

**Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170**

AGENDA

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

**Overview and Scrutiny Committee
Tuesday, 5th July, 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 Diana Rodgers (Chairman)
- Councillor Mrs Tracey Coulson
- Councillor Timothy Davies
- Councillor Mrs Caralyne Grimble
- Councillor Cherie Hill
- Councillor Mrs Cordelia McCartney
- Councillor Peter Morris
- Councillor Roger Patterson
- Councillor Robert Waller
- (Vacancy)
- (Vacancy)
- (Vacancy)
- (Vacancy)
- (Vacancy)

1. Apologies for Absence

2. Minutes of the previous meeting (TO FOLLOW)
Meeting of the Overview and Scrutiny Committee held on 17 May 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 3)
Matters arising schedule setting out current position of previously agreed actions as at 27 June 2022.
5. **Presentation Item** (VERBAL REPORT)
Presentation by Jenny Barnett, CEO Citizens Advice Lindsey, regarding the work of the CAB, followed by a question and answer session.
6. **General Work Items**
- i) Forward Plan (PAGES 4 - 12)
 - ii) Committee Workplan (PAGE 13)
7. **Exclusion of Public and Press**
- To resolve 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 paragraph 1 of Part 1 of Schedule 12A of the Act.
8. **Exempt Reports**
- i) Preparation for Presentation from Lincolnshire Police (VERBAL REPORT)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 27 June 2022

Overview and Scrutiny Matters Arising Schedule

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
Green	Questions Arising From Overview and Scrutiny re Leisure Provision	Questions to be reviewed by Commercial Development Manager with further work to be undertaken to respond via the O&S Committee		31/08/22	Cara Markham

Full Forward Plan (as at 27 June 2022)

Purpose:

This report provides a summary of all reports due at meetings for the remainder of the Civic Year.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CONCURRENT MEETING OF THE PROSPEROUS COMMUNITIES AND CORPORATE POLICY AND RESOURCES COMMITTEES				
7 JULY 2022				
7 Jul 2022	West Lindsey UK Shared Prosperity Fund Investment Plan	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	To agree the West Lindsey approach to the UK Shared Prosperity Fund and seek approval for submission of the Investment Plan to Government.	
CORPORATE POLICY & RESOURCES				
28 JULY 2022				
28 Jul 2022	Budget and Treasury Monitoring Quarter 1 2022/2023	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2022 to 31 May 2022.	
28 Jul 2022	Lea Fields Crematorium Business Plan	Ady Selby, Director of Commercial & Operational Services	For Members to approve a two year Business Plan for Lea Fields Crematorium	
28 Jul 2022	Development Management system	Darren Mellors, Performance & Programme Manager	Business Case to procure a new DM system to support a proposed new way of working	
22 SEPTEMBER 2022				
28 Jul 2022	Information Sharing Policy	John Bingham, Assistant Data Protection and Freedom of Information	The information sharing policy provides a framework for the Council and those working on its behalf to provide	

Officer

information to deliver better services, consider the controls needed for information sharing; and make sure that partners sharing information are aware of the Council's Minimum Security Standards for securing information; the obligations of consent; and how to take appropriate account of an individual's objection to the sharing.

The updates do not change the expectations of officers or the authority.

28 Jul 2022	Legal Responsibilities Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	Policy lists and describes the legislation and regulations that govern information management and highlights the risks both to the organisation and to individuals for failing to comply.
-------------	-------------------------------	--	---

Page 5

10 NOVEMBER 2022

10 Nov 2022	Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2023.
10 Nov 2022	Budget and Treasury Monitoring Quarter 2 2022/2023	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2022.

9 FEBRUARY 2022

9 Feb 2023	Corporate Policy and Resources Committee Draft Budget 2023/24 & estimates to 2027/28	Sue Leversedge, Business Support Team Leader	The report sets out details of the overall Draft Revenue Budget 2023/2024 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2023/2024, and estimates to 2027/2028 to be included in the Medium Term
------------	--	--	---

Financial Plan.

9 Feb 2023	Budget and Treasury Monitoring Quarter 3 2022/2023	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2021 to 31 December 2022.
------------	--	--	---

23 MARCH 2023

23 Mar 2023	Land and Investment Policy	Gary Reeve, Property & Assets Manager	Policy document that considers the strategic approach to acquisition, management, retention and disposal of investment property assets held for income generation (yield), local area regeneration and regional business support
-------------	----------------------------	---------------------------------------	--

COUNCIL

JULY 2022

Page 6 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	21 March 2022
4 Jul 2022	Recommendation from the Governance and Audit Committee - Amendment to the Constitution	Katie Storr, Democratic Services & Elections Team Manager	to consider the recommendation from the Governance and Audit Committee	
4 Jul 2022	Recommendation from the Governance and Audit Committee - to vary the decision made by Annual Council in respect of the starting time for future Governance and Audit Committee Meetings	Katie Storr, Democratic Services & Elections Team Manager	to consider the recommendation from the G and A Committee	
4 Jul 2022	To Appoint to the vacancies remaining on the Overview and Scrutiny Committee following Annual Council	Emma Redwood, Assistant Director People and Democratic Services	To appoint Members to Committee in the absence of the Liberal Democrat Group having expressed their wishes	
4 Jul 2022	Annual Treasury Management Report 2021-22	Emma Foy, Director of	Summary of Treasury Management	

		Corporate Services and Section 151	Activity 2021-22 and confirmation of compliance with Prudential Indicators
4 Jul 2022	Adoption of the Sturton by Stow and Stow Neighbourhood Plan	Nev Brown, Senior Neighbourhood Planning Policy Officer	This report seeks Members' approval to adopt (make) the Sturton by Stow and Stow Neighbourhood Plan (SSNP) as part of the West Lindsey Development Plan. The report follows the SSNP's successful referendum which was held recently.
4 Jul 2022	Outcome of the 2022 Local Government Association Follow-Up Peer Challenge	Ian Knowles, Chief Executive	This report presents the findings of the LGA follow-up peer challenge, including progress made against the original recommendations and actions for further improvement.

GOVERNANCE & AUDIT

14 JUNE 2022

4 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	21 March 2022
------------	-------------------------------------	--	--	---------------

19 JULY 2022

19 Jul 2022	Internal Audit Annual Report 2021/2022	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the annual report.	21 March 2022
19 Jul 2022	Internal Audit Quarter 1 Report 2022/23	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Quarter 1 Internal Audit Report 2022/23.	21 March 2022
19 Jul 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	21 March 2022

19 Jul 2022	Annual Voice of the Customer Report 2021/22	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback from the year 2021/22 and analyse customer contact and demand data to provide a clear view of the voice of the customer.	10 May 2022
19 Jul 2022	Draft Annual Governance Statement 2021-22	Emma Redwood, Assistant Director People and Democratic Services	To present the draft AGS for 2021-22	
11 OCTOBER 2022				
11 Oct 2022	Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2021/22	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review letter 2021/22 covering complaints referred to them between April 2021 and March 2022. Examining upheld complaints, learning actions and benchmarking with other authorities.	10 May 2022
11 Oct 2022	Internal Audit Quarter 2 Report 2022/23	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Quarter 2 Internal Audit Report.s	10 May 2022
11 Oct 2022	Review of Strategic Risks	Emma Redwood, Assistant Director People and Democratic Services	Biannual review of Strategic Risks	
29 NOVEMBER 2022				
29 Nov 2022	Review of Whistleblowing Activity	Emma Redwood, Assistant Director People and Democratic Services	To present data on Whistleblowing Activity	
10 JANUARY 2023				
10 Jan 2023	Internal Audit Quarter 3 Report 2022/23	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Quarter 3 Internal Audit Report.	
14 MARCH 2023				
14 Mar 2023	Combined Assurance Report 2022/23	Alastair Simson, Principal	To present the Report from the	

		Auditor, Lincolnshire County Council	Combined Assurance aspect for 2022/23	
14 Mar 2023	Internal Audit Draft Annual Plan 2023/24	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Draft Annual Plan for Internal Audit for the 2023/24 committee year.	
18 APRIL 2023				
18 Apr 2023	Annual Constitution Review & Monitoring Officer Report	Emma Redwood, Assistant Director People and Democratic Services	To review the Constitution and provide the MO annual report	
18 Apr 2023	Internal Audit Quarter 4 Report 2022/23	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Quarter 4 report from Internal Audit.	
JOINT STAFF CONSULTATIVE COMMITTEE				
7 JULY 2022				
6 May 2022	Covid19 Staff Survey Results - March 2022	Emma Redwood, Assistant Director People and Democratic Services	To provide JSCC with report for results of Covid19 staff survey March 2022	10 May 2022
26 May 2022	Annual Health & Safety Update 2021-22	Emma Redwood, Assistant Director People and Democratic Services	To provide an overview of the health and safety work for 2021-22	10 May 2022
26 May 2022	JSCC Staff Representative	Emma Redwood, Assistant Director People and Democratic Services	To set out plans for staff representative membership of JSCC	10 May 2022
26 May 2022	Annual Absence Update 2021-22	Emma Redwood, Assistant Director People and Democratic Services	To provide an overview of absence for the year 2021-22	10 May 2022
7 Jul 2022	Employee Assistance Programme - WLDC	Emma Redwood, Assistant Director People and Democratic Services	To provide JSCC with usage information of the EAP	
7 Jul 2022	JSCC - National Pay Award Update	Emma Redwood, Assistant Director People	To update JSCC with the national pay award for April 2022	

and Democratic Services

8 SEPTEMBER 2022

8 Sep 2022	JSCC - Sickness Absence Update	Emma Redwood, Assistant Director People and Democratic Services	To update JSCC with the sickness absence data for the council
------------	--------------------------------	---	--

6 OCTOBER 2022

6 Oct 2022	JSCC National Pay Award Update	Emma Redwood, Assistant Director People and Democratic Services	To update JSCC on the April 2022 pay award
------------	--------------------------------	---	---

19 JANUARY 2023

19 Jan 2023	JSCC Sickness absence update	Emma Redwood, Assistant Director People and Democratic Services	To provide JSCC with data for the sickness absence across the council
-------------	------------------------------	---	--

19 Jan 2023	Gender Pay Report (March 2022 data)	Emma Redwood, Assistant Director People and Democratic Services	To report on the Gender Pay Gap for March 2022 to be publicised on the webiste
-------------	-------------------------------------	---	--

LICENSING

OVERVIEW & SCRUTINY

PROSPEROUS COMMUNITIES

19 JULY 2022

19 Jul 2022	Selective Licensing - Timeline and Action Plan	Andy Gray, Housing and Enforcement Manager	To provide committee with a timeline and action plan in response to the recommendation agreed at PCC on 3/5/22	10 May 2022
-------------	--	---	---	-------------

19 Jul 2022	Safeguarding Policy	Grant White, Enterprising Communities Manager	To present updated Safeguarding Policy for approval
-------------	---------------------	--	--

19 Jul 2022	Managing Flood Risk in West Lindsey	Ady Selby, Director of Commercial & Operational Services	To formally approve the formation of an officer Flood Working Group and Member Flood Working Party as
-------------	-------------------------------------	--	---

recommended by Overview and Scrutiny Committee.

13 SEPTEMBER 2022

13 Sep 2022	Bulky Waste Collections in City of Lincoln	Ady Selby, Director of Commercial & Operational Services	For a decision on the opportunity to extend the Bulky Waste service to residents in the City of Lincoln area
13 Sep 2022	Environment and Sustainability Annual Report	Steve Leary, Commercial Waste Manager	Annual Report Update

1 NOVEMBER 2022

1 Nov 2022	Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2023.
------------	-------------------------------------	--	--

31 JANUARY 2023

31 Jan 2023	Prosperous Communities Revenue Base Budgets 2023/24 to 2027/28	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2023/2024, and estimates to 2027/2028.
-------------	--	--	--

REGULATORY

15 SEPTEMBER 2022

15 Sep 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
15 Sep 2022	Gainsborough Cemeteries PSPO - Decision	Andy Gray, Housing and Enforcement Manager	To determine whether to extend, vary or discharge the Gainsborough Cemeteries PSPO	10 May 2022
15 Sep 2022	Taxi Fare Increase Request	Andy Gray, Housing and Enforcement Manager	To consider and determine whether to increase the incremental element of the taxi fares tariff	

8 DECEMBER 2022

8 Dec 2022	Public Space Protection Order Consideration- Gainsborough	Andy Gray, Housing and Enforcement Manager	To consider whether a PSPO is required to deal with specific issues within Gainsborough.
------------	--	---	--

16 MARCH 2023

16 Mar 2023	Schedule 4 - Abandoned Shopping Trolleys: Review and Consultation	Andy Gray, Housing and Enforcement Manager	To review the existing schedule 4 arrangements and set out the process for consultation to renew or remove the scheme.
-------------	--	---	---

Overview and Scrutiny Work Plan

Purpose:

The table below provides a summary of meetings scheduled throughout 2022/23 and notes items of business that are due to be heard.

Members of the Committee are asked to consider additional items of business. Suggestions include a review of the previously introduced Parish Charter and a summary report of the outcome of the review regarding the process for Disabled Facilities Grants.

Members are requested to be mindful of allowing scope for referrals from the policy committees or Council, as well as the regular review of the full forward plan for all committees.

Recommendation:

1. That Members note the contents of the report.

Date of Meeting	Items of Business
5 July 2022	Presentation from Citizens Advice Lindsey Preparation Session for Lincolnshire Police
6 September 2022	Presentation from Lincolnshire Police Scrutiny of P&D End of Year report (as presented to policy committees – minutes provided)
4 October 2022	?? Presentation from Future4Me ?? <i>Initial review of previously introduced Parish Charter</i> Preparation Session for Leisure
8 November 2022	Presentation / Q&A Session Leisure Provision / Everyone Active ?? <i>Initial review of previously introduced Parish Charter</i>
17 January 2023	?? Scrutiny of P&D mid-year reporting
21 February 2023	
28 March 2023	Draft Annual O&S Report

?? denotes date to be confirmed