

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, 28th March, 2023 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** (PAGES 3 - 5)  
To approve the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday, 17 January 2023.
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 6)  
Matters arising schedule setting out current position of previously agreed actions as at 20 March, 2023.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

**5. Public Reports**

- i) Disabled Facilities Grant update report (PAGES 7 - 19)
- ii) Managing Flood Risk in West Lindsey – twice yearly report (PAGES 20 - 26)
- iii) Overview & Scrutiny Annual Report 2022/23 (PAGES 27 - 36)

**6. General Work Items**

- i) Forward Plan (PAGES 37 - 39)
- ii) Committee Workplan (indicative) (PAGE 40)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 20 March 2023

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 17 January 2023 commencing at 6.30 pm.

**Present:** Councillor Mrs Diana Rodgers (Chairman)  
Councillor Roger Patterson (Vice-Chairman)

Councillor Mrs Jackie Brockway  
Councillor Mrs Tracey Coulson  
Councillor Christopher Darcel  
Councillor John McNeill  
Councillor Robert Waller

**In Attendance:**

Nova Roberts	Director of Change Management, ICT & Regulatory Services
Darren Mellors	Performance & Programme Manager
Claire Bailey	Change, Projects and Performance Officer
Ele Snow	Senior Democratic and Civic Officer
Andrew Warnes	Democratic and Civic Officer

**Apologies:** Councillor Mrs Caralyne Grimble  
Councillor Cherie Hill  
Councillor Paul Howitt-Cowan  
Councillor Peter Morris

### 36 MINUTES OF THE PREVIOUS MEETING

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Committee held on 8 November 2022 be confirmed and signed as a correct record.

### 37 MEMBERS' DECLARATIONS OF INTEREST

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

### 38 MATTERS ARISING SCHEDULE

In response to a query about the resolution made at the November 2022 meeting for an invitation to be made to the Member of the Prosperous Communities Committee, the Senior Democratic and Civic Officer explained that there had been communication made to Members in advance of the meeting regarding the decision to not enact the resolution, based on a number of factors, including the fact that the matter had been discussed at

length in both policy committee meetings. It was confirmed that the Matters Arising Schedule would be updated to reflect this.

There was discussion regarding the Everyone Active presentation at the last committee meeting. The Chairman explained that a follow up meeting had occurred between herself and the team, and expressed the hope of future collaboration in managing the engagement in Toft Newton. Other Members expressed their opinions of Everyone Active's engagement, with Members raising apprehensions of communication between themselves and Everyone Active. The Chairman reminded Members that they could raise issues at any time with Everyone Active, and highlighted specific instances of communication made by the organisation.

With no further comments or questions, the Matters Arising Schedule was **DULY NOTED**.

### **39 SCRUTINY OF PROGRESS AND DELIVERY QUARTER 2 2022/23 - INCLUDING PERFORMANCE IMPROVEMENT PLAN**

The Committee gave consideration to the Progress and Delivery Quarter Two 2022/2023 and Performance Improvement Plan report, as previously presented to the two policy committees. The minutes of each meeting were included within the report and it was explained that Members of the Overview and Scrutiny Committee were required to scrutinise the challenge of the two policy committees to the content of the council's Progress and Delivery reports.

This report also included, for the first time, the performance improvement plan, which provided further context and the extra level of assurance the Committee had requested alongside the policy committees. It explained why measures within services were reporting as underperforming, with the plans showing what was being done in direct response to this. The additional information was welcomed at both policy committees and the Chairman also welcomed the additional and in-depth information the improvement plan provided.

Debate ensued, and Members commented on the condition, accessibility, and perception of the district markets, along with shopping trends within the district. There was also a concern raised regarding a perceived lack of measurement of the Council's overall performance.

In response to a query on the measurement of market stalls and green bin purchase statistics, the Change, Projects, and Performance Officer explained that these targets were to assist in improving the teams' performances in both services. There was a focus on discerning the commercial activities for the authority's focus, especially in a market orientated focus, with the acknowledged hope for a vibrant market. These Key Performance Indicators (KPIs) were to ensure that the specific focus of several teams within the authority could monitor the situation as compared to previous years.

A Member raised a query about the new performance measures captured with Everyone Active, following the previous meeting's scrutiny. The Change, Projects, and Performance Officer explained that she had met with Everyone Active, and gave assurance that the activities fed into the report and were included in the overall narrative.

There was discussion regarding the impact of the work from market stalls and recycling

policy generally. These details were clarified and acknowledged, with Members being informed that a new Towns Manager had been appointed, and that future consideration of green waste was a specific focus for the Council.

Responding to a query regarding the KPI covering the average number of days to pay invoices, it was explained that this was to form part of the annual review at the upcoming Corporate Policy and Resources Committee to bring the KPI in line with the contractual 30 days.

A Member brought up a request to include the trends of previous years' results. The Change, Projects, and Performance Officer explained that she was happy to consider trend graphs in future reports presented to the Committees. Responding to a suggestion by Members, it was suggested that an invitation be extended to the Lincolnshire Waste Partnership to attend a future meeting of the Overview and Scrutiny Committee, with a specific focus on the roll out of the purple-lidded bins. It was noted for this to be included in the Matters Arising Schedule, to be considered in the new Civic Year.

The Chairman read aloud the recommendation within the report and Members expressed their satisfaction with the contents as presented. Having been moved and seconded, the Chairman took the vote and it was unanimously

**RESOLVED** that the Committee had examined the responses given to the report by the Corporate Policy and Resources and the Prosperous Communities Committees and had assured themselves that the appropriate level of challenge had been made by those committees to the information contained in the report.

#### **40 FORWARD PLAN**

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

#### **41 COMMITTEE WORKPLAN**

Members gave consideration to the proposed work plan for upcoming meetings of the Overview and Scrutiny Committee. The Senior Democratic and Civic Officer assured the Committee that there would be further communication regarding the meeting on 21 February 2023, as there was currently no business scheduled for that date. Members also learned that the update on Disability Facility Grants, to be presented at the March meeting, was the follow up report having initially been considered at the September 2021 meeting of the Committee.

With no questions or further comments, the Work Plan was **NOTED**.

The meeting concluded at 7.11 pm.

Chairman

## 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>Additional Question / Potential Future Topic</b>	O&S 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.	<b>09/03/23: item noted for inclusion in work planning discussions for new Civic Year</b>	30/06/23	Ele Snow
Black	<b>Consideration for future Progress and Delivery Reports</b>	O&S 17/01/23: Members of the Committee requested that the updates from the upcoming Corporate Policy and Resources Committee be made, and that future reports include trend graphs of the KPI progress.	<b>Request passed to Claire Bailey and Change Management team to consider for future reports.</b>	13/02/23	Claire Bailey
Black	<b>Invitation to Policy Committee Member</b>	O&S 17/01/23: In response to a query about the resolution made at the November 2022 meeting for an invitation to be made to the Member of the Prosperous Communities Committee, the Senior Democratic and Civic Officer explained that there had been communication made to Members in advance of the meeting regarding the decision to not enact the resolution, based on a number of factors, including the fact that the matter had been discussed at length in both policy committee meetings.		31/01/23	Ele Snow
Green	<b>Involvement between Council and Police, per legislation</b>	To be referred to the Member Development Group for inclusion in the Member Induction		01/05/23	Ele Snow
Green	<b>For Consideration: Invitation to Lincolnshire Waste Partnership</b>	O&S 17/01/23: it was suggested that an invitation be extended to the Lincolnshire Waste Partnership to attend a future meeting of the Overview and Scrutiny Committee, with a specific focus on the roll out of the purple-lidded bins. It was noted for this to be included in the Matters Arising Schedule, to be considered in the new Civic Year.		30/06/23	Ele Snow



**Overview & Scrutiny  
Committee**

**Tuesday, 28 March 2023**

**Subject: Disabled Facilities Grant update report**

Report by:	Assistant Director Homes and Communities
Contact Officer:	Sarah Elvin Homes, Health & Wellbeing Team Manager <a href="mailto:sarah.elvin@west-lindsey.gov.uk">sarah.elvin@west-lindsey.gov.uk</a>
Purpose / Summary:	Update on DFG current position and future challenges following O&S report in September 2021

**RECOMMENDATION(S):**

- 1. Members to acknowledge the service improvements and current challenges faced within the DFG service.**
- 2. Members to assist with lobbying, where possible, to improve West Lindsey DFG budget position.**

## IMPLICATIONS

### Legal:

DFG's are a statutory requirement of West Lindsey as determined under the Housing, Construction and Regeneration Act 1996.

(N.B.) Where there are legal implications the report MUST be seen by the MO

### Financial :

There are no financial implications arising directly from this report, but, depending on the number, complexity and direction of costs of future referrals the 2023/24 budget may be insufficient.

FIN/166/23/SJB

(N.B.) All committee reports MUST have a Fin Ref

### Staffing : None

(N.B.) Where there are staffing implications the report MUST have a HR Ref

### Equality and Diversity including Human Rights :

Equality impact assessment undertaken for the DFG policy adopted at the end of January 2023. It can be found at appendix 1.

*NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).*

### Data Protection Implications : None

### Climate Related Risks and Opportunities: None

### Section 17 Crime and Disorder Considerations: None

### Health Implications:

DFG's have an impact on the residents of West Lindsey in regards to health. DFG's can assist people to remain living within their home environment which is determined as the best place people can be to ensure they are happy, healthy and can thrive in their environment.

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

O&S report 21<sup>st</sup> September 2021

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=386&MId=2867&Ver=4>

**Risk Assessment :**

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

**x**

**Key Decision:**

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

**Yes**

☐

**No**

**x**

## **1 Introduction**

- 1.1 In September 2021, a report was brought to Overview and Scrutiny committee outlining the DFG service in West Lindsey and detailed some of the challenges being faced and steps being taken to overcome those challenges.
- 1.2 The committee agreed to a Together 24 (T24) 'light' review being undertaken and then an update being brought back to this committee to report on progress.
- 1.3 The report also gave an overview of what a DFG is and the process involved, making it clear where the responsibilities of West Lindsey lay.
- 1.4 18 months on, this report highlights the improvements that have been made since the T24 review has taken place, however, it also provides the details of some of the new challenges being faced and the work that is underway to overcome those challenges.

## **2. Current Position**

- 2.1 The table below shows the number of referrals being received from LCC alongside the number of days taken to fully complete the adaptations and how many grants have been completed in total.

	<b>Referrals</b>	<b>Referral to completion</b>	<b>Completions</b>	<b>Spend</b>
<b>2019/2020</b>	<b>158</b>	<b>162 days</b>	<b>104</b>	<b>£708,268</b>
<b>2020/2021</b>	<b>176</b>	<b>189 days</b>	<b>55</b>	<b>£516,330</b>
<b>2021/2022</b>	<b>142</b>	<b>198 days</b>	<b>111</b>	<b>£889,726</b>
<b>2022/2023 to date (end Feb 2023)</b>	<b>219</b>	<b>153 days</b>	<b>102</b>	<b>£954,293</b>

- 2.2 The table shows the sharp increase in referrals being received for adaptations but also the time taken to complete those adaptations being reduced.
- 2.3 At the beginning of 2022/23, a new performance indicator was introduced through P&D to monitor how many adaptations were completed within the target of 120 days. Year to date, 41 out of the 93 completions have been undertaken in under 120 days equating to 44% of all adaptations delivered so far this year. For clarity, that is total days and not just working days so those days include weekends and bank holidays.

## **3. Together 24 review**

- 3.1 A light touch Together 24 (T24) Service Review was undertaken on the DFG process in November 2021 which focussed on how the council deliver DFGs.

- 3.2 There are multiple steps in the DFG process and the review gave close attention to those that are currently in the control of the council and in particular the element from when the customer was referred to WLDC from LCC, to when all the relevant information was obtained and the application deemed complete.
- 3.3 The outcome of the review was a recommendation to change and simplify a number of working practises with the aim to introduce improved customer focussed service delivery.

### **Initial process**

- 3.4 The customer is referred from LCC following an initial triage from an Occupational Therapist. On receipt, an application form was sent to the customer to obtain further information for the DFG. The application was checked upon return and re-issued to the customer if it was incomplete, incorrect or was missing supporting evidence.
- 3.5 It was assumed that half of all received applications from the customer required further information upon submission resulting in lengthy leading times and customer confusion. Once the application was complete, financial eligibility was undertaken on the customer before proceeding to the relevant work flow depending on the required works.
- 3.6 This is the section of the service delivery that is in the full control of WLDC and the Service Review identified that this took on average 75 days. Statistical analysis also showed that customers could be waiting up to 258 days for their application to be complete.

### **New process**

- 3.7 The revised ways of working places a focus on the customer and front-loads the application process. On receipt of the referral from LCC, the customer is contacted and the application completed with them over the telephone allowing for all relevant information to be captured in the first instance and for the financial eligibility to be undertaken. The application is then issued to the customer for them to check, sign and return with required information.
- 3.8 This new way of working has resulted in a decrease in processing times with the application process now taking on average 40 days; an improvement of 47% (35 days). Similar statistical analysis has shown that the maximum time has dropped from 258 days to 140 days; an improvement of 45% (118 days).

### **Next steps**

- 3.9 Although the light Service Review has seen improvements there is a desire to undertake a full T24 Service Review of the DFG process which would see an assessment on not just how we work but what systems are used as well as analysing customer and staff feedback. The aim of the full Service Review would be to build on the success of the light review and realise greater benefits for both the council and its residents. This review is planned for 2023/24.

#### 4. Current challenges

4.1 The discretionary element of the Housing Assistance Policy 2018-2022 had to be put on hold at the beginning of the 2022 financial year due to funding constraints. The funding has not increased year on year to keep up with high demand for adaptations and ever-increasing costs. The removal of the offer for discretionary grants however has still not provided relief from the budget pressures.

4.2 A new DFG policy was adopted in January 2023 which did not include any element of discretionary grant. This will be reviewed should any of the budget challenges be addressed.

4.2 In November 2022, Corporate Policy and Resources Committee approved £300,000 of West Lindsey reserves to be allocated to delivering mandatory DFG's to mitigate the pressure on the budget. The budget at 28<sup>th</sup> February is as follows:

Total Spend	£954,293
Total committed (approved not spent)	£188,546
Total	£1,142,839
Budget available (including additional allocated funding)	£1,266,080
Remaining budget to the 31 <sup>st</sup> March	£123,241
Further projected spend* (Pending applications)	£701,061

\*This is a total of the average spend on the type of grant included within the referral.

4.3 There are a number of contributing factors to this budget pressure and the need for additional funds to be allocated which include the following:

- Increase in labour costs for contractors
- Increased demand and therefore shortage in supply of contractors which has impacted price
- Shortage and significant increase in material costs
- Improved ways of working after T24 review, speeding up adaptations and creating a bottleneck of approvals meaning more are approved quicker (this has been built into the above projection of spend for the rest of the year.)
- Increase in the complexities of people's requirements, both adults and children
- Backlog in Occupational Therapist (OT) referrals meaning client health conditions are deteriorating while waiting for assessments and therefore preventing further issues
- Increase in number of referrals from OTs
- Lack of availability for suitable alternative accommodation and leading to the necessity for people to stay in their properties and requiring adaptations

- 4.4 Many of the above factors are legacy issues that have come from the Covid-19 pandemic which we expected to see reduce by this point but with no clear sign of change on the horizon, if anything, costs of the adaptations in particular are still rising rapidly.
- 4.5 The main contributing factor to the increase in spend is the cost to deliver the adaptations themselves. The below table shows the increase in grant average per adaptation over the past 4 years.

	2018/19	2019/20	2020/21	2021/22	2022/23	Increase	% Increase
<b>Level Access Shower</b>	£5,050	£5,100	£5,250	£5,755	£5,700	£650	13%
<b>Ramp</b>	£4,800	£4,600	£5,350	£5,850	£6,460	£1,660	24%
<b>Level Threshold door</b>		£1,335	£1,550	£1,735	£1,600	£465	35%
<b>Straight Stairlift</b>	£1,995	£2,080	£2,000	£2,580	£2,325	£330	17%
<b>Curved Stairlift</b>	£4,400	£4,950	£5,300	£5,280	£5,566	£1,166	27%
<b>Through Floor Lift</b>	£11,985	No installs	£11,685	£13,513	£13,395	£1,410	12%
<b>Wash/ Dry toilet</b>	£4,600	£4,180	£4,500	£6,380	£5,325	£725	16%

- 4.6 The national DFG budget was set in 2021/2022 at £573m and is planned to remain at that level until 2025. There is no indication this budget is going to increase based on the current financial climate and so it is a sensible assumption that West Lindsey DFG budget will remain at the same level until 2025.

## 5. Lobbying

- 5.1 On 1<sup>st</sup> December 2021, the Government published their Adult Social Care Reform White Paper which set to be an ambitious 10 year vision for adult social care and included major proposals relevant to home adaptations and the DFG sector. It can be accessed via this link [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1061870/people-at-the-heart-of-care-asc-reform-accessible-with-correction-slip.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1061870/people-at-the-heart-of-care-asc-reform-accessible-with-correction-slip.pdf) with the DFG section being found at section 4.18-4.21.
- 5.2 This white paper promised a public consultation to include recommendations that came out of the 2018 review of DFG's which is set to look at:
- The allocation of DFG funding to local authorities
  - The maximum amount a DFG can pay for a single adaptation
  - How best to align the means test with the social care charging announced in the Health and Social Care Levy in Set 2021
- 5.3 In 2022-2023 to date, over £515,000 has been spent on adaptations in Registered Providers properties in West Lindsey. That is over 42% of

the whole budget being spent on social housing properties and 33% of that (£396,000) is specifically on adaptations in Acis properties.

5.4 The formula for allocation of DFG funding undertaken by Central Government does not take into account whether a Local Authority owns their own housing stock and in turn, is not distributed in a way which reflects demand on the service, leaving the applicants in some areas a victim of a “postcode lottery” in terms of the adaptation options they can receive.

5.5 The table below shows the allocations for each district, whether they have their own Council Housing Stock and where they have not used funding in the previous year. West Lindsey’s full year funding this year was allocated by the 30<sup>th</sup> June 2022 and further draw down on General fund has been required to offer the most basic of service.

	<b>Boston</b>	<b>East Lindsey</b>	<b>Lincoln</b>	<b>North Kesteven</b>	<b>South Kesteven</b>	<b>South Holland</b>	<b>West Lindsey</b>	<b>TOTALS</b>
<b>Stock holding</b>	No	No	Yes	Yes	Yes	Yes	No	
<b>Populations</b>	69,366	140,741	103,813	115,985	141,853	93,980	95,200	
<b>Total DFG budget allocation 2022/2023</b>	£632,715	£2,039,523	£851,990	£910,537	£975,928	£772,382	£794,041	<b>£6,977,116</b>
<b>Carried forward from 2021/2022</b>	£111,675	£1,214,690	£1,229,382	£50,757	£1,797,000	£261,884	£0	<b>£4,665,388</b>
<b>Repaid Grants</b>		£37,282						
<b>Total</b>	£744,390	£3,291,495	£2,081,372	£961,294	£2,772,928	£1,034,266	£794,041	<b>£11,642,504</b>

5.6 In order to both highlight the budget pressures being unfairly felt and lobby for change, a number of actions have been taken, these are:

- A letter to Sir Edwards Lee which is for submission to Prime Ministers Questions asking when the much needed review will be undertaken of DFG’s as promised in the Adult Social Care white Paper and whether that review is going to address the disparity between budgets for stock and non-stock holding Local Authorities.
- A letter to Lee Rowley, Minister for Local Government setting out the current challenges being faced and suggesting two ways in which the budget pressures could be instantly alleviated through allowing reallocation of unspent Better Care Fund funding to other Local Authorities, and requiring all Registered Providers to undertake adaptations in their own properties as Local Authorities who hold their own stock are required to do.
- A letter to all West Lindsey County Councillors which highlights the budget disparity across Lincolnshire and details that a different service is being provided in West Lindsey due to the budget disparity.

5.7 The above letters also follow conversations being had with finance leads and the Better Care Fund budget holder at LCC. To date, no action has

been taken by LCC to address the budget disparity and no formal response has been received from either Sir Edward Lee or Lee Rowley.

- 5.8 Lobbying will continue to ensure that the messages around the inequality in services being delivered across Lincolnshire and across the country are highlighted and in turn can be addressed by Central Government and LCC.

## **6. Next steps**

- 6.1 The team are continuing to deliver adaptations in the same way to the end of the 2022/2023 financial year. However, a new priority system for adaptations is being devised which will come into effect on the 1<sup>st</sup> April 2023. This is going to categorise all referrals that are received into 4 categories:

- Urgent and non-complex
- Urgent and complex
- Non-urgent and non-complex
- Non-urgent and complex

These categories are recommended within the new DFG guidance where a priority system is required. It will be the Occupational Therapists determining the urgent and non-urgent applications as that will be based on urgent need for the adaptation. DFG Guidance can be found at this link

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1065574/DFG\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065574/DFG_Guidance.pdf)

- 6.2 These categories will then allow officers to prioritise applications and deliver the urgent adaptations as quickly as possible. However, due to budget constraints, there is no choice but to delay non-urgent adaptations.
- 6.3 The level of this delay is not yet known but initial understanding is that all non-urgent adaptations will be progressed as normal through the application stage until it is ready to approve. At which point, they will be delayed for a period to allow for the budget to be spent in a way which keeps West Lindsey within the statutory parameters of DFG delivery.
- 6.4 This new way of working will be under constant review and should it be the delay can be reduced, it will be. However, it could also be that it requires extending to ensure the budget is not over allocated within the financial year. There will be a number of contributing factors that will impact on how long the adaptations will need to be delayed and these include:
- Numbers of referrals received
  - Numbers of urgent referrals received
  - Levels of adaptations required within the referrals
  - Cost increases

- 6.5 The end to end time of DFG's will ultimately be impacted by this new way of working and even though it will show as an increase in time via P&D, internally we will be monitoring to ensure that the end to end times of the areas we can control remain consistent and are still improving so should the budget constraints be alleviated, the service will be able to deliver adaptations in a timely manner without need for further review of processes.
- 6.5 Officers have already begun to scrutinise all referrals received to ensure that all works are necessary and appropriate and reasonable and practicable and the budget constraints have been shared and stressed with LCC Occupational Therapists so they are fully aware that all referrals will be looked at in detail.
- 6.6 Registered Providers are being approached to understand if they have any capacity or budget to undertake the adaptations in their own properties themselves or whether they would be willing to make financial contributions when their properties are improved as a result of the adaptation. For example, should an additional bedroom or bathroom be added to a property as part of an adaptation, this would increase the value of their asset and in turn a contribution is being requested to go towards the adaptation.
- 6.7 Work has also been undertaken with Acis to introduce another step in the adaptation process which includes sharing the addresses of the properties where proposed adaptations are to take place to understand if the property is due an upgrade to the area where an adaptation is required, for example the bathroom. Acis would then undertake the adaptation and a DFG could pay for the difference in delivering the upgrade as a wet room to ensure efficiencies can be made where possible.


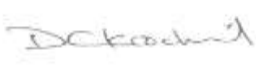
## **7. Recommendations**

- 7.1 Members to acknowledge the service improvements and current challenges faced within the DFG service.**
- 7.2 Members to assist with lobbying, where possible, to improve West Lindsey DFG budget position.**

**Part 1: Equality Impact Screening/Pre-Assessment\***

Name of Policy/Function/Strategy to be assessed: West Lindsey DFG policy	Section/Directorate: Homes and Communities		
Name of person responsible for assessment: Sarah Elvin	Date of Screening: 10 <sup>th</sup> Jan 2022		
<b>Policy Aims</b>			
What is the purpose of the policy/function/strategy? What are its intended outcomes?  <b>The policy sets out West Lindsey position when delivery mandatory DFG's</b>			
Who are the main stakeholders in relation to the policy/function/strategy? <b>District Councils, LCC, OT's and contractors</b>			
Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?  <b>Neither positive or negatively affected, we will be working with customers to adapt their homes to meet their needs</b>			
Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.  <b>This policy does support the equality objectives and it does not stand to impede them. The policy is a West Lindsey interpretation of the law and guidance which dictates how mandatory DFG's are administered by Council's. There are not any aversions or discretionary elements to the policy that could adversely affect any one group</b>			
<b>Preliminary Impact Assessment</b>			
	Yes	No	Unsure
1. Will this policy or function have an impact on:			
a. How services are delivered to the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Human Resources Policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have any aspects of your policy/strategy already been covered by other EIAs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.			
If you answered Yes or Unsure for question1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.  Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to			

\* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

indicate that the EIA has been fully completed at this stage.	
<b>I am satisfied that our policy is an interpretation of the law and so can not adversely impact on any client group.</b>	
Manager's Signature: 	This document may be published on the website <input checked="" type="checkbox"/>
Director Signature: 	10/01/2023

## **Equality Objectives**

1. Review Corporate Plan and Equality objectives to ensure links are clear and objectives are evidence based
2. Ensure that all our staff, elected members and volunteers are aware of our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty
3. Engage our communities to participate in the determination of our priorities and decision making
4. Ensure we are transparent in decision making

# Agenda Item 5b



## OVERVIEW AND SCRUTINY COMMITTEE

Tuesday, 28 March 2023

**Subject: Managing Flood Risk in West Lindsey – twice yearly report**

Report by:	Director of Commercial & Operational Services
Contact Officer:	Ady Selby Director - Operational & Commercial Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To update Overview and Scrutiny Committee on the work undertaken by the Officer Flood and Drainage Working Party and the Member Flood and Drainage Working Group

**RECOMMENDATION(S): Overview and Scrutiny Committee welcome the work of the Member Flood and Drainage Working Group and Officer Flood and Drainage Working Party.**

## IMPLICATIONS

**Legal:** The report acknowledges the Council is fulfilling its statutory duties. The reported work should enable improvement in the identification and discharging of these duties, in collaboration with partners.

### **Financial : FIN/169/23/SSc**

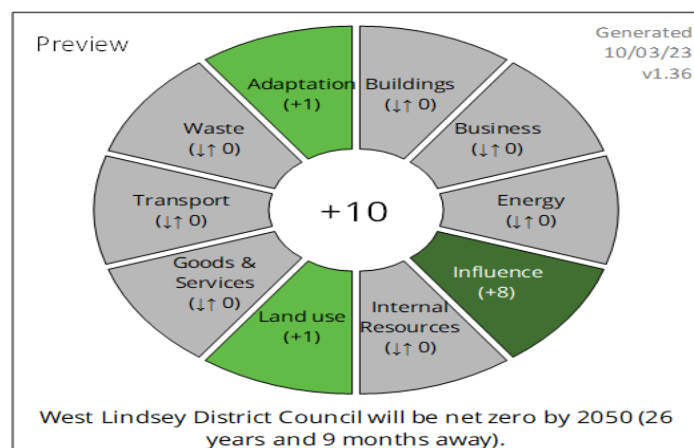
No financial implications arising from this report.

**Staffing :** None

**Equality and Diversity including Human Rights :** The impacts of the Flood Groups are likely to be positive. All residents in flood risk prone areas, including the vulnerable, will benefit from improved knowledge about flood risk, efforts to involve communities in the process of identifying flood risk solutions and closer working between services and communities. The Groups help to ensure that those with protected characteristics are more fully considered during flood risk management.

**Data Protection Implications :** All data used in this area will be treated using the Council's established Data Protection Policy and procedures.

**Climate Related Risks and Opportunities:** It is well documented that future climate changes will increase flood risk in future years. Making preparations now, to pro-actively and strategically work with internal and external partners will better prepare the District for future events. Whilst the implementation of the Flood and Drainage Working Group will have limited immediate direct impact, its potential to communicate with and influence partners and communities will help increase resilience and mitigate the risk posed from future flooding.



**Section 17 Crime and Disorder Considerations: None**

**Health Implications:** There is strong evidence that stress levels and mental health are impacted by flooding issues and the perception of flooding issues. Ongoing work with partners to resolve flooding issues and risk could have a positive impact on resident's mental wellbeing.

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

**Risk Assessment :** Failure to co-ordinate work in this area, both internally and with external partners, could result in increased impact from future flooding events. There is also a risk to the Council's reputation if it fails to demonstrate a pro-active approach in this work area.

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

**x**

**Key Decision:**

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

**Yes**

☐

**No**

**x**

## **1. Introduction**

- 1.1 On 19 July 2022, Prosperous Communities Committee received a report regarding the increasing risk of flooding in West Lindsey. Having considered the report, Members resolved;
1. That Members approve the establishment of an Officer Flooding and Drainage Working Party
  2. That Members approve the establishment of a Member Flood and Drainage Working Group, the membership of which to be delegated to the Director of Commercial and Operational Services in consultation with the Chair of Prosperous Communities and the Chair of Overview and Scrutiny Committees.
  3. Oversight of the work of the Member Flooding and Drainage Working Group and Officer Flooding and Drainage Working Party to be delegated to Overview and Scrutiny Committee. Prosperous Communities Committee will remain the parent Committee and will be responsible for any decisions recommended by Overview and Scrutiny Committee, approval of changes to Terms of Reference and membership of the Member Working Group.
  4. That Members approve Terms of Reference for both forums.
- 1.2 The purpose of these resolutions was to co-ordinate the work being undertaken in various areas of the Council by both officers and Members into synergised forums.
- 1.3 It was envisaged that this approach would enable officers and Members to be better informed when representing the Council on various flood and drainage boards.
- 1.4 It was also proposed this new approach would enable the Council to forge closer relationships with, and hence influence, other Flood Risk Management Authorities.

## **2. Officer and Member Working Groups**

- 2.1 An Officer Working Party has been established and consists of the following officers;
- Director of Commercial and Operational Services (Chair and Lead on Emergency Planning)
  - Director of Planning, Regeneration and Communities (Representative of vulnerable communities)
  - Housing and Environmental Enforcement Manager (Vice-Chair and Enforcement Lead)
  - Development Management Team Manager (Planning Lead)
  - Communications Manager (Comms Lead)

- Head of Policy and Strategy (Input from Central Lincs Local Plan and Humber 2100 Strategy work)
- Policy and Strategy Officer (Input from the Environment Plan)
- Street Cleansing and Markets Team Manager (Operational issues)

2.2 A Member Working Party has also been established and consists of the following people;

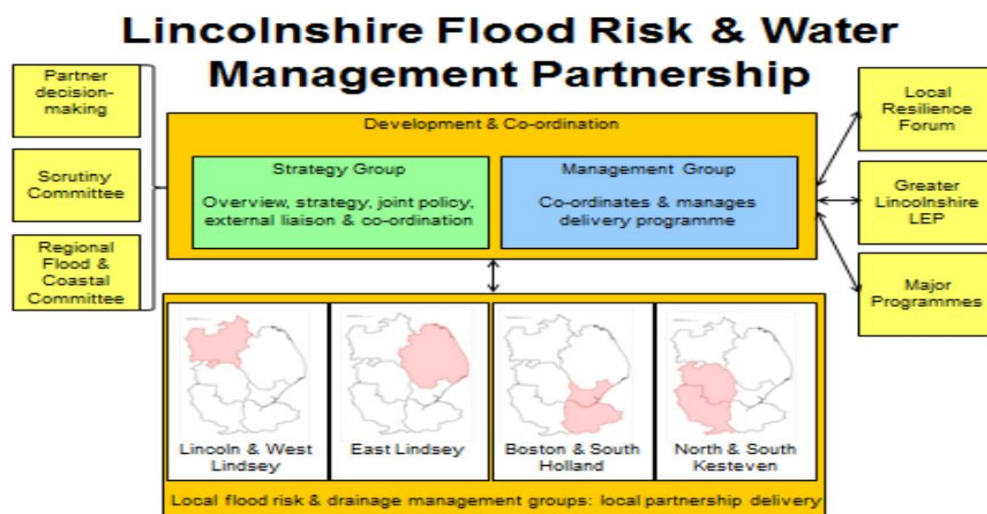
- Cllr Patterson as Chair (Vice Chair of O+S)
- Cllr Fleetwood as Vice Chair (Lincolnshire Flood and Water Management Scrutiny Committee + Scunthorpe and Gainsborough Water Level Management Board + Witham Third IDB)
- Cllr Rollings (Scunthorpe and Gainsborough Water Level Management Board)
- Cllr Morris (Newly appointed to Upper Witham IDB and Witham Third IDB)
- Cllr Grimble (Witham Third IDB)
- Cllr Summers (Ancholme IDB)
- Ady Selby and Andy Gray (as Chair and Vice Chair of the Officer Group)
- Cllr Waller as a reserve Member.

2.4 Both groups have agreed and signed off Terms of Reference. To date the Officer Working Party has met twice and the Member Working Group has also met twice.

### 3. Boards and other Flood and Drainage Forums

3.1 Members and Officers continue to represent the Council in various forums as part of Lincolnshire's Flood Risk and Water Management Partnership as demonstrated in Figure 1 below.

Figure 1 Lincolnshire Flood Risk and Water Management Partnership



3.2 Members also represent the Council on relevant Internal Drainage Boards.

#### **4. Update on Flood and Drainage Group work**

4.1 The Director of Commercial and Operational Services meets with the Lead Local Flood Authority and Highways representatives on a six weekly basis to review the current situation regarding those properties which have suffered internal flooding or had a near miss.

4.2 These properties are currently being marked on the Council's mapping system, Earthlight, in order to demonstrate to Members a situation report for each one.

4.3 At the current time there are;

- 16 properties or areas of concern where work is ongoing with partners to minimise future risk
- 6 completed Section 19 investigations with actions for the Risk Management Authorities
- 13 closed items where either partners have worked to find a resolution or no further progress is possible.

4.4 The Member Working Group has received updates on the Central Lincolnshire Local Plan; considering flood and drainage risks is a key consideration in the Plan development. The Plan is due to be formally approved in April 2023.

4.5 Officers have also been working with the Environment Agency on collating base data which will be used in scenario planning for the Humber 2100 Strategy. Once the base data is confirmed, the Member Group will be given a presentation on the future risks and challenges emerging from the strategy development.

4.6 From an operational perspective, flood events did occur during Autumn 2022 with properties in Market Rasen, Middle Rasen and Nettleham suffering internal flooding. These are now subject to Section 19 investigations, whilst these are carried out a level of pro-active work is being undertaken to reduce the risk of further flooding before formal investigation recommendations are proposed.

4.7 One longstanding issue is the lack of sign off of a Memorandum of Understanding between the Lincolnshire Districts and the Lead Local Flood Authority regarding the immediate operational support offered to residents in the event of flooding. A meeting between Districts and LLFA is scheduled for March to resolve this issue, however Members may wish to invite LCC's Executive Councillor for Economic Development, Environment and Planning, Cllr Davie or a suitable officer to discuss this and other relevant matters further.

4.8 Officers worked with the Lincolnshire Resilience Forum to participate in a national emergency flooding exercise called Floodex, which took place in November 2022. The scenario in Lincolnshire included a significant coastal

tidal surge with subsequent issues in West Lindsey. The exercise tested the Council's internal emergency planning and business continuity arrangements and the LRF was recognised on the national stage as a lead performer.

## **5. Summary**

- 5.1 The Officer and Member Working Groups were established in order to improve communication across previously isolated work areas. To date, this is starting to be achieved with strong links being forged between strategic and operational functions.
- 5.2 Further data input into the Councils mapping system will help inform and present current issues and trend analysis.
- 5.3 Stronger links are being established with other Flood Risk Management Authorities, increasing Member and Officer knowledge of the current situation and future risks will help Council representatives influence these partners.
- 5.4 A further report is due to be presented to Overview and Scrutiny Committee in Autumn 2023.



**Overview and Scrutiny  
Committee**

**Tuesday, 28 March 2023**

**Subject: Overview & Scrutiny Annual Report 2022/23**

Report by:

Councillor Mrs D Rodgers  
Chairman, Overview & Scrutiny Committee  
[Cllr.d.rodgers@west-lindsey.gov.uk](mailto:Cllr.d.rodgers@west-lindsey.gov.uk)

Contact Officer:

Ele Snow  
Senior Democratic and Civic Officer  
[Ele.Snow@west-lindsey.gov.uk](mailto:Ele.Snow@west-lindsey.gov.uk)

Purpose / Summary:

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

For Council: To present the Annual Report from the Chairman of the Overview and Scrutiny Committee

## **RECOMMENDATION(S):**

*[For O&S]*

- 1) That Members give consideration to, and offer comment on, the content of the draft annual report, and the Operating Methodology, with comments for the latter to be shared through the Constitution Review;
- 2) That Members support the annual report being submitted to Annual Council;
- 3) That any comments made through the course of debate be further considered by the Director – Change Management, ICT & Regulatory Services and Chairman of the Committee prior to the finalised report being submitted to Annual Council in May 2022.

*[For Annual Council]*

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

**IMPLICATIONS**

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

**Financial:** *to be completed prior to Annual Council*

There are no financial implications arising from this report

**Staffing:** The Committee is supported from existing resources and there are no other implications arising from this report.

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

**Data Protection Implications:** N/A

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

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

**Health Implications:** N/A

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

Agenda and minutes arising from the meetings of the Overview and Scrutiny Committee held during the 2022/2023 civic year, all of which are located on the West Lindsey District Council website.

<https://democracy.west-lindsey.gov.uk/ieListMeetings.aspx?CId=386&Year=0>

**Risk Assessment:**

N/A

**Call in and Urgency:**

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

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

Yes

☐

No

x

**Key Decision:**

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

Yes

☐

No

x

## **1 Introduction**

- 1.1 The Chairman of the Committee is required constitutionally (Part II, Article 7, paragraph 7.6) to submit an annual report to council, in which she details the work her committee has undertaken through the previous civic year and summarise the proposals for the work plan over the coming year. In line with the terms of reference for the committee, the Chairman should also update Annual Council with any amendments to the committee's operating methodology.
- 1.2 The Chairman's Annual Report is set out below.

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

- 2.1 The start of the 2022/23 Civic Year saw a renewed membership of the Overview and Scrutiny Committee, including my first year as Chairman, ably assisted by Vice Chairman Councillor Patterson. Having been a Member of the Committee for some time, I was keen to continue those work streams that had already been started, as well as exploring other avenues through the course of the year.
- 2.2 Throughout 2022/23, we have welcomed several representatives from outside agencies: some returning faces and some new. We have continued to be involved in the scrutiny of the Progress and Delivery reports, as presented to the two policy committees, and we were pleased to see the introduction of the Performance Improvement Plans for closer monitoring of those services where it is needed.
- 2.3 As per our Constitution, we reviewed the Operating Methodology at our meeting in June 2022. Discussions were detailed and robust, generating some key recommendations, something that is covered in further detail in section 5 of this report.
- 2.4 At the time of writing, we are preparing for our final meeting of the year, and indeed, our current term of office. We are receiving an update report on the management of flooding risk in the district, as well as a follow up report to the work undertaken on improving the Disabled Facilities Grants process. Both work streams were initiated and overseen by the Overview and Scrutiny Committee, and it will be of great interest to us all to hear the progress achieved.

## **3 Progress and Delivery**

- 3.1 Where the scrutiny committee has always been involved in the Progress and Delivery reporting cycle (even in its previous guise as the Challenge and Improvement Committee), this year has seen the introduction and implementation of something that has long been championed by our Committee: the Performance Improvement Plans.

- 3.2 Building on the comments raised at both policy committees, and as a result of the referrals from those committees to Overview and Scrutiny, we had frequently requested a form of closer monitoring and action plan status for those areas where there were repeated concerns over two reporting periods expressed by Members.
- 3.3 At our meeting in January 2023, we received the quarter 2 P&D report, with the first version of the Performance Improvement Plans, with all Members expressing their support for the plans, and the much improved level of detail contained within the document.
- 3.4 I do anticipate that this additional information contained within the Progress and Delivery reports will greatly assist all Members, and specifically those in our scrutiny role, to have not only a better understanding of any issues, but also to be assured of the steps taken to bring about the necessary improvement.
- 3.5 As the scrutiny committee for West Lindsey, we have continued to build on our role in the scrutiny of the Council's progress and delivery commitments, and I would hope the strength of the Committee's input is continued into future iterations of the Committee.

#### **4 Programme of Outside Agencies and Presentation Items**

- 4.1 As mentioned earlier in my report, we have welcomed some new and some returning faces to present to the Committee, with the hope that we shall see some return again, in the next Civic Year. Our first presentation was from the Citizens Advice, which proved to be a timely reminder of the impact of the cost of living crisis. The Council supports the organisation through grant funding and it was both reassuring to know such a worthwhile organisation is able to continue operating, whilst also being of increasing concern that there is such a growing demand for their support and assistance. I am sure there will be continued need for their widening services, perhaps to be revisited at a future meeting.
- 4.2 Following their presentation in March 2022, representatives from Everyone Active joined us again in November last year, with a detailed and enthusiastic overview of exactly what had been achieved since their last visit to us. There was significant discussion regarding existing and proposed outreach services, with many Members committing to supporting those efforts in their wards, as well as working with Everyone Active where possible. Our guest speakers honestly acknowledged areas where there was still improvement needed, although they were able to present clear priorities and time scales for such improvements to be implemented. I speak on behalf of the Committee when I say we were grateful for their openness and honesty, and I do hope the coming year will see further positive updates from them.
- 4.3 In September 2022, we welcomed the return of Inspector Brockie for his update on policing in the district. We heard promising news of new recruits coming to Lincolnshire and West Lindsey directly, as well as the

ongoing recruitment drive for PCSO's. Inspector Brockie informed the Committee of the Force's plans for increased numbers of Officers, including a dedicated road policing team, something that was widely welcomed by Members. Although it is a statutory requirement for the Council to receive an update from the Police, their attendance at the Overview and Scrutiny Committee does allow for in depth discussion and engagement, and we look forward to their attendance at our meetings.

- 4.4 Following the presentation from the Police, at our next meeting we heard from representatives of Future 4 Me, who work with young people for the prevention and early intervention with regard to youth offending. To say it was eye-opening would be an understatement. Full details of their presentation are given in the minutes of that meeting (October 2022), but it was a shining example of where the Council can engage with such organisations through the Overview and Scrutiny Committee. Not only did it aid our understanding and knowledge of their work, but it enabled our guests to reach a new audience and I'm sure they found it as positive as we did.
- 4.5 The programme of outside agencies will need to be discussed for the new Civic Year, although I do hope some of the themes that have been developed thus far will continue with the Committee's support.
- 4.6 *to be completed after the March meeting – specifically re flood risk management and DFG process – reports to cttee and minutes used to shape the contents of this report.*

## **5 Operating Methodology**

- 5.1 As is usual practice, we gave consideration to the Committee's Operating Methodology at our first meeting of the Civic Year. Following feedback from Committee Members, it was suggested that the review of the Operating Methodology could be incorporated into preparations for the Annual Report presented to Annual Council, allowing Committee Members earlier opportunity to comment on suggested amendments.
- 5.2 *With this in mind, the current Operating Methodology is attached (appendix 1), and formed a part of the discussions at our meeting in March 2023. Comments arising from that meeting have been logged on the Matters Arising schedule, to be considered alongside the Constitution Review.*
- 5.3 Any updates and amendments will be incorporated into the Operating Methodology for agreement at the first meeting of the Committee in the new Civic Year.

## **6 Look Forward to Next Year**

- 6.1 As I have referred to previously, with the Elections looming, we have no way of knowing what the Council or the Overview and Scrutiny

Committee will look like after May. Elements of the Committee work will no doubt continue without change, such as the invitations to Lincolnshire Police and the involvement with the Progress and Delivery reporting. I would like to think invitations are extended to some of our guests this year, certainly further update from Everyone Active would no doubt be welcomed.

## **7 Concluding Remarks**

- 7.1 It has been a privilege to Chair this committee for the last year and I have greatly appreciated the valuable support of our Officers. I thank all Members of the committee for their enthusiastic and active participation and for making it enjoyable.

## Overview and Scrutiny Operating Methodology

### 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 two '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.

**Commented [E51]:** Reduced from four to two for reasons of workload management of cttee workplan

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.

Where the Committee chooses to conduct a review of policy or services that has not been referred by a policy committee, or does not fall under items 1 or 2 as detailed above, such reviews are limited to one review per civic year.

**Commented [ES2]:** Additional clarification re cttee chosen reviews that fall outside of Performance Management and Pre-Decision Scrutiny

#### Updated Versions / Amendments to Operating Methodology\*:

June 2019

May 2022

\*the Operating Methodology is reviewed annually by the Committee, however the above dates refer to amendments made.

**Commented [ES3]:** Additional clarification re document history.

## Full Forward Plan for all Committees (as at 20 March 2023)

### Purpose:

This report provides a summary of reports 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>				
7 Jun 2023	Annual Treasury Management Report 2022/23	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To report on Annual Treasury Management activities and prudential indicators for 2022/23 in accordance with the Local Government Act 2003	
27 Jun 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated Body Worn Video Policy.	11 January 2023
7 Jun 2023	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2022/23	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2022/23	
20 Jul 2023	Private Rented Sector Housing - Proposals	Andy Gray, Housing & Environmental Enforcement Manager	To present initial proposals for delivering the preferred options for improving standards in the PRS.	
9 Nov 2023	Mid-Year Treasury Update 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003	

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GOVERNANCE & AUDIT				
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
18 Apr 2023	External Audit Strategy Memorandum (Plan) 2022/23	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the 2022/32 External Audit Strategy from our External Auditors, Mazars	
13 Jun 2023	Unaudited Statement of Accounts 2022/23	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	The 2022/22 Unaudited Statement of Accounts is presented for scrutiny	
25 Jul 2023	Annual Voice of the Customer Report 2022/23	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback received during the year 2022/23 and analyse customer contact demand data to provide a clear view of the voice of the customer.	
26 Sep 2023	Report to those Charged with Governance - External Audit Completion Report (ISA260)	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present to those charged with governance, the External Audit report on the quality of the Statement of Accounts and Annual Governance Statement 2022/23	
26 Sep 2023	Audited Statement of Accounts 2022/23	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	The 2022/23 Audited Statement of Accounts is presented for scrutiny	
26 Sep 2023	Local Government and Social Care	Natalie Kostiuk, Customer	Report on the Local Government and	

## JOINT STAFF CONSULTATIVE COMMITTEE

25 May 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated Body Worn Video policy.
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## PROSPEROUS COMMUNITIES

12 Sep 2023	Local Enforcement Plan (Planning Enforcement)	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for the reviewed Local Enforcement Plan
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## REGULATORY

15 Jun 2023	Food, Health and Safety Work Plan 23/24	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for the food, health and safety work plan 23/34.
15 Jun 2023	Schedule 4 - Abandoned Shopping Trolleys: Review and Consultation	Andy Gray, Housing & Environmental 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
14 Sep 2023	Schedule 4 - Abandoned Shopping Trolleys - Decision	Andy Gray, Housing & Environmental Enforcement Manager	To determine whether to proceed with the schedule 4 abandoned shopping trolley scheme

# Agenda Item 6b

## Overview and Scrutiny Work Plan

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### **Purpose:**

The summary below provides indicative items of business for future consideration for meetings scheduled throughout 2023/24.

### **Recommendation:**

1. That Members note the contents of the report.

### **Dates of Meetings:**

4 July 2023  
5 September 2023  
3 October 2023  
7 November 2023  
16 January 2024  
20 February 2024  
26 March 2024  
30 April 2024

### **Indicative Items of Business:**

Review of Operating Methodology *[July]*  
Forward Plan and Work Planning *[July]*  
Scrutiny of P&D year-end reporting *[to tie in with PC & CP&R Cttee cycles]*  
Scrutiny of P&D mid-year reporting *[to tie in with PC & CP&R Cttee cycles]*  
Managing Flood Risk in West Lindsey – twice yearly report *[September & March]*  
Draft Annual O&S Report *[March]*

### **Indicative Presentations from Outside Agencies:**

Lincolnshire Police *[suggest September]*  
Everyone Active *[suggest October]*  
Consider invite to Lincolnshire Waste Partnership (follow up on roll out of purple-lidded bins)