

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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## AGENDA

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

**Overview and Scrutiny Committee**  
**Tuesday, 22nd June, 2021 at 6.30 pm**  
**Council Chamber - The Guildhall**

**PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL THE PUBLIC VIEWING GALLERY IS CURRENTLY SUSPENDED**

**This Meeting will be available to watch live 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. Apologies for Absence**

**2. Minutes of the previous meeting**

3 - 5

Meeting of the Overview and Scrutiny Committee held on 30 March 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 from previous meetings.

### 5. **Public Reports**

- i) Overview and Scrutiny Operating Methodology 6 - 21
- ii) Overview and Scrutiny Proposed Work Plan for Civic Year 2021/22 22 - 23

### 6. **General Work Items**

- i) Forward Plan 24 - 32

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 14 June 2021

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held via MS Teams 30 March 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 Cherie Hill  
Councillor Mrs Angela Lawrence  
Councillor Keith Panter  
Councillor Roger Patterson

**In Attendance:** Ady Selby  
Katie Storr  
Ele Snow  
Assistant Director of Commercial and Operational Services  
Democratic Services & Elections Team Manager (Interim)  
Democratic and Civic Officer

**Apologies:** Councillor Timothy Davies

### 23 REGISTER OF ATTENDANCE

**Note:** The meeting opened at 6.30pm however, due to technical difficulties, the meeting was promptly adjourned and reconvened at 6.37pm, on resolution of the problems encountered.

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.

### 24 MINUTES OF THE PREVIOUS MEETING

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Committee held on 16 February 2021 be confirmed as a correct record.

## **25 MEMBERS' DECLARATIONS OF INTEREST**

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

## **26 MATTERS ARISING SCHEDULE**

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

## **27 DRAFT OVERVIEW AND SCRUTINY ANNUAL REPORT**

The Chairman introduced the draft version of the Overview and Scrutiny Annual Report, for discussion and recommendation to Annual Council. It was highlighted that the report covered a two-year period as a result of the impact of the Covid-19 pandemic. The Chairman gave a brief overview of the contents of the report, from the work of the Flood Risk Working Group to the varied presentations from leisure providers, as well as the initial proposals for the work plan for the 2021/22 Civic Year.

There was significant discussion regarding the work of the Flood Risk Working Group, with the Chairman sharing with the Committee details of conversations that had taken place between relevant interested parties such as the Internal Drainage Boards and representative from Lincolnshire County Council. It was agreed that the work sounded promising and there was support for ongoing flood risk management work.

Members commented on the success of the virtual meetings and enquired as to whether there would be future options for that to continue. The current circumstances were explained to the Committee Members although it was hoped that the Government would consider future options for continuing with virtual meetings to some extent.

With regard to future work streams for the Committee, it was explained that the work of the Flood Risk Working Group would continue into the new Civic Year, with a report to be presented to the Committee with recommendations to the relevant policy committee. A Member of the Committee suggested that a representative from United Lincolnshire Hospitals NHS Trust be invited to a meeting in relation to health provision across the district, and specifically the community hospital in Gainsborough.

With no further comments relating to the draft Annual Report, the Chairman called the vote and it was

**RESOLVED** that the presentation of the Overview and Scrutiny Annual Report to Council be supported and any comments made through the course of the debate be further considered by the Monitoring Officer and Chairman of the Committee.

## **28 FORWARD PLAN**

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

## **29 COMMITTEE WORKPLAN**

The Democratic and Civic Officer introduced the workplan for the Committee. The request to invite United Lincolnshire Hospitals NHS Trust was reiterated and with no further comment, the work plan was **NOTED**.

The meeting concluded at 7.14 pm.

Chairman

# Agenda Item 5a



**Overview and Scrutiny  
Committee**

**Tuesday, 22 June 2021**

**Subject: Overview and Scrutiny Operating Methodology**

Report by:

Monitoring Officer

Contact Officer:

Ele Snow  
Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To reconfirm the Committee Operating  
Methodology

## **RECOMMENDATION(S):**

- 1. That Members of the Committee approve the proposed Operating Methodology for implementation throughout the 2021/22 Civic Year.**

## IMPLICATIONS

**Legal: N/A**

**Financial: N/A**

**Staffing: N/A**

**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 :**

**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 Background**

- 1.1 In October 2014 the (then named) Challenge and Improvement Committee agreed an Operating Methodology for the first time.
- 1.2 The methodology set out criteria for when any item could be called in for scrutiny either as an ongoing project, poor performance or for pre-decision scrutiny.
- 1.3 The approach has generally worked well and allowed the Committee to invite organisations that provide services within the District for discussions around issues of concern for members.

## **2 Committee Functions and Fulfilling the Scrutiny Role**

- 2.1 The functions of the Overview and Scrutiny Committee are detailed in Part IV of the Constitution, attached as Appendix 2.
- 2.2 The Overview and Scrutiny Procedure Rules are given in Part V of the Constitution (attached as Appendix 3) and detail how the Committee should exercise its rights under the traditional call-in process.
- 2.3 These functions and procedure rules were considered as part of the 2018/19 scrutiny review and were agreed as amendments to the Constitution at the Annual Meeting of Council on 20 May 2019.
- 2.4 Given the impact of the Covid-19 pandemic, there has been no further review however, the Annual Constitution Review is due to be presented to Council on 28 June 2021. Should there be any amendments recommended and approved, it is not anticipated there would be a significant change to the functioning of the Committee.

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

- 3.1 As a result of the 2018/19 review of the scrutiny function within the Council, changes were made to the membership requirements of the committee and it was agreed that the methodology be reviewed for the 2019/20 civic year.
- 3.2 Members of the Committee had previously noted that the processes detailed in the methodology were overly wordy and not always easy to follow.
- 3.3 Therefore, the format of the methodology was improved to ensure it was as clear and concise as possible. The current version of the Operating Methodology, attached as Appendix 1, was approved by the Committee in June 2019.
- 3.4 Despite the limitations on the Committee due to the Covid-19 pandemic, the Committee has continued to work according to the Operating



Methodology and the revised version has proven to be simpler to work with.

- 3,5 With this in mind, there are no subsequent amendments suggested at this time.

#### **4 Conclusion and Recommendation**

- 4.1 Members are asked to read, comment and, if satisfied, approve the Operating Methodology for 2021/22.

# 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.

## Overview and Scrutiny Committee

1. To exercise the Council's responsibilities for overview and scrutiny and agree each year an operating methodology;
2. To conduct reviews of policy, services or aspects of service that have either been referred by a policy committee or the council, relate to the Forward Plan or have been chosen by the committee according to the agreed criteria for selecting such reviews;
3. To approve and keep under review an annual overview and scrutiny work programme, including the work programme of any scrutiny panels established in accordance with the Overview and Scrutiny Committee work programme;
4. To approve the scope, timetable and method for each review by a scrutiny panel to put in place and ensure that such reviews are monitored and managed efficiently and in accordance with the Overview and Scrutiny Procedure Rules;
5. To make reports and recommendations to the Council, a policy committee or any other Council committee arising from the exercise of these terms of reference;
6. To consider the Forward Plan and comment as appropriate to the relevant Committee on proposed decisions which relate to services within their remit (before they are taken by the appropriate policy committee);
7. To exercise the powers of call in and scrutiny in relation to policy committee decisions made but not implemented, as set out in section 21(3) of the Local Government Act 2000 and challenge such decisions in accordance with the procedure set out in the Overview and Scrutiny Procedure Rules in Part V of this Constitution;
8. To comment on the proposed annual service and budget plans for all council services before final approval by the Corporate Policy and Resources Committee and Council;
9. To take an overview of the policies, forward plans and related authorities of all public bodies and agencies as they affect the council's area or its inhabitants;
10. To maintain under review the arrangements for the performance monitoring of Council services;

11. To discharge the statutory functions arising under section 19 of the Police and Justice Act 2006 relating to issues of crime and disorder and to develop and implement such procedures, protocols and criteria as deemed by the Committee to be appropriate.
12. This Committee has an operating methodology which is agreed annually at its first full meeting.

**Note:** Members cannot serve on this Committee if they are serving Members of either of the Policy Committees.

## Overview and Scrutiny Procedure Rules

### Contents

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## **Overview and Scrutiny Procedure Rules**

### **1. Number and Arrangements for Overview and Scrutiny Committee**

#### **1.1 The Council will have one Overview and Scrutiny Committee.**

‘Overview and Scrutiny Committee’

It will perform all overview and scrutiny functions on behalf of the Council and will be politically balanced.

#### **1.2 The terms of reference of the Overview and Scrutiny Committee will be as detailed in Article 7 and Part IV of the Constitution.**

### **2. Seats on Overview and Scrutiny Committee**

#### **2.1 All Councillors with the exception of the Chairman, Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and any serving Member of either policy committee may be members of the Overview and Scrutiny Committee. However, no member may be involved in scrutinising a decision in which he/she has been directly involved.**

#### **2.2 A member must if he/she is involved in the consideration of a matter at a meeting of the Overview and Scrutiny Committee of the Authority or a sub-committee of that Committee, regard himself/herself as having a personal and a prejudicial interest if that consideration relates to a decision made, or action taken, by another of the Council’s –**

- committees or sub-committees; or
- joint committees or joint sub-committees.

of which he/she may also be a member and took part in that decision making.

#### **2.3 Sub-paragraph (2.2) above shall not apply if that member attends that meeting for the purpose of answering questions or otherwise giving evidence relating to that decision or action.**

### **3. Co-optees**

#### **3.1 The Overview and Scrutiny Committee shall be entitled to appoint a number of people as non-voting co-optees.**

### **4. Meetings of the Overview and Scrutiny Committee**

#### **4.1 Special meetings may be called from time to time as and when appropriate.**

- 4.2 An Overview and Scrutiny Committee meeting may be called by the Chairman of the Committee, by a simple majority of members of the Committee or by the Proper Officer if he/she considers it necessary or appropriate.

## **5. Quorum**

- 5.1 The quorum for the Overview and Scrutiny Committee shall be one quarter of the whole numbers of members provided that in no case shall the quorum of the committee be less than four voting members.

## **6. Work Programme**

- 6.1 The Overview and Scrutiny Committee will be responsible for reporting annually to the Council on both its proposed work plan and its work in the preceding year and, in doing so, shall take into account wishes of members on the Committee who are not members of the largest political group on the Council.

## **7. Agenda Items**

- 7.1 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the Proper Officer that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request, the Proper Officer will ensure that it is included on the next available agenda.
- 7.2 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and policy committees to review particular areas of council activity. Where it does so, the Overview and Scrutiny Committee shall report their findings and any recommendations back to the relevant policy committee and/or Council. The Council and/or the relevant policy committee shall consider the report of the Overview and Scrutiny Committee at the next available meeting.
- 7.3 There will be a standing item on the agenda of all ordinary meetings of the Overview and Scrutiny Committee which will allow for consideration to be given to the work programme.

## **8. Policy Review and Development**

- 8.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in detail in the Budgetary and Policy Framework Procedure Rules in Part V of this Constitution.
- 8.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budgetary framework, the Overview and Scrutiny Committee may make proposals to policy committees for developments in so far as they relate to matters within its terms of reference.



- 8.3 The Overview and Scrutiny Committee may hold inquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist in this process. It may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that it reasonably considers necessary to inform its deliberations. It may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.

## **9. Reports from the Overview and Scrutiny Committee**

- 9.1 Once it has formed recommendations on proposals for development, the Overview and Scrutiny Committee will prepare formal reports and submit them to the Proper Officer for consideration by the relevant policy committee (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from, or a change to, the agreed budgetary and policy framework).
- 9.2 If the Overview and Scrutiny Committee cannot agree on one single final report to the Council or the relevant policy committee as appropriate, then up to one minority report may be prepared and submitted for consideration by the Council or policy committee with the majority report.
- 9.3 The Council or policy committee shall consider any report of the Overview and Scrutiny Committee at the next available meeting after being submitted to the Proper Officer.

## **10. Consideration of Overview and Scrutiny Committee's Reports by Policy Committees**

- 10.1 Once an Overview and Scrutiny report on any matter which is the responsibility of a policy committee has been completed, it shall be included on the agenda of the next available meeting of the relevant policy committee.

## **11. Rights of Overview and Scrutiny Committee Members to Documents**

- 11.1 In addition to their rights as Councillors, members of the Overview and Scrutiny Committee have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure Rules in Part V of this Constitution.
- 11.2 Nothing in this paragraph prevents more detailed liaison between the relevant policy committee and the Overview and Scrutiny Committee as appropriate depending on the particular matter under consideration.

## **12. Members and Officers Giving Account**

- 12.1 The Overview and Scrutiny Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any council functions within its remit. As well as reviewing documentation, in fulfilling the

scrutiny role, it may require any member of a policy committee, the Head of Paid Service or an Executive Director to attend before it to explain in relation to matters within its remit –

- (a) any particular decision or series of decisions; and
- (b) the extent to which the actions taken implement Council policy

and it is the duty of those persons to attend if so required.

More junior officers may be invited to assist the Committee.

- 12.2 Where any member or officer is required to attend the Overview and Scrutiny Committee under this provision, the Chairman of the Committee will inform the Proper Officer. The Proper Officer shall inform the member or officer in writing giving at least five working days' notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for presentation of that documentation.
- 12.3 Where, in exceptional circumstances, the member or officer is unable to attend on the required date, and then the Overview and Scrutiny Committee shall, in consultation with the member or officer, arrange an alternative date for attendance.

### **13. Attendance by Others**

- 13.1 The Overview and Scrutiny Committee may invite people other than those people referred to in paragraph 12 above to address it, discuss issues of local concern and/or answer questions on issues within the remit of the committee. The committee may, for example, wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

### **14. Call-In**

- 14.1 Call-in should occur where members of the Overview and Scrutiny Committee have evidence which suggests that the policy committee(s) for which it is responsible did not take the decision in accordance with the principles set out in Article 12.
- 14.2 Five working days are to be allowed for the call-in of decisions. The procedure is as follows –
  - (a) If four members on the Overview and Scrutiny Committee wish to call in a decision with a view to requesting that the relevant policy committee reconsiders the decision, this must be done within five

working days of publication of the decision, provided the issue in question has not been recorded as urgent.

- (b) Any request to call in a decision must be in writing, be signed by the four members and set out the resolution to be considered. The call-in notice should also set out the reason(s) why the decision should be reconsidered. The notice should be sent to the Head of Paid Service no later than 5pm on the fifth working day following publication of the decision.
  - (c) Decisions can only be called in once and must be considered at the next meeting of the Overview and Scrutiny Committee unless the agenda for that meeting has already been published. If the agenda has been published, the issue will be considered at the subsequent Overview and Scrutiny Committee meeting unless the matter is considered urgent by the Chairman of the Overview and Scrutiny Committee, taking into account any views of the Chairman of the Committee whose decision has been called in.
  - (d) The date of publication of the decision will be deemed to be the day on which the minutes were published on the Council's website.
  - (e) If having considered the decision the Overview and Scrutiny Committee may:
    - (i) refer back to the relevant policy committee for further consideration, setting out in writing its recommendations; or
    - (ii) not refer back to the relevant policy committee and the decision shall take effect on the date of the overview and scrutiny meeting.
- 14.3 Where a matter is to be referred to another committee, call-in only applies after the matter has been considered by that other committee.
- 14.4 Call-in does not apply to recommendations to Council nor to Council decisions themselves.
- 14.5 The Chairman of the committee whose decision has been called in shall be invited to the Overview and Scrutiny Committee meeting when the item is considered. The Chairman of the Overview and Scrutiny Committee (or his/her representative) shall attend the policy committee meeting when the called-in item goes back for consideration.
- 14.6 Where a policy committee does not wish to accept the recommendation(s) of the Overview and Scrutiny Committee on a called-in decision, the decision shall be referred to Council.
- 14.7 The call-in procedure set out above shall not apply where the decision being taken by the policy committee is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's

or the public interest. The record of the decision shall state whether, in the opinion of the decision-making committee, the decision is an urgent one and, therefore, not subject to call-in. The committee taking the decision must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. The Chairman of the Overview and Scrutiny Committee shall be consulted before any matter is dealt with under this urgency procedure.

- 14.8 Urgency in this context goes further than the urgency provisions contained in the Local Government (Access to Information) Act 1985 relating to late reports. A report may well have been submitted to the relevant committee in good time but the implementation of the decision is nevertheless considered urgent.
- 14.9 The operation of the provisions relating to call-in and urgency shall be monitored annually.

## **15. Procedure at Overview and Scrutiny Committee Meetings**

- 15.1 The Overview and Scrutiny Committee shall consider the following business –
- (a) minutes of the last meeting;
  - (b) declarations of interest;
  - (c) consideration of any matter referred to the Committee for a decision in relation to call-in of a decision;
  - (d) (responses of the policy committee(s) to reports of the Overview and Scrutiny Committee;
  - (e) the business otherwise set out in the agenda for the meeting; and
  - (f) the work programme.
- 15.2 Where the Overview and Scrutiny Committee conducts investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at committee meetings which are to be conducted in accordance with the following principles:
- (a) that the investigation be conducted fairly and all members of the Committee given the opportunity to ask questions of attendees, to contribute and speak;
  - (b) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
  - (c) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- 15.3 Following any investigation or review, the Committee shall prepare a report for submission to the appropriate policy committee and/or Council as appropriate and shall make its report and findings public.

## **16. Oversight Commissions**

16.1 Part of the role of the Overview and Scrutiny Committee is to provide support to the two policy committees by holding commissions on specific areas as requested by those committees.

To commence a commission: -

- The Prosperous Communities Committee and/or the Corporate Policy and Resources Committee will agree the purpose, scope and terms of reference of a commission and make a formal request via the Chair of Overview and Scrutiny (by formal report) that a commission is established to investigate in detail a particular issue from a national, regional, sub-regional and local perspective.
- The proposed report and terms of reference for a commission should be agreed with the Chair of Overview and Scrutiny Committee prior to being submitted to the commissioning policy committee for agreement.'
- In undertaking such a commission, the Overview and Scrutiny Committee may hold inquiries and investigate options for future direction in policy development. They may appoint advisers and assessors to assist in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address it on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, as specified in the Constitutional operating procedures.
- If a budget is required this will need to be agreed by the commissioning Committee.
- The Overview and Scrutiny Committee will report back their findings to the Commissioning Policy Committee.

## Overview and Scrutiny Work Plan

### Purpose:

The table below provides a proposed work plan for the current Civic Year. This incorporates work items that are continuing from Civic Year 2020/21, items that have been referred to Overview and Scrutiny from the policy committees as well as proposed areas of work for consideration.

### Recommendation:

1. That Members approve the proposed areas of work for Civic Year 2021/22.

### ITEMS FOR DISCUSSION / APPROVAL

The following areas of work are subject to approval for inclusion in the work plan.

Page 22

- **Fly Tipping** – to consider current statistics regarding issues with fly-tipping across the District. Subject to approval by the Committee, this work item will initially be discussed at the September meeting.
- **Sport Development** – as a continuation of the leisure focussed work in 2020/21, this would include further invitations to outside agencies and providers across the District
- **John Coupland Hospital, Gainsborough** – to consider the provision of community health services at the JCH

TITLE	LEAD OFFICER	PURPOSE OF THE REPORT
<b>21 SEPTEMBER 2021</b>		
Referral from CP&R Committee – Disabled Facilities Grants	Andy Gray	Reason for referral from CP&R, current position, recs for where WLDC could improve / influence improvements, how do O&S want to proceed
Referral from Prosperous Communities Committee – Gainsborough Market	Ady Selby	reason for referral from PC, current position, how do O&S want to proceed
Progress & Delivery	Ellen King	To consider the report as presented to the policy committee in June 2021
Fly-Tipping (discussion item, <b>subject to approval by Committee</b> )	Ady Selby	To consider the scope of any possible work streams in relation to fly-tipping across the District.

<b>19 October 2021</b>		
Presentation Item – Lincolnshire Police	Ele Snow to arrange	Regular update on public safety and crime statistics across the district
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
Fly-Tipping	Ady Selby	Work item based on discussions at O&S meeting on 21 September 2021
<b>23 November 2021</b>		
<b>TBC</b>		
<b>18 January 2022</b>		
<b>Progress and Delivery</b>	Ellen King	To consider the report as presented to the policy committees
<b>22 February 2022</b>		
<b>TBC</b>		
<b>29 March 2022</b>		
<b>TBC</b>		
<b>26 April 2022</b>		
<b>Draft Annual Report</b>	Ele Snow	To present the draft O&S Annual Report for recommendation to Annual Council

**Full Forward Plan All Committees (valid from 1 June 2021 to May 2022)**

**Purpose:**

This report provides a summary of report going to all committees.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY AND RESOURCES</b>				
<b>17 JUNE 2021</b>				
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.	24 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.	24 March 2021
17 Jun 2021	Replacement Document Management System	Jeannette Anderson, Corporate Systems Development	To gain approval to draw from reserves £80,000 to cover the implementation costs of the new system.	
<b>22 JULY 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	24 March 2021
11 Jun 2020	Capability Policy	Emma Redwood, Assistant Director People and Democratic Services	To review the council's capability policy and update	19 December 2019
22 Jul 2021	Annual Review of Commercial Investment Portfolio	Gary Reeve, Property & Assets Manager	Review of portfolio performance for period 1st April 2020 to 31st March	



2021			
22 Jul 2021	Budget and Treasury Monitoring Period 1 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April to 31 May 2021
17 Jun 2021	Data Protection Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	Compliance with the UK GDPR is described by this policy and other relevant policies such as the Information Security Policy along with connected processes and procedures.
22 Jul 2021	Freedom of Information and Environmental Information Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	This Policy outlines our approach to responding to requests for information made under the FOIA and the EIR.
22 Jul 2021	Investment Portfolio Review	Gary Reeve, Property & Assets Manager	Annual Review / Update of WLDC's Investment Portfolio
17 Jun 2021	Recruitment & Selection Policy	Emma Redwood, Assistant Director People and Democratic Services	Recruitment and selection policy 24 March 2021
<b>23 SEPTEMBER 2021</b>			
23 Sep 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 24 March 2021
23 Sep 2021	ICT Governance	Cliff Dean, ICT Manager	Governance arrangements for the Corporate ICT function
23 Sep 2021	Emergency Planning and Business Continuity Policy	Ady Selby, Assistant Director of Commercial and Operational Services	Update for Members on Emergency Planning arrangements with Lincolnshire Resilience Forum and introduction of Business Continuity Policy
23 Sep 2021	Health and Safety Policy update	Emma Redwood, Assistant Director People	To update the Health and Safety Policy

### 11 NOVEMBER 2021

11 Nov 2021	Budget and Treasury Monitoring - Period 2 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	
11 Nov 2021	Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.	

### 16 DECEMBER 2021

16 Dec 2021	Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract to manage a private estate at Hemswell Cliff is a 5 year contract 1 July 2018 to 31 March 2023. This report is ask members to consider a further 5 years from 1 April 2023.	
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### 13 JANUARY 2022

13 Jan 2022	Progress and Delivery Measures and Targets 2022-23	Ellen King, Senior Performance Officer	This report presents for approval the Council's proposed performance measures, and corresponding targets for 2022-23.	24 March 2021
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### 10 FEBRUARY 2022

10 Feb 2022	Budget and Treasury Monitoring - Period 3 2021/22	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	
10 Feb 2022	Committee Timetable 2021-2022	Katie Storr, Democratic Services & Elections Team Manager (Interim)	To follow the format of previous years	

### 14 APRIL 2022

14 Apr 2022	Lindsey Centre update	Sally Grindrod-Smith, Assistant Director of Planning and	An update on the leisure scheme following the concurrent committee	24 March 2021
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Regeneration, Elaine  
Poon, Local Development  
Order and Major Projects  
Officer

meeting on 11 June 2019

14 Apr 2022	Budget and Treasury Monitoring - Period 4 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 31 March 2022
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## COUNCIL

### 6 SEPTEMBER 2021

6 Sep 2021	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Review	24 March 2021
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### 1 NOVEMBER 2021

1 Nov 2021	Gambling Act 2005 Statement of Principles (Gambling Policy) - Approval	Tracy Gavins, Licensing Enforcement Officer, Andy Gray, Housing and Enforcement Manager	To consider the above Policy following on from consultation.	24 March 2021
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### 24 JANUARY 2022

24 Jan 2022	Mid Year Treasury Report 2021-22	Caroline Capon, Corporate Finance Team Leader	Review of Prudential indicators	24 March 2021
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### 7 MARCH 2022

7 Mar 2022	Executive Business Plan and Medium Term Financial Plan 2022/23	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the Executive Business Plan, Budget 2022/23 and the Medium Term Financial Plan 2022/23-2026/27	24 March 2021
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7 Mar 2022	Draft Treasury Management Strategy 2022-23	Caroline Capon, Corporate Finance Team Leader	Draft Treasury Management Strategy	24 March 2021
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## GOVERNANCE AND AUDIT

### 15 JUNE 2021

15 Jun 2021	Certification of Grants & Returns	Caroline Capon, Corporate Finance Team Leader	Review of the Certification of Grants and Returns	07 September 2020
15 Jun 2021	Unaudited Statement of Accounts 2020-21	Caroline Capon, Corporate Finance Team Leader	Unaudited Statement of Accounts 2020-21	24 March 2021
15 Jun 2021	Review of Whistleblowing Activity	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer	Yearly update report	24 March 2021

### 20 JULY 2021

20 Jul 2021	Report on Progress Against the Committee's Effectiveness Action Plan	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer	To provide Members with an update on progress made against the Committee's effectiveness action plan	24 March 2021
20 Jul 2021	Annual Fraud Report 2020/21	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present to members work undertaken to mitigate fraud, report on any instances of fraud and action plan for 2021/22	24 March 2021
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.	24 March 2021
20 Jul 2021	Draft Annual Governance Statement 2020/21	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy	To present the draft AGS for 2020/21	

#### Monitoring Officer

20 Jul 2021	Internal Audit Annual Report 2020/2021	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire Report for 2020/2021
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20 Jul 2021	Internal Audit Quarter 1 Report 21/22	James Welbourn, Democratic and Civic Officer	From Assurance Lincolnshire
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#### 28 SEPTEMBER 2021

28 Sep 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.	24 March 2021
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28 Sep 2021	Audited Statement of Accounts	Caroline Capon, Corporate Finance Team Leader	Audited Statement of Accounts	24 March 2021
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28 Sep 2021	Local Government and Social Care Ombudsman (LGO) Annual Review Letter Report 2020/21	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman Annual Review letter 2020/21 covering complaints referred to them between April 2020 and March 2021. Examining upheld complaints, learning actions and benchmarking with other authorities.	24 March 2021
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28 Sep 2021	Six Month Review of Strategic Risks	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer, Emma Redwood, Assistant Director People and Democratic Services	To present the strategic riskss facing the Council as at xxxxx
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#### 8 MARCH 2022

8 Mar 2022	Accounts Closedown 2021/22 Accounting Matters	Caroline Capon, Corporate Finance Team Leader	To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2021/22 accounts.  For the External Auditor to explain the process of the External Audit of the Statement of Accounts and approach to the Value for Money audit 2021/22.	24 March 2021
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8 Mar 2022	External Audit Strategy Memorandum (Plan) for 2021/22	Caroline Capon, Corporate Finance Team Leader	To present the 2021/22 External Audit Strategy from our External Auditors, Mazars.	24 March 2021
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## PROSPEROUS COMMUNITIES

### 13 JULY 2021

8 Jun 2021	Appointment of Member Champions	Katie Storr, Democratic Services & Elections Team Manager (Interim)	To appoint for 21/22 and 22/23 up to Annual Council 2023	24 March 2021
13 Jul 2021	Draft Local Plan Consultation Response	Rachael Hughes, Development Contributions Officer	To agree the formal response by West Lindsey District Council to the Central Lincolnshire Draft Local Plan Consultation	
13 Jul 2021	Jubilee Event Planning Member Group	Trudi Hayes, Democratic & Civic Officer	Proposals to establish a short term event planning member group in the run up to the jubilee. including terms of ref. Group will work over the summer to create costed proposals with a view to reporting back to PC and CPR if required	

### 14 SEPTEMBER 2021

14 Sep 2021	Annual Update on Health related work	Diane Krochmal, Assistant Director Homes and	to provide Members with an update on	24 March 2021
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## Communities

## Health related work

14 Sep 2021	Economic Recovery Plan	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	Consideration of the Greater Lincolnshire Economic Recovery Plan and the West Lindsey response	
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	24 March 2021
14 Sep 2021	Supporting Growth and Regeneration in Market Rasen - update	Wendy Osgodby, Senior Growth Strategy & Projects Officer, Amanda Bouttell, Senior Project and Growth Officer	Development of Historic Building Grant for Market Rasen	
14 Sep 2021	to Consider Proposals from the Jubilee Group	Trudi Hayes, Democratic & Civic Officer	to allow jubilee group established in July 2021 to report back there proposed plan for sign off , in order to allow for delivery from sept onwards	
14 Sep 2021	Transport and Connectivity Programme	Grant White, Enterprising Communities Manager	To approve a refreshed Transport	
<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	24 March 2021
26 Oct 2021	Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy	24 March 2021
<b>15 MARCH 2022</b>				
15 Mar 2022	Selective Licensing - Future Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with final proposals for any future Selective	24 March 2021

