

**AGENDA**

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

**Overview and Scrutiny Committee**

**Tuesday, 30th March, 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 - 8

Meeting of the Overview and Scrutiny Committee held on 16 February 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. Public Reports**

- i) Draft Overview and Scrutiny Annual Report PAGES 9 - 19

**6. General Work Items**

- i) Forward Plan PAGES 20 - 23

- ii) Committee Workplan PAGE 24

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 22 March 2021

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held virtually via MS Teams on 16 February 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 David Dobbie  
Councillor Jane Ellis  
Councillor Mrs Caralyne Grimble  
Councillor Mrs Angela Lawrence  
Councillor Keith Panter  
Councillor Roger Patterson

**Also Present:** Councillor Stephen Bunney  
Councillor Michael Devine

**In Attendance:**  
Alan Robinson Director of Corporate Services and Monitoring Officer  
Emma Redwood People and Organisational Development Manager  
Anna Grieve  
Katie Storr Senior Democratic & Civic Officer  
Ele Snow Democratic and Civic Officer

**Also In Attendance:** Simon Fearn, Regional Contract Manager - Midlands Area, Everyone Active  
Kerry O'Neill, Contract Manager, Everyone Active  
Damon Parkinson, Head of Operations and Business Development, Gainsborough Trinity Foundation

**Apologies:** Councillor Timothy Davies  
Councillor Cherie Hill

## 15 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.

## **16 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Committee held on 19 January 2021 be confirmed as a correct record.

## **17 MEMBERS' DECLARATIONS OF INTEREST**

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

## **18 MATTERS ARISING SCHEDULE**

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

## **19 PRESENTATION ITEM - FOCUS ON LEISURE**

The Chairman introduced Simon Fearn, Regional Contract Manager - Midlands Area and Kerry O'Neill, Contract Manager, from Everyone Active, and Damon Parkinson, Head of Operations & Business Development for the Gainsborough Trinity Foundation. She explained that 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. She invited Everyone Active to address the Committee, to be followed by the Gainsborough Trinity Foundation, with a short question and answer session to follow both presentations.

The Committee were provided details of exactly how the pandemic had impacted on the leisure industry, not only with enforced closures through lockdown but also the requirement for social distancing and close monitoring of numbers allowed to attend the leisure centre. Activity had needed to be booked in advance and a specially designed app for smartphones had proved highly successful in streamlining this for users. Attendance data was provided, including a breakdown by age range, and whilst there was an obvious reduction in user numbers, they had seen increasing numbers of people booking swimming sessions once the leisure centre had been able to reopen later in 2020.

It was explained to Members that the West Lindsey contract provided community hubs for physical activity and health and wellbeing. They offered gyms, classes, swimming and sports hall activities, A variety of community programmes were run from the facilities and in the community. These included targeted programmes which focused on the most inactive, including those with long term health conditions or disabilities, older people, families on low incomes, obesity and care homes. There was also a comprehensive Exercise Referral and Cardiac Rehabilitation scheme in partnership with NHS and community hospital John Coupland.

In addition to this, the organisation worked with local organisations such as One you

Lincolnshire, Active Lincolnshire and Whittons Mill. The Vitality Group had a number of sessions based at West Lindsey including Parkinsons UK. Within the district there were community hubs at Scothern, Sudbrooke and Scotter with the aim of engaging with residents to understand what needed to change to encourage positive physical activities and the role the Leisure Centres could play.

Members were also given an overview of the Market Rasen Leisure Centre, which had been able to open briefly in between national lockdowns, alongside the proposed re-opening schedule of advertising and focus in the community.

The Chairman thanked both representatives from Everyone Active and invited the presentation from the Gainsborough Trinity Foundation.

The Committee heard that the Foundation was formed in 2016 and was now a registered charity. The charitable objectives were education, health and wellbeing, sport, community cohesion and supporting those living in poverty. In March 2020 the Foundation took over the full running of Roses Sports Ground which saw the completion of the new state of the art 3G facility. Since March 2020, they had made significant investment to update and upgrade the facilities at Roses to make the fit for purpose. They had also generated 30 new employment opportunities in a year where the area had seen significant job losses. Attendance figures had significantly increased, even during the pandemic, with a number of activities such as ladies rugby, walking football and disability football seeing the highest increase.

It was also explained to the Committee that the Foundation undertook several community based activities, such as providing meals to vulnerable people during the national lockdown, children's meals prepared and gifted during half term and 40,000 portions of breakfast cereals given away. In addition to this, they were also working with eight local schools to deliver sports activities and the Parish School had used the facility as an additional classroom during Covid. Members heard that they also delivered a range of family learning and health and wellbeing adult education courses and had introduced a programme for 16-19 year olds who saw sports as a career.

The Foundation was also the lead organisation of the Gainsborough Community Mental Health Network as part of the Mental Health Transformation in Lincolnshire and supported a wide range of Mental Health groups to develop and become more sustainable. Together, they were developing a set of volunteer standards to ensure all community organisations were working appropriately to ensure high standards of support for people in Gainsborough.

The Chairman thanked the Gainsborough Trinity Foundation for the presentation and opened the floor to Members for a short question and answer session.

In relation to the re-opening of leisure centres, Everyone Active were asked what plans were in place for a wider community outreach programme in order to engage with as many residents as possible. It was felt by Members that there should be an increased focus on improving access to leisure activities in the community as well as encouraging the traditional fitness avenues at the leisure centres. Simon Fearn explained that, given the impact of the pandemic, future recovery would rely on encouraging wider audiences to be involved and community outreach would be a key part of that. Given the numbers who had registered for bookable swimming sessions, as well as making use of the online fitness sessions, there were elements of current provision which would remain in place to appeal to a wider

audience. That was not to say that ‘in person’ sessions would be replaced, rather there would be greater opportunity to be involved in sessions that perhaps previously were not possible owing to schedules and personal commitments.

Members enquired as to the continuation of the app for booking swimming sessions and it was agreed that, not only did the limited numbers make for a more enjoyable session, but because the session was booked and paid for in advance, it added an element of commitment. Members were assured that the app would continue, with those who wished to ring to book still being able to. The improved quality of the booked sessions was acknowledged and there were elements of this that would remain.

A Member of the Committee commented on the social side of the work undertaken by the Gainsborough Trinity Foundation and praised them for their community-based ethos. It was acknowledged that there had been a concerted effort to improve accessibility for whole families, rather than just one member, hence the increased involvement in ladies and juniors rugby – it was no longer ‘just the dads’ getting involved.

It was acknowledged that both organisations had very different remits for their work, however the common factor was the focus on engaging with all areas of the communities and working to increase activity levels across the board. The benefits of an active and involved community were recognised by all presenters and whilst the Gainsborough Trinity Foundation had been able to continue operating (to a greater or less extent) through lockdown, the team at Everyone Active were focussed not solely on reopening after national lockdown but also on building community links and outreach programmes. Both organisations offered to return to the Committee at a future date to report how circumstances had changed once life was less restricted. The Chairman welcomed this.

On behalf of the Committee, the Chairman offered thanks to Simon, Kerry and Damon for their time and continued efforts.

## **20 COVID19 STAFF SURVEY**

The Committee heard from the People and Organisational Development Manager with the results of the second staff survey regarding covid-19. She explained that 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) and the vast majority of staff continued to feel well supported by their manager. She provided the following summary of results.

- Management Team were trusted to make decisions in the best interests of staff and staff felt that the right amount of information was being disseminated across the organisation.
- Staff overwhelmingly felt that the Council was doing everything it possibly could to support them, with initiatives such as the Steps Challenge cited as something that had been hugely beneficial to mental wellbeing and something which staff would like to see return.
- More staff were reporting adverse impacts on their mental health 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 compared to June, though network connectivity and a lack of physical workspace remained a persistent issue for some.
- A higher percentage of staff had settled into a regular working routine and were working more productively compared to June.
- Childcare and caring responsibilities appeared much less of an issue than in June, though concerns remained 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 wanted to see a return to the office with more respondents preferring to work from home with scheduled office time compared to June.
- An increase in people's workload and feeling under pressure as a result had emerged as a new issue with this being the single biggest work related concern that staff had.
- Social isolation and missing social interaction in the office remained the biggest reasons why staff were missing the office environment.
- Conversely, noise and distraction remained the single biggest thing that staff were not missing about working in the office.
- More staff reported enjoying the flexibility and work/life balance that working from home brought compared to June.

The Chairman thanked the People and Organisational Development Manager and invited any questions or comments from Committee Members. There was widespread support for the efforts of staff to have continued providing services as usual through what had been, and continued to be, challenging times. It was acknowledged that working practices were unlikely to return to what had been 'the norm' before the pandemic.

Members expressed concern that staff were feeling more pressure than previously but there was also support for the measures put in place by management. It was stated that Members had received positive feedback and appreciation from their local communities and it was important that staff knew people were appreciative of their work. It was acknowledged that, as the country came out of lockdown and restrictions were eased, it would be a continually changing situation but Members were assured that Management Team would ensure the balance between service need and individual impact.

Thanks were expressed to the People and Organisational Development Manager with further thanks extended to staff.

With no further comments, the contents of the report were **NOTED**.

## **21 FORWARD PLAN**

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

## **22 COMMITTEE WORKPLAN**

The Democratic and Civic Officer introduced the workplan for the Committee. The Chairman

## Overview and Scrutiny Committee – 16 February 2021

explained there was significant ongoing work in relation to the Flood Risk Working Group and as such it would be beneficial for the related report to Committee, as well as the presentation from the Environment Agency, to be postponed.

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

The meeting concluded at 8.23 pm.

Chairman





**Overview & Scrutiny**

**Tuesday, 30 March 2021**

**Subject: Overview and Scrutiny Annual Report**

Report by:

Monitoring Officer

Contact Officer:

Ele Snow  
Democratic and Civic Officer  
Ele.Snow@west-lindsey.gov.uk

Councillor Lesley Rollings  
Chairman of the Overview and Scrutiny  
Committee  
cldr.l.rollings@west-lindsey.gov.uk

Purpose / Summary:

To present the draft annual report for Members' comment and agreement prior to submission to Annual Council

For Council: To present the Annual Report

## **RECOMMENDATION(S):**

***[For O&S]***

- 1) That Members give consideration to, and offer comment on, the content of the draft annual report;**
- 2) That Members support this annual report being submitted to Annual Council;**
- 3) That any comments made through the course of debate be further considered by the Monitoring Officer and Chairman of the Committee prior to the finalised report being submitted to Annual Council in May 2021.**

***[For Annual Council]***

**1) That Members receive the Annual Report from the Overview and Scrutiny Committee**

## IMPLICATIONS

**Legal:** The Chairman of the Committee is required constitutionally (Part II, Article 7, paragraph 7.6) to submit an annual report to Council on the work the Committee has undertaken.

**Financial:**

There are no financial implications arising from this report.

**Staffing:** None arising directly from this report.

**Equality and Diversity including Human Rights:** N/A

**Data Protection Implications:** N/A

**Climate Related Risks and Opportunities:** N/A

**Section 17 Crime and Disorder Considerations:** N/A

**Health Implications:** N/A

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

Agenda and minutes arising from the meetings of the Overview and Scrutiny Committee held during the 2019/2020 and 2020/2021 civic years, all of which are located on the West Lindsey District Council website.

**Risk Assessment:**

N/A

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**X**

**Key Decision:**

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

**Yes**

**No**

**X**

## **1 Introduction**

- 1.1 The Chairman of the Committee is required constitutionally (Part II, Article 7, paragraph 7.6) to submit an annual report to council, in which she details the work her committee has undertaken through the previous civic year and summarise the proposals for the work plan over the coming year. In line with the terms of reference for the committee, the Chairman should also update Annual Council with any amendments to the committee's operating methodology.
- 1.2 Owing to the impact of the global pandemic and the cancellation of the Overview and Scrutiny Committee meetings for the first six months of the 2020/2021 civic year, this report covers a two year period.
- 1.3 The Chairman's Annual Report is set out below.

## **2 Chairman's Annual Report**

- 2.1 The 2019/2020 civic year saw the implementation of several changes to the scrutiny committee following the review that took place in 2018/2019. With a new name to the committee, an amended membership and of course, a new Chairman, it was an unprecedented opportunity to really reflect on the role of scrutiny within the council.
- 2.2 With a condensed and user-friendly operating methodology in place (in part as a result of the scrutiny review), alongside a well-structured training session in early September, the committee set to with inviting outside agencies, investigating options for pre-decision scrutiny items and continuing the work with the quarterly Progress and Delivery reporting.
- 2.3 As we, as a committee, gained confidence in our role, we identified recommendations for the policy committees; we influenced the future of P&D reporting across the council through the Progress and Delivery working group; and the session with the Environment Agency proved to be a real success.
- 2.4 The previously identified areas of scrutiny, such as Voice of the Customer and Selective Licensing, continued to be a part of the committee's work plan in 2019/2020 and we welcomed the opportunity to hear the success stories in these areas.
- 2.5 As we are all aware, the global pandemic of Covid-19 took hold in March 2020 and the country was plunged into a national lockdown. The last meeting of the Overview and Scrutiny Committee took place in February 2020 with the next meeting not taking place until eight months later in October 2020.
- 2.6 Despite the shortened year for this committee, we undertook to continue with previously agreed work areas, such as the Focus on Leisure in West Lindsey and a review of flood risk management across affected areas.

- 2.7 Through the course of these work streams, we have invited representatives from several outside bodies and, given the work that has been undertaken thus far, we are anticipating the continuation of these topics into the new civic year.

### **3 Review of Operating Methodology**

- 3.1 In June 2019, as constitutionally required, the committee gave consideration to our operating methodology. As a result of the scrutiny review, the operating methodology had been re-written to ensure it was clear, concise and reflected the working methods of the committee. The detail of how the committee should work had not been changed but the resulting methodology was an easier working document than had previously been presented. The current version can be found at Appendix 1.
- 3.2 Given the amended committee membership, as well as several newly-elected councillors holding a seat on the scrutiny committee, this proved invaluable with detailing the working methods of the committee and how to address scrutiny within an authority where it is not actually a legal requirement.
- 3.3 The committee accepted the updated version of the operating methodology and it remained unchanged for the 2020/2021 civic year. It is not anticipated for there to be any significant amendments required for the upcoming civic year.

### **4 Provision of Scrutiny Training**

- 4.1 Following the all-out election in May 2019, the Induction Programme included relevant training and development sessions for all of the main committees and for the Overview and Scrutiny Committee, this took the form of a two hour workshop provided by Mazars, the council's external auditors.
- 4.2 The scope of the workshop covered not only the role of the committee within the council but also the role each Councillor could play in ensuring effective scrutiny across all committees.
- 4.3 The session was attended by members of the scrutiny committee and those from other committees and everyone was in agreement that the session was both thought-provoking and encouraging.
- 4.4 As Chairman and Vice-Chairmen of the Overview and Scrutiny Committee, myself and Councillors Mrs Rodgers and Mrs White were invited to attend a one-day scrutiny conference, hosted by East Midlands Councils. Councillors and Officers alike were able to share best practice as well as common difficulties and it was of significant benefit to be able to attend.

## **5 Progress and Delivery**

- 5.1 In 2019/2020, through the P&D working group, the committee was involved in the annual review of the measures used to assess the effectiveness of each service. The reporting methods for the P&D data were also reviewed by the working group.
- 5.2 Where possible, I endeavoured to attend the policy committee meetings in order to be able to understand their discussions of the P&D reports first hand. This was particularly useful given the remit of the scrutiny committee to consider the challenge made by the policy committees. Having that first hand record of their deliberations proved invaluable.
- 5.3 The terms of reference for the scrutiny committee ensure that we are involved with P&D reporting and, whilst this has been largely suspended in 2020/2021 as a result of the pandemic, I anticipate this continuing throughout the coming civic year.

## **6 Pre-Decision Scrutiny – Specifically 2019/2020**

- 6.1 In keeping with the remit of the scrutiny committee, we called for a selection of reports to be presented for pre-decision scrutiny, that is to say, before they proceeded through the committee process for final decision by the policy committees.
- 6.2 The committee heard from the Senior Growth Strategy & Projects Officer in relation to the proposals for 5 – 7 Market Place, Gainsborough. She explained the background for us and presented the proposals as they were. There were significant discussions between Members and whilst the proposals overall were supported, the committee felt there were elements where further options could be considered. This was reported to the parent policy committee in the final version of the report.
- 6.3 During the same meeting, we also heard from the Interim Assistant Director of Operations regarding the future of Gainsborough Markets. There was some lively discussion from Members! The partnership work and provision of specialist markets was praised and Members were assured that sufficient consideration was being given to the relevant options.
- 6.4 The last of the pre-decision scrutiny items was in fact a project that has been ongoing within the council for several years: the Southdale development in Caistor. Having brought this to a point of realisation, the scrutiny committee heard from the Monitoring Officer, on behalf of the Executive Director of Economic and Commercial Growth. Based on the information shared with the committee and the level of work that has gone into this project already, Members were both assured that all best options for the area had been considered and that there remained scope for the council to influence the future of the development. As a committee

we proposed several minor amendments or recommendations prior to being presented to the policy committee later in the year.

- 6.5 In consideration of the impact of covid-19, the committee has, this year, chosen not to call any reports for pre-decision scrutiny. As the committee timetable returns to normal, as restrictions continue to be eased, and as focus shifts from pandemic recovery to a return to life as normal, we anticipate there being greater scope for pre-scrutiny items at the committee in the coming year.

## **7 Programme of Outside Agencies**

- 7.1 In 2019/2020, the committee welcomed Detective Inspector Jenny Waddington to provide an update on crime and disorder across the district. We heard information in relation to the ongoing funding issues as well as the areas in which the police force had been making real headway. This included a focus on knife crime and offensive weapons as well as the ongoing work regarding drug-related crime and the seasonal road safety campaigns.

- 7.2 We were also joined by representatives of the Environment Agency. Given the flooding in the area, this proved a well worthwhile presentation and it was heartening to see so many Councillors attending. We heard there was continued work to repair and improve flood defences but it was clear there is a strong commitment across all agencies to make real changes. This has been an ongoing piece of work this year and we will be welcoming back representatives from the Environment Agency to an upcoming meeting.

- 7.3 This year, through our Focus on Leisure work stream, we have welcomed representatives from three leisure groups: Active Lincolnshire, Everyone Active and the Gainsborough Trinity Foundation. Whilst the leisure industry has been hit hard by the lockdowns and national restrictions, it was inspiring to hear how organisations such as these are working within local communities to encourage residents of all ages to 'get out and be active'.

- 7.4 For the coming civic year, we will be welcoming the return of the police, the Environment Agency and, later in the year, hopefully a return of the leisure organisations to hear how they have progressed in a post-covid world.

## **8 Returning Annual Reports – Officer Presented**

- 8.1 In 2019/2020, in addition to the pre-decision scrutiny items, our external visitors and the P&D reports, we also heard from the Customer Experience Officer detailing really impressive statistics on complaint handling and increased compliments across the council, as well as the Housing and Enforcement Manager in relation to the success of the Selective Licensing programme.



- 8.2 Both of these presentations were previously requested by the scrutiny committee and we felt it was important to continue the narrative. With an increased use of the Member Newsletter to share data such as customer experiences, it remains to be seen whether the scrutiny committee is the best forum for such reports but we would of course welcome both Officers back for future updates.

## **9 Look Forward to Next Year**

- 9.1 Given the much shortened timetable in which we were working during 2020/2021, we anticipate the focus of coming civic year to be a continuation of the leisure and flood risk work streams. This work has moved at pace in the past four months and it would be disappointing if we lost that focus.
- 9.2 As mentioned previously, we anticipate there being more scope in which to re-introduce other areas of work for the committee, such as reports for pre-scrutiny and involvement with the P&D reporting will continue, although given the changes to the reporting schedule this is likely to be a lower priority for the committee.

## **10 Concluding Remarks**

- 10.1 *To be completed by the Chairman*

# Overview and Scrutiny Operating Methodology

Reviewed June 2019

## Functions covered within this document:

1. Performance management (for service areas presenting performance figures below target)
2. Pre-decision scrutiny (also known as pre-scrutiny and identified from the Forward Plan)
3. Ongoing project work (for example as requested or identified by a policy committee or Council)

## 1. Performance Management

The Committee can request a Service Performance Review (to identify reasons for off-track performance and ways to improve) when:

- ✓ The performance has been off track for at least two consecutive reporting periods
- ✓ Recommendations from the relevant committee have been implemented and allowed time to have an impact
- ✓ At least four committee Members wish to request the review

The following restrictions apply:

- ✗ A maximum of four such reviews can be requested in any municipal year
- ✗ Any service area subject to such a review is excluded from re-examination under any process for the subsequent six month period (ie, further two reporting periods)

Process for a Service Performance Review:

- ✓ The request is to be made in writing, signed by at least four committee Members, set out the reasons for the request and be submitted to the O&S Clerk at least 21 days prior to the next committee meeting.
- ✓ The request will be considered at the next meeting and, if agreed, terms of reference for the review group should be set.
- ✓ Alternatively, where a request for a Service Performance Review is identified during a Committee meeting, and is supported by at least four Members of Committee, this will replace the request in writing.
- ✓ The Chairman (or representative) of the relevant policy committee is to be invited to the meeting where the scope of the review is considered.
- ✓ The findings of the review will be heard by the O&S Committee and presented to the relevant policy committee, where the Chairman (or representative) of O&S shall also attend.
- ✓ If the policy committee does not wish to accept the recommendations of the review group, the decision shall be referred to Council.

## 2. Pre-Decision Scrutiny

The Committee can identify items for pre-decision scrutiny (also known as pre-scrutiny) from those detailed on the Forward Plan. These could be items which are politically sensitive or of high public interest and where the Committee considers it would be of benefit to scrutinise the

proposed decisions in advance.

These items can be selected from the Forward Plan during meetings of the Committee by a proposer, seconder and majority vote.

The following restrictions apply:

- ✗ A maximum of four 'pre-scrutiny' items can be identified per municipal year.
- ✗ The Committee cannot dictate the timeline or prevent the decision being submitted to the relevant policy committee within the pre-agreed timescales.
- ✗ Any decision considered under pre-scrutiny cannot then be called-in under the traditional process.
- ✗ Any item considered under pre-scrutiny is excluded from re-examination under any process for the subsequent six month period.
- ✗ NB: The policy committee is not strictly bound by recommendations from O&S however it is expected that they should be given due consideration.

Process for Pre-Decision Scrutiny:

- ✓ The O&S Committee will receive the exact report due to be presented at the policy committee, at least 1 cycle prior to the policy meeting.
- ✓ The O&S Committee will make recommendations to the policy committee where it feels there are areas to be further addressed in order to support the proposed decision.
- ✓ The Officer responsible for the report will work with the Chairman / representatives of O&S to revise the report accordingly (when necessary).
- ✓ The amended report, along with the minute from the O&S meeting and the original report, will be submitted to the policy committee within the original timescale.

### **3. Ongoing Project Work**

The O&S Committee can be requested by either of the policy committees, or Council, to conduct reviews of policy, services or any aspect of a service as identified by the relevant committee.

Any such request will be made to the Chairman of the O&S Committee from the Chairman (or representative) of the requesting committee / Council. The purpose, scope and terms of reference for the review will be agreed by the requesting committee and shared with the Chairman of O&S at the time of the request.

Such reviews will form part of the work plan for the O&S Committee, report timescales will be set out in the Forward Plan and recommendations will be agreed and shared with the referring committee.

**Forward Plan for All Committees**

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY AND RESOURCES</b>				
<b>15 APRIL 2021</b>				
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
15 Apr 2021	Information Management and Protection Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	To agree minor changes to the IMAP policy	
<b>17 JUNE 2021</b>				
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.
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.
17 Jun 2021	Recruitment & Selection Policy	Emma Redwood, People and Organisational Development Manager	Recruitment and selection policy
17 Jun 2021	Saxilby Footbridge Stage One	Liz Gabey, Senior Facilities Officer, Gary Reeve, Property & Assets Manager	Stage one documentation regarding the repairs and maintenance of Saxilby Footbridge
6 Sep 2021	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Review

**GOVERNANCE AND AUDIT**

**13 APRIL 2021**

13 Apr 2021	Internal Audit Quarter 4 Report	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire	07 September 2020
13 Apr 2021	Annual Governance Statement 2019/20 Action Plan Progress Report	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To report progress against the actions contained in the AGS 2019/20 Action Plan	

**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, Democratic and Civic Officer	Yearly update report	

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**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
20 Jul 2021	Annual Voice of the Customer Report 2020/21	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback from the year 2020/21 and analyse customer contact and demand data to provide a clear view of the voice of the customer.

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**PROSPEROUS COMMUNITIES****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.
8 Jun 2021	Appointment of Member Champions	Katie Storr, Senior Democratic & Civic Officer	To appoint for 21/22 and 22/23 up to Annual Council 2023

**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
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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
<b>14 SEPTEMBER 2021</b>			
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
<b>26 OCTOBER 2021</b>			
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
<b>REGULATORY</b>			
<b>10 JUNE 2021</b>			
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

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### Purpose:

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

### Recommendation:

1. That Members note the contents of this document.

TITLE	LEAD OFFICER	PURPOSE OF THE REPORT
<b>22 JUNE 2021</b>		
Presentation Item – Environment agency	Ele Snow to arrange	To report back on actions / improvements following Q&A session February 2020
Flood Risk Working Group Final Report	Chairman of Working Group in conjunction with Ady Selby	For the Flood Risk Working Group to present their findings
Work Plan for 2021/2022	Ele Snow	To initiate planning for O&S work streams for the next Civic Year.
<b>21 SEPTEMBER 2021</b>		
Presentation Item – Lincolnshire Police	Ele Snow to arrange	Regular update on public safety and crime statistics across the district

\*There will also be work following the referral from the Corporate Policy & Resources Committee on DFGs and additionally the recent referral from the Prosperous Communities Committee regarding markets.