

AGENDA

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

Overview and Scrutiny Committee
Tuesday, 7th November, 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** (PAGES 3 - 6)
To confirm and sign as a correct record the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday 3 October, 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 7)
Matters arising schedule setting out current position of previously agreed actions as at 30 October 2023.
5. **Presentation Item: Lincolnshire Police** (VERBAL REPORT)
Presentation by Inspector Michael Head of Lincolnshire Police, regarding crime, disorder and the role of Community Policing across West Lindsey.

6. Public Reports

- i) Member Flood Working Group Update Report (TO FOLLOW)

7. General Work Items

- i) Forward Plan (PAGES 8 - 14)

- ii) Committee Workplan (PAGE 15)

8. 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 paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

9. Exempt Report(s)

- i) Preparation for Presentation from Everyone Active (VERBAL REPORT)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 30 October 2023

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 3 October 2023 commencing at 6.30 pm.

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

Councillor Trevor Bridgwood
Councillor Paul Key
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Roger Pilgrim
Councillor Mrs Diana Rodgers
Councillor Moira Westley
Councillor Stephen Bunney

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

Apologies: Councillor Jacob Flear

Membership: Councillor Stephen Bunney sat as substitute for Councillor Jacob Flear

8 MINUTES OF THE PREVIOUS MEETING

RESOLVED that 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, be approved and signed as a correct record.

9 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

10 MATTERS ARISING SCHEDULE

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

11 PROGRESS & DELIVERY MEMBERS WORKING GROUP

The Committee heard from the Change, Programme and Performance Manager who explained that the Council undertook a bi-annual review of the Progress & Delivery performance management framework to ensure that the included measures and associated targets remained fit for purpose, and that they provided the information necessary to improve services. An element of this review was the creation of a cross-party Members' Working Group, which allowed Members to view the proposed measure set and gave the opportunity for Members to feed into the measure set prior to formal approval.

It was highlighted that the purpose of the working group was to review the proposed key performance indicators and associated targets, ensuring they reflected a balanced scorecard approach; targets were 'stretch based' to reflect the Council's ambitions and enable a transparent view of performance across the Council's service areas. The presented report asked the Committee to commission a time-limited, cross party Member Working Group, and for volunteers of the Committee to join the group. It was anticipated that the working group would be in the format of a two-hour workshop in November, to be held at the convenience of Members.

It was summarised that information derived from this workshop would be used to inform the development of the 2024/25 Progress & Delivery Framework report that was scheduled for formal approval by the Corporate Policy and Resources in February 2024.

The Chairman thanked the Change, Programme and Performance Manager and invited comments from the Committee.

Members were content with the report and, having sought clarification, it was confirmed that the measure set review started with conversations between Team Managers and the Performance Team and ended with the formal Committee approval. There was opportunity for Senior Officers and Councillors to be involved through the entire process. It was suggested that information could be shared via the Members' Newsletter and this was greeted with positive reactions from all in the room.

On seeking volunteers, the Chairman confirmed those to be involved, and, having been moved, seconded and put to the vote, it was unanimously

RESOLVED that

- a) the creation of a cross-party Member Working Group to review the 2024/25 Progress & Delivery framework and associated measures, be approved; and
- b) the group membership consist of: Councillors J. McGhee, P. Key, M. Palmer and M. Westley.

12 FORWARD PLAN

With no comments, questions or requirement for a vote, the Forward Plan was **NOTED**.

13 COMMITTEE WORKPLAN

A Member of the Committee requested that an invitation be extended to the organisation 'Future4Me', as their presentation in 2022 had been both informative and timely, following on from concerns raised with Lincolnshire Police regarding youth offending. It was suggested that a return visit would provide some additional background and understanding of such matters for new Members of the Council. This was supported by the Committee and Officers undertook to make the invitation.

With no further comments or questions, the Workplan was **DULY NOTED**.

14 EXCLUSION OF PUBLIC AND PRESS

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

Note: The meeting entered closed session at 6:52pm

15 PREPARATION FOR PRESENTATION FROM LINCOLNSHIRE POLICE

The Committee heard from the Senior Democratic and Civic Officer that Lincolnshire Police were invited to attend a meeting of the Overview and Scrutiny Committee on at least an annual basis. There was a statutory requirement for this to occur, however the Committee used it as an opportunity to understand the current status of 'crime and disorder' in the district, as well as being an opportunity to understand the priorities of the Police and the challenges they faced.

Members were advised that the attendance of the Police took place in a public meeting and therefore specific incidents, situations, or any comments whereby a person might expect to be identifiable, were not permissible. For this reason, the discussions at this stage would be noted by the Democratic Services Officer and shared with the Police, however specific people or incidents would not be discussed during their presentation.

Members of the Committee discussed their concerns regarding incidents in their wards and how these may be translated into wider issues across the district. Specifically, concerns were raised regarding response times, for both 999 and 101 calls; the location of dedicated Officers and, conversely, the drop in numbers of PCSOs; community interaction and whether any recruitment drives had impacted on West Lindsey. It was suggested that some 'follow up' information would be useful, for example regarding the ring-fenced policing teams and current priorities.

A Member of the Committee mentioned a visit by the Police and Crime Commissioner, as there were areas of concern raised that would be more suitably addressed to his Office. It was agreed that the Democratic Services Team would make contact to arrange a visit for the Council.

Finally, with regard to specific incidents in some areas of the district, for example dog attacks, it was agreed that the matter be put forward to the Police and the representative could respond as he saw fit.

It was agreed that information relating to the previous attendances at the Committee be shared with Members for background information.

With no further comments, the Chairman thanked all for their time and brought the meeting to a close.

The meeting concluded at 7.43 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	Information from previous Police presentations to be shared with O&S Committee Members	O&S 03/10/23: Members requested that details of previous visits from Lincolnshire Police be shared in advance of the meeting in November	Minutes of previous meetings shared via email 30/10/23	07/11/23	Ele Snow
Green	New P&D Measure Set to be Shared Via Member Newsletter	O&S 03/10/23: new P&D measure set to be shared with all Members via the Member Newsletter	Please liaise with Democratic Services for publication dates	31/01/24	Darren Mellors
Green	Visit from Police and Crime Commissioner	O&S 03/10/23: Democratic Services to liaise with the Office of the Police and Crime Commissioner in order to facilitate his visit to WLDC		31/12/23	Ele Snow
Green	Initiate Invite to Future4Me to revisit Overview & Scrutiny Committee	O&S 03/10/23: Committee supported a request for a return invitation be made to the Future4Me organisation		30/11/23	Ele Snow

Full Forward Plan - All Committees (as at 30 October 2023)

Purpose:

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

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
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	25 September 2023
Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	25 September 2023
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance Officer	Progress and Delivery Quarter Two (2023/24)	25 September 2023
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	25 September 2023

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technology that meet the needs of our customers and our staff.”

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.	25 September 2023
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.	25 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 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.	25 September 2023
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.	25 September 2023
19 Dec 2023	Contact Centre Technology	Darren Mellors, Performance & Programme Manager	Options for the procurement of Contact Centre Technology	

19 Dec 2023	Additional Community Safety Resources	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for additional community safety resources for business as usual work and related to activity at RAF Scampton.	
19 Dec 2023	Business Plan following Market Street Renewal Share Purchase	Emma Foy, Director of Corporate Services and Section 151	As resolved by Committee a business plan be brought to the Corporate Policy and Resources Committee no later than December 2023 which sets out financial forecasts and any revised operational and governance arrangements required for approval where necessary. this is arising from the decision to purchase all shares made by the Committee in September 2023	
FEBRUARY 2024				
Feb 2024	Committee Timetable 24/25 for Approval (draft 25/26- 27/28)	Katie Storr, Democratic Services & Elections Team Manager	To approve the 24/25 Committee Timetable and to note the dates at this stage for the following three civic years	
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.	25 September 2023
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.	25 September 2023

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.	25 September 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	25 September 2023
8 Feb 2024	Commercial Waste Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for Commercial Waste	
8 Feb 2024	Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For members to approve the annual Business Plan for Surestaff	
8 Feb 2024	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	25 September 2023

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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	25 September 2023
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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	25 September 2023
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24	25 September 2023
22 Jan 2024	Collection Fund - Council Tax Surplus 2023/24 & Council Tax Base 2024/25	Peter Davy, Financial Services Manager	The report sets out the declaration of the	

(Deputy Section 151 Officer)

estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2024 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 2024/25. The tax base is a key component in calculating both the budget requirement and the council tax charge

4 MARCH 2024

8 APRIL 2024

GOVERNANCE & AUDIT

28 NOVEMBER 2023

~~28~~ Nov 2023 Annual Governance Statement Update Lisa Langdon, Jeanette McGarry, Assistant Director People & Democratic Services To update on the Annual Governance Statement 2023-24 Action Plan

28 Nov 2023 Review of Whistleblowing Activity Lisa Langdon, Jeanette McGarry, Assistant Director People & Democratic Services To present data on Whistleblowing Activity in the past Civic year.

23 JANUARY 2024

23 Jan 2024 Review of Local Code of Corporate Governance Emma Foy, Director of Corporate Services and Section 151 To review and update the Local Code of Corporate Governance

16 APRIL 2024

16 Apr 2024 6 monthly Review of Strategic Risks Katy Allen, Corporate Governance Officer For Management Team and G&A to review the Strategic Risks on a 6

monthly basis

JOINT STAFF CONSULTATIVE COMMITTEE

LICENSING

OVERVIEW & SCRUTINY

PROSPEROUS COMMUNITIES

5 DECEMBER 2023

5 Dec 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.	25 September 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.	25 September 2023
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	25 September 2023
5 Dec 2023	First Homes Guidance	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	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	25 September 2023
5 Dec 2023	Humber 2100+ Strategy Update	Ady Selby, Director - Operational & Commercial Services	To update members on work to date by partners of the Humber 2100+ Strategy	
5 Dec 2023	Lincolnshire Discretionary Housing Policy	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	To approve the Lincolnshire Discretionary Housing Assistance Policy	

30 JANUARY 2024

30 Jan 2024	Prosperous Communities Committee Draft Budget 2023/2024 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2024/2025 and estimates to 2028/2029.	25 September 2023
30 Jan 2024	Review of Further Education Taskforce	Grant White, Enterprising Communities Manager	To review the position of the Further Education Taskforce	
30 Jan 2024	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	Annual Community Engagement Report 2022/23	
30 Jan 2024	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	25 September 2023

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.	25 September 2023
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	25 September 2023

Overview and Scrutiny Work Plan

Dates of Meetings:

7 November 2023

Lincolnshire Police

Managing Flood Risk in West Lindsey – twice yearly report

Preparations for invite to Everyone Active (closed session)

16 January 2024

Everyone Active

Scrutiny of P&D mid-year reporting

TBC – Preparations for invite to Lincolnshire Waste Partnership

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

Markets Working Group – twice yearly report

30 April 2024

TBC