

Guildhall Gainsborough
Lincolnshire DN21 2NA

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AGENDA

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

Overview and Scrutiny Committee
Tuesday, 3rd October, 2023 at 6.30 pm
Council Chamber - The Guildhall

Members:

- Councillor Paul Howitt-Cowan (Chairman)
- Councillor Jacob Flear (Vice-Chairman)
- Councillor Jeanette McGhee (Vice-Chairman)
- Councillor Trevor Bridgwood
- Councillor Liz Clews
- Councillor Paul Key
- Councillor Lynda Mullally
- Councillor Maureen Palmer
- Councillor Roger Pilgrim
- Councillor Mrs Diana Rodgers
- Councillor Moira Westley

1. Apologies for Absence

2. Minutes of the previous meeting

To confirm and sign as a correct record the Minutes of the Meetings of the Overview and Scrutiny Committee held on Tuesday 28 March 2023, deferred from the last meeting, and Tuesday 4 July 2023.

i) Meeting on 28 March 2023 (PAGES 3 - 7)

ii) Meeting on 4 July 2023 (PAGES 8 - 11)

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 12)
Matters arising schedule setting out current position of previously agreed actions as at 25 September 2023.
5. **Public Reports**
 - i) Progress & Delivery Members Working Group (PAGES 13 - 17)
6. **General Work Items**
 - i) Forward Plan (PAGES 18 - 24)
 - ii) Committee Workplan (PAGE 25)
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, 25 September 2023

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 28 March 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 Mrs Caralyne Grimble
Councillor Mrs Cordelia McCartney
Councillor John McNeill
Councillor Peter Morris
Councillor Robert Waller

Also Present: Councillor Mrs Angela White

In Attendance:
Nova Roberts Director of Change Management, ICT & Regulatory Services
Ady Selby Director - Operational & Commercial Services
Sarah Elvin Homes, Health & Wellbeing Team Manager
Ele Snow Senior Democratic and Civic Officer

Apologies: Councillor Cherie Hill

42 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 17 January 2023 be confirmed and signed as a correct record.

43 MEMBERS' DECLARATIONS OF INTEREST

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

44 MATTERS ARISING SCHEDULE

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

45 DISABLED FACILITIES GRANT UPDATE REPORT

The Committee heard from the Homes, Health and Wellbeing Team Manager regarding the update report on the provision of Disabled Facilities Grants (DFGs). Members were reminded that in September 2021, a report was presented to the Committee outlining the DFG service in West Lindsey and detailing some of the challenges that had been faced, as well as presenting steps being taken to overcome those challenges. The Committee agreed to a Together 24 (T24) 'light' review being undertaken and for an update to be presented to report on progress.

It was explained that whilst there had been a sharp increase in referrals being received for adaptations, the time taken to complete those adaptations had been reduced, with recent figures showing 44% of all adaptations had been delivered in under 120 days. Additionally, the reviewed application process had seen significant improvements in the time taken to deal with each new application. Despite these improvements, it was recognised that there were new challenges to be faced, with budget concerns and increased referral numbers, and so it was planned for a full T24 Service Review to be undertaken in 2023/24.

Further details were provided to the Committee regarding the formula for allocation of DFG funding from Central Government, as well as the actions that had been undertaken in order to lobby for change.

The Chairman thanked the Officer for the detailed report and concise summary, and invited comments from the Committee. A Member of the Committee, who was also a Lincolnshire County Councillor, confirmed receipt of the lobbying letters and assured the Committee conversations were underway. She also confirmed she had held a conversation with Sir Edward Leigh, MP, who had recognised the importance of the issues raised.

In response to a query regarding the size of a ramp installed in one instance, it was confirmed that there were specific parameters that needed to be adhered to, in conjunction with building regulations and working with the health assessors to ensure the required gradient of the ramp was achievable. It was recognised that some examples were not entirely aesthetically pleasing however they did need to adhere to all the relevant guidelines.

Members sought further details with regard to the reduced time frames for completion, the amended referral process and the concerns regarding the future budget availability, as well as how feedback was sought and recorded. It was explained that there had been such a spike in referral numbers as the County Council was working through their backlog of referrals caused in part by the hold on works being undertaken during the pandemic. However, it was highlighted that despite the increase in referrals, the completion times had still reduced, demonstrating the success of the new process. The future budget availability would see DFG requests prioritised for the first time, with those no -urgent requests essentially forming a waiting list. This method would be kept under review, with lobbying for increased funding continuing.

With regard to feedback, it was explained that customer satisfaction feedback was sought from each service user, the details of which would be fed through the Progress and Delivery reporting. The introduction of a Performance Improvement Plan was noted, initiated through the Progress and Delivery reporting process, with its implementation being another tool in use to improve the DFG workflow and process.

Note: Councillor C. Grimble arrived in the Chamber at 6.48pm

Following a question from the Chairman enquiring as to the success or otherwise of the telephone consultations, it was explained that the introduction of the telephone contact was an additional step and had led to a reduction in the number of home visits being requested. The referral form was a 37-page long document and there had been positive feedback regarding the benefit of going through the questions over the phone compared with just posting the form to be completed and returned. Whilst the telephone contact was an additional demand on Officer time, it had proved worthwhile with both the success of completing the forms first time and also the reduced number of home visits being undertaken to complete the paperwork.

The Chairman, Vice Chairman and Committee Members reiterated their thanks to the Manager and the Team, not only for their work in improving the service delivery but also for the nature of the work they undertook, being of great importance across the district.

The Chairman read aloud the printed recommendations contained within the report and having been proposed and seconded, it was unanimously

RESOLVED that

- a) the service improvements to, and current challenges faced within, the DFG service be acknowledged; and
- b) lobbying be assisted with, where possible, to improve the West Lindsey DFG budget position.

46 MANAGING FLOOD RISK IN WEST LINDSEY – TWICE YEARLY REPORT

The Committee gave consideration to a report presented by the Director - Operational & Commercial Services, seeking to update the Overview and Scrutiny Committee on the work undertaken by the Officer Flood and Drainage Working Party and the Member Flood and Drainage Working Group. The Committee heard that the update report was following the resolutions passed at the Prosperous Communities Committee at their meeting on 19 July 2022, for the formation of the two working groups and for reporting to feed into the Overview and Scrutiny workplan.

It was explained that the Officer and Member Working Groups were established in order to improve communication across previously isolated work areas. This was starting to be achieved with strong links being forged between strategic and operational functions, and stronger links being established with other Flood Risk Management Authorities, increasing Member and Officer knowledge of the current situation and future risks. This would, in turn, will help Council representatives influence these partners. Additionally, further data input into the Council's mapping system would help inform and present current issues and trend analysis. It was also noted that a further report was due to be presented to the Overview and Scrutiny Committee in Autumn 2023.

Members of the Committee expressed their thanks for the work undertaken and the progress

made with a number of local flooding issues. Visiting Member Councillor A. White sought to express her gratitude for an issue that had been dealt with successfully in her ward, in a way that had not previously been achieved.

The link between area flooding and drainage issues was explored, with all recognising the flood risk often did not arise from rivers or causeways, rather from blocked drainage channels. It was highlighted that the role for West Lindsey District Council was limited in terms of statutory powers and functions, those sat with the County Council and other agencies, however the role of intermediary, facilitator and influencer had proved to be highly valuable. A Member of the Committee noted the option for inviting the Lincolnshire County Councillor for Economic Development, Environment and Planning to attend a meeting of the Committee and it was requested that this be noted on the Matters Arising Schedule, for the new iteration of the Committee to consider at a future meeting.

Members enquired as to the Memorandum of Understanding (MoU) between the Lincolnshire Districts and the Lead Local Flood Authority, regarding the immediate operational support offered to residents in the event of flooding, and it was confirmed this had not yet been completed. West Lindsey District Council chose to undertake the operational support without question, in order to best support residents and businesses when needed, however it did remain a function of the Lead Local Flood Authority, and not all smaller Local Authorities were in the same position of providing assistance as West Lindsey. Members suggested a bilateral agreement could be put in place, should the MoU prove unsuccessful and it was noted that, whilst a county-wide MoU was the preferred option, the Council would explore other options in the event of the MoU not coming to fruition.

Members of the Committee reiterated their thanks to all involved, Officers and Members alike, and, having been moved, seconded and voted upon, it was unanimously

RESOLVED that the work of the Member Flood and Drainage Working Group and Officer Flood and Drainage Working Party be welcomed.

47 OVERVIEW & SCRUTINY ANNUAL REPORT 2022/23

The Chairman introduced her Annual Report, to be presented to Annual Council in May following the elections. She thanked all present for their commitment and involvement with the Committee, thanked Officers for their assistance and advice, and repeated her comments contained within the report that she considered it a privilege to have been able to Chair the Committee for the past year. The Chairman explained that the report was to be taken as read, unless there any comments arising from Members.

With regard to the Operating Methodology, a Member of the Committee enquired as to the reduction in 'pre-scrutiny' items from four per civic year, to two. It was explained this had been an amendment passed at the start of the civic year, and the rationale was clarified. It was noted that any subsequent amendments could be included for consideration in the Annual Constitution Review, due to be heard both by the Governance and Audit Committee and presented to Annual Council, although the Operating Methodology would be presented to the first meeting of the Overview and Scrutiny Committee in July 2023, to be approved at that point.

The Vice Chairman echoed the thanks of the Chairman, stating he had found the meetings to be not only enjoyable, but demonstrative of effecting change, as detailed within the Annual Report. He extended his thanks, not only to the Members of the Committee and the Officers involved, but also to the Chair herself, for her hard work, dedication and success of the Committee.

The recommendations contained within the report were proposed, seconded and voted upon, and with unanimous vote it was

RESOLVED that

- a) consideration had been given to the content of the draft annual report, and the Operating Methodology, with comments for the latter to be shared through the Constitution Review; and
- b) the submission of the annual report to Annual Council be supported; and
- c) 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 2023.

48 FORWARD PLAN

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

49 COMMITTEE WORKPLAN (INDICATIVE)

The Senior Democratic and Civic Officer explained the work plan for the Committee was indicative at this stage, with further details to be provided, discussed and approved at the first meeting of the new Civic Year.

With no comments or questions, the contents of the indicative work plan were **DULY NOTED**.

The meeting concluded at 7.32 pm.

Chairman

Agenda Item 2b

Overview and Scrutiny Committee – 4 July 2023

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 4 July 2023 commencing at 6.30 pm.

Present: Councillor Paul Howitt-Cowan (Chairman)
Councillor Jacob Flear (Vice-Chairman)
Councillor Jeanette McGhee (Vice-Chairman)

Councillor Paul Key
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Moira Westley
Councillor John Barrett

Also present: Councillor Stephen Bunney

In Attendance:
Nova Roberts Director of Change Management, ICT & Regulatory Services
Darren Mellors Performance & Programme Manager
Ele Snow Senior Democratic and Civic Officer

Apologies: Councillor Trevor Bridgwood
Councillor Roger Pilgrim
Councillor Mrs Diana Rodgers

Membership: Councillor John Barrett sat as substitute for Councillor Trevor Bridgwood

1 MINUTES OF THE PREVIOUS MEETING

The Senior Democratic and Civic Officer explained that there were no Councillors in attendance who had been present at the last meeting. Therefore, there were two options available. The minutes could be deferred to the next meeting when it was anticipated having at least one previous Member present, or, no objections had been received so the minutes could be approved by the Committee.

The Chairman suggested the safest option would be a deferral and Members concurred.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 28 March 2023 be deferred to the next meeting for consideration.

2 MEMBERS' DECLARATIONS OF INTEREST

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

3 MATTERS ARISING SCHEDULE

The Senior Democratic and Civic Officer explained that the outstanding matters arising would be addressed during the work plan item on the agenda and therefore, with no further comments or questions, the Matters Arising Schedule was **DULY NOTED**.

4 PROGRESS AND DELIVERY QUARTER FOUR REPORT AND SUMMARY OF YEAR END PERFORMANCE 2022/23

The Performance & Programme Manager introduced the report and explained that it was a performance management report that showed performance against an approved set of Council measures. The reporting of performance to the two Policy Committees was explained and Members were asked to examine the responses given by these two committees and assure themselves that the appropriate level of challenge was being made to the information contained within the report.

A Member highlighted that the report indicated that training would be offered on performance management and sought clarification on when this would occur. In response it was confirmed that Officers were working to provide comprehensive training to Members based on the process and delivery and the role of the individual committees. In addition volunteers would also be needed to help create a working group to review those measures and targets.

In relation to long term sickness absence, a Member asked whether this needed to be considered by the committee or at another meeting. Confirmation was given that the Joint Staff Consultative Committee regularly received a sickness absence update and issues could be raised by Members through that forum.

A Member referred to the information on markets in the district and that there were some issues to be addressed and that it could be put on the work programme. In response it was advised it was already included and an updated report would be presented to the Prosperous Communities Committee where issues could be raised.

Discussion returned to the issue of absence figures and a Member asked if there were issues in any particular departments. It was reiterated that the Joint Staff Consultative Committee looked at the issue in detail and the Chairman reminded Members that the committee could invite the Chair of that particular committee to attend and answer questions if required.

A Member referred to certain exceptions to key performance indicators and one of those was homelessness and asked why it was excluded. In response it was explained that key performance indicators were things that were within the control of the Council and this meant that targets were assigned to them. In respect of other issues, statistics were published.

In respect of customer satisfaction there had been a drop in performance and it was asked if this was being looked at. Officers agreed to look at the issue and report back to Members on performance and give a bit more narrative and context. The Governance and Audit Committee also received reports from the Customer Experience Officer, and data from the voice of the customer report was also shared.

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.

5 OVERVIEW & SCRUTINY COMMITTEE - REVIEW OF OPERATING METHODOLOGY

The Senior Democratic and Civic Officer presented the report regarding the Operating Methodology for the Committee and explained it was a blueprint for how the Committee would work, what items of business would come through the Committee, what the parameters were for calling items in, after a decision was made, as well as how to use pre-decision scrutiny and how items of business may be referred to the Committee from meetings of the two policy committees.

The background of the document was explained, and key points highlighted for new Members of the Committee.

A Member indicated support for the reinstatement of a maximum of four pre-scrutiny items as this would allow for input into policies proposed to be introduced by the administration. It was emphasised that the proposed methodology was an ongoing document and could be reviewed going forward.

It was commented that it made sense to scrutinise more, not less, and the proposed changes were supported.

The recommendations were proposed and seconded and on being put to the vote were carried.

RESOLVED that the Operating Methodology for implementation throughout the 2023/24 Civic Year be approved.

6 FORWARD PLAN

The Senior Democratic and Civic Officer introduced the report and explained that the forward plan was an opportunity to review what was due at upcoming meetings, normally for the rest of the Civic Year. It was emphasised that as it was early in the year not all of the meetings had been populated, there was still work coming through. The forward plan would be presented at each meeting.

A Member suggested that it was important that the committee was not overloaded with work and chose subjects for consideration carefully.

The inclusion of the Lone Working Policy was noted, and it was suggested it should also cover the Home Working Policy. In response, it was advised that the matter was to be considered by the Joint Staff Consultative Committee and so it would be appropriate for that issue to be raised there.

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

7 COMMITTEE WORKPLAN

The Senior Democratic and Civic Officer introduced the report and explained it was a draft version of what the work plan was going to look like for the rest of the Civic Year. It was advised that the schedule was already busy and a number of standing items would come to committee on a regular basis.

It was advised that there were a couple of items for discussion mentioned earlier in the meeting based on the matters arising schedule. Firstly there was a suggested invitation to the Lincolnshire Waste Partnership (LWP) regarding the roll-out of the purple lidded bins. Secondly, that the Lincolnshire County Council's Executive Councillor be invited with regards to the flood risk management.

The issue of flooding was on the draft agenda for September and the Committee agreed to take that issue forward at that meeting. It was further agreed that the invite regarding the LWP should also be pursued.

A Member suggested that, as well as purple bins, it would also be an opportunity to look at the issue of access to the household waste recycling centres. Another Councillor concurred and indicated that difficulties for residents accessing the centres was important and should be discussed. The Director for Change Management, ICT & Regulatory Services advised that this could be included in the invite and this meant that a detailed brief could be provided so that those being invited could prepare the presentation based on the requirements of the Committee.

A Member referred to flooding issues and asked what information was likely to be provided to allow the Committee to be fully prepared. The concern was acknowledged and it was confirmed that information would be collated for sharing with the Committee and preparation work would be undertaken and details provided at the earliest opportunity to Councillors via email.

With no further comments or questions, the contents of the indicative work plan were **DULY NOTED**.

The meeting concluded at 7.04 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	For Consideration: Invitation to Lincolnshire Waste Partnership	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.	Agreed for invite to be considered / made according to workplan commitments.	30/06/23	Ele Snow
Black	Invitation to LCC's Executive Councillor for Economic Development, Environment and Planning re Flood Risk Management	O&S 28/03/23: Cttee requested that, as per flood risk management report, future O&S 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.	discuss with Ady Selby in new Civic Year Invite to be made for consideration with flood reporting to the committee.	30/09/23	Ele Snow



OVERVIEW & SCRUTINY COMMITTEE

Monday, 14 August 2023

Subject: Progress & Delivery Members Working Group

Report by:	Director of Change Management, ICT & Regulatory Services
Contact Officers:	<p>Darren Mellors Change, Programme and Performance Manager darren.mellors@west-lindsey.gov.uk</p> <p>Claire Bailey Change, Projects, and Performance Officer claire.bailey@west-lindsey.gov.uk</p>
Purpose / Summary:	The report looks to create a cross-party Elected Members Working Group to review identified Progress and Delivery measures and associated measures for 2024/25.

RECOMMENDATION(S):

- Approval to create a cross-party member working group to review the 2024/25 Progress & Delivery framework and associated measures

IMPLICATIONS

Legal: None

Financial: FIN/44/24/MT. No financial implications arising from this report.

Staffing: None – this will be delivered using existing resources.

Equality and Diversity including Human Rights: None

Data Protection Implications: None

Climate Related Risks and Opportunities: None

Section 17 Crime and Disorder Considerations: None

Health Implications: None

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

[2022/23 Progress & Delivery Year End Performance report](#)

[2022/23 Progress & Delivery Measure Set report](#)

Risk Assessment:

- Non-creation of Working Group leading to lack of Elected Member engagement and involvement in identifying potential measures.
- Non-approval of Working Group resulting in the creation of a series in Member workshops impacting the development of the PD framework in accordance with identified timescales

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

☒

Key Decision:

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

Yes

☐

No

☒

1 Introduction

1.1 As part of a strong performance management framework that focuses on continuous learning and improvement, the Council has in place a robust target setting process for its key performance indicators which engages all relevant stakeholders.

1.2 The council undertake a deep-dive review of Progress & Delivery (P&D) measures biennially (once every two years) and the review seeks to deliver the following outcomes:

- Approval of 2024/25 Progress and Delivery framework
- Strengthening of Corporate Health Key Performance Indicators (KPIs)
- Greater assurance relating to risk and poor performance and continued delivery of the council's Corporate Plan
- Provide greater member understanding and subsequent scrutiny of council performance

1.3 A P&D Member Working Group was last held in December 2021 and consisted of the following Elected Members; Councillor Di Rodgers (Independent), Councillor Angela White (Conservative), Councillor Angela Lawrence (Conservative) and Councillor Keith Panter (Liberal Democrats).

1.4 To support the review; it is recommended that a cross-political party working group is created again for the review in 2023/24. The purpose of the Member Working Group is to review all the Council's proposed key performance indicators and corresponding targets; ensuring they reflect a balanced scorecard approach, are stretch based targets to reflect the Council's ambitions and enable a transparent view of performance across the Council's service areas.

1.5 This process not only increases member engagement with performance management, but it also ensures that the Council has a set of performance

measures that contribute clearly to the Council's Corporate Plan and supports teams to manage and improve the performance of their service.

1.6 As the Progress and Delivery Member Working Group is not defined in the Council's Constitution, Overview and Scrutiny Committee are therefore asked to commission a time-limited, cross party Member Working Group whose remit is contribute to the deep dive review as set out below.

2.0 Scope of the Progress and Delivery Member Working Group

2.1 Overview and Scrutiny are asked to volunteer elected members to sit on the cross-party Working Group and attend a two-hour P&D workshop in November 2023, the scope of which is:

- To review the proposed P&D performance measures for each of the Council's service areas for 2024-25.
- To review the proposed targets for each P&D performance measure for 2024-25.
- To ensure, as far as possible, that the proposed measures reflect a balanced scorecard approach and are aligned to the Council's Corporate Plan.

2.2 The P&D Workshop will be facilitated by the Change Team and led by the Director for Change Management, ICT and Regulatory Services.

2.3 As detailed in the Council's Constitution, the P&D Member Working Group cannot formally adopt the Council's P&D performance measures, rather, it is a consultative group ensuring member engagement and transparency of process.

2.4 The recommendations for the new measure sets will be developed from Member Working Group feedback. This will be utilised to inform the development of subsequent reports for decision by the Corporate, Policy and Resources Committee.

3.0 Timetable of Events

3.1 The below table showcases the required milestones for implement the Progress and Delivery framework by 01st April 2024.

Action	Delivery Date
Review of P&D measures and targets with Team Manager and associated Director	August/September 2023
O&S approval of Working Group	03 rd October 2023
Working Group held	November 2023
2024/25 PD Framework discussed at Management Team (informal sign-off)	11 th December 2023
2024/25 PD Framework approved at Corporate Policy & Resources (formal sign-off)	08 th February 2024
2024/25 PD framework live	01 st April 2024

<end>

Full Forward Plan - All Committees (as at 25 September 2023)

Purpose:

This report provides a summary of items of business due at all Committees over the remainder of the Civic Year 2023/24.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
12 OCTOBER 2023				
12 Oct 2023	Levelling Up Fund Public Realm Options	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Amy Potts, Programme Manager, Matthew Snee, Project 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
12 Oct 2023	Bid for Waste and Cleansing Contract	Ady Selby, Director - Operational & Commercial Services	To update members on work to bid for a Waste and Cleansing Contract and seek approval for funding to support the bid	
9 NOVEMBER 2023				
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	
9 Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance	Progress and Delivery Quarter Two (2023/24)	

Officer

9 Nov 2023	Digital ICT Vision	Nova Roberts, Director of Change Management, ICT & Regulatory Services	This report asks members to adopt West Lindsey's Digital Vision, a copy of which is appended to this report. The Digital Vision is a forward-thinking framework which will enable the Council to benefit from advances in technology and to be open to new opportunities in support of two key Corporate Plan objectives. The overarching digital vision is for the Council to: "To enable modern, high quality services through digital technology that meet the needs of our customers and our staff."
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9 Nov 2023	Launch of Customer Experience Strategy	Lyn Marlow, Customer Strategy and Services Manager	To engage with members in regard to the Experience Strategy, the action plan and timetable for delivery of the strategy in years 1 and 2
9 Nov 2023	Replacement of Contact Centre	Ady Selby, Director - Operational & Commercial Services	To consider proposals to replace
9 Nov 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.
9 Nov 2023	Budget and Treasury Monitoring - Quarter 2 2023/204	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 30th September 2023.

19 DECEMBER 2023

19 Dec 2023	Annual Review of Reserves 2023	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	There is a statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when
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			calculating the budget requirement. In addition, as part of the budget process the Chief Finance Officer (Director of Corporate Services) is required to make a statement on the robustness of estimates and adequacy of reserves. In advance of finalising the Medium Term Financial Plan 2024/25 – 2029/30, this report gives Members the opportunity to consider in detail the outcome of the annual Earmarked Reserves Review and the level of General Fund Working Balance.
19 Dec 2023	Council Debt Write Offs 2023/24	Alison McCulloch, Revenues Manager	Write offs for 2023/24 in relation to council tax, national non domestic rates, sundry debtor accounts and housing benefit overpayments.
FEBRUARY 2024			
8 Feb 2024	Corporate Policy and Resources Committee Draft Budget 2024/2025 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2024/2025 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2024/2025. It also includes estimates to 2028/2029 to be included in the Medium Term Financial Plan.
8 Feb 2024	2024/25 Progress and Delivery Framework	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Formal approval of 2024/25 Progress & Delivery framework.
8 Feb 2024	Budget and Treasury Monitoring - Qtr 3 2023/2024	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 31st December 2023.

8 Feb 2024	2024/25 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	A report to present the proposed 2024/25 Measure and Targets for Progress and Delivery
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COUNCIL

6 NOVEMBER 2023

6 Nov 2023	Adoption of the Hemswell Cliff Neighbourhood Plan	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt (make) the Hemswell Cliff Neighbourhood Plan
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22 JANUARY 2024

22 Jan 2024	Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24

14 MARCH 2024

8 APRIL 2024

GOVERNANCE & AUDIT

26 SEPTEMBER 2023

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

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26 Sep 2023	Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2022/23	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2023 covering complaints referred to and decided by them between April 2022 and March 2023. Examining upheld complaints, learning actions and benchmarking with other similar authorities.
26 Sep 2023	6 Monthly Strategic Risk Report	Katy Allen, Corporate Governance Officer	Mid year report to Management Team and G&A for Strategic Risks
26 Sep 2023	LGA Peer Challenge Update Report	Ellen King, Policy & Strategy Officer – Corporate Strategy & Business Planning	To update members on the latest position regarding the LGA Peer Challenge
26 Sep 2023	Member Development Annual Report	Ele Snow, Senior Democratic and Civic Officer	To review the 2023 induction programme and upcoming plans for years 1 - 4 of the Member Development Programme

28 NOVEMBER 2023

PROSPEROUS COMMUNITIES

11 OCTOBER 2023

11 Oct 2023	Garden Waste Service Business Plan	Ady Selby, Director - Operational & Commercial Services	To update Members following the 2023 Garden Waste season and make recommendations for the service standard for 2024
11 Oct 2023	Cottam Solar Project - Written Representations	Russell Clarkson, Development Management Team Manager	To agree to submit Written Representations to the Cottam Solar Project examination; and to consider and feed back on the draft Written Representations presented.

26 OCTOBER 2023 *NB DATE CHANGED FROM 31 OCTOBER

31 Oct 2023	Environment and Sustainability Action Plan	Rachael Hughes, Head of	To present the Annual Progress Report
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	Annual Progress Report	Policy and Strategy	against the Council's Environment and Sustainability Strategy and Action Plan.
31 Oct 2023	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	To report on the Community Engagement undertaken during 2022/23
31 Oct 2023	Cultural Strategy 2023	Cara Markham, Commercial Development Manager	The Cultural Strategy creates a vision and plan for the development of culture across the district from 2023 to 2026.
31 Oct 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.
5 DECEMBER 2023			
5 Dec 2023	West Burton Solar Project - Written representations	Russell Clarkson, Development Management Team Manager	To review and agree Written Submissions to be submitted to the West Burton Solar Project Examination.
5 Dec 2023	West Burton Solar Project - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To agree to submit a Local Impact Report (LIR) to the West Burton Solar Project examination
5 Dec 2023	Refresh of Parish Charter	Katie Storr, Democratic Services & Elections Team Manager	Report setting out time line and actions to be undertaken to review and refresh the Charter
5 Dec 2023	First Homes Guidance	Sarah Elvin, Homes, Health & Wellbeing Team Manager	This report will look to adopt a new guidance note for First Homes in West Lindsey alongside define a key worker for the First Homes tenure of affordable housing
30 JANUARY 2024			
30 Jan 2024	Prosperous Communities Committee Draft Budget 2023/2024 and estimates to 2028/2029.	Sue Leversedge, Business Support Team	The report sets out details of the Committee's draft revenue budget for

Leader

the period of 2024/2025 and estimates
to 2028/2029.

REGULATORY

7 DECEMBER 2023

7 Dec 2023	Food, Health and Safety Work Plan - Mid Year Update	Andy Gray, Housing & Environmental Enforcement Manager	To update Committee on the current position relating to food hygiene inspections.
7 Dec 2023	Hemswell Cliff Public Space Protection Order Review	Andy Gray, Housing & Environmental Enforcement Manager	To provide committee with a review and proposed way forward for the Hemswell Cliff PSPO

Overview and Scrutiny Work Plan

Dates of Meetings:

3 October 2023

P&D Working Group

Preparations for invite to Lincolnshire Police (closed session)

7 November 2023

Lincolnshire Police

Managing Flood Risk in West Lindsey – twice yearly report (inc Invite to LCC)

Preparations for invite to Everyone Active (closed session)

16 January 2024

Everyone Active

Scrutiny of P&D mid-year reporting

20 February 2024

TBC – Consider invite to Lincolnshire Waste Partnership (follow up on roll out of purple-lidded bins)

26 March 2024

Draft Annual Report & Initial Review of Operating Methodology

Managing Flood Risk in West Lindsey – twice yearly report

30 April 2024

TBC

Indicative Presentations from Outside Agencies / Items of Business TBC:

Cultural Strategy (to progress through the policy committees)

Invitation to Home Energy Grants partner

Markets Work Group – twice yearly report: March / April 2024