

**AGENDA**

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

**Overview and Scrutiny Committee  
Tuesday, 8th November, 2022 at 6.30 pm  
Council Chamber - The Guildhall**

**Members:** Councillor Mrs Diana Rodgers (Chairman)  
Councillor Roger Patterson (Vice-Chairman)  
Councillor Mrs Jackie Brockway  
Councillor Mrs Tracey Coulson  
Councillor Christopher Darcel  
Councillor Timothy Davies  
Councillor Mrs Caralyne Grimble  
Councillor Cherie Hill  
Councillor Paul Howitt-Cowan  
Councillor Mrs Cordelia McCartney  
Councillor John McNeill  
Councillor Peter Morris  
Councillor Robert Waller  
(vacancy)

1. **Apologies for Absence**
2. **Minutes of the previous meeting** (TO FOLLOW)  
Meeting of the Overview and Scrutiny Committee held on 4 October 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 31 October 2022.

5. **Presentation Item - Everyone Active**

Presentation by Chris Duncan, Martin Miles and Peter Smith providing further details from Everyone Active following their presentation to the Committee in March 2022. To include updates on: works undertaken at the Gainsborough Leisure Centre, outreach programmes across the district and ongoing improvement plans.

(VERBAL  
REPORT)

6. **General Work Items**

i) Forward Plan

(PAGES 4 - 10)

ii) Committee Workplan

(PAGE 11)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 31 October 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
Black	<b>Futures4me - Circulation of Presentation / Related Documents/ invite to observe</b>	<p>arising from - mtg 4/10/22</p> <ul style="list-style-type: none"> <li>• Sharing with Members the Outcome of Work recently commissioned with Lincoln University to ascertain victim feedback of the approach used – once it becomes available</li> <li>• reference to an Evaluation undertaken and a report which had been publish in the public domain about the Panels effectiveness – and again sharing this with Members</li> <li>• A Request for additional general stats about their work , and ideally West Lindsey specific where feasible</li> <li>• An offer to see the decision making in action and to attend the Panel as observers ,</li> </ul>	<p><b>All of the above Documents were circulated by e-mail on 5 and 13/10</b></p> <p><b>Members have been advised how they should register a request to observe the Panel again by e-mail.</b></p>	13/10/22	Ele Snow
Black	<b>Additional Questions and Responses - Post Futures4Me Presentation</b>	<p>Arising from mtg 4/10/22</p> <p>Councillor McNeill, through the Chairman, sought permission to submit further questions, he had been unable to ask during the meeting, to the presenters.</p>	<p><b>Questions and Responses were circulated to all present via e-mail 13 October. Question and Answers also to be attached for public transparency.</b></p>	13/10/22	Ele Snow
Green	<b>Questions Arising From Overview and Scrutiny re Leisure Provision</b>	<p>Questions to be reviewed by Commercial Development Manager with further work to be undertaken to respond via the O&amp;S Committee</p>		08/11/22	Cara Markham
Green	<b>additional question/ potential future topic</b>	<p>From mtg on 4/10/22 Before bringing the discussion session to end, a Member raised a wider issue related to community involvement and participation, and which related to the Council's funding of facilities on Roses in Gainsborough. The Member sought indication as to whether this could be a future topic for this Committee, to understand community usage and whether the funding had offered value for money. Officers undertook to take the question raised away and consider where best it may addressed.</p>	<p><b>To be raised at next Chair Briefs initially – discussed at briefing 26 October 2022 with additional steer provided to Demo Officer.</b></p>	30/11/22	Ele Snow
Green	<b>Involvement between Council and Police, per legislation</b>	<p>To be referred to the Member Development Group for inclusion in the Member Induction</p>		01/05/23	Ele Snow

**Full Forward Plan for All Committees (as at 31 October 2022)**

**Purpose:**

This report provides a summary of items of business due at upcoming meetings.

**Recommendation:**

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY &amp; RESOURCES</b>				
<b>10 NOVEMBER 2022</b>				
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.	27 June 2022
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.	27 June 2022
10 Nov 2022	Progress and Delivery Quarter Two (22/23)	Claire Bailey, Assistant Planning Services Team Manager	This report presents progress and delivery performance out-turns for quarter two 22/23.	26 September 2022
10 Nov 2022	Progress and Delivery Quarter Two (22/23) Performance Improvement Plan	Claire Bailey, Assistant Planning Services Team Manager	Quarter Two Performance Improvement Plan	26 September 2022
10 Nov 2022	Council Tax Energy Rebate Discretionary Scheme	Alison McCulloch, Revenues Manager	Amendment to CTER Discretionary Scheme originally agreed by Delegated Decision on 9.5.22	
10 Nov 2022	Outcome of the September 2022 Cost of Living Summit	Emma Foy, Director of Corporate Services and Section 151, Nova Roberts, Director of Change Management, ICT & Regulatory Services	On 26th September 2022, the Council hosted a Cost of Living Summit, bringing together external partners from over 30 local organisations to discuss ways in which additional support could be provided to West Lindsey residents	

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most affected by the cost of living crisis. This report presents the initial findings of the Summit, including an initial action plan for consideration by this committee.

**15 DECEMBER 2022**

15 Dec 2022	Commercial Waste Solutions Business Plan	Elaine Bilton, Senior Waste Administration Officer	Annual service business plan	26 September 2022
15 Dec 2022	ICT Policy Update	Cliff Dean, ICT Manager	Refresh for ICT Policy's	
15 Dec 2022	Provision of Members' ICT from May 2023	Katie Storr, Democratic Services & Elections Team Manager	To agree the device provision and approve any additional budget if required and dependent on option approved	
15 Dec 2022	Council Debt Write Offs 2022/232	Alison McCulloch, Revenues Manager	Write offs for council debts including council tax, business rates, sundry debtor accounts and housing benefit overpayments.	
15 Dec 2022	Potential RAF Scampton Purchase	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	For Committee to decide whether to purchase RAF Scampton and determine the outcome of the competitive dialogue process to procure a development partner	

**9 FEBRUARY 2023**

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	27 June 2022
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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.	27 June 2022
9 Feb 2023	2023/24 Measure and Target Setting for Progress and Delivery	Claire Bailey, Assistant Planning Services Team Manager	2023/24 Measure and Target Setting for Progress and Delivery.	
9 Feb 2023	Safeguarding Policy	Grant White, Enterprising Communities Manager	To approve updated council safeguarding policy.	26 September 2022
9 Feb 2023	Committee Timetable 2023/24 for approval (Draft timetables for 24/25, 25/26, 26/27)	Katie Storr, Democratic Services & Elections Team Manager	To approve the Committee timetable for 2023/24 and to note the indicative committee dates for the following 3 civic years	
<b>3 MARCH 2023</b>				
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	27 June 2022
23 Mar 2023	Levelling Up Fund Public Realm Options	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Amy Potts, Senior Project Support Officer, Matthew Snee, Community Engagement Officer	A report detailing the business case and options for Public Realm interventions (Market, Park and Pocket Park) for member approval following on from recommendation in report from 1st June 2022.	26 September 2022
23 Mar 2023	West Lindsey District Council Draft Corporate Plan, 2023-2027	Ellen King, Senior Performance Officer	The Council's Corporate Plan, 2019-2023 is due to be refreshed for the	

period 2023-2027. This report presents the proposed new Corporate Plan for approval in draft form by the Corporate Policy and Resources Committee.

**COUNCIL**

**23 JANUARY 2023**

23 Jan 2023	Future delivery of Building Control services	Ady Selby, Director of Commercial & Operational Services	To consider a three authority Business Case for the future delivery of Building Control services	26 September 2022
23 Jan 2023	Mid Year Treasury Update	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	Mid Year update on the Treasury position of the Council	
23 Jan 2023	Local Council Tax Support Scheme 2023/24	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2023/24	

**GOVERNANCE & AUDIT**

**29 NOVEMBER 2022**

29 Nov 2022	Review of Whistleblowing Activity	Emma Redwood, Assistant Director People and Democratic Services	To present data on Whistleblowing Activity	27 June 2022
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**24 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.	27 June 2022
24 Jan 2023	Draft Treasury Management Strategy 2023/24	Emma Foy, Director of Corporate Services and Section 151	To present West Lindsey District Council's Draft Treasury Management Strategy for 2023/24.	26 September 2022
24 Jan 2023	External Audit Completion Report - ISA 260	Emma Foy, Director of Corporate Services and Section 151	To present to those charged with governance, the External Audit report on the quality of the Statement of	26 September 2022

**14 MARCH 2023**

14 Mar 2023	Combined Assurance Report 2022/23	Alastair Simson, Principal Auditor, Lincolnshire County Council	To present the Report from the Combined Assurance aspect for 2022/23	27 June 2022
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.	27 June 2022
14 Mar 2023	Accounts Closedown 2022/23 Accounting Matters	Emma Foy, Director of Corporate Services and Section 151	To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2022/23 accounts.	26 September 2022
14 Mar 2023	External Audit Strategy Memorandum (Plan) 2022/23	Emma Foy, Director of Corporate Services and Section 151	To present the 2022/23 External Audit Strategy from our External Auditors, Mazars.	26 September 2022
14 Mar 2023	Annual Governance Statement Action Plan Update	Emma Redwood, Assistant Director People and Democratic Services	To update progress on the Annual Governance Statement 21-22 Action Plan	

**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	27 June 2022
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.	27 June 2022

**JOINT STAFF CONSULTATIVE COMMITTEE**

**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	27 June 2022
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	27 June 2022

## LICENSING

### OVERVIEW & SCRUTINY

#### PROSPEROUS COMMUNITIES

##### 1 NOVEMBER 2022

13 Sep 2022	Jubilee Impact Report and Closure of the Working Group	Ele Snow, Senior Democratic and Civic Officer, Katie Storr, Democratic Services & Elections Team Manager	To set out the activities undertaken as part of the Jubilee Celebration and to close the working group	26 September 2022
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.	27 June 2022
1 Nov 2022	Housing Assistance Policy	Veronica Edwards, Housing & Communities Officer	Review undertaken of the Housing Assistance Policy, proposed amendments to current discretionary assistance available.	26 September 2022
1 Nov 2022	Climate, Environment and Sustainability Annual Update	Steve Leary, Commercial Waste Manager	Annual Update Report as required by the terms of reference of the Environment	26 September 2022

##### 6 DECEMBER 2022

6 Dec 2022	Lincolnshire Homelessness and Rough Sleeping Strategy 2022-2027	Sarah Elvin, Housing Communities Project Officer	Paper to adopt the new Homelessness Strategy	26 September 2022
6 Dec 2022	Parish Charter Review	Grant White, Enterprising	To review the Parish Charter and	26 September

Communities Manager approve any amendments. 2022

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**31 JANUARY 2023**

31 Jan 2023 Private Sector Housing - Options for Future Direction Andy Gray, Housing and Enforcement Manager To provide committee with options for future direction relating to the PRS following on from the work undertaken by the Selective Licensing Working Group. 26 September 2022

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. 27 June 2022

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**REGULATORY**

**DECEMBER 2022**

9 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. 27 June 2022

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**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. 27 June 2022

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## Overview and Scrutiny Work Plan

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### Purpose:

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

### Recommendation:

1. That Members note the contents of the report.

Date of Meeting	Items of Business
8 November 2022	Presentation / Q&A Session Leisure Provision / Everyone Active
17 January 2023	Scrutiny of P&D mid-year reporting
21 February 2023	
28 March 2023	Draft Annual O&S Report Managing Flood Risk in West Lindsey – twice yearly report