

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, 20th February, 2024 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 Moira Westley
Vacancy

1. **Apologies for Absence**
2. **Minutes of the previous meeting** (PAGES 3 - 7)
Meeting of the Overview and Scrutiny Committee held on 16 January 2024.
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 8)
Matters arising schedule setting out current position of previously agreed actions as at 12 February 2024.
5. **Presentation Item - Progress Update: Cultural Strategy** (VERBAL REPORT)
Presentation by Sally Grindrod-Smith, Director – Planning, Regeneration & Communities, regarding a progress update for the Cultural Strategy.

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

Large Clear Print: Braille: Audio: Native Language

6. Public Reports

- i) Preparation for Presentation Item 26 March 2024: Roll Out of the Purple-Lidded Bins

This is a discussion item in preparation for the next meeting.

(VERBAL
REPORT)

7. General Work Items

- i) Forward Plan

(PAGES 9 - 13)

- ii) Committee Workplan

(PAGE 14)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 12 February 2024

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 16 January 2024 commencing at 6.30 pm.

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

Councillor Trevor Bridgwood
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Roger Pilgrim
Councillor Moira Westley
Councillor Christopher Darcel

Also Present: Councillor Stephen Bunney

In Attendance:

Nova Roberts	Director of Change Management, ICT & Regulatory Services
Ady Selby	Director - Operational & Commercial Services
Cara Markham	Commercial Development Manager
Darren Mellors	Performance & Programme Manager
Ele Snow	Senior Democratic and Civic Officer
Chris Duncan	Everyone Active
Martin Miles	Everyone Active
Peter Smith	Everyone Active

Apologies: Councillor Paul Key
Councillor Mrs Diana Rodgers

Membership: Councillor Chirstopher Darcel was appointed as substitute for Councillor Paul Key

25 WELCOME AND THANKS FROM THE CHAIRMAN

The Chairman welcomed all present, including the presenters from Everyone Active and Visiting Members. He also thanked those who had attended the Overview and Scrutiny training session held virtually the previous evening, and requested that a letter of thanks be sent to the trainer. The Chairman went on to express how valuable the training had been and expressed a hope that it be repeated in due course.

26 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday 7 November 2023 be approved and signed as a correct record.

27 MEMBERS' DECLARATIONS OF INTEREST

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

28 MATTERS ARISING SCHEDULE

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

29 PRESENTATION ITEM - EVERYONE ACTIVE

The Chairman extended a warm welcome to Chris Duncan, Martin Miles and Peter Smith from Everyone Active. The Committee heard that their presentation would follow on from a previous meeting of the Committee in November 2022, when they had attended to provide details of works undertaken at the Gainsborough Leisure Centre, outreach programmes across the district and ongoing improvement plans.

On opening their presentation, it was explained that Members would hear details regarding the facilities in Gainsborough and Market Rasen, ongoing work for local communities and programmes upcoming in 2024. Specific attendance data was shared, with Members hearing that West Lindsey Leisure Centre (Gainsborough site) had a recorded attendance of 301,076 for the full previous year 2022 / 23, and attendances at West Lindsey Leisure Centre after nine months 23/24 (up to Q3) was 242,503 compared to 218,032 to the same period last year (22/23), meaning West Lindsey was on track to end the year with an increase of 8% on the previous year. Market Rasen was at 32,479 compared to 29,937 in the same period last year, and was on track to end the year with an increase of 6% on the previous year. Additionally, West Lindsey Leisure Centre had an independent Quest Plus assessment in July 2023, with an overall result achieving 'Very Good'. Of note, the centre had received ratings of 'excellent' in the areas of 'Partnership and Collaboration', 'Financial Management and Performance', and 'Swimming Lessons'.

In relation to facility maintenance at the Gainsborough site, it was explained that 2023 had been a challenging year, with the failure of a heating pump, floor lifting in the squash courts and a lift being out of action as new hydraulics were awaited. Alongside these unexpected repairs, all actions from the Condition Survey had been completed, and a new fire alarm system had been installed.

In relation to the local community impact, Members were handed a copy each of the Everyone Active newsletter, which detailed, among other things, the Cancer Rehab Fighting fit programme, the Healthy Aging Programme, Healthy Workplaces pilot, Kids Dynamo Cricket programme and dementia support and care home visits. Members heard a brief overview of these programmes alongside the other agencies involved, such as the Co-op Community Trust, NHS community services and local mental health charities. Further details

of programmes based out of the Market Rasen centre were also provided, including a national lottery funded women and girls group fitness class.

At the conclusion of their presentation, Members were invited to ask questions, with all understanding that detailed answers or specific data sets may need to be shared outside of the meeting, if information was not immediately to hand.

In response to a series of questions regarding the Fit Village scheme, it was explained that whilst several Parish Councils had made contact, there had not been the take up that had been anticipated initially. It was recognised by all that rising costs such as utility bills could be a barrier to opening up some village halls. It was also recognised that since the initial approaches had been made, there may have been changed circumstances and parish Councils were invited to make contact with the Everyone Active Team if this was now something they could be involved in. In relation to social media contact, it was suggested that Everyone Active could make use of community Facebook pages, rather than just sharing posts on their own page which might not reach the same audience.

With regard to the independent Quest Plus assessment, it was confirmed this had taken place at just the one site, West Lindsey Leisure Centre, however the next assessment would cover both centres.

A Member of the Committee requested that further attention be given to the timings of young people's gym sessions, as the current timings tended to clash with transport times from school, and after school revision sessions, meaning young people were missing out on the opportunity to attend. It was acknowledged that staff were required to have the necessary training to supervise a young people's session, which could prove challenging if trained staff members left the centres, however there was a concerted effort to extend the training amongst staff and also to increase the sessions offered to young people across both sites.

There was significant discussion regarding outreach to care homes, with Members acutely aware of the pressures faced by care homes to provide both health and social care, whilst also facing budget difficulties and needing to manage/avoid the spread of illnesses. It was highlighted that Everyone Active were working with those care homes who had requested their involvement, and there were others who had expressed an interest in being able to deliver programmes themselves, without the need for Everyone Active to be in the home environment. A Member of the Committee suggested that engagement could start with over 55's supported living facilities to give people the confidence to move at that stage, rather than in care homes where residents were perhaps less able to engage in the first place. This suggestion was welcomed and it was acknowledged that there could be further outreach undertaken in this area.

Further discussion covered the provision of in-person fitness classes rather than virtual classes, with a Member of the Committee enquiring as to the safety of users in a virtual class, especially if they were taking the class alone, as well as options for extended use of the centres, for example for children's parties, 'drop-in sessions', or community groups to run active sessions. It was emphasised that the aim was for the two sites to be seen as 'community hub centres' rather than the more traditional 'leisure centre', and there was already evidence of this change of approach being embraced. There was ongoing work with the Recovery College, with two courses having been run from the centre already, and a third one due soon.

As a concluding question, it was enquired as to whether there were any plans in the offing for a replacement pool at the Gainsborough site, in recognition of the fact it had recently achieved 50 years of existence. Officers confirmed that consideration of possible options were already underway.

With no further questions or comments, the Chairman thanked Chris, Peter and Martin for their time, thorough presentation and engaging discussion. He extended an open invitation for them to return to the Committee at a future date, and expressed his, and the Committee's, appreciation and best wishes for their work and further development of community engagement.

Note: The meeting adjourned at 7.20pm in order for the presenters to leave the Chamber, and reconvened at 7.25pm.

30 SCRUTINY OF PROGRESS AND DELIVERY REPORTING THROUGH THE POLICY COMMITTEES

The Committee gave consideration to a report presented by the Change, Programme and Performance Manager, regarding the scrutiny of Progress and Delivery (P&D) reporting through the two policy committees, Prosperous Communities and Corporate Policy and Resources Committees.

Members also heard an update on the activity undertaken to review Progress and Delivery measures since the Committee had resolved for a working group to be created at their meeting on 3 October 2023. At that meeting, there was a request for the proposed measures to be circulated to all Members prior to the working group meeting to allow for greater visibility and engagement. As per this request, all Members were emailed the proposed measure set and were asked to give feedback prior to the group meeting.

The Working Group met on 6 November 2023 and reviewed all measures. This led to the creation of a supporting report detailing the proposed measures, was scheduled to be discussed and formally signed off at Corporate Policy and Resources on 17 January 2024. The Change, Programme and Performance Manager extended his thanks to all Members for their engagement during this process.

With regard to the report presented at this meeting, it was explained that the Progress & Delivery report for Quarter 2 2023/24 had been presented to both the Prosperous Communities Committee on 26 October 2023 and the Corporate Policy and Resources Committee on 9 November 2023. Minutes of both Committees were attached to the report and Members were asked to examine the responses given by those two committees and assure themselves that the appropriate level of challenge was being made to the information contained in the performance report.

The Chairman reiterated the role of the Overview and Scrutiny Committee when addressing the P&D reports, and Members thanked Officers for the quality of the report, including the detail of the Performance Improvement Plans. A Member of the Committee enquired as to whether there had been any discussion at the policy committees regarding enforcement and business rates collection figures.

There was agreement amongst Committee Members that there were common areas of challenge in both policy meetings, and, having been proposed, seconded and voted upon, it was

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

The Chairman thanked the Officers involved in the work and reiterated his thanks to the Working Group and those Members who had provided input into the review of the P&D measures.

31 FORWARD PLAN

The Committee gave consideration to the Forward Plan, detailing workstreams of the Council across all Committees. A Member of the Committee enquired as to the progress of the Cultural Strategy, as there was no scheduled date for it to be presented to a Committee. It was requested whether it could be added to the work plan for the Overview and Scrutiny Committee.

Members were advised that it would be possible to provide an update presentation to inform the Committee of the background to the strategy and how it had come into being, however it would need to be a decision of the Committee to add it to the work plan.

Members indicated their agreement with this approach, with a further request that such a presentation addressed possible timescales for completion of the strategy, with a Member of the Committee also enquiring whether there were any drawbacks to the strategy not being implemented.

With the Committee in unanimous agreement that the update presentation be arranged, there were no further comments or questions, and the Forward Plan was **NOTED**.

32 COMMITTEE WORKPLAN

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

The meeting concluded at 7.38 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	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 Update 06/02/24: to be included in the Feb edition along with Q3 report	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	Update 27/12/23: Contact made previously with Office of the PCC. Response received to confirm date will be arranged in early 2024, WLDC awaiting date options.	31/03/24	Claire Stockdale
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	Update 27/12/23: contact has been made, awaiting further response Update 06/02/24: response received, further discussion underway.	31/03/24	Ele Snow

Full Forward Plan for All Committees (as at 12 February 2024)

Purpose:

This report provides a summary of items of business due at upcoming Committees and Council for the remainder of the Civic Year.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
21 MARCH 2024				
8 Feb 2024	Commercial Waste Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for the Commercial Waste Service	
11 Mar 2024	Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for Surestaff	30 October 2023
8 Feb 2024	Refresh of the current Complex, Difficult and Dangerous Customer Procedure	Lyn Marlow, Customer Strategy and Services Manager	To review the Complex, Difficult and Dangerous customer procedure and support changes to be adopted.	08 January 2024
11 APRIL 2024				
11 Apr 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
11 Apr 2024	Wellbeing Lincs Partnership bid	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Report to agree submission of a bid for the new LCC contract currently held by	08 January 2024

District Councils as Wellbeing Lincs

11 Apr 2024	Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
COUNCIL				
4 MARCH 2024				
8 APRIL 2024				
GOVERNANCE & AUDIT				
12 MARCH 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	30 October 2023
12 Mar 2024	Internal Audit Draft Annual Plan 2024/25		To present the Draft Annual Plan for Internal Audit for the 2024/25 committee year.	08 January 2024
12 Mar 2024	Combined Assurance Report 2023/24		To present the Report from the Combined Assurance aspect for 2023/24.	08 January 2024
12 Mar 2024	Risk Management Strategy Report		To present and review the current Risk Management Strategy	08 January 2024
12 Mar 2024	Accounts Closedown 2023/24 Accounting Matters		To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2023/24 accounts	08 January 2024
12 Mar 2024	External Audit Strategy Memorandum (Plan) 2023/24		To present the 2023/24 External Audit Strategy	08 January 2024
16 APRIL 2024				
16 Apr 2024	Quarterly Review of Strategic Risks	Katy Allen, Corporate	For Management Team and G&A to	30 October

Governance Officer

review the Strategic Risks on a quarterly basis

2023

16 Apr 2024	Internal Audit Quarter 4 Report 2023/24		To present the Quarter 4 2023/24 Internal Audit Report.	08 January 2024
16 Apr 2024	Annual Counter Fraud Report 2023/24		To inform members of counter fraud activity, instances of fraud during the year and future	08 January 2024
16 Apr 2024	Contract and Financial Procedure (CPRS and FPRS) Review		To review West Lindsey District Council's contract and financial procedure rules	08 January 2024
16 Apr 2024	Annual Constitution Review & Monitoring Officer Report	Lisa Langdon	To review the Constitution and provide the Monitoring Officer annual report	08 January 2024

JOINT STAFF CONSULTATIVE COMMITTEE

LICENSING

OVERVIEW & SCRUTINY

PROSPEROUS COMMUNITIES

19 MARCH 2024

19 Mar 2024	Review of Side Waste Policy	Ady Selby, Director - Operational & Commercial Services	To review the side waste policy following a Motion at Full Council in November 2023	08 January 2024
19 Mar 2024	Private Sector Housing Renewal Policy	Andy Gray, Housing & Environmental Enforcement Manager	To approve the Private Sector Housing Renewal Policy	08 January 2024
19 Mar 2024	Economic Growth Strategy Task and Finish Group	James Makinson-Sanders, Economic Growth Team Manager, Sally Grindrod-Smith, Director Planning, Regeneration & Communities	Short paper to outline the establishment of a task and finish group (including terms of reference) to oversee/direct the development of a new economic growth strategy for WL - following direction from Leaders Panel (Jan 24).	

19 Mar 2024	Voluntary & Community Sector Funding 2024/25	Grant White, Enterprising Communities Manager	To approve Voluntary & Community Sector core funding for 2024/25.	
19 Mar 2024	Waste Services Policies Review	Ady Selby, Director - Operational & Commercial Services	To present to Members for approval the Waste Services Policies which has been reviewed in line with approved timeline	
23 APRIL 2024				
23 Apr 2024	Gainsborough Housing and Support Project update	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	This paper updates members on the progress of the Gainsborough Viable Housing Solution - The Gainsborough Housing and Support project and measures successes against agreed outputs.	08 January 2024
23 Apr 2024	Markets Working Group Quarterly Update	Ady Selby, Director - Operational & Commercial Services	To update Prosperous Communities Committee on the quarterly progress of the Markets Working Group	08 January 2024
23 Apr 2024	Garden Waste Service Community Engagement Exercise	Ady Selby, Director - Operational & Commercial Services	For Member to approve a Customer Engagement Exercise which will help shape the service offering in future years	08 January 2024
23 Apr 2024	Annual Progress Report - UK Shared Prosperity Fund	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	To provide the annual progress update to Prosperous Communities Committee as resolved by CP&R Committee in February 2023	
DATE TO BE CONFIRMED				
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	25 September 2023
31 Oct 2023	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	To report on the Community Engagement undertaken during 2022/23	25 September 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
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REGULATORY

14 MARCH 2024

14 Mar 2024	Hemswell Cliff Public Space Protection Order Decision	Andy Gray, Housing & Environmental Enforcement Manager	To determine the proposed extension of the Hemswell Cliff PSPO	08 January 2024
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Agenda Item 7b

Overview and Scrutiny Work Plan

Dates of Meetings:

20 February 2024

Progress Update – Cultural Strategy

Preparation for Visit from Lincolnshire County Council – re Roll Out of Purple Lidded Bins

26 March 2024

Presentation item – Rachel Stamp, Lincolnshire Waste Partnership (follow up on roll out of purple-lidded bins)

Draft Annual Report & Initial Review of Operating Methodology

Markets Working Group – twice yearly report

30 April 2024

Managing Flood Risk in West Lindsey – twice yearly report