

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, 26th March, 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 - 8)
To confirm and sign as an accurate record the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday, 20 February 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 9)
Matters arising schedule setting out current position of previously agreed actions as at 18 March 2024.

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

Large Clear Print: Braille: Audio: Native Language

5. **Presentation Item - Paper and Cardboard Recycling Collections (Roll-out of the Purple-Lidded Bins)** (VERBAL REPORT)
Presentation by Rachel Stamp, Contract Management and Performance Senior Officer from Lincolnshire County Council, regarding paper and cardboard recycling collections (roll-out of the purple-lidded bins).
6. **Public Reports**
- i) Markets Working Group Six Monthly Update (PAGES 10 - 15)
 - ii) DRAFT Annual Report - Overview & Scrutiny and Review of Operating Methodology (PAGES 16 - 39)
7. **General Work Items**
- i) Forward Plan (PAGES 40 - 45)
 - ii) Committee Workplan (PAGE 46)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 18 March 2024

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 20 February 2024 commencing at 6.30 pm.

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

Councillor Trevor Bridgwood
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Roger Pilgrim
Councillor Moira Westley
Councillor Karen Carless

Also Present: Councillor Mrs Lesley Rollings
Councillor Trevor Young

In Attendance:
Nova Roberts Director of Change Management, ICT & Regulatory Services
Sally Grindrod-Smith Director Planning, Regeneration & Communities
Ady Selby Director - Operational & Commercial Services
Ele Snow Senior Democratic and Civic Officer

Apologies: Councillor Jeanette McGhee

Membership: Councillor Karen Carless was appointment substitute for Councillor Jeanette McGhee

33 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday 16 January 2024 be approved and signed as a correct record.

34 MEMBERS' DECLARATIONS OF INTEREST

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

35 MATTERS ARISING SCHEDULE

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

36 PRESENTATION ITEM - PROGRESS UPDATE: CULTURAL STRATEGY

The Committee heard from the Director for Planning, Regeneration and Communities regarding the progress of the Cultural Strategy. This had been requested, and passed by unanimous vote, at the previous meeting of the Overview and Scrutiny Committee in January 2024.

The Committee heard that the Peer Challenge in 2020 had recommended:

“The Council should therefore consider a Cultural Strategy to understand the work that is needed in order to maximise the benefits and to achieve a clear strategic position.”

The Cultural Research Report in June 2021 identified cultural activity already taking place across the district and identified key themes for future work. The Cultural Strategy Action Plan in September 2021 identified five priority work streams and a Cultural Events and Marketing Officer fixed term role was established and recruited to. It was explained that the Director of the Centre for Culture and Creativity at the University of Lincoln, and the Midlands Chair of Arts Council England had supported the Council to develop the brief to tender for the provision of services for the delivery of a Cultural Strategy. In the summer of 2022, Tom Flemming Consultancy was appointed after a competitive tender exercise. In September 2023, a session was held for all Members to explain the background, development and purpose of the Cultural Strategy with the intention of it being presented to the Prosperous Communities Committee for final approval.

With regard to the Leisure, Culture, Events and Tourism Member Working Group (LCET), it was explained that the group had oversight of the development of the Cultural Strategy. Objectives of LCET were:

- To work together to actively promote the district’s strengths and to maximise opportunities.
- To ensure the work undertaken across leisure, culture, events, and tourism is co-ordinated and aligned with corporate priorities.
- To lobby, influence and challenge the wider organisation to highlight the importance of the work of the group.
- To market the district as a location for major events and festivals.
- To champion activities in relation to leisure, culture, heritage, events and tourism.

The Committee heard that the group met monthly and was supported by Officers from across the relevant council service areas. LCET fell under the parentage of the Prosperous Communities Committee and, as with all Working Groups, had no direct decision-making powers, instead feeding into the work plan of the parent committee.

With regard to the next steps for the Cultural Strategy, the Director – Planning, Regeneration and Communities explained that having received feedback from Members following the session in September 2023, and via LCET, the following steps had been identified:

- Strategy to be updated to reflect feedback
- Finalisation of an Executive Summary
- Final review by Leisure, Culture, Events and Tourism Group
- Prosperous Communities Committee receive the Cultural Strategy for consideration and approval
- Funding secured for Cultural Development Officer – move to recruitment
- Delivery of action plan

The Chairman thanked the Director for her presentation and invited questions or comments from the Committee. Members expressed their support for the approval of the Cultural Strategy and recognised the potential benefits for the district. Events such as the Illuminate festival were praised and highlighted as being well received by the community. A Member of the Committee enquired as to the involvement of Ward Members to ensure a district-wide approach, as well as how other areas of 'culture', being such a broad term, could be at risk of being overlooked. He provided examples such as the strong biker community in Lincolnshire, the area's armed forces history and the waterways.

In response, it was explained that involvement from Ward Members was always invited and strongly encouraged, as was involvement with Town and Parish Councils. It was necessary to sustain the funding for cultural events, with the strategy providing the foundation for that, and to then enable the extension of all cultural events across the district.

The Chairman invited to speak Visiting Member Councillor L. Rollings, Deputy Leader and Chairman of LCET. She thanked the Committee for their comments and expressed her support for the views expressed. She also thanked the Chairman of the Committee for his work over previous years to develop the cultural offering in the district. She recognised that the term 'culture' covered such a breadth of area and highlighted the desire for the Cultural Strategy to incorporate the grass-roots level work that was already happening across the district, enabling activities in communities and recognising the opportunities already out there. She expressed to the Committee the need for there to be the recognition of local talent, and understanding of how the local communities managed their own events. The need for the Cultural Strategy to progress was well recognised, in order to build those foundations across the district.

The Chairman thanked Councillor Rollings for her comments and summarised to the Committee that the strategy provided the philosophy of what the Council was doing, underpinning all of the threads that had been discussed, and stated it was key for the strategy to be in place in order to open opportunities to secure funding which would in turn build and grow the cultural offering in West Lindsey.

In looking at the Committee to offer support to the progression of the Cultural Strategy, the Chairman read aloud two recommendations. Having been proposed and seconded, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the Cultural Strategy be included on the Prosperous Communities work plan for a future meeting; and
- b) the terms of reference for the Leisure, Culture, Events and Tourism Member Working Group be reviewed for approval by the Prosperous Communities Committee.

37 PREPARATION FOR PRESENTATION ITEM 26 MARCH 2024: ROLL OUT OF THE PURPLE-LIDDED BINS

The Chairman introduced the item and explained to Members it was a discussion item in preparation for their presentation from Rachel Stamp, Contract Management and Performance Senior Officer from Lincolnshire County Council, at the meeting on 26 March 2024. The Chairman explained to Members that scrutiny was seeking an update on the roll out of purple bins across Lincolnshire, and there would be an opportunity for Members to ask questions and make comments ahead of the next meeting.

The Director of Operational and Commercial Services presented background information to the item, explaining that the roll out the purple-lidded bins in West Lindsey took place in April 2022, following a decision from Members in November 2021 to give residents the opportunity to separate paper and card from other recyclables, as the Council aimed to produce a cleaner product from residents' recycling and to prevent contamination. He then highlighted the following salient points:

- West Lindsey was the third district council in Lincolnshire to make this decision along with Boston Borough Council and Kesteven District Council.
- The initiative provided better and improved environmental outcomes for West Lindsey and linked with the Council's Joint Municipal Waste Strategy objectives which were to improve the quality of recycling and produce a common set of materials produced across Lincolnshire and contribute to the recycling target.
- The purple bin collection was operated on an alternate fortnightly basis to the blue bin at no additional cost to residents.
- The collaborative work effort between West Lindsey and Lincolnshire County Council, the authority for waste disposal, was successful and officers from both authorities worked hard to bring the scheme forward, from officers working on the ground supporting the roll out, as well as the customer service support available to residents.
- The Council had tested and successfully implemented Artificial Intelligence (AI) for the first time, with a web bot used to answer residents' questions, to reduce demand and respond in a timely manner to residents.
- There were some issues with embedding the scheme and the change for residents recycling, for example there were instances with bins being rejected, but the

service was now embedded in the district with cooperation from residents and was operating business as usual now.

- In terms of dry paper and card contamination, contamination had been reduced from 30% to under 10%.

Members listened to the presentation and observed the increase in cardboard and paper packaging from online deliveries to residents and this was being left as there was not enough room for this to fit in residents' bins. The Director of Operational and Commercial Services responded that the team made every effort to collect overspill cardboard left out by residents on collection day. However, if this had been left outside and become wet it would not be possible to be collected as this would contaminate the waste collection load. He advised that residents should break down and fold cardboard packaging as much as possible to fit inside their bin.

In preparation for the next meeting, Members and officers discussed possible questions to pose to Lincolnshire County Council. Members proposed the following questions:

- What has the impact been of the roll out of the purple bins on a county-wide scale?
- How does West Lindsey compare to other councils in the district in terms of quality and quantity of product from waste collections?
- What has been the impact on residual waste rates? Has pressure reduced from the waste plant in North Kesteven?
- Will Lincolnshire County Council continue to support with commerce and engagement with residents following the conclusion of the project to ensure that contamination is kept to a minimum?
- Has Lincolnshire County Council achieved their own corporate objectives from the scheme? What is the financial impact of the scheme and has it generated additional income for the Council?
- What can we do to promote in the Southwest Ward which still use sack collections?
- What is the impact on the overall recycling rate for Lincoln and how does this compare to the national benchmark?

The Chairman thanked the Director of Operational and Commercial Services for his input and invited Members to send any additional questions to the Senior Democratic Services Officer to be included in preparation for the presentation from Lincolnshire County Council at the next Overview and Scrutiny meeting on 26 March 2024.

38 FORWARD PLAN

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

39 COMMITTEE WORKPLAN

The Chairman suggested that the Committee could receive updates regarding the Health Scrutiny Committee. This was noted to be included in future agendas.

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

The meeting concluded at 7.18 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	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. Session undertaken 29 February 2024 via MS Teams	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.	29/03/24	Ele Snow
Green	Update from the Health Scrutiny Committee	Include updates from the Health Scrutiny Committee representative on future O&S agendas.	O&S 20.02.24: The Chairman requested for updates to be received by the Committee	31/05/24	Ele Snow

Agenda Item 6a



**Overview and Scrutiny
Committee**

Tuesday, 26 March 2024

Subject: Markets Working Group Six Monthly Update

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 Members on progress with the
Member Market Working Group

RECOMMENDATION(S):

- 1. Members note progress made by the Member Markets Working Group**
- 2. Members consider a review of membership of the Group**

IMPLICATIONS

Legal: None from this report

Financial :FIN/157/24/MT

No financial implication arising from this report

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

Staffing : None from this report

Equality and Diversity including Human Rights : None from this report

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None from this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

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

[IMPLICATIONS \(west-lindsey.gov.uk\)](https://www.west-lindsey.gov.uk)

Risk Assessment :

The main risk is that the Group may not provide effective oversight of the Markets Action Plan or develop new and further opportunities for the growth of the Markets, this is mitigated by ensuring the Group meetings are regular and conducted in line with its Terms of Reference.

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 Prosperous Communities Committee heard a report on 12 September 2023 updating Members of progress with the previously agreed three-year Market Action Plan.

1.2 At the meeting Members resolved to establish a West Lindsey Markets' Member Working Group with associated Terms of Reference. The Group was tasked with meeting on a four-weekly basis with an additional requirement to report progress back to this Committee on a six monthly basis, this paper is the first of those reports.

1.3 The following Members were nominated and seconded to serve on the group;

Councillor Lesley Rollings
Councillor Trevor Young
Councillor Stephen Bunney
Councillor Angela Lawrence
Councillor Jacob Flear

1.4 The Terms of Reference (ToR) state that the Chair of Prosperous Communities Committee requested the establishment of the West Lindsey Markets Members Working Group to provide oversight of ongoing delivery of the West Lindsey Markets Action Plan and to develop new and further opportunities for the growth of this key element of our economic and community offering.

1.5 The ToR go on to state that the purpose of the Working Group is;

- i) To keep under review the delivery of the approved West Lindsey Markets Action Plan
- ii) To provide biannual updates to Overview and Scrutiny on progress with delivery of the West Lindsey Markets Action Plan
- iii) To develop new ideas to support the delivery of the vision for West Lindsey Markets and their viability / offer.
- iv) To develop Members understanding of the strategic and operational work being undertaken by the Council to support the delivery of the vision for West Lindsey Markets
- v) To support officers in engaging with Town and Parish Councils to improve the West Lindsey Markets Offer across the District
- vi) To support the development of future trader, business, and community engagement

2. Update

2.1 To date, three meetings of the working group have taken place, the first one on October 3 and the second on 29 November 2023, the third meeting took place on January 19, 2024.

2.2 The Group has been quorate at each of its meetings and a number of officers from Operational Services, Commercial Services and Economic Development have supported by providing updates and advice.

2.3 A standard agenda is used with the following items;

- Current performance
- Operational issues
- Towns Manager Update
- Market Action Plan Update
- Communications
- New Market Stalls

2.4 Additional items can be discussed and to date these have included input into the refreshed Trader Rules and Regulations, revised Fees and Charges and also support for a proposed specialist market.

2.5 Members also received analysis of the two-day Christmas Lights, this was well attended and received much positive feedback, both directly and digitally.

2.6 Trader numbers have remained stable for both the general market and the monthly Farmers Market, however there is recognition that numbers remain well below Members aspirations.

2.7 Following Members of Prosperous Communities Committee resolving to amend Trader Rules and Regulations, a potential Specialist Market Operator (SMO) has approached Officers with a proposal to host an antiques market offering on most Saturdays between April and October. The operator has an aspiration to attract enough traders to fill forty-five stalls each week. Officers are supporting the SMO with comms and marketing; due to the proposed size of the market, an Event Plan is being at the West Lindsey Safety Advisory Group ahead of go-live.

2.8 A decision on future market stalls has yet to be made. Members and Traders have received demonstrations of two types of stalls; an expensive, heavy-duty stall appeared popular with Traders. A visit to Barnsley Market to further understand the implications of procuring this model has twice been cancelled due to last-minute conflicting demands for Members, however is now confirmed for late March. A less robust, but cheaper model is currently being assessed following an officer visit to Barton on Humber market. A further alternative would be to continue using the current stalls.

2.9 The Towns Manager has reported to the Group on how the Council is also supporting Markets at Caistor and Market Rasen. A Towns Manager update is also presented to LCET Member working group bi-monthly, ensuring that town centre activity is linked to the wider cultural agenda.

2.10 There has been lengthy debate in Group meetings regarding the role of Town Councils in the delivery of the Markets in West Lindsey.

2.11 Councillor Jacob Flear has indicated he is unable to attend future meetings of the Working Group due to work commitments. Overview and Scrutiny Committee should consider recommending a revised membership of the group to the parent committee, Prosperous Communities.

3. Summary

3.1 Due to conflicting demands, including the Storm Babet response, it hasn't been possible for the group to meet strictly in line with timescales outlined in the Terms of Reference. However, meetings have seen strong debate with progress in some areas.

3.2 Officers will continue to support Members in the group and report back to Committee in line with agreed timescales.

Agenda Item 6b



**Overview and Scrutiny
Committee**

Tuesday, 26 March 2024

**Subject: DRAFT Annual Report - Overview & Scrutiny 2023/24 and
Review of Operating Methodology**

Report by:

Councillor P. Howitt-Cowan
Chairman of the Overview and Scrutiny
Committee

Contact Officer:

Ele Snow
Senior Democratic and Civic Officer

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 2024.

[For Annual Council]

That Members receive the Annual Report from the Overview and Scrutiny Committee

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:

Data Protection Implications:

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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 and can be found [here](#)

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

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

Key Decision:

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

Yes

No

DRAFT

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 he details the work his 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 We started the 2023/24 Civic Year with an election, a change of Council Leadership and a significant number of newly-elected Councillors. This year has been a period of learning for all of us: some learning the ropes, some refreshing our memories, all of us learning how to work together in a new Council. This learning has been reflected through the Overview and Scrutiny Committee and I am confident when I say, we finish this year in a stronger and more informed position than when we started it.
- 2.2 This year for the first time, Members of the Overview and Scrutiny were provided with a Members' O&S Handbook in order to cover some of the main functions and responsibilities of the Committee. This handbook (attached at Appendix 1) will be reviewed at least every four years, although I do anticipate we shall do a 'light touch' review over the summer, once we have a full year's experience to help guide us.
- 2.3 In addition to the handbook, we also received an excellent training session from Bethan Evans, on 15 January this year. We heard not only where we do things 'correctly' at West Lindsey, but also how we as a Committee can strengthen our role as that 'critical friend'. It really was an excellent session, and I would like to again extend my thanks to Bethan. I do hope delivery of that session becomes standard training practice for our Committee.
- 2.4 Moving on to Committee business, this year we have again been involved in the Progress and Delivery work programme, with scrutiny of the six-monthly reports and the working group assisting with the review of the P&D measure set. We have welcomed visitors and guest speakers, with some already set to return next civic year, and we have continued with work streams which had commenced in previous years.
- 2.5 At the start of the year, we undertook a review of the Operating Methodology, with this again due to take place at the start of the 2024/25 Civic Year. The Operating Methodology is attached at Appendix 2, with further details of the review provided in Section 5 of this report.

- 2.6 As I write this report looking back over the year, it is humbling to see how far the Committee has come in a short space of time, and I look forward to continuing our work together in the coming year.

3 Progress and Delivery

- 3.1 As I mentioned, the Committee has been involved, as always, with the scrutiny of the Progress and Delivery reporting through the two policy committees. Good debate is enjoyed by all, and we are well in the habit of scrutinising the scrutiny, so to speak! I would like to express my thanks to Darren Mellors and Claire Bailey of the Performance Management team, they really do do a wonderful job with their reports.
- 3.2 Members of the Committee also formed a working group in order to review the P&D Measure Sets. This is a piece of work that happens every couple of years and is strongly supported by the O&S Committee. I am pleased to report that the amended measure set has progressed through the policy committees and been approved for use from April 2024. No doubt we shall see the benefit of these once the six monthly reporting cycles are underway.
- 3.3 It would be remiss of me not to mention the success of the Performance Improvement Plans, which have been in place now since 2022 and were, in part, the result of the Overview and Scrutiny Committee pushing for increased monitoring of those areas where there were repeated concerns. I must say, the plans are clear, concise and easy to follow, and assist the Committee no end when we are considering whether there is need of a service performance review through Overview and Scrutiny processes.
- 3.4 I am certain the role of Overview and Scrutiny through the Progress and Delivery reporting will continue in the coming year and I look forward to welcoming Darren and Claire to our meetings again.

4 Programme of Outside Agencies and Presentation Items

- 4.1 This year the Committee has continued apace with a list of invited guests and presenters. There has been the attendance by Inspector Michael Head, from Lincolnshire Police, which although is arranged in line with statutory requirements, always proves to be an engaging and in depth discussion piece. We have again welcomed Everyone Active, who show clear signs of extending the community outreach programmes the Council has been so keen to see, and we have also welcomed Rachel Stamp, regarding the successes of the purple-lidded recycling bins across our district and the county.
- 4.2 There have been three areas of ongoing work which have been presented to the Committee for input or update purposes. Mr Selby, our Director of Commercial and Operational Services, has presented to the Committee on several occasions regarding the progress of the Markets

Working Group and also the well-established Flood Risk Management Working Group. As I write, I am anticipating the upcoming flooding update at our April meeting and I do hope our communities impacted by the flooding earlier this year are on the way to recovering some kind of normality.

- 4.3 The third area of work through Overview and Scrutiny this year, which has been a new one for many of us, was the progress of the Cultural Strategy. We heard from Mrs Grindrod-Smith, Director of Planning, Regeneration and Communities, providing us with a very thorough understanding of the background to the strategy and the potential benefits for the district. The Committee made two recommendations to the Prosperous Communities Committee regarding the continuation of the Cultural Strategy and we await their response. *To be updated after PC Cttee on 19 March.*

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. As a new Committee, with many new Members, this proved to be excellent opportunity to understand the role of the Committee and how the Operating Methodology guides and supports our scrutiny role.
- 5.2 At the end of the previous civic year, Members of the Overview and Scrutiny Committee had suggested amendments to the Operating Methodology as a part of the Annual report and Constitution Review. These amendments were discussed in detail and subsequently agreed by the Committee, with the approved Operating Methodology available here as Appendix 2.
- 5.3 *In line with the established approach to review the Operating Methodology at the end of each civic year, for any proposed amendments to be considered in line with the Constitution Review and for approval by the O&S Committee at the start of the next civic year, the current Operating Methodology formed a part of the discussions at our meeting in March 2024. Comments arising from that meeting have been logged on the Matters Arising schedule, to be considered alongside the Constitution Review.*
- 5.4 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 I have no doubt we will again have a full and varied work plan throughout the 2024/25 Civic Year. We will of course welcome Lincolnshire Police again, and possibly see a return of Everyone Active. *To be updated with*

more detail subject to meetings in March and April prior to Annual Council.

7 Concluding Remarks

7.1 *For the Chairman to complete or not as he wishes*

DRAFT

Overview & Scrutiny Committee Handbook

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Introduction to Scrutiny at West Lindsey District Council

Legislative journey of all O&S Committees in brief

- Created by the Local Government Act 2000
- Required for the three main governance options – mainly designed for Executive models
- An O&S Committee was originally also required for fourth option authorities (Committees)
- Councils free to design their own O&S framework
- Localism Act 2011 extended the Committee option to all
- **Localism Act does not require an O&S Committee in a Committee model**

Under the Localism Act, the role of an O&S Committee includes:

- Influencing policies and decisions of the council and others
- Reviewing or scrutinising decisions
- Make reports or recommendations to the authority relating to its functions
- Make reports or recommendations to the authority which affect the area/inhabitants

What does this mean for West Lindsey?

- WLDC is a 4th option council – ie, operates a Committee system
- We are not required to have a specified scrutiny committee
- It is for the Council to design, and therefore follow, the scrutiny framework
- The roles, responsibilities and function of the WLDC Overview and Scrutiny Committee are laid out within the Constitution and the Operating Methodology, both of which are reviewed annually.

And in practical terms?

- The Overview & Scrutiny Committee is governed by the same regulations as any other committee – seats are appointed to by Council, meetings are set out in the Committee Timetable, and agendas are published in advance of the meeting (legal requirement = 5 clear working days, this equates to papers being published on a Monday for a meeting the following Tuesday).
- There are 8 scheduled meetings of the O&S Committee per Civic Year.
- There is a work plan of standing items, as well as clear provision for building the work plan throughout the year.
- There are certain statutory functions which are discharged through the O&S Committee, most notably the attendance of the Police (see page 7).

The purpose of the O&S Committee is to be the ‘critical friend’.

Consider questions like:

- Is that really the best option?
- Have you considered this alternative?
- Is there a better way of doing things?
- Is there proper evidence to support that decision?
- Are we being blinkered?
- **Be the critical friend!**

Work Planning

Each meeting will have a set of 'standing items' on the agenda. These are:

- **Matters Arising Schedule** – this is a record of actions which have been identified through the course of discussions in Committee meetings and are usually allocated to an Officer to complete. The schedule is presented as a 'for noting' item, meaning there is no vote required, however Members may ask for relevant updates or remedial actions should they wish.
- **Full Forward Plan** – this is also a 'for noting' item, however, it provides a summary of all items of business due at all upcoming meetings and is the basis from where requests for pre-decision scrutiny can be made (see page 10 of this guide)
- **Committee Work Plan** – also a 'for noting' item and details the items of business expected at upcoming meeting of the O&S Committee. Should be viewed alongside the Full Forward Plan as it will inform what scope there is regarding agenda management.

Certain items in the O&S calendar are factored into the work plan from the outset.

These are:

- Approval of the Operating Methodology (first meeting of each Civic Year)
- Approval of initial Committee Work Plan (first meeting of each Civic Year)
- Review of the Draft Annual Report and Operating Methodology (penultimate meeting of each Civic Year)
- Scrutiny of Progress and Delivery reporting to the Policy Committees (usually June and January)

There have been additional reports approved in the previous Civic Year that are now factored into the work plan:

- Management of Flood Risk in West Lindsey (twice a year, March and September)

There also needs to be an allocated meeting for the Police to attend in order to "discharge the statutory functions arising under section 19 of the Police and Justice Act 2006 relating to issues of crime and disorder...".

When outside agencies are invited to attend, the meeting prior to their attendance will have an item on the agenda specifically to prepare for the following meeting.

Work planning is easiest after the first Civic Year of a new term of Office. The most difficult time is the first meeting after an all-out election. Using the standing items as detailed above means there can be structure to the O&S meetings even as the work plan remains in development.

Both policy committees can refer work streams to the O&S Committee. The O&S Committee themselves can identify 'pre-decision' scrutiny items. However, there are clear processes by which these need to take place, namely, those within the Operating Methodology.

The Committee Work Plan is a 'live' document. It is reported to each meeting of the committee and can be amended, added to, or items removed from, as the Committee chooses. Any amendments must adhere to the processes set out within the Operating Methodology and be subject to a proposer, a seconder, and be carried by a majority vote.

Operating Methodology

The Operating Methodology for the Overview and Scrutiny Committee sets out the criteria for fulfilling the main functions of the Committee.

The methodology was introduced in 2014, with an updated version reviewed and agreed by the Committee in 2019. It is reviewed annually with amendments considered in line with each annual review of the Constitution.

There are three main areas:

- Performance Management (see page 6)
- Pre-decision Scrutiny (see page 10)
- Project Work (see page 10)

All items of business for the Committee should adhere to the processes as set out in the Operating Methodology. It is the one document that should be kept to hand (alongside this guide!) You can find it attached at Appendix 1.

Call-In

Call-in is a tool to be used should Members of the O & S Committee have evidence which suggests that the policy committee(s) did not take a decision in accordance with the principles set out in Article 12 of the Constitution. The procedure for calling in a decision is attached to this guide as Appendix 2 (and can also be found in the Constitution Part V, page 29).

In recent years, the O&S Committee has been primarily focused on pre-decision scrutiny rather than call-in. This is for two reasons. Firstly, decisions made at the policy committees have followed due process, meaning they cannot be called-in. And secondly, the involvement of the O&S Committee in pre-decision scrutiny enables wider influence on the recommendations to the policy committee for that final decision. The policy committees are not obliged to accept the O&S recommendations however, collaborative working as the '**critical friend**' has proven to be a stronger approach for O&S than using call-in. It is worth noting that where there has been pre-decision scrutiny, that decision then cannot be called-in.

To summarise:

- Call-in = scrutinise whether the decision has followed due process **AFTER** the decision has been made
- Pre-decision Scrutiny = scrutinise the 'intended decision' (recommendations) **BEFORE** they are made.

Performance Management

There are two elements to the O&S functions in relation to Performance Management:

- Scrutiny of Progress and Delivery reporting, as presented to the Policy Committees
- Service Performance Reviews, as detailed in the Operating Methodology

Progress and Delivery reporting (P&D) is undertaken by quarter. The two policy committees receive the Quarter 2, Quarter 4 and Year End reports. Quarters 1 and 3 are shared with all Members via the Member Newsletter.

It is the role of the policy committees to examine the details of the reports. It is expected that there will be challenge regarding service underperformance; it is expected that there will be direction for remedial action; and it is expected that further details will be sought when necessary. It is also expected that recognition be given where services have either improved as required, or exceeded performance requirements.

The policy committees can request the O&S Committee to undertake Service Performance Reviews (see Operating Methodology).

The P&D reports are also presented to the O&S Committee. However. The role of the O&S Committee is to scrutinise the work undertaken by both policy committees in relation to P&D. For example, if a service is not performing, has this been recognised and have remedial actions been requested? Have the policy committees recognised whether a service has underperformed for at least two consecutive reporting periods? If yes, have they requested a Service Performance Review?

It is not the role of the O&S Committee to scrutinise the details of the reports themselves. Rather, the Committee needs to focus on the 'overview' element of their function.

The O&S Committee will be provided with the full minutes of the policy meetings where P&D reports are considered.

Should Members of the O&S Committee wish to have first hand experience of the P&D discussions at the policy meetings, they can attend as Visiting Members or watch the webcast.

Measures Setting Working Group

In years 1 and 3 of each term of office, there is a 'deep dive' conducted into the P&D measures. There is a Member Working Group set up through the O&S Committee to work with Officers to present the reviewed and amended measure sets to the policy committee(s). Those amended measures are then implemented in the subsequent year.

Outside Agencies

The O&S Committee has a significant role to play in terms of ensuring residents, businesses and visitors in West Lindsey are well looked after, for want of a better phrase. To this end, the Committee can extend invitations to outside agencies in order to improve, support, collaborate, in ways that will support the district.

Examples of this in the past include:

- East Midlands Ambulance Service (O&S seeking improved service across WL)
- Citizens Advice Lindsey (O&S showing public support for the services provided across the district, and demonstrating best value as they are part funded by WLDC)
- Environment Agency (O&S seeking collaborative working following instances of flooding in the district – this then led to the Flood Risk Management working group and the twice-yearly reports that you will see on the work plan)

These can be stand-alone items or return visits can be requested, there can also be a continued theme between an outside agency and the Committee, which can be programmed into the Work Plan. For example:

- An invitation was extended to Everyone Active as there had been concerns amongst Members regarding service provision in the district;
- Their attendance at the O&S Committee was considered to be:
 - scrutiny, of their service provision;
 - a review of their performance (as detailed in P&D reporting);
 - an invitation to consider ways to improve and work collaboratively;
 - and an offer of support from Members to help facilitate improvements.

Prior to each attendance of an outside agency, the Committee will consider what is being requested of the guest attending. Questions will be presented to the guests in advance of their attendance to ensure they have the necessary information to hand on the night.

The purpose of inviting outside agencies is not to be critical and accusatory, even where there may be perceived cause. The O&S Committee can be challenging, and conversations can be robust, but there must be a clear purpose and direction of debate.

*What is your 'exam question'?

*What do you most want to understand out of this visit?

*How is that best going to be achieved?

Attendance by Lincolnshire Police

Whilst technically an Outside Agency, the Police are required to attend in order to meet a statutory requirement. The same principles are engaged – the committee will consider the focus of the questions in advance of the guest attending. Previous discussions have focused on funding, increasing numbers of Police Officers, engagement between Police and Councillors as well as the main challenges across the district. The focus tends to be on collaborative working and how that can be improved.

Further Reading

Centre for Governance and Scrutiny main website: <https://www.cfgs.org.uk/>

Link to an interesting read article regarding 'Scrutiny in Committee System Authorities:

<https://www.cfgs.org.uk/long-read-scrutiny-in-committee-system-authorities/>

LGA's 'A Councillor's Workbook on Scrutiny':

https://www.local.gov.uk/sites/default/files/documents/11%2064_Scrutiny%20for%20councillors_03_1.pdf

APPENDIX 1: 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 four '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.

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.

Updated Versions / Amendments to Operating Methodology*:

June 2019

May 2022

June 2023

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

APPENDIX 2: Excerpt of Constitution – Part V Rules of Procedure pages 29 – 31

14. Call-In

14.1 Call-in should occur where members of the Overview and Scrutiny Committee have evidence which suggests that the policy committee(s) for which it is responsible did not take the decision in accordance with the principles set out in Article 12.

14.2 Five working days are to be allowed for the call-in of decisions. The procedure is as follows –

- (a) If four members on the Overview and Scrutiny Committee wish to call in a decision with a view to requesting that the relevant policy committee reconsiders the decision, this must be done within five working days of publication of the decision, provided the issue in question has not been recorded as urgent.
- (b) Any request to call in a decision must be in writing, be signed by the four members and set out the resolution to be considered. The call-in notice should also set out the reason(s) why the decision should be reconsidered. The notice should be sent to the Head of Paid Service no later than 5pm on the fifth working day following publication of the decision.
- (c) Decisions can only be called in once and must be considered at the next meeting of the Overview and Scrutiny Committee unless the agenda for that meeting has already been published. If the agenda has been published, the issue will be considered at the subsequent Overview and Scrutiny Committee meeting unless the matter is considered urgent by the Chairman of the Overview and Scrutiny Committee, taking into account any views of the Chairman of the Committee whose decision has been called in.
- (d) The date of publication of the decision will be deemed to be the day on which the minutes were published on the Council's website.
- (e) If having considered the decision the Overview and Scrutiny Committee may:
 - (i) refer back to the relevant policy committee for further consideration, setting out in writing its recommendations; or
 - (ii) not refer back to the relevant policy committee and the decision shall take effect on the date of the overview and scrutiny meeting.

14.3 Where a matter is to be referred to another committee, call-in only applies after the matter has been considered by that other committee.

14.4 Call-in does not apply to recommendations to Council nor to Council decisions themselves.

14.5 The Chairman of the committee whose decision has been called in shall be invited to the Overview and Scrutiny Committee meeting when the item is considered. The Chairman of the Overview and Scrutiny Committee (or his/her representative) shall attend the policy committee meeting when the called-in item goes back for consideration.

14.6 Where a policy committee does not wish to accept the recommendation(s) of the Overview and Scrutiny Committee on a called-in decision, the decision shall be referred to Council.

14.7 The call-in procedure set out above shall not apply where the decision being taken by the policy committee is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The record of the decision shall state whether, in the opinion of the decision-making committee, the decision is an urgent one and, therefore, not subject to call-in. The committee taking the decision must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. The Chairman of the Overview and Scrutiny Committee shall be consulted before any matter is dealt with under this urgency procedure.

14.8 Urgency in this context goes further than the urgency provisions contained in the Local Government (Access to Information) Act 1985 relating to late reports. A report may well have been submitted to the relevant committee in good time but the implementation of the decision is nevertheless considered urgent.

14.9 The operation of the provisions relating to call-in and urgency shall be monitored annually.

Overview and Scrutiny Operating Methodology

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2. Pre-decision scrutiny (also known as pre-scrutiny and identified from the Forward Plan)
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- 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

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- 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.

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.

Updated Versions / Amendments to Operating Methodology*:

June 2019

May 2022

June 2023

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

Full Forward Plan for All Committees (as at 18 March 2024)

Purpose:

This report provides a summary of items of business due at upcoming committee 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				
21 MARCH 2024				
21 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
11 Mar 2024	Commercial Waste Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for the Commercial Waste Service	12 February 2024
21 Mar 2024	Commercial Opportunity Update	Ady Selby, Director - Operational & Commercial Services	To update Members on progress with a bid for a commercial opportunity	
21 Mar 2024	Establishment of the District Joint Committee for devolution purposes	Lisa Langdon	To update on the progress to date that has been made in relation to establishing a Joint Committee of the 7 Districts for the purposes of devolution	
11 APRIL 2024				
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 District Councils as Wellbeing Lincs	08 January 2024
11 Apr 2024	Private Rented Sector Commitment - Recommendation from Prosperous	Andy Gray, Housing & Environmental	To approve the recommendations relating to the PRS commitment from	

Communities Committee

Enforcement Manager

Prosperous Communities Committee
on 19/3/24

23 MAY 2024

23 May 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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23 May 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
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23 May 2024	ICT Policy Update	Cliff Dean, ICT Team Manager	Approval for the Information Systems Asset Management Policy, ICT Generative Artificial Narrow Intelligence, Large Language Model, Automation Policy and the Monitoring Policy	
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27 JUNE 2024

27 Jun 2024	Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
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COUNCIL

8 APRIL 2024

8 Apr 2024	Outcome of the Greater Lincolnshire Devolution Deal Consultation Exercise	Ian Knowles, Chief Executive	To present the findings of the recent consultation exercise undertaken by Lincolnshire County Council and to highlight proposed amendments to the devolution deal.	
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GOVERNANCE & AUDIT

16 APRIL 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 Apr 2024	Quarterly Review of Strategic Risks	Katy Allen, Corporate Governance Officer	For Management Team and G&A to review the Strategic Risks on a quarterly basis	30 October 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

16 Apr 2024	Update on Proposals to hold an LGA Corporate Peer Challenge in January 2025	Ellen King, Policy & Strategy Officer – Corporate Strategy & Business Planning	This report provides members with an update on proposals to hold a full Corporate Peer Challenge in January 2025.
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16 JULY 2024

16 Jul 2024	Annual Voice of the Customer Report 2023/24	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback received during the year 2023/24 and analyse customer contact demand data to provide a clear view of the voice of the customer.
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24 SEPTEMBER 2024

24 Sep 2024	Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2023/24	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2024 covering complaints referred to and decided by them between April 2023 and March 2024. Examining upheld complaints, learning actions and benchmarking with other similar local authorities.
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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	Sally Grindrod-Smith,	Short paper to outline the	12 February

	Group	Director Planning, Regeneration & Communities, James Makinson-Sanders, Economic Growth Team Manager	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).	2024
19 Mar 2024	Voluntary & Community Sector Funding 2024/25	Grant White, Enterprising Communities Manager	To approve Voluntary & Community Sector core funding for 2024/25.	12 February 2024
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	12 February 2024
19 Mar 2024	Recommendation from Overview & Scrutiny Committee: Cultural Strategy	Ele Snow, Senior Democratic and Civic Officer	To consider the recommendations from the Overview & Scrutiny Committee in relation to the progress of the Cultural Strategy	
13 APRIL 2024				
23 Apr 2024	Gainsborough Housing and Support Project update	Sarah Elvin, Homes, Health & Wellbeing Team Manager	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	Sport & Active Leisure Development Plan	Grant White, Enterprising Communities Manager	To approve the development plan for sport and active leisure leading to future strategy adoption.	
4 JUNE 2024				
4 Jun 2024	Garden Waste Service Community Engagement Exercise	Ady Selby, Director - Operational & Commercial	For Member to approve a Customer Engagement Exercise which will help	08 January 2024

Services

shape the service offering in future years

4 Jun 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	12 February 2024
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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
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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
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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

Agenda Item 7b

Overview and Scrutiny Work Plan

Dates of Meetings:

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