

AGENDA

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

**Overview and Scrutiny Committee
Tuesday, 3rd September, 2024 at 6.30 pm
Council Chamber - The Guildhall**

Members: Councillor Paul Howitt-Cowan (Chairman)
Councillor Jacob Flear (Vice-Chairman)
Councillor Moira Westley (Vice-Chairman)
Councillor Eve Bennett
Councillor Trevor Bridgwood
Councillor Liz Clews
Councillor Adam Duguid
Councillor Paul Key
Councillor Paul Lee
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Roger Pilgrim

1. **Apologies for Absence**
2. **Minutes of the previous meeting** (PAGES 3 - 6)
To confirm and sign as a correct record the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday, 30 July 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 7)
Matters arising schedule setting out current position of previously agreed actions as at 23 August 2024.

5. **Presentation Item: Everyone Active** (VERBAL REPORT)
Presentation by Chris Duncan, Martin Miles and Peter Smith providing further details from Everyone Active following their presentation to the Committee in January 2024.

6. **General Work Items**

- i) Forward Plan (PAGES 8 - 13)
- ii) Committee Workplan (PAGE 14)

7. **Exclusion of Public and Press**

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

8. **Exempt Report(s)**

- i) Preparation for Presentation from Lincolnshire Police (VERBAL REPORT)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Friday, 23 August 2024

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 30 July 2024 commencing at 6.30 pm.

- Present:** Councillor Paul Howitt-Cowan (Chairman)
Councillor Jacob Flear (Vice-Chairman)
Councillor Moira Westley (Vice-Chairman)
- Councillor Trevor Bridgwood
Councillor Paul Key
Councillor Roger Pilgrim
Councillor Stephen Bunney
- In Attendance:**
Nova Roberts Director of Change Management, ICT & Regulatory Services
Darren Mellors Performance & Programme Manager
Katie Storr Democratic Services & Elections Team Manager
- Apologies:** Councillor Eve Bennett
Councillor Liz Clews
- Membership:** Councillor Stephen Bunney was appointed substitute for Councillor Eve Bennett

1 MINUTES OF THE PREVIOUS MEETING

A Member of the Committee noted a typing error contained within minute item number 43, suggesting the use of the word 'weather' should be replaced with 'whether'. This was confirmed to be the case and, subject to that amendment being made, the minutes were agreed to be an accurate record. It was therefore

RESOLVED that the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday 26 March 2024 be approved and signed as a correct record.

2 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MATTERS ARISING SCHEDULE

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

4 OVERVIEW & SCRUTINY COMMITTEE: REVIEW OF OPERATING METHODOLOGY

Members gave consideration to a report seeking to consider and approve the Operating Procedure for the Overview and Scrutiny Committee, Civic Year 2024 / 2025.

It was explained that the Operating Methodology for the Overview and Scrutiny Committee set 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 was reviewed annually with amendments considered in line with each annual review of the Constitution.

Members heard that the current version of the Operating Methodology had been in place since July 2023 and was considered by the Committee in March 2023 as a part of the Overview and Scrutiny Annual Report. Following that review, and the annual review of the Constitution, there were no suggested amendments. It was confirmed that, pending approval, the Operating Methodology would be used as a reference point when considering items for the Committee's work plan for the coming civic year.

In response to a query regarding the decision-making status of the 'Proper Officer' quoted in the document, it was explained that the role within a District Council was different to that of the role within a Parish Council. It was confirmed that items for inclusion on the work plan would be discussed between the Chairman, Committee and Officers, as needed.

With no further comments, and having been moved, seconded, and voted upon, it was

RESOLVED that the Operating Methodology be approved for implementation throughout the 2024/25 Civic Year.

5 SCRUTINY OF PROGRESS AND DELIVERY REPORTING THROUGH THE POLICY COMMITTEES: QUARTER FOUR AND YEAR END 2023/24

Members heard from the Performance and Programme Manager regarding the Progress and Delivery reporting for quarter four and year end of 2023/24. It was highlighted that Members were required to scrutinise the challenge of the two policy committees to the content of the council's Progress and Delivery reports. To assist this scrutiny, a summary of the relevant minutes was provided, as well as the full Progress and Delivery report. Members were asked to examine the responses given to the report by those two policy committees and assure themselves that the appropriate level of challenge was being made to the information contained in the report.

Members expressed their contentment with the detail of discussions at both the Prosperous Communities and Corporate Policy and resources Committees and with no further comments to add 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 assured themselves that the appropriate level of challenge was being made by

those committees to the information contained in the report.

6 FORWARD PLAN

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

7 COMMITTEE WORKPLAN

In considering the work plan for the upcoming meetings it was explained that several items were subject to confirmation and the Committee would be kept updated. The Chairman noted additional items for the work plan, those being related to the matters arising schedule and inviting Directors to present updates on their service areas.

It was also noted that Councillor T. Bridgwood had submitted a request for consideration by the Committee. The Chairman invited Councillor Bridgwood to speak.

Councillor Bridgwood explained that there was some concern regarding the fire risks associated with battery storage sites, including those related to the proposed solar farms across Lincolnshire. The potential risks were summarised for the Committee, including access to rural sites, the potential for battery fires to become unmanageable very quickly, the potential for contamination of nearby waterways from the runoff of water used to manage any fires, and the lack of any national legislation or local policy to address the possible risks. A short video was played to the Committee highlighting these issues.

In response to this matter, it was requested that the Director of Planning, Regeneration and Communities, or the Development Management Team Manager, attend a meeting of the Overview and Scrutiny Committee in order to present the Council's approach to battery storage across the district. It was requested that this be arranged as soon as practicable. Members were content with this approach.

With no further comments or discussion, the indicative work plan was **DULY NOTED**.

8 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

9 PREPARATION FOR PRESENTATION FROM EVERYONE ACTIVE

The Committee heard from the Democratic Services and Elections Team Manager that Everyone Active were likely to attend the meeting of the Overview and Scrutiny Committee at its meeting in September 2024. The organisation had last visited in January 2024 where the session had provided updates regarding the schedule of improvements planned at the

Gainsborough Leisure Centre, information regarding outreach programmes across the district as well as ongoing work programmes to support wellbeing within the community.

Members noted the additional scrutiny which was taking place within the remit of the Prosperous Communities Committee, following a question submitted to Full Council in June 2024 regarding cleanliness of the Gainsborough Leisure Centre.

During the course of discussions, Members raised several areas of interest that they wished to be covered. These included a continuation of concerns regarding cleanliness at the Gainsborough Leisure Centre, some uncertainties regarding the success of the outreach programmes, from both Gainsborough and Market Rasen, and also comments regarding the advertising and marketing approach, which sometimes seemed rather lacking. There was additional discussion regarding specifics of the contract, with Members understanding this was being taken forward within the remit of the Prosperous Communities Committee.

In light of the headline subjects raised, it was suggested and agreed that Members of the Committee be provided with the exempt report considered by the Prosperous Communities Committee in June, in order that they may use the information to help formulate any questions on those matters.

It was further agreed that having reviewed the information, Members of the Committee should submit their comments or draft questions to the Chairman of the Committee and Democratic Services by 16 August in order for all to be collated ahead of the meeting in September.

Members requested that those presenting be in a position to answer questions posed, and that sufficient time be allowed for questions and follow up discussions. Members also requested that the Operations Manager for Gainsborough Leisure Centre be in attendance.

The meeting concluded at 7.24 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
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	<p>Update 27/12/23: contact has been made, awaiting further response</p> <p>Update 06/02/24: response received, further discussion underway.</p> <p>Update 22/07/24: new request to be made based on aiding the understanding of the Committee with new membership since the previous presentation. Date extended accordingly.</p>	30/09/24	Ele Snow
Green	Update from the Health Scrutiny Committee	Include updates from the Health Scrutiny Committee representative on future O&S agendas.	<p>O&S 20.02.24: The Chairman requested for updates to be received by the Committee.</p> <p>Update 22/07/24: To be discussed with the Health Scrutiny representative for future updates to be shared accordingly, dependent on meeting dates. Due date extended in order for dates to be confirmed.</p>	30/09/24	Ele Snow
Green	Battery Storage Legislation	Item to be included on Overview & Scrutiny Workplan	O&S 30.07.24: requested for a presentation item to the Committee regarding legislation and policy around battery storage sites.	30/09/24	Ele Snow

Full Forward Plan for All Committees (as at 23 August 2024)

Purpose:

This report provides a summary of items due at all 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				
19 SEPTEMBER 2024				
19 Sep 2024	Scampton Update	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	The report will provide a financial and legal update, as well as progress with the delivery of the investment and regeneration plan.	22 July 2024
19 Sep 2024	Trinity Arts Centre Business Plan	Cara Markham, Commercial Development Manager		22 July 2024
19 Sep 2024	Resourcing the Cultural Strategy	Cara Markham, Commercial Development Manager		
19 Sep 2024	Consultation, Communication and Engagement Strategy	Julie Heath, Communications Manager	New strategy following on Member away day	
19 Sep 2024	Agile Working Policy	Lynne Thomsett, People Services Manager	To consult the committee on the Agile Working employment policy.	
17 OCTOBER 2024				
17 Oct 2024	Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
14 NOVEMBER 2024				

14 Nov 2024	Progress and Delivery Quarter Two (2024/25)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two (2024/25)	22 July 2024
14 Nov 2024	Proposed Fees and Charges 2025/2026	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2025.	22 July 2024
14 Nov 2024	Budget and Treasury Monitoring - Quarter 2 2024/2025 (1st April 2024 to 30th September 2024)	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2024 to 30th September 2024.	22 July 2024
12 DECEMBER 2024				
12 Dec 2024	Council Debts for Write Off 2024/25	Alison McCulloch, Revenues Manager	All council debts over £2,500 for write off by committee 2024/25	22 July 2024
12 Dec 2024	ICT Policy Update	Cliff Dean, ICT Team Manager	Approval for the Information Systems Asset Management Policy and the Monitoring Policy	18 March 2024
12 Dec 2024	Trinity Arts Northern Boundary Wall	Luke Matthews, Building Maintenance Technician	Following the previous option paper which was presented to Corporate Policy & Resources Committee on 18th July 2024 where it was resolved that: a) Officers commence the procurement for the repair northern boundary wall at the Trinity Arts Centre as per the granted Planning and Listed Building Consent number 145568; and b) Officers bring back a report to Corporate Policy and Resources Committee to approve the funding and increase the capital programme. This paper requests the committee's approval for the allocation of funds	

necessary to initiate construction in accordance with the granted listed building and planning consent, following the completion of the tendering process.

9 JANUARY 2025

9 Jan 2025	2025/26 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	2025/26 Measure and Target Setting for Progress and Delivery	22 July 2024
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13 FEBRUARY 2025

13 Feb 2025	Corporate Policy and Resources Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2025/2026 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2025/2026. It also includes estimates to 2029/2030 to be included in the Medium Term Financial Plan	22 July 2024
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13 Feb 2025	Budget and Treasury Monitoring - Quarter 3 2024/2025	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2024 to 31st December 2024.	22 July 2024
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13 MARCH 2025

10 APRIL 2025

COUNCIL

2 SEPTEMBER 2024

2 Sep 2024	Annual Treasury Management Report 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151	To report on Annual Treasury Management activities and prudential indicators for 2023/24 in accordance	22 July 2024
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Officer)

with the Local Government Act 2003

4 NOVEMBER 2024

4 Nov 2024	Gambling Act - Statement of Principles	Andy Gray, Housing & Environmental Enforcement Manager	To consider and determine the Gambling Act Statement of Principles following on from consultation.	22 July 2024
4 Nov 2024	Adoption of the Nettleham Neighbourhood Plan Review	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt the Nettleham Neighbourhood Plan Review	

27 JANUARY 2025

27 Jan 2025	Local Council Tax Support Scheme 2025/26	Angela Matthews, Benefits Manager, Alison McCulloch, Revenues Manager	To determine new council tax support scheme for 2025/26	22 July 2024
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3 MARCH 2025

8 APRIL 2025

GOVERNANCE & AUDIT

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.	18 March 2024
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26 NOVEMBER 2024

26 Nov 2024	Q2 Strategic Risk Report	Katy Allen, Corporate Governance Officer	Quarter two reporting of the Strategic Risk Register	22 July 2024
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21 JANUARY 2025

21 Jan 2025	Q3 Strategic Risk Report	Katy Allen, Corporate Governance Officer	Quarter three reporting of the Strategic Risk Register	22 July 2024
11 MARCH 2025				
22 APRIL 2025				
JOINT STAFF CONSULTATIVE COMMITTEE				
LICENSING				
OVERVIEW & SCRUTINY				
PROSPEROUS COMMUNITIES				
10 SEPTEMBER 2024				
29 OCTOBER 2024				
29 Oct 2024	Tillbridge Solar - Written Representations (WR)	Russell Clarkson, Development Management Team Manager	To consider West Lindsey DC's Written Representations to be submitted to the Tillbridge Solar Development Consent Order (DCO) examination	22 July 2024
29 Oct 2024	Tillbridge Solar - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To consider the Local Impact Report (LIR) prepared to submit to the Tillbridge Solar Development Consent Order (DCO) examination	22 July 2024
29 Oct 2024	Proposed Fees and Charges 2025/2026	Sue Leversedge, Business Support Team Leader	Propose fees and charges to take effect from 1 April 2025.	22 July 2024
29 Oct 2024	Review of litter and fly-tipping fixed penalty notice charges	Andy Gray, Housing & Environmental Enforcement Manager	To review the charging schedule associated with littering and fly-tipping	
12 NOVEMBER 2024				
12 Nov 2024	Progress and Delivery Quarter Two Report	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two	22 July 2024

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12 Nov 2024	Environment and Sustainability Action Plan Annual Progress Report	Rachael Hughes, Head of Policy and Strategy, Steve Leary, Policy and Strategy Officer - Climate and Sustainable Environment	To present the Annual Progress Report against the Council's Environment and Sustainability Strategy and Action Plan	
3 DECEMBER 2024				
3 Dec 2024	Voluntary & Community Sector Funding	Grant White, Communities Manager	To update on the voluntary & community sector funding review and present recommendations on future funding awards.	22 July 2024
28 JANUARY 2025				
28 Jan 2025	Prosperous Communities Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2025/2026 and estimates to 2029/2030.	22 July 2024
28 MARCH 2025				
29 APRIL 2025				
REGULATORY				
5 Dec 2024	Food, Health and Safety Work Plan - Mid Year Update	Andy Gray, Housing & Environmental Enforcement Manager	An update on the current position relating to statutory food inspections.	22 July 2024

Agenda Item 6b

Overview and Scrutiny Work Plan [DRAFT]

NB: Please note this is an indicative work plan, pending confirmation of attending presenters.

Dates of Meetings:

3 September 2024

Presentation Item: Everyone Active
Closed session: Preparation for Lincolnshire Police

15 October 2024

Presentation Item: Lincolnshire Police
Progress & Delivery – Member Working Group
Information / Update re: Battery Storage
*Markets Working Group – Six Monthly Update (TBC – dependent on working group meeting / general progress)***

26 November 2024

Scrutiny of Progress & Delivery Reporting through the Policy Committees: Quarter 2 2024/25
*Managing Flood Risk in West Lindsey (TBC – dependent on working group meeting)**

14 January 2025

25 February 2025

15 April 2025

Pending Items

- Future4Me – see Committee Matters Arising
- Health scrutiny updates – see Committee Matters Arising
- *Managing Flood Risk – twice yearly [*potentially November meeting*]
- **Markets Working Group – twice yearly [*potentially October meeting*]
- Portfolio Overview – per Director