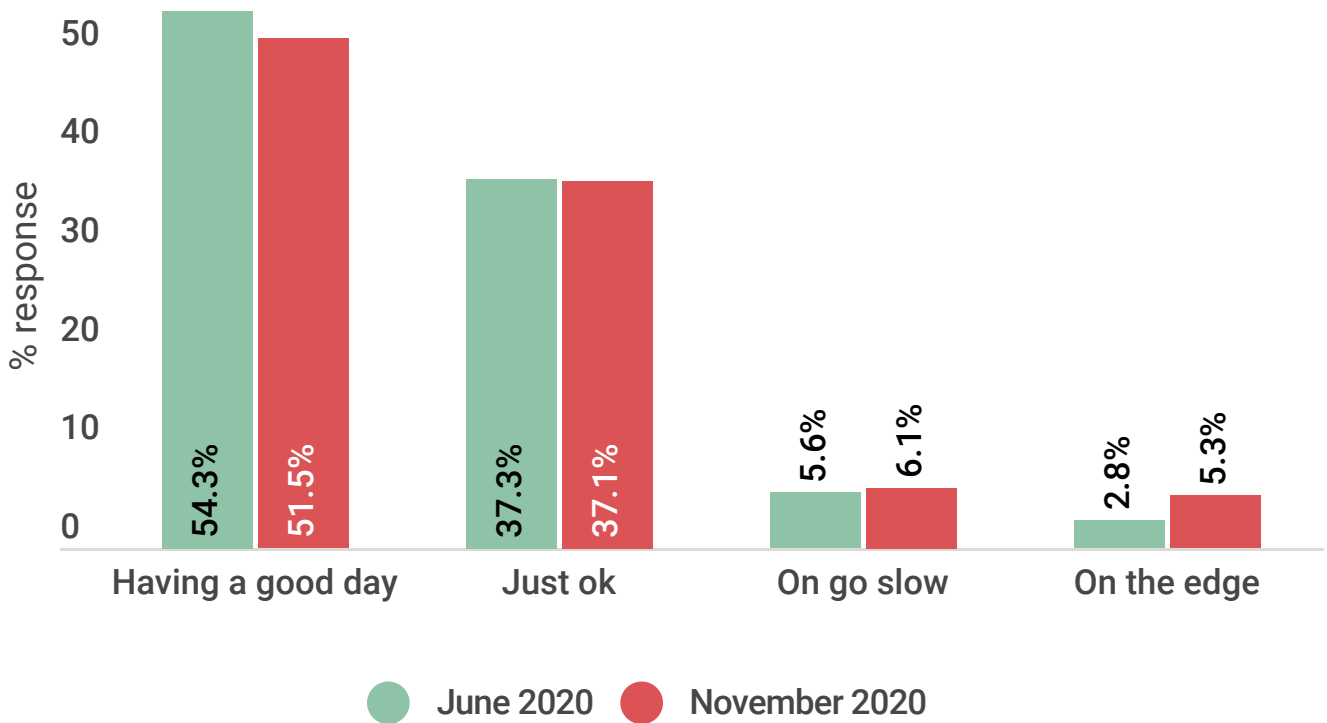
Although the response rate was slightly lower than in June, the second survey was well received, with an overall response rate of 61.4% or 132 responses (compared to 73.7% or 177 responses previously). In summary, the vast majority of staff continue to feel well supported by their manager; Management Team are trusted to make decisions in the best interests of staff and staff feel that the right amount of information is being disseminated across the organisation. Staff overwhelmingly feel that the Council is doing everything it possibly can to support them, with initiatives such as the Steps Challenge cited as something that has been hugely beneficial to mental wellbeing and something which staff would like to see return after Christmas.

There are key differences between the two surveys:

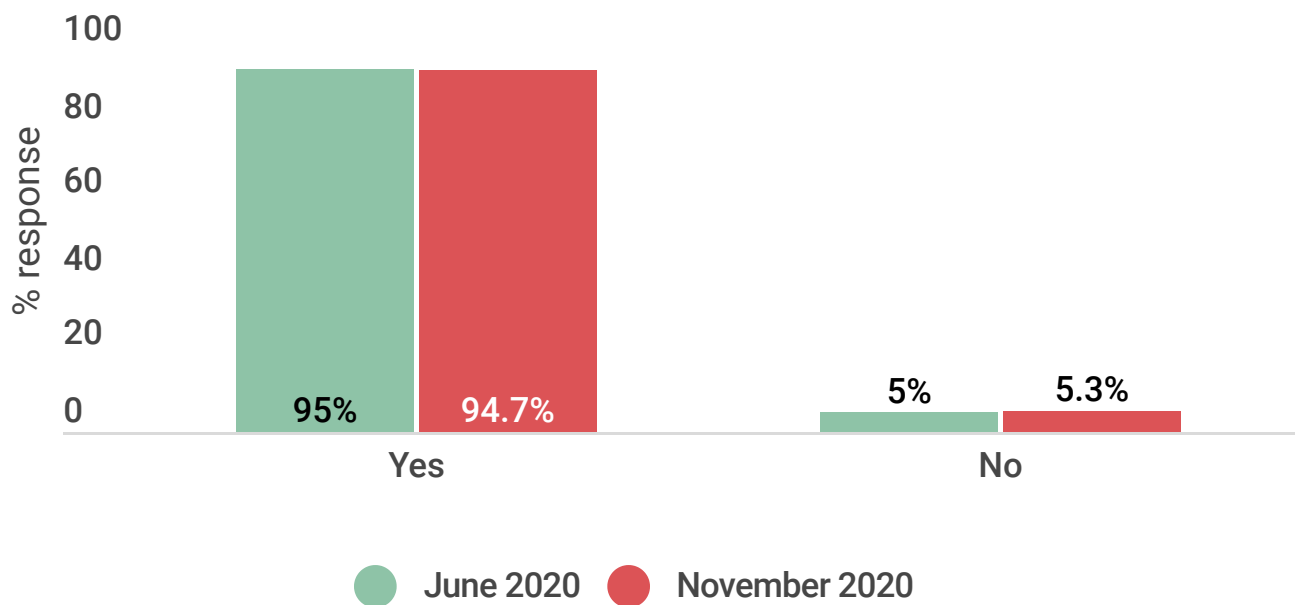
- More staff are reporting adverse impacts on their mental health now compared to June, with a higher number of people also worried about the impact of COVID-19 on their lives. .
- More staff reported feeling very or fairly satisfied with their working from home arrangement now compared to June, though network connectivity and a lack of physical workspace remains a persistent issue for some.
- A higher percentage of staff have settled into a regular working routine and are working more productively now compared to June.
- Childcare and caring responsibilities appears much less of an issue than in June, though concerns remain about school closures and the impact this would have on working from home.
- Limiting hotdesking, the availability of a vaccine, staggering start and finish times and improved cleaning regimes would all make staff feel more comfortable about returning to the office.
- Fewer people want to see a return to the office with more respondents preferring to work from home with scheduled office time now compared to June.
- An increase in people's workload and feeling under pressure as a result has emerged as a new issue with this being the single biggest work related concern that staff currently have.
- Social isolation and missing social interaction in the office remain the biggest reasons why staff are missing the office environment.
- Conversely, noise and distraction remains the single biggest thing that staff are not missing about working in the office.
- More staff report enjoying the flexibility and work/life balance that working from home brings now compared to June.

Survey Results - Mental Health and Wellbeing

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

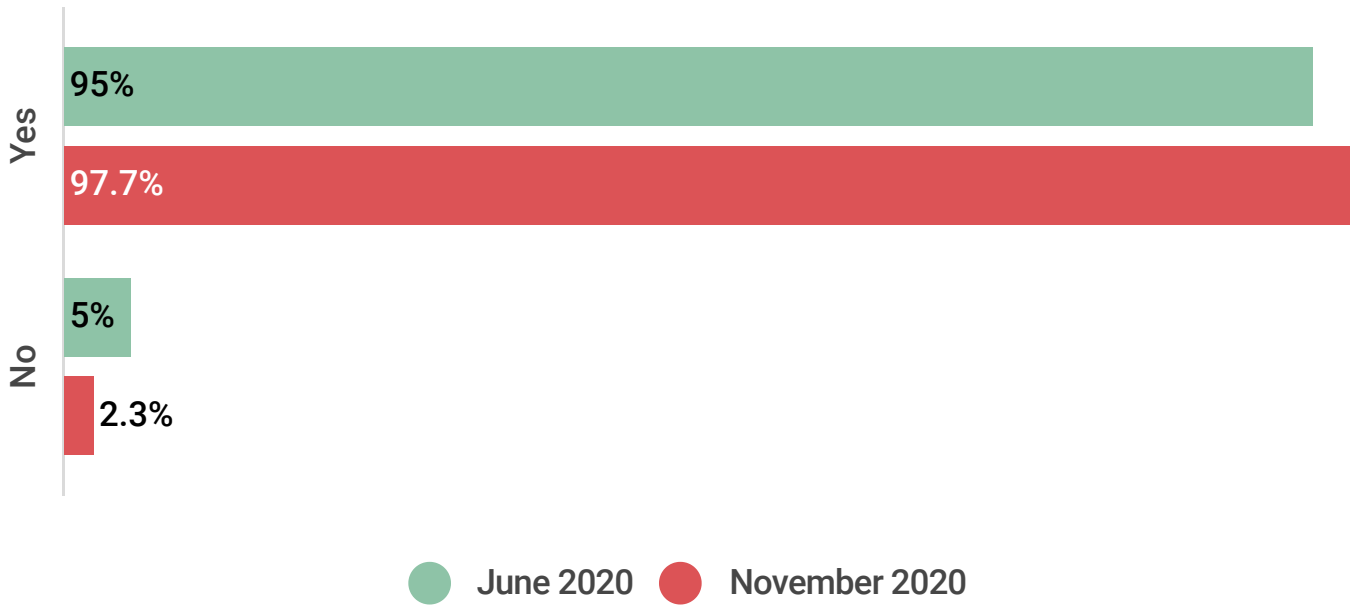


Q2. Do you feel connected to your team?

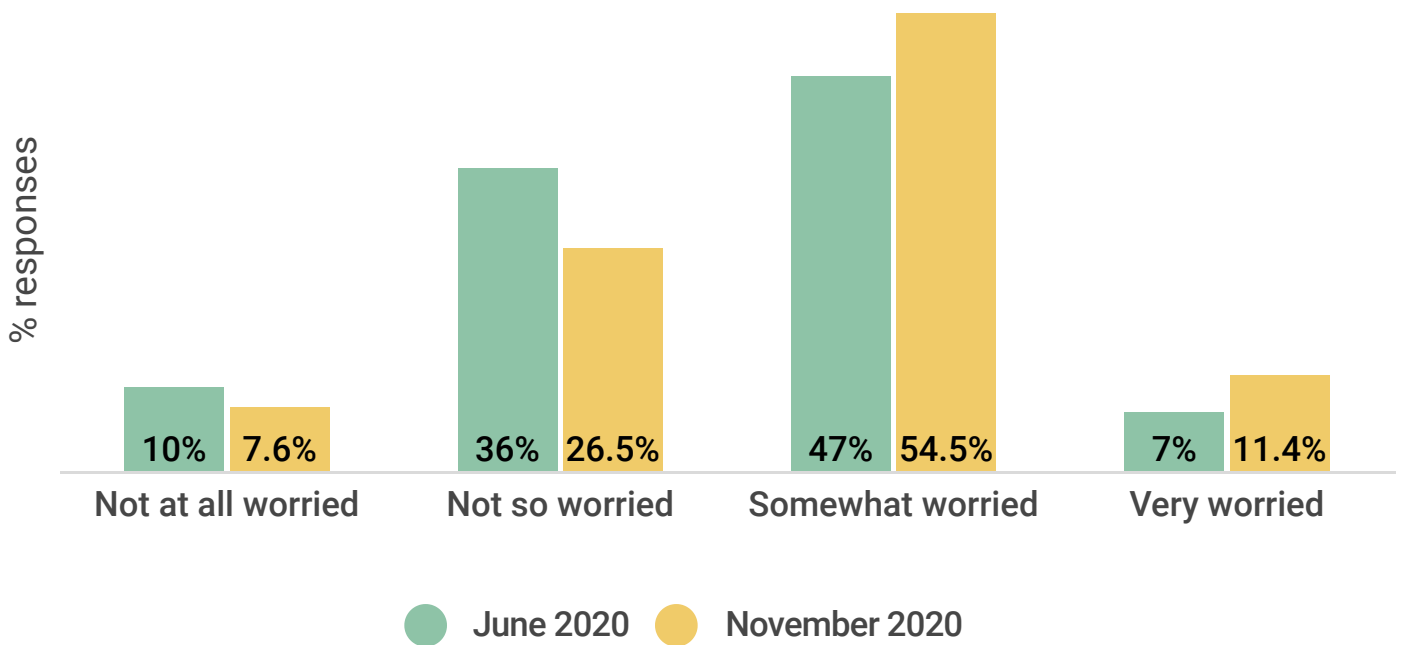


Survey Results - Mental Health and Wellbeing

Q4. Do you feel supported by your line manager?



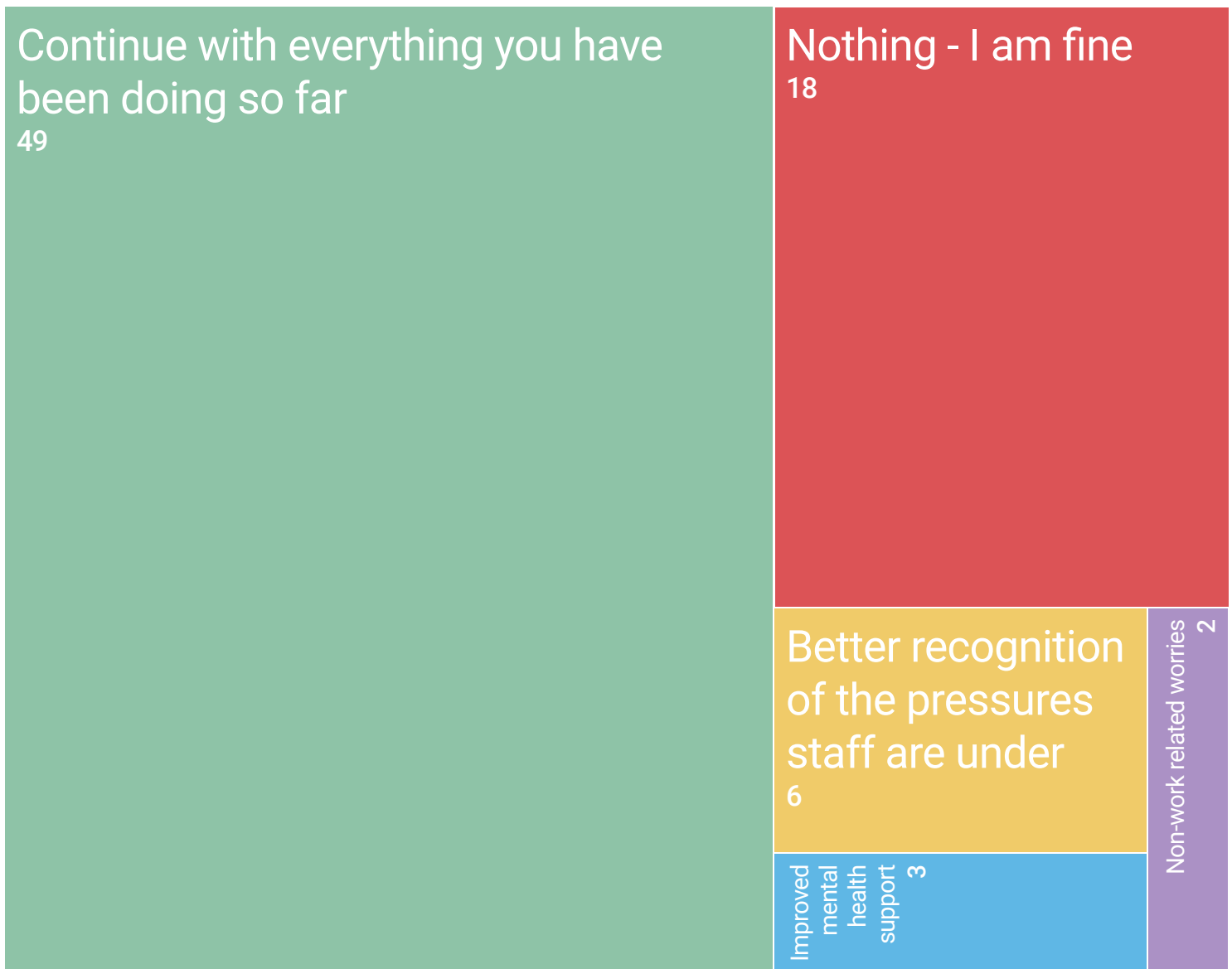
Q6. How worried are you about the impact of coronavirus on you personally?



Survey Results - Mental Health and Wellbeing

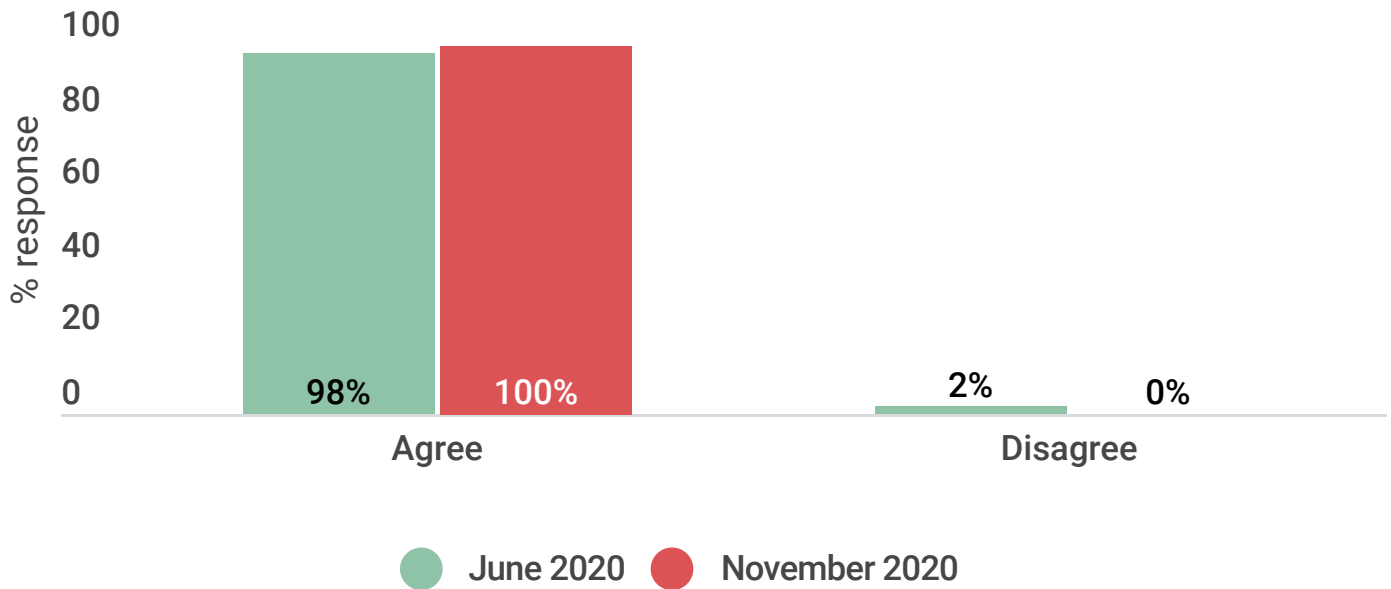
Q7. What can we do as an organisation to better support you with your mental health and wellbeing?
This was an open ended question with responses grouped into the categories below. Whilst the answers remain broadly similar to last time, staff no longer have concerns about limited social interaction with colleagues. Job security also didn't feature as a concern this time round.

The majority of respondents feel that the Council is doing enough to support staff and want this level of support to continue. Of these respondents, the comments were overwhelmingly positive about initiatives such as ONE and the Steps Challenge which staff would like to see return after Christmas as it proved to be a boost to mental and physical health.

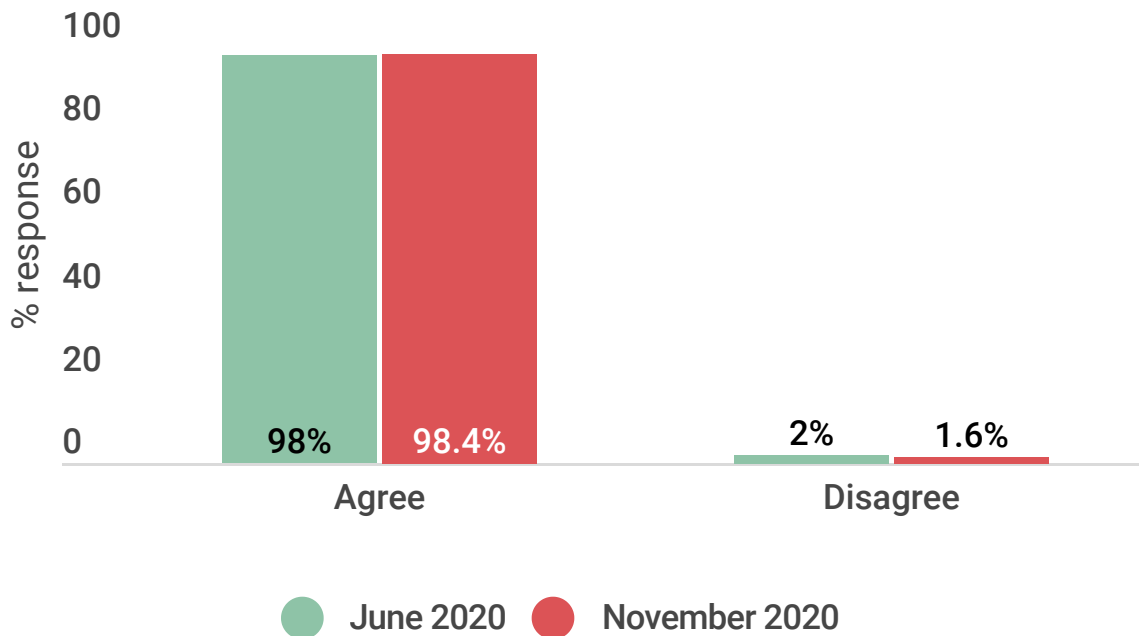


Survey Results - Leadership and Communication

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

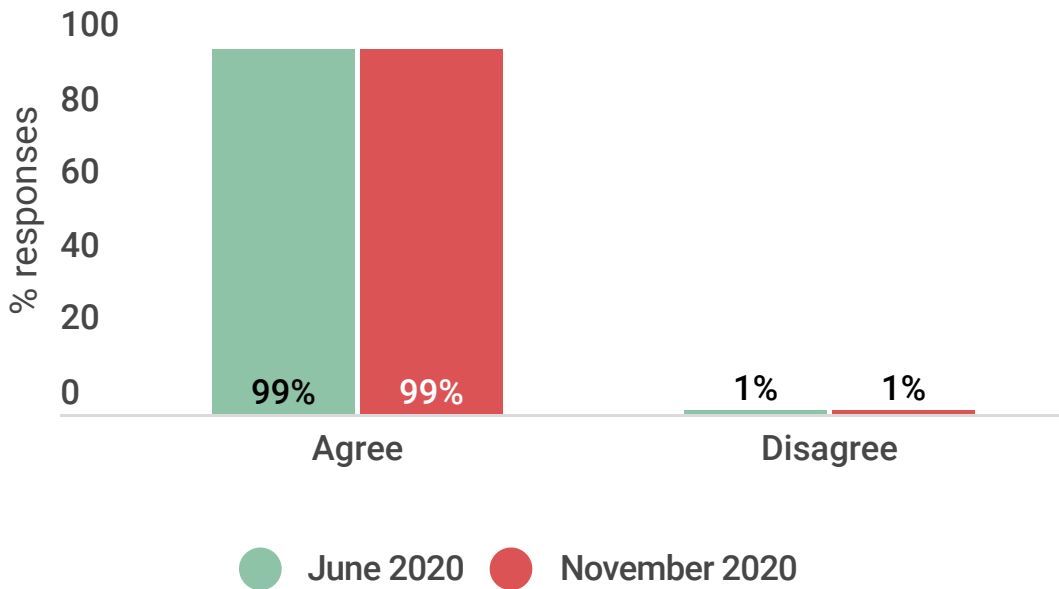


Q9. Do you agree or disagree with the statement "Management Team visibly displays and role models the behaviours they've asked of us?"



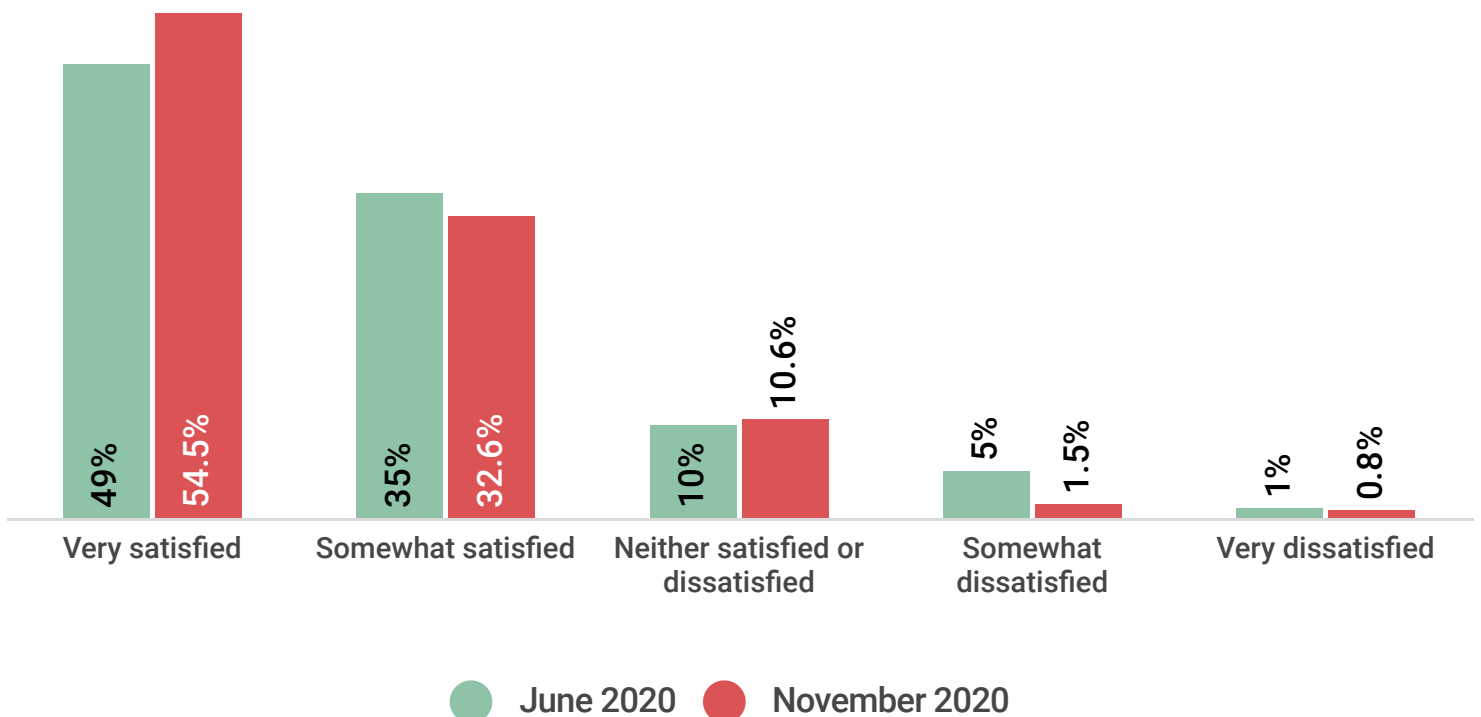
Survey Results - Leadership and Communication

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



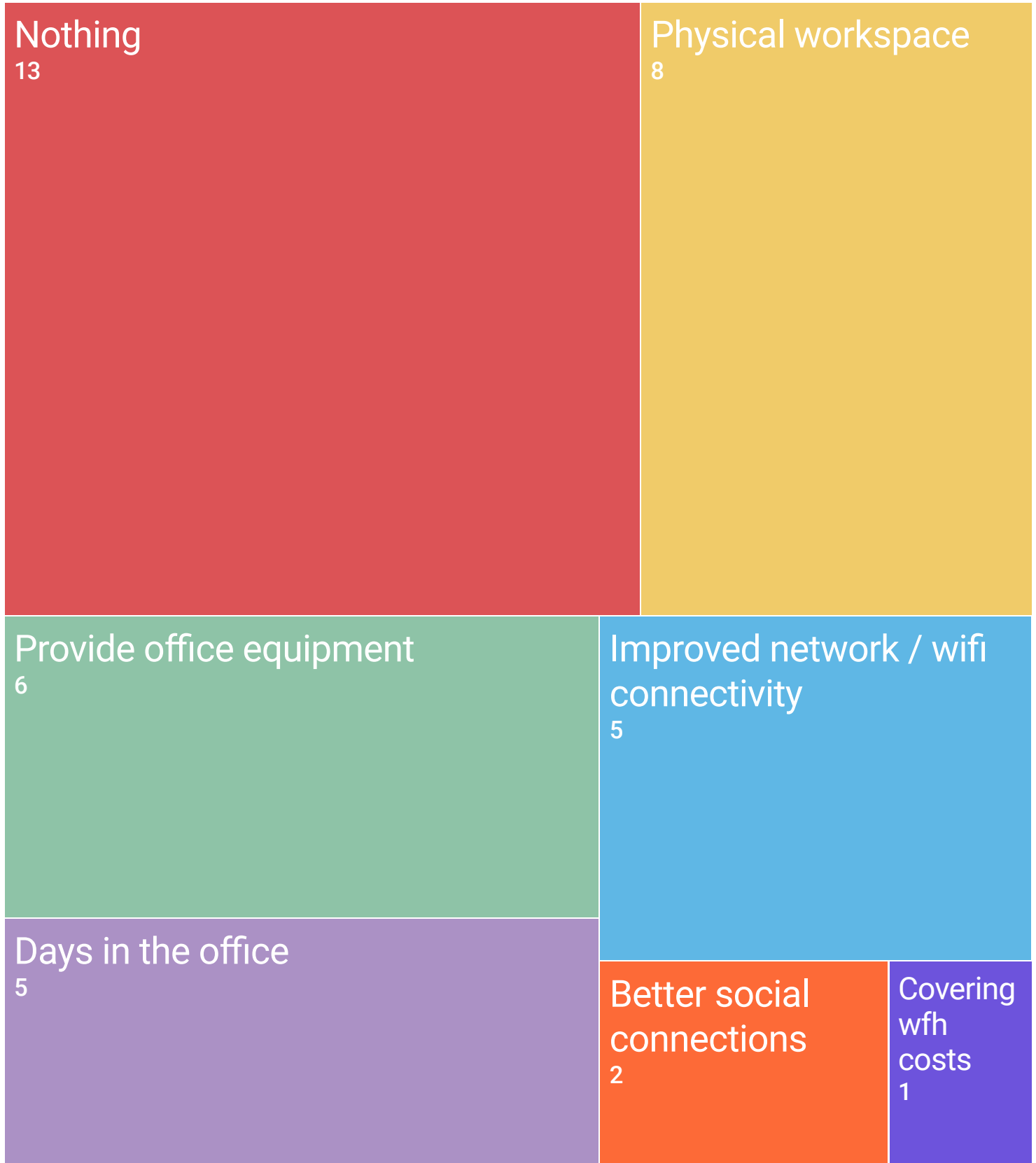
Survey Results - Homeworking

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



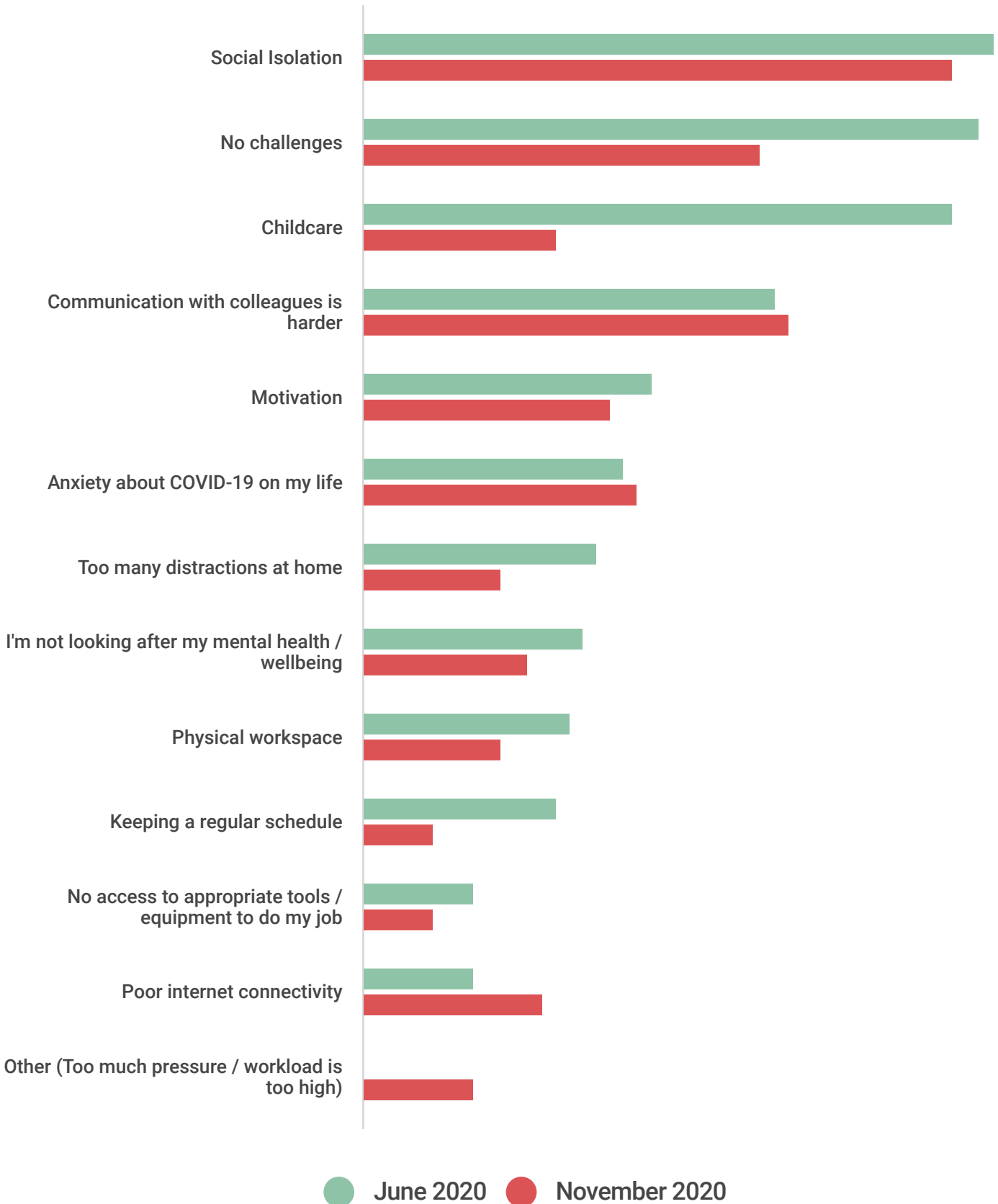
Survey Results - Homeworking

Q13. What could be done to improve your working from home arrangements?



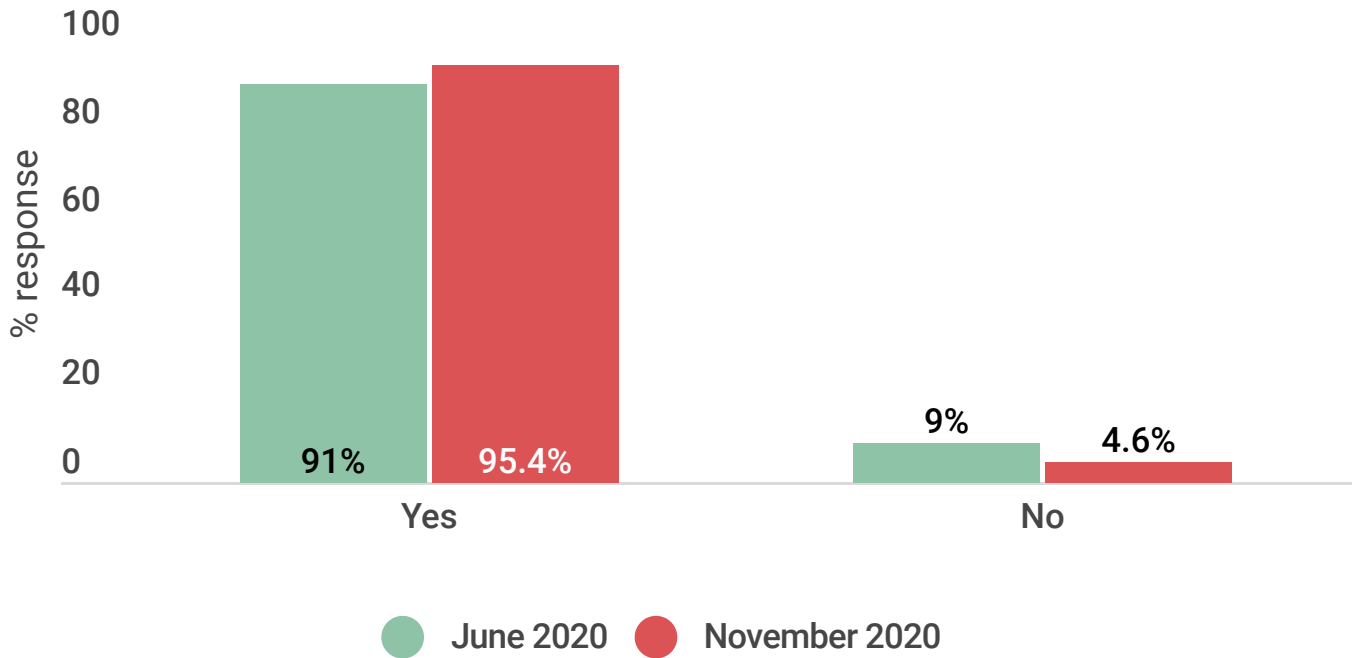
Survey Results - Homeworking

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

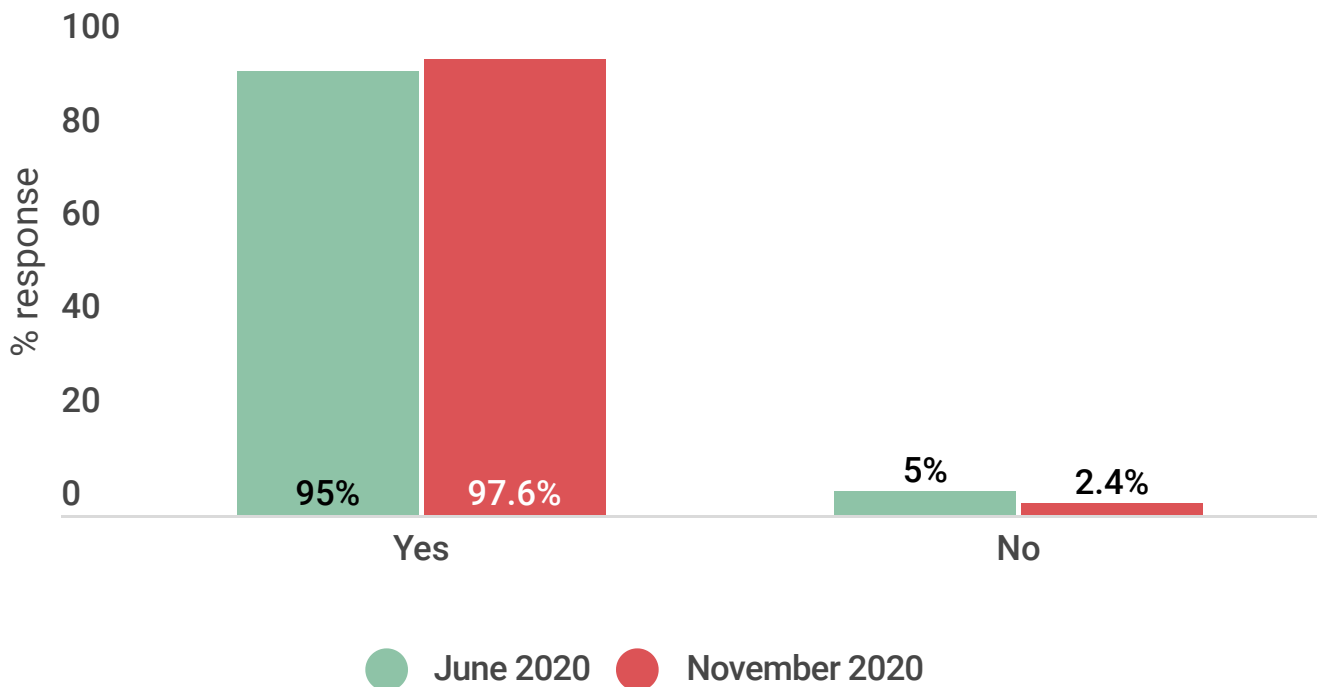


Survey Results - Homeworking

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

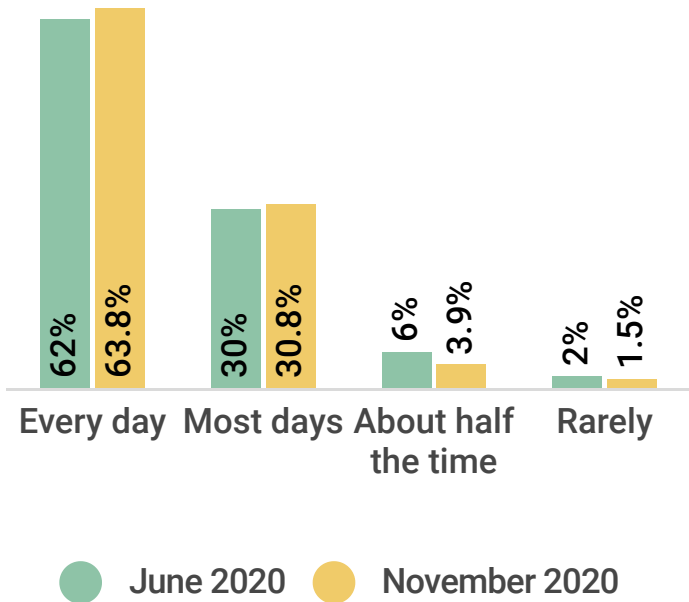


Q16. Do you have a workspace where you can work from home?

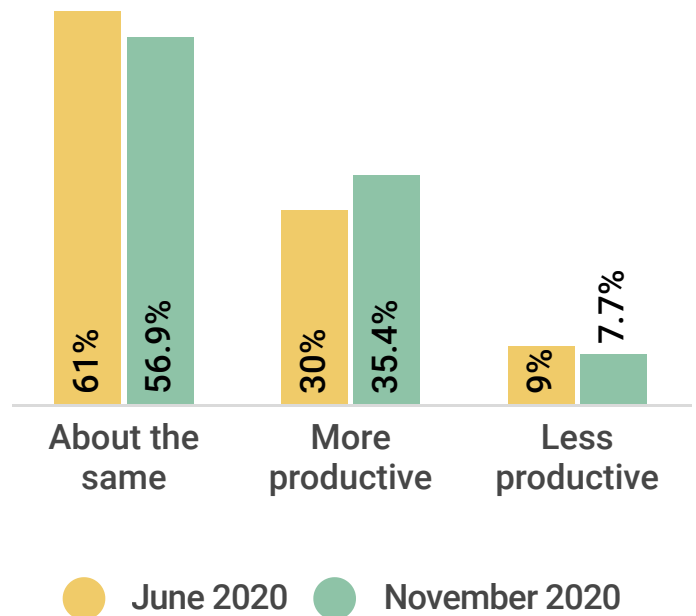


Survey Results - Homeworking

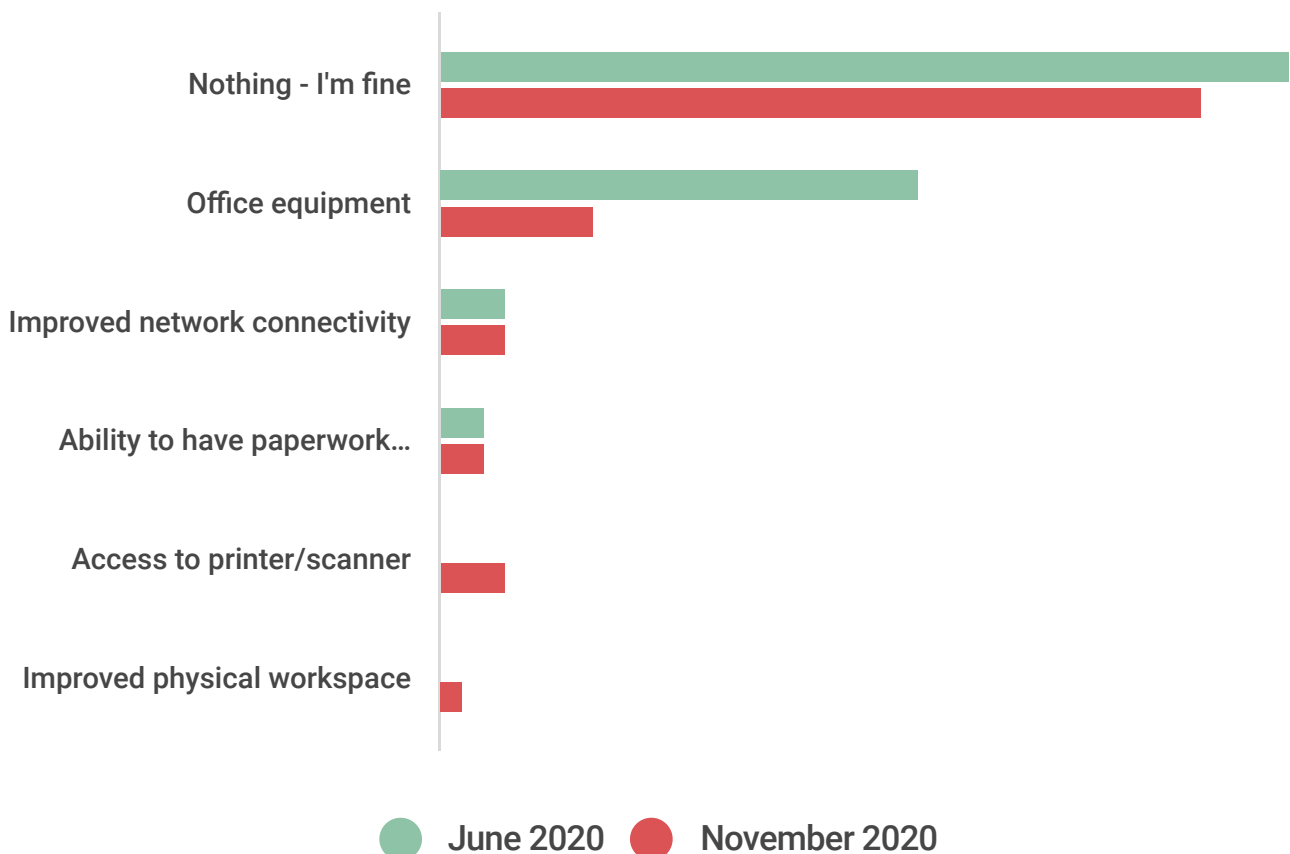
Q17. How often do you keep to a regular schedule when working from home?



Q18. How would you assess your productivity?

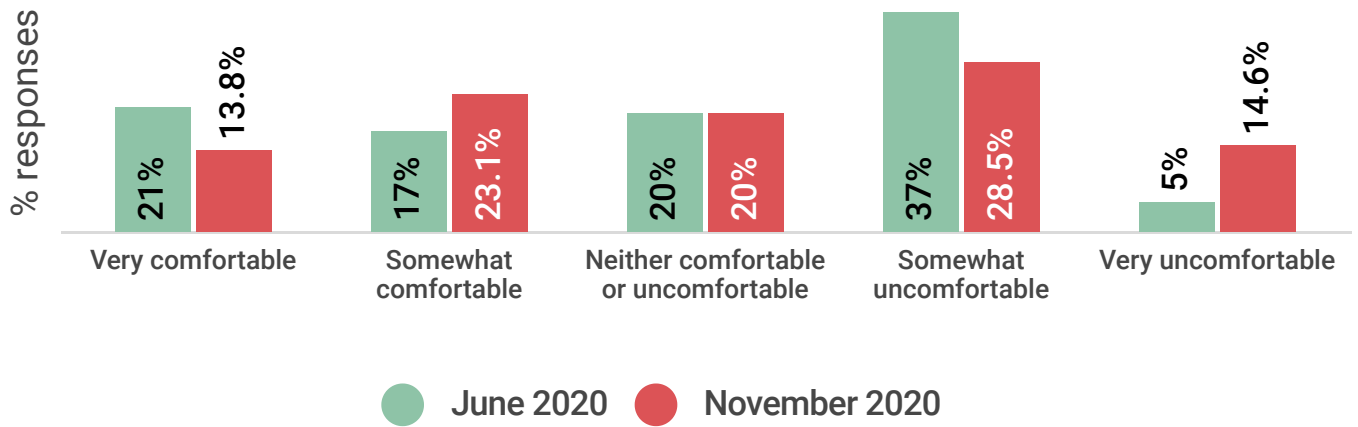


Q18. What else do you need to be able to do your job well whilst working remotely? This was an open-ended question with responses grouped as follows:

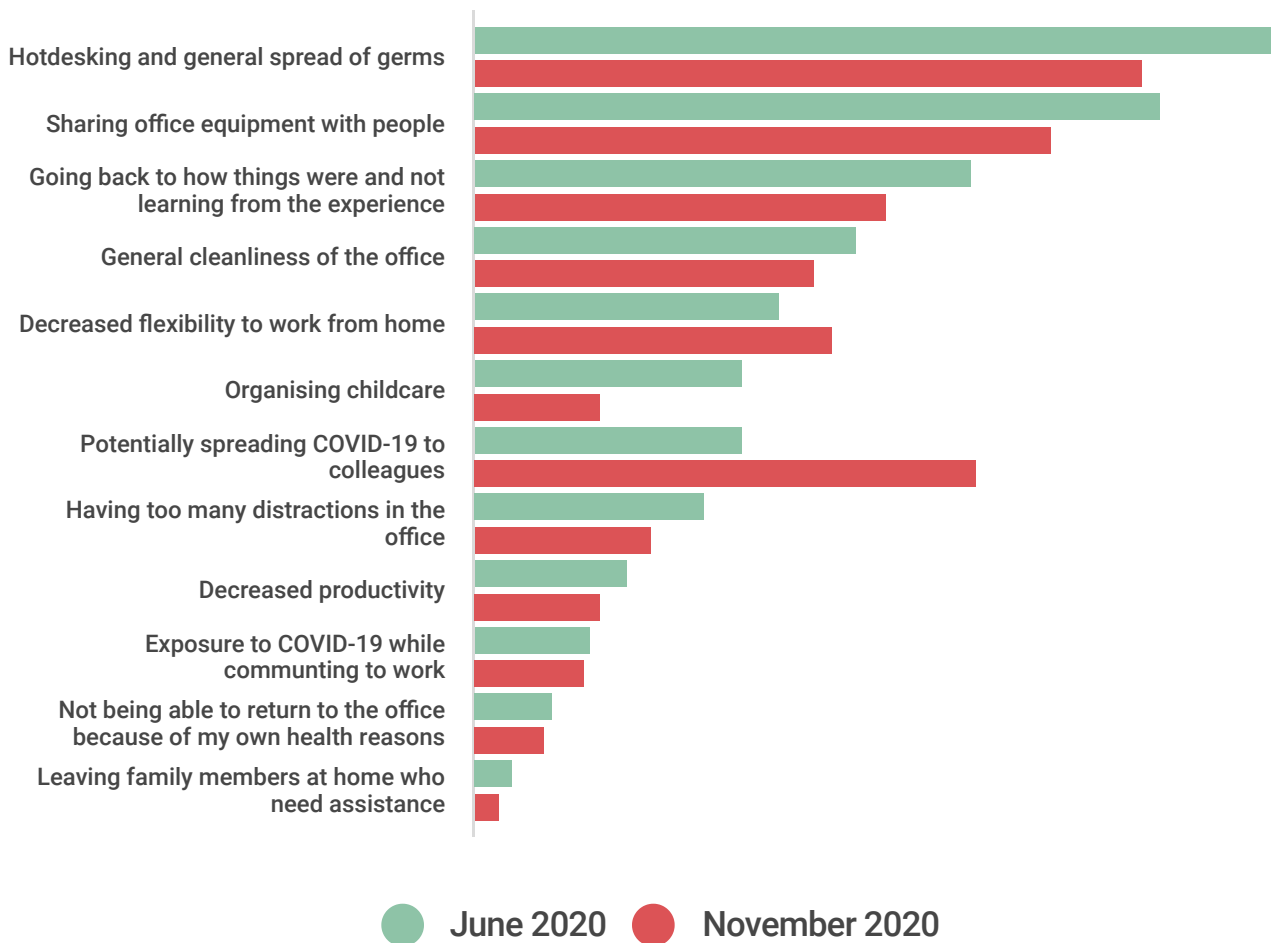


Survey Results - Returning back to the workplace

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

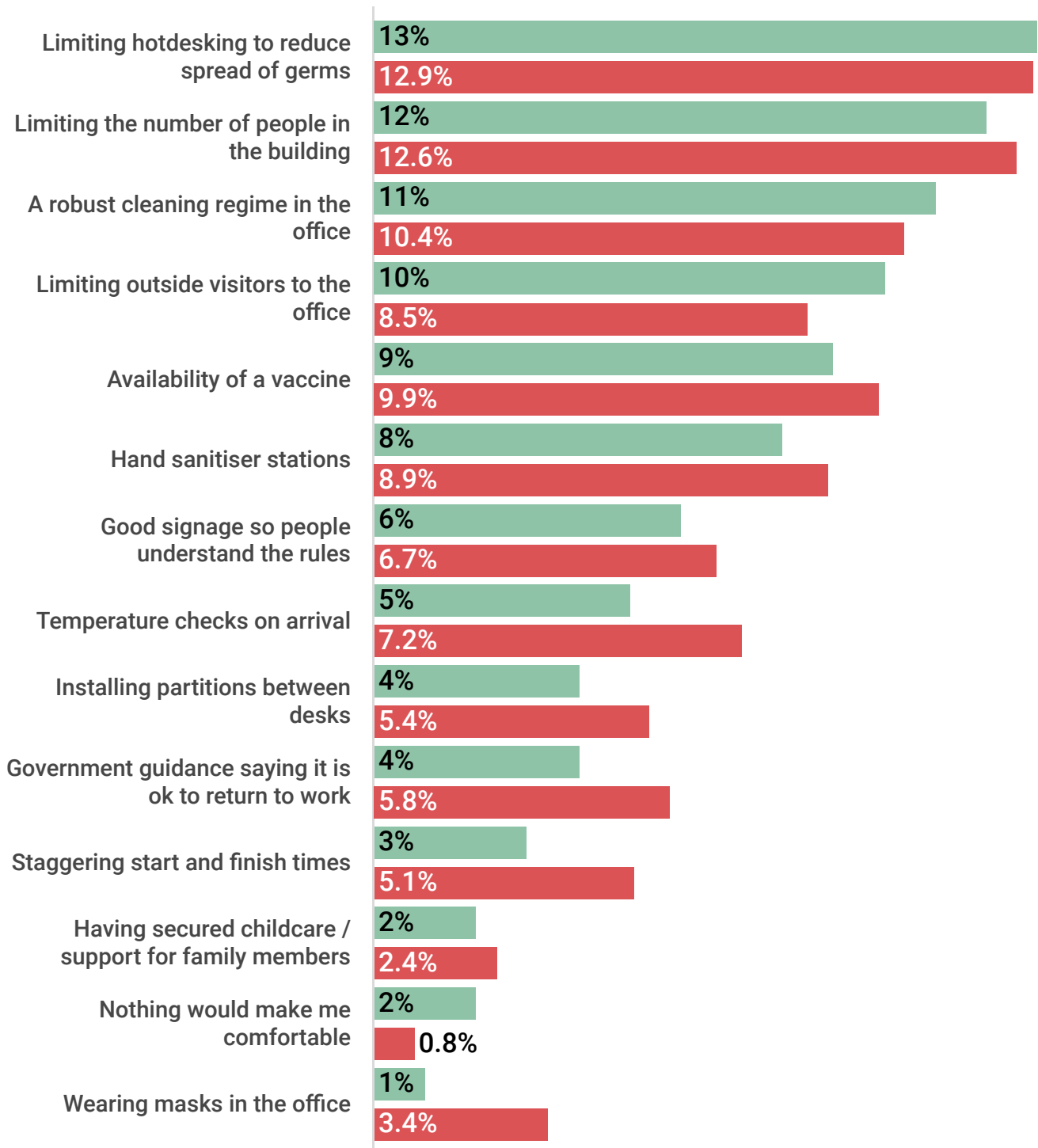


Q20. Which of the following concerns do you have about returning to the office? This was a multiple choice question with 586 responses in total.



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.



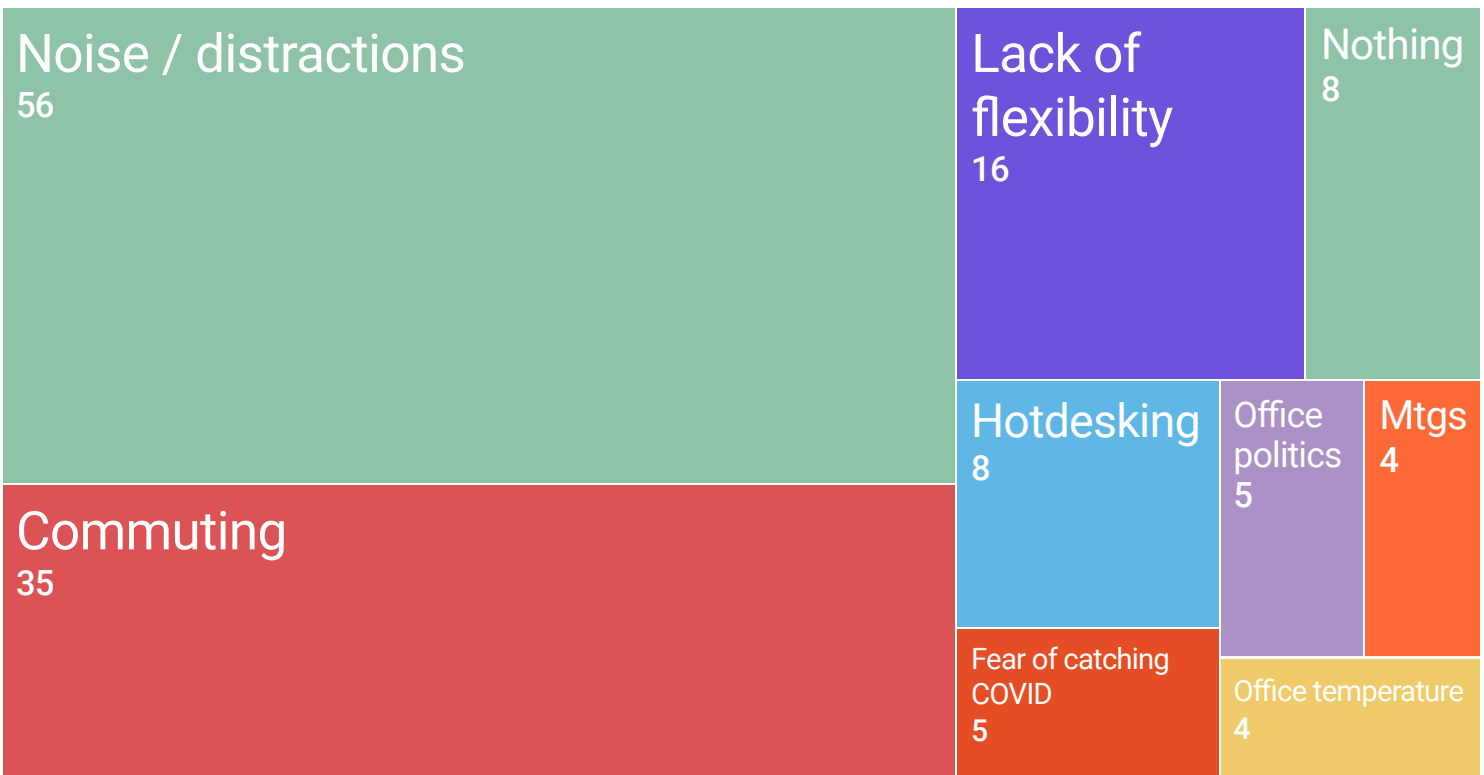
● June 2020 ● November 2020

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 responses grouped below:

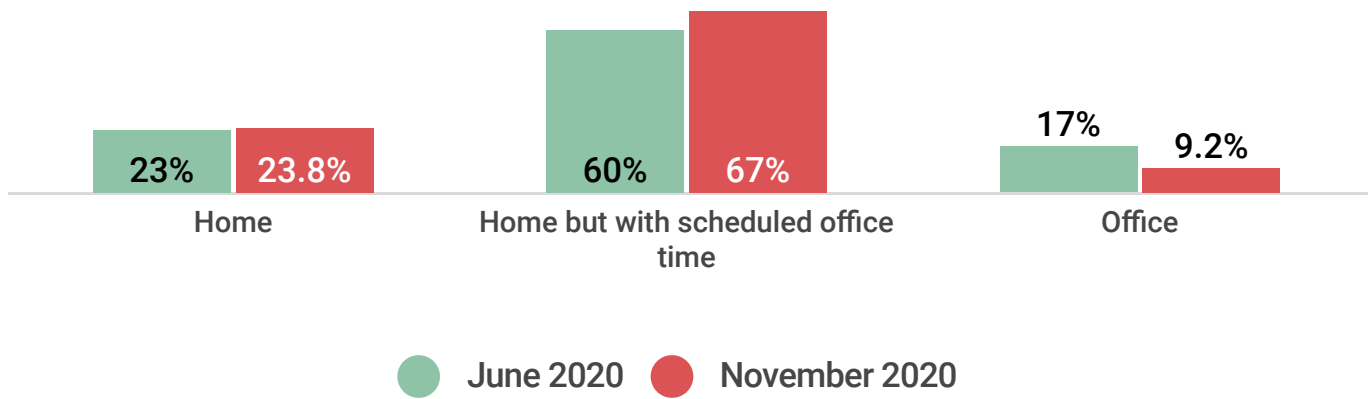


Q23. And what aren't you missing about the office?

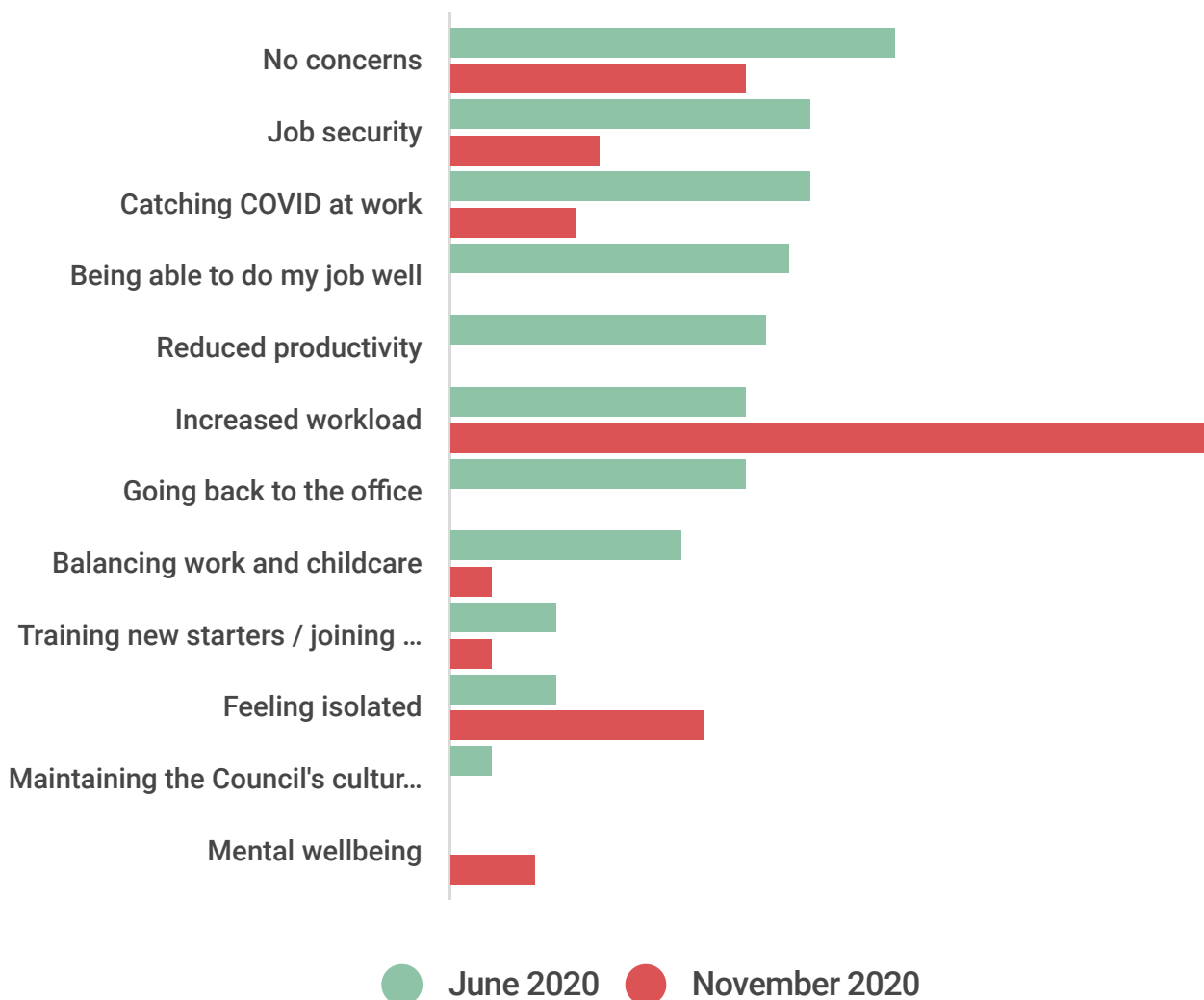


Survey Results - Returning back to the workplace

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?



Forward Plan for All Committees

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY AND RESOURCES				
11 FEBRUARY 2021				
11 Feb 2021	Capability Policy	Emma Redwood, People and Organisational Development Manager	To review the council's capability policy and update	19 December 2019
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
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
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	19 October 2020
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
11 Feb 2021	Progress and Delivery Measures and Targets 2021/22 - Change and Regulatory Services	Ellen King, Senior Performance Officer	This is a follow on paper to the overall P&D Measures and Targets 2021/22 paper considered by CP&R Committee	

on 14th January 2021. It presents the proposed Progress and Delivery measures and targets for the Change Management and Regulatory Services portfolio

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)	07 September 2020
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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	
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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.	
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17 Jun 2021	Progress and Delivery Report Quarter Four, 2020-21	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter four (January - March) 2020-21.	
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COUNCIL

1 MARCH 2021

1 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	07 September 2020
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10 JUNE 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

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
9 Mar 2021	Internal Audit Draft Annual Plan Report 2021/2022	James Welbourn, Democratic and Civic Officer	By Assurance Lincolnshire	19 October 2020
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	19 October 2020

13 APRIL 2021

13 Apr 2021	Internal Audit Quarter 4 Report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire	07 September 2020
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15 JUNE 2021

15 Jun 2021	Unaudited Statement of Accounts 2020-21	Caroline Capon, Corporate Finance Team Leader	Unaudited Statement of Accounts 2020-21
15 Jun 2021	Review of Whistleblowing Activity	James Welbourn,	Yearly update report

Democratic and Civic
Officer

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	Report on Progress Against the Committee's Effectiveness Action Plan	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To provide Members with an update on progress made against the Committee's effectiveness action plan
20 Jul 2021	Audited Statement of Accounts	Caroline Capon, Corporate Finance Team Leader	Audited Statement of Accounts

PROSPEROUS COMMUNITIES

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 Britain Today and implementation of DEFRA voluntary Code of Conduct	Ady Selby, Assistant Director of Commercial and Operational Services	Response for Committee following motion at full Council on the following 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.
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16 Mar 2021	Re-introduction of rents on Gainsborough Market	Ady Selby, Assistant Director of Commercial and Operational Services	Consideration of deferred decision - Re-introduction of rents on Gainsborough Market
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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.
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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.
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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
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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
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26 Oct 2021	Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy
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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 Hemswell Cliff with a view to it being
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			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.
10 Jun 2021	Fly Posting - Regulatory Powers	Andy Gray, Housing and Enforcement Manager	To provide Committee with an overview of the Regulatory Powers available in regards to fly posting following from the motion proposed at Full Council on 25/1/21

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
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 *NB* new timetable to be agreed – 22 June 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.