

**AGENDA**

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

**Overview and Scrutiny Committee  
Tuesday, 29th March, 2022 at 6.30 pm  
Council Chamber - The Guildhall**

**PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL WE WILL BE OPERATING A REDUCED PUBLIC VIEWING GALLERY**

**Those wishing to simply view the meeting will be able 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 Mrs Caralyne Grimble  
Councillor Cherie Hill  
Councillor Mrs Angela Lawrence  
Councillor Keith Panter  
Councillor Roger Patterson

1. **Apologies for Absence**
2. **Minutes of the previous meeting** (PAGES 3 - 6)  
Meeting of the Overview and Scrutiny Committee held on Tuesday 22 February, 2022
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** (PAGE 7)  
Matters arising schedule setting out current position of previously agreed actions as at 21 March 2022.

5. **Presentation Item - Leisure Provision and Sports Development** (VERBAL REPORT)

Presentation by Martin Miles and Chris Duncan from Everyone Active.

6. **General Work Items**

i) Forward Plan (PAGES 8 - 13)

ii) Committee Workplan (PAGE 14)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 21 March 2022

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 22 February 2022 commencing at 6.30 pm.

**Present:**

Councillor Mrs Diana Rodgers (Vice-Chairman) and  
Councillor Mrs Angela White (Vice-Chairman)

Councillor Liz Clews  
Councillor David Dobbie  
Councillor Mrs Caralyne Grimble  
Councillor Mrs Angela Lawrence  
Councillor Keith Panter  
Councillor Roger Patterson  
Councillor Stephen Bunney

**Also Present:**

Councillor Ian Fleetwood  
Councillor Trevor Young

**In Attendance:**

Nova Roberts                      Assistant Director of Change Management & Regulatory Services  
Ady Selby                             Assistant Director of Commercial and Operational Services  
Ele Snow                              Senior Democratic and Civic Officer

**Apologies:**

Councillor Mrs Lesley Rollings  
Councillor Cherie Hill

**Membership:**

Councillor Stephen Bunney sat as substitute for Councillor Mrs Lesley Rollings for this meeting.

### 30 MINUTES OF THE PREVIOUS MEETING

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Committee held on 23 November 2021 be confirmed and signed as a correct record.

### 31 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest at this point of the meeting.

### 32 MATTERS ARISING SCHEDULE

There were no outstanding matters arising from previous meetings of the Overview and Scrutiny Committee.

### **33 MANAGING FLOOD RISK IN WEST LINDSEY**

Councillor Mrs A White, in the Chair, highlighted the work of the Overview and Scrutiny Flood Risk Management Working Group, explaining that whilst there had been delays through the pandemic, there had been significant work undertaken by Officer and Members, and she extended her thanks to all.

The Committee then heard from the Assistant Director of Commercial and Operational Services regarding the proposal to develop the council's working arrangements to align strategic planning, development management and the operational response to the management of flood risk. It was explained that national statistics indicated one in six properties in England were at risk of flooding from rivers, sea and surface water, with many others susceptible to various sources of flooding. This number was only set to increase due to climate change, increasing the need and urgency for Councils and other Flood Risk Management bodies to put in place proportionate arrangements to deal with the increasing demand.

Members heard that this report would set out the current work being undertaken and propose a more formal method of providing officers and Members with adequate oversight of the current and future risk. This new method would bring together the current work, both operational and strategic, into one formal area. It was proposed that a new officer-led Flood Group would be formed and report to Management Team, similar to other working group arrangements. Feeding into the group would be a strategic Member Working Group comprising of Members who represented the authority on external flood-related bodies. Ultimately, reassurance in this area would be provided to the wider Member cohort through a twice-yearly report to the Overview and Scrutiny Committee.

The report outlined how officer and Member attendance at external forums would not only ensure the Council fulfilled its legislative duty, but also achieve a flow of consistent and credible information onwards to the Flood Group. It also acknowledged the need to communicate the Council's strategies and preparedness to residents in order to support them to adequately protect their properties.

It was noted that the proposed Flood Group was not a reactive body. Existing arrangements for minor and major flooding incidents, alongside other partners via the Lincolnshire Resilience Forum were deemed adequate. If approved, the recommendations would help further prepare and protect residents against the short- and long-term risks from surface water and fluvial flooding.

In welcoming questions and comments from the Committee, there was further support for the work undertaken in recent times in relation to supporting those who had been flooded and were at risk of future flooding. The importance of involving Members with such work, as well as liaising with Town and Parish Councils, was emphasised, as was the need to document 'near-misses', as this could help inform where future risks may lie. It was noted that the efforts of homeowners to protect their properties, whilst perhaps experiencing flooded gardens or 'non-residential' space such as garages, were often overlooked and they did not receive the support they needed to avoid future flooding.

This was recognised by the Assistant Director, with him commenting that the prevention work would be a key element of the proposals with the need to use local influences to

document and influence the investigation process.

Several Members of the Committee explained their own experiences of flooding within the district, either for themselves personally or in supporting residents who had been flooded. The need to work with all agencies, as well as the local councils and residents was again emphasised. Vice-Chairman Councillor Mrs Rodgers notified the Committee of a government website that provided information regarding current flood risks and who to alert in a flooding situation. This website would be shared with Members for their information.

The two Visiting Members were invited to join discussions, with support for the work expressed as well as highlighting the need to report incidents such as flooding of an internal utility area, with it being explained that if residents did not report such incidents, the agencies such as Environment Agency and Lincolnshire County Council were not working with accurate data. This was supported by the Assistant Director. It was also noted that, despite significant efforts by Elected Members, local residents and Parish Councils, recurring areas of flooding had not yet been addressed by those agencies who held responsibility. The Assistant Director recognised the frustrations that had been expressed in several forums and explained that the proposals would be emphasising the need to work with such agencies and influence their priorities across the district.

In relation to the proposed Member Working Group, it was suggested that, whilst there would need to be a core membership, it would be beneficial to invite involvement from all and any Member who was representing areas at risk of, or experiencing, flooding on a regular basis. It was also noted that there would be work being undertaken that focused on prevention, rather than simply focusing on response to incidents of flooding.

The Committee thanked all those involved in the work to date and the presentation of the report and, having been proposed and seconded, it was

**RESOLVED** that

- a) the establishment of an officer-led Flood Group and also a Members Flooding Working Group be **recommended** to the Prosperous Communities Committee; and
- b) the composition of the Member Flood Risk Working Group be agreed by the Chairs of the Overview and Scrutiny and Prosperous Communities Committees, in consultation with the Assistant Director for Commercial and Operational Services, subject to the approval of such a group by the Prosperous Communities Committee; and
- c) the Overview and Scrutiny Committee receive a twice-yearly report from the Flood Group regarding flood events, current flood risk and ongoing work in this area, subject to the approval by the Prosperous Communities Committee.

**34 FORWARD PLAN**

The content of the full Forward Plan for all Committees was **NOTED**.

### **35 COMMITTEE WORKPLAN**

The content of the Committee Workplan was **NOTED**.

### **36 EXCLUSION OF PUBLIC AND PRESS**

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

### **37 EXEMPT REPORT: DISCUSSION ITEM - LEISURE PROVISION**

In anticipation of the presentation item at their meeting on 29 March 2022, Members of the Committee discussed areas of interest and concern in relation to leisure provision and sports development across the district. Following the presentations received by the Committee previously, it had been highlighted that it was important to engage with communities outside of the leisure centre environment and Members had previously been assured that outreach work had always been a focus, however the pandemic had delayed efforts. Members had previously heard the plan for initiating and continuing this outreach work and so the Committee suggested that this be a focus of the presentation.

Discussions also turned to experiences described to Councillors by individuals, in relation to use of the leisure centres and access to services, either in the community or on site in Gainsborough or Market Rasen.

A Member of the Committee noted the progress and delivery figures had been reported to the Prosperous Communities Committee and the focus on outreach work had also been discussed in that forum.

A Visiting Member suggested that, with major sporting events on the horizon, there was great opportunity to capture the excitement such events generated and use it to enhance engagement within local communities and, in particular, school aged children.

Further to this comment, it was suggested that a breakdown could be provided as to what services were offered for differing demographics, as well as a request for user data to be grouped by age range if possible.

The Democratic Services Officer undertook to share the areas of discussion with the attending guests in advance of the meeting in March, with the understanding that additional questions could be raised on the evening based on the information provided at that time.

The meeting concluded at 7.32 pm.

Chairman

## Overview and Scrutiny Matters Arising Schedule

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**Purpose:**

To consider progress on the matters arising from previous Overview and Scrutiny Committee meetings.

**Recommendation:** That Members note progress on the matters arising and request corrective action if necessary.

### Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<a href="#">Website to be shared with Members</a>	Government website where members of the public can check for flooding risks to be shared with Members of the Committee	<a href="https://www.gov.uk/check-flooding">website: https://www.gov.uk/check-flooding</a>  <a href="#">sent via email 21 March 2022</a>	29/03/22	Ele Snow

**Full Forward Plan All Committees (as at 21 March 2022)**

**Purpose:**

This report provides a summary of business scheduled for upcoming meetings of all Committees.

**Recommendation:**

1. That Members note the content of this report

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY &amp; RESOURCES</b>				
<b>14 APRIL 2022</b>				
14 Apr 2022	Thriving Gainsborough 2024: Cinema		To update members on progress with delivery of the Thriving Gainsborough 2024 Cinema Scheme and to seek approval for the proposed delivery method and associated expenditure.	
14 Apr 2022	Council Tax Discretionary Fund for Refund of Magistrates Court Fees	Alison McCulloch, Revenues Manager	Council Tax Discretionary Fund for Refund of Magistrates Court Fees 2022/23	
14 Apr 2022	RAF Scampton site acquisition Expression of Interest	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	To seek approval to make an Expression of Interest to the Defence Infrastructure Organisation for the acquisition of land at RAF Scampton.	
14 Apr 2022	Appointment of Shareholder Representative	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To propose the appointment of the Shareholder Representative of our subsidiary and joint venture companies	
14 Apr 2022	Customer Feedback Policy (previously Customer Experience Policy)	Natalie Kostiuk, Customer Experience Officer	Agreement is required from members of the Corporate Policy and Resources Committee to sign off the amendments and additions that have been made to	

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			the Customer Feedback Policy (previously Customer Experience Policy) prior to it being implemented and published online.
14 Apr 2022	Surestaff Business Plan 2022-23	Ady Selby, Assistant Director of Commercial and Operational Services	A Business Plan outlining performance in 2021/22 and plans for 2022/23 for Surestaff and West Lindsey Staffing Services
14 Apr 2022	Hemswell Cliff Managed Estates Contract Renewal	Shayleen Towns, Senior Community Action Officer	WLDC Estate Management Contract with Hemswell Resident Company comes to an end 31 March 2023. This report is to ask for Committees approval for a further 5 years renewal contract offer.

#### 16 JUNE 2022

16 Jun 2022	Budget and Treasury Monitoring Final Outturn 2021/2022	Sue Leversedge, Business Support Team Leader	This report sets out the final budget outturn position for revenue and capital 2021/2022, and requests approval for transfer to General Fund working balances.
16 Jun 2022	Progress & Delivery Quarter Four	Darren Mellors, Performance & Programme Manager	Progress & Delivery Quarter Four
16 Jun 2022	Parking Strategy	David Kirkup	The parking management service is renewing its parking strategy. This report will submit the strategy to members for information and approval

15 November 2021

#### COUNCIL

#### 4 APRIL 2022

4 Apr 2022	Outcome of the LGA Follow-Up Peer Review, 2022	Ian Knowles, Chief Executive	In February 2022, the Council participated in a Local Government Association Peer Review to assess
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progress made against the ten recommendations made in the original Peer Review conducted in 2020. This report presents the findings of the follow-up review for consideration.

## 9 MAY 2022 (ANNUAL)

9 May 2022	Annual Review of the Constitution 21/22 and Monitoring Officer Annual Report	Emma Redwood, Assistant Director People and Democratic Services, Katie Storr, Democratic Services & Elections Team Manager	To present the annual review for recommendation to Council
9 May 2022	Appointment of S151 Officer	Ian Knowles, Chief Executive	To propose the statutory appointment of the S151 Officer.
9 May 2022	Overview & Scrutiny Annual Report	Ele Snow, Senior Democratic and Civic Officer	To present the Annual Report from the Chairman of the Overview and Scrutiny Committee

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## 4 JULY 2022

4 Jul 2022	Annual Treasury Management Report 2021/22	Paul Loveday, Corporate Finance Manager	To report on the Treasury Management activities and prudential indicators for 2021/22 in accordance with the Local Government Act 2003
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## GOVERNANCE & AUDIT

### 12 APRIL 2022

12 Apr 2022	Certification of Grants and Returns 2020/21	Paul Loveday, Corporate Finance Manager	Presentation of Housing Benefit subsidy claim audit for the year
12 Apr 2022	Combined Assurance Report	Emma Redwood, Assistant Director People and Democratic Services	To present the tri-annual combined assurance report
12 Apr 2022	6 Month Review of Strategic Risks	Emma Redwood, Assistant Director People	To present the 6 month review of strategic risks

and Democratic Services

**14 JUNE 2022**

14 Jun 2022	Annual Counter Fraud Report 2021/22	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To inform members of counter fraud activity, instances of fraud during the year and future
14 Jun 2022	Member Development Annual Report 2021/2022	Ele Snow, Senior Democratic and Civic Officer	To review Member Development for the previous Civic Year and to agree relevant actions for the current Civic Year
14 Jun 2022	Internal Audit Annual Report 2021/2022	Alistair Simson, Principal Auditor, Lincolnshire County Council	To present the annual report.

**19 JULY 2022**

19 Jul 2022	Internal Audit Quarter 1 Report 2022/23	Alistair Simson, Principal Auditor, Lincolnshire County Council	To present the Quarter 1 Internal Audit Report 2022/23.
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**JOINT STAFF CONSULTATIVE COMMITTEE**

**24 MARCH 2022**

24 Mar 2022	Annual Gender Pay Report	Emma Redwood, Assistant Director People and Democratic Services	To review the annual Gender Pay Report for March 2021
24 Mar 2022	Update HGV Driver Market Supplement	Emma Redwood, Assistant Director People and Democratic Services	to update JSCC on the impact of the HGV driver market supplement
24 Mar 2022	Update on national pay award - verbal	Emma Redwood, Assistant Director People and Democratic Services	to update JSCC on the progress of the 2021/22 pay award
24 Mar 2022	Update on Sickness Absence	Emma Redwood, Assistant Director People	To update on sickness absence to date 2021-22

**LICENSING**

**OVERVIEW & SCRUTINY**

**29 MARCH 2022**

**26 APRIL 2022**

26 Apr 2022	Overview & Scrutiny Annual Report (draft for O&S)	Ele Snow, Senior Democratic and Civic Officer	To present the draft Annual Report for comment prior to Annual Council
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**PROSPEROUS COMMUNITIES**

**3 MAY 2022**

3 May 2022	Selective Licensing - Update and Options	Andy Gray, Housing and Enforcement Manager	To provide Committee with an update on the current position in regards to selective licensing and present future options for the project.
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3 May 2022	Regulation 19 - Central Lincolnshire Local Plan Consultation Response	Rachael Hughes, Development Contributions Officer	To agree the formal response by West Lindsey District Council to the Central Lincolnshire Local Plan Review Regulation 19 Consultation
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3 May 2022	Environment and Sustainability Strategy Progress Report	Steve Leary, Commercial Waste Manager	Following approval at Council on 28 June 2021, this report contains a summary of progress and reports on the delivery of the action plan in the intervening period.
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3 May 2022	Visitor Economy Strategy 2022	Wendy Osgodby, Senior Growth Strategy & Projects Officer	The purpose of this paper is to obtain endorsement of the West Lindsey District Visitor Economy Strategy 2022.
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**7 JUNE 2022**

7 Jun 2022	Progress & Delivery 2022/23 Quarter Four	Darren Mellors, Performance & Programme Manager	Progress & Delivery 2022/23 Quarter Four
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**REGULATORY**

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**9 JUNE 2022**

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9 Jun 2022	Gainsborough Cemeteries - Public Space Protection Order Review	Andy Gray, Housing and Enforcement Manager	To review the PSPO for Gainsborough Cemeteries and consider whether to remove, vary or extend it.	
9 Jun 2022	Cafe/Pavement Licenses - Future Proposals	Andy Gray, Housing and Enforcement Manager	To consider options for future delivery of this service, subject to any legislation extension or change.	15 November 2021

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**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 during the 2021/2022 Civic Year.

**Recommendation:**

1. That Members note the contents of this document.

TITLE	LEAD OFFICER	PURPOSE OF THE REPORT
<b>26 April 2022</b>		
Draft Annual Report	Ele Snow	To present the draft O&S Annual Report for recommendation to Annual Council