

**AGENDA**

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

**Overview and Scrutiny Committee**  
**Tuesday, 15th October, 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 Meetings**  
To confirm and sign as a correct record the Minutes of the Meetings of the Overview and Scrutiny Committee held on:
  - i) Tuesday, 30 July 2024, previously requiring correction (PAGES 3 - 6)
  - ii) Tuesday, 3 September 2024 (TO FOLLOW)
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 7 October 2024.

5. **Presentation Item - Lincolnshire Police** (VERBAL REPORT)  
Presentation by Inspector Michael Head of Lincolnshire Police, regarding crime, disorder and the role of Community Policing across West Lindsey.
6. **Public Reports**
- i) Progress and Delivery Member Working Group (PAGES 8 - 12)
7. **General Work Items**
- i) Forward Plan (PAGES 13 - 22)
- ii) Committee Workplan (PAGE 23)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Monday, 7 October 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.

There was further discussion regarding options for reviewing local and national policies and lobbying government for more stringent controls. The Committee was advised that, whilst it would not be in the remit of the Overview and Scrutiny Committee to review those policies, pending the presentation of information a recommendation could be made to the Prosperous Communities Committee, and Members may wish to undertake lobbying action alongside that recommendation. It was advised for the presentation from Senior Officers to consider those options in their presentation to the Overview and Scrutiny Committee.

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	<b>Initiate Invite to Future4Me to revisit Overview &amp; Scrutiny Committee</b>	O&S 03/10/23: Committee supported a request for a return invitation be made to the Future4Me organisation	<p><b>Update 27/12/23: contact has been made, awaiting further response</b></p> <p><b>Update 06/02/24: response received, further discussion underway.</b></p> <p><b>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.</b></p> <p><b>Update: invite re-initiated, to be pencilled in for January or February 2025.</b></p>	30/11/24	Ele Snow
Green	<b>Update from the Health Scrutiny Committee</b>	Include updates from the Health Scrutiny Committee representative on future O&S agendas.	<p><b>O&amp;S 20.02.24: The Chairman requested for updates to be received by the Committee.</b></p> <p><b>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.</b></p>	15/10/24	Ele Snow
Green	<b>Battery Storage Legislation</b>	Item to be included on Overview & Scrutiny Workplan	<b>O&amp;S 30.07.24: requested for a presentation item to the Committee regarding legislation and policy around battery storage sites, with potential lobbying of Government arising from that.</b>	30/11/24	Ele Snow

# Agenda Item 6a



**Overview & Scrutiny  
Committee**

**Tuesday, 15 October 2024**

**Subject: Progress and Delivery Member Working Group**

Report by:

Director of Change Management, ICT &  
Regulatory Services

Contact Officer:

Darren Mellors,  
Change, Projects and Performance Manager  
[darren.mellors@west-lindsey.gov.uk](mailto:darren.mellors@west-lindsey.gov.uk)

Claire Bailey  
Change, Projects and Performance Officer  
[claire.bailey@west-lindsey.gov.uk](mailto:claire.bailey@west-lindsey.gov.uk)

Purpose / Summary:

The report looks to create a cross-party Elected Members Working Group to review identified Progress and Delivery measures and associated measures for 2025/26.

**RECOMMENDATION(S):**

- **Approval to create a cross-party member working group to review the 2025/26 Progress & Delivery framework and associated measures**



## IMPLICATIONS

**Legal:** None

**Financial:** FIN/69/25/MT/SSc.

There are no financial implication arising from this report.

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

**Equality and Diversity including Human Rights:** None

**Data Protection Implications:** None

**Climate Related Risks and Opportunities:** None

**Section 17 Crime and Disorder Considerations:** None

**Health Implications:** None

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

[2024/25 Progress & Delivery Report \(Quarter 4\)](#)

[2024/25 Progress & Delivery Report \(Year-end\)](#)

[Overview & Scrutiny Progress & Delivery Member Working Group Paper \(2023\)](#)

**Risk Assessment:**

- Non-creation of Working Group leading to lack of Elected Member engagement and involvement in identifying potential measures.

**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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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**Key Decision:**

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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**1 Introduction**

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

1.2 The council are undertaking a full review of Progress & Delivery (P&D) measures for the reporting financial year of 2025/26. This review aims to deliver the following objectives.

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

1.3 A P&D Member Working Group was last held in November 2023 and consisted of the following Elected Members; Councillor Jeannette McGhee (then Liberal Democrats), Councillor Moira Westley (Liberal Democrats) and Councillor Maureen Palmer (Conservative).

1.4 To support the review; it is recommended that a cross-political party working group is created to review the draft 2025/26 measure set. The purpose of the Member Working Group is to review all the Council’s proposed key performance indicators and corresponding targets; ensuring they reflect a balanced scorecard approach, are stretch based targets to reflect the Council’s ambitions and enable a transparent view of performance across the Council’s service areas.

1.5 This process not only increases member engagement with performance management, but it also ensures that the Council has a set of performance measures that contribute clearly to the Council’s Corporate Plan and supports teams to manage and improve the performance of their service.

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

1.8 Table 1 shows the timeline of the review. Meetings with council teams will occur throughout September with the creation of a draft measure set by 4th October. The draft measure set is to be circulated to all members on 7th October with two weeks assigned for feedback. Approval to create a Members Working Group will be sought from Overview & Scrutiny on 15th October with the group meetings planned to be held between 04th and 11th November. Following the working group, the measures are scheduled to be informally approved at Management Team in December prior the formal sign off at Corporate Policy & Resources in January 2025.

**Table 1:** 2025/26 Progress & Delivery Review Timeline

Activity	Due Date
1. Measure setting meetings with Team Managers and Directors	Throughout September 2024
2. Creation of draft measure set	04-Oct-24
3. Member feedback on draft measure set	07-Oct-24 – 18-Oct-24
4. O&S approval to create Members Working Group	15-Oct-24
5. Members Working Group held	04-Nov to 11-Nov-24
6. Management Team informal approval of measure set	09-Dec-24
7. CPR formal approval of measure set	09-Jan-25
8. P&D measure set go-live	Apr-25

## 2.0 Scope of the Progress and Delivery Member Working Group

2.1 Overview and Scrutiny are asked to volunteer elected members to sit on the cross-party Working Group and attend a two-hour P&D workshop in November 2024, the scope of which is:

- To review the proposed P&D performance measures for each of the Council's service areas for 2025/26.
- To review the proposed targets for each P&D performance measure for 2025/26.
- To ensure, as far as possible, that the proposed measures reflect a balanced scorecard approach and are aligned to the Council's Corporate Plan.

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

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

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

<end>

## Full Forward Plan for All Committees (as at 7 October 2024)

### Purpose:

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

### Recommendation:

1. That Members note the contents of this report

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY &amp; RESOURCES</b>				
<b>17 OCTOBER 2024</b>				
17 Oct 2024	Lea Fields Crematorium Business Plan	Cara Markham, Commercial Development Manager	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
17 Oct 2024	Delivery of the Cultural Strategy	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Cara Markham, Commercial Development Manager	Approval sought to drawn down reserves in line with the requirements of the adopted Cultural Strategy	
17 Oct 2024	Local Authority Housing Fund	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Proposal for spend of the Local Authority Housing Fund	
17 Oct 2024	Consultation, Communication and Engagement Strategy	Katy Allen, Corporate Governance Officer, Julie Heath, Communications Manager	To present the new strategy	
<b>14 NOVEMBER 2024</b>				
14 Nov 2024	Progress and Delivery Quarter Two (2024/25)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance &	Progress and Delivery Quarter Two (2024/25)	22 July 2024

Programme Manager

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
14 Nov 2024	Commercial Strategy	Emma Foy, Director of Corporate Services and Section 151	Commercial Strategy	
14 Nov 2024	Financial Sustainability Working Group	Emma Foy, Director of Corporate Services and Section 151	Financial Sustainability Working Group	
14 Nov 2024	Public Sector Decarbonisation Fund (Phase 4): Funding bid	Steve Leary, Policy and Strategy Officer - Climate and Sustainable Environment	Report examines the suitability of West Lindsey District Councils' buildings for Public Sector Decarbonisation Scheme (PSDS4) funding. It also informs Members of a detailed feasibility and design study for a new Guildhall heating system that is being undertaken in advance of PSDS4. The report condenses the facts of the current PSDS4 bid application process, outlines some of the reasons to pursue this work and details next steps and potential match funding requirements.	
14 Nov 2024	Garden Waste Consultation and Business Plan	Katy Allen, Corporate Governance Officer, Robert Gilliot, Operational Services Manager	To present the findings from the 2024 consultation and the proposed business plan for 2025/26	

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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
9 Jan 2025	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.	23 August 2024
<b>9 JANUARY 2025</b>				
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
9 Jan 2025	Update on Local Government Settlement	Emma Foy, Director of Corporate Services and Section 151	Update on Local Government Settlement	
9 Jan 2025	Review of Earmarked Reserves	Sue Leversedge, Business Support Team Leader	To receive the annual review of earmarked reserves in advance of the formal Section 25 report (Section 151	

Review of Robustness of Reserves)  
being brought to Council March 2025.

**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
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
13 Feb 2025	Review of Civic Transport	Katie Storr, Democratic Services & Elections Team Manager	To consider options for the future of Civic Transport	
13 Feb 2025	Review of the Whistleblowing Policy	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the updated Whistleblowing Policy	

**13 MARCH 2025**

**10 APRIL 2025**

**COUNCIL**

**4 NOVEMBER 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	23 August 2024
4 Nov 2024	Statutory Review of Polling Station	Katie Storr, Democratic Services & Elections	To outline to Council the outcome of the statutory review and approve the	



Team Manager

polling stations for the district effective from May 2025.

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**27 JANUARY 2025**

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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
27 Jan 2025	Mid-Year Treasury Update 2024/25	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003	
27 Jan 2025	Collection Fund - Council Tax Surplus 2024-25 & Council Tax Base 2025-26	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	<p>The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2025 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2025/26. The tax base is a key component in calculating both the budget requirement and the council tax charge</p>	
27 Jan 2025 27 Jan 2025	Outcome of the Legal Health Check of the Constitution and Arising Recommendations	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To receive the outcome of the legal health check of the Constitution and arising recommendations	
27 Jan 2025	Recommendation from the Independent Remuneration Panel - Members Allowance Scheme 2025/26	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the recommendations from the Independent Panel regarding allowances to be payable to Members	

Officer)

in with effect from 1 April 2025

**3 MARCH 2025**

**7 APRIL 2025**

**GOVERNANCE & AUDIT**

**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
26 Nov 2024	Counter Fraud and Anti-Bribery Work Plan	Emma Foy, Director of Corporate Services and Section 151	To present the counter-fraud and anti-bribery work plan	
26 Nov 2024	Risk Management Strategy	Emma Foy, Director of Corporate Services and Section 151	To present the Risk Management Strategy	
26 Nov 2024	Procurement Exceptions	Emma Foy, Director of Corporate Services and Section 151	To present a summary of procurement exceptions for the year to date	
26 Nov 2024	Procurement Update	Emma Foy, Director of Corporate Services and Section 151	To provide an update on the Procurement Act and implementation of previous recommendations	
26 Nov 2024	ISA260 Audit Opinion	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the ISA260	
26 Nov 2024	Audited Statement of Accounts 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the Audited Statement of Accounts for 2023/24	
26 Nov 2024	External Auditor's Annual Report 2023/24	Emma Foy, Director of Corporate Services and Section 151	To present the External Auditor's Annual Report for 2023/24	

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26 Nov 2024	Contract Management and Financial Procedure Rules	Emma Foy, Director of Corporate Services and Section 151	To update on the contract management and financial procedure rules
26 Nov 2024	Review of Local Code of Corporate Governance	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To review the local code of corporate governance
26 Nov 2024	Update on Fraud Risk Assessment	Emma Foy, Director of Corporate Services and Section 151	to provide an up to date position on recommendations arising from the Fraud Risk Assessment
<b>21 JANUARY 2025</b>			
21 Jan 2025	Q3 Strategic Risk Report	Katy Allen, Corporate Governance Officer	Quarter three reporting of the Strategic Risk Register 22 July 2024
21 Jan 2025	Review of Whistleblowing Activity	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the summary of whistleblowing activity 2023/24
21 Jan 2025	Strategic Risk Quarterly Review	Emma Foy, Director of Corporate Services and Section 151	Strategic Risk Quarterly Review
21 Jan 2025	Draft Treasury Management	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the draft Treasury Management report
21 Jan 2025	Internal Audit Progress Report - Quarter 3 2023/24	Emma Foy, Director of Corporate Services and Section 151	To provide progress update Q3
<b>11 MARCH 2025</b>			
11 Mar 2025	External Audit Strategy Memorandum	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	External Audit Strategy Memorandum

11 Mar 2025	Accounts Closedown 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	Accounts Closedown 2023/24
11 Mar 2025	Combined Assurance	Emma Foy, Director of Corporate Services and Section 151	Combined Assurance
11 Mar 2025	Internal Audit Draft Annual Plan	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Draft Annual Plan
<b>22 APRIL 2025</b>			
22 Apr 2025	Internal Audit Progress Report	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Progress Report
22 Apr 2025	Year End Review of Strategic Risks	Emma Foy, Director of Corporate Services and Section 151	Year End Review of Strategic Risks
<b>PROSPEROUS COMMUNITIES</b>			
<b>29 OCTOBER 2024</b>			
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	To review the charging schedule associated with littering and fly-tipping 23 August 2024

Enforcement Manager

29 Oct 2024	Sport & Physical Activity Strategy Task and Finish Group	Grant White, Communities Manager	Committee report to establish a task and finish group (including terms of reference) to oversee/direct the development of a new Sport & Physical Activity Strategy for West Lindsey.	
29 Oct 2024	Side waste pilot	Robert Gilliot, Operational Services Manager	Pilot of taking additional side waste from properties with wheeled bins	

**12 NOVEMBER 2024**

26 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
2 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	23 August 2024

**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
3 Dec 2024	Lincolnshire Health & Wellbeing Strategy update	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	Update on delivery of the Lincolnshire Health & Wellbeing Strategy	

**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	22 July 2024
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to 2029/2030.

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28 Jan 2025	West Lindsey Housing Register & Nomination Policy	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	Paper to adopt an updated policy for the Housing Register and nominations into Registered Provider properties
28 Jan 2025	Lincolnshire Wolds National Landscape Funding	Grant White, Communities Manager	To present a new Memorandum of Agreement for the Lincolnshire Wolds National Landscape including funding commitment matching DEFRA and other Local Authority contributions.

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**18 MARCH 2025**

**29 APRIL 2025**

**REGULATORY**

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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
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## Overview and Scrutiny Work Plan [DRAFT]

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

### **Dates of Meetings:**

15 October 2024

Presentation Item: Lincolnshire Police  
Progress & Delivery – Member Working Group

26 November 2024

Scrutiny of Progress & Delivery Reporting through the Policy Committees: Quarter 2 2024/25  
Information / Update re: Battery Storage

14 January 2025

*Markets Working Group – Six Monthly Update (TBC – dependent on working group meeting / general progress)\*\**  
*Managing Flood Risk in West Lindsey (TBC – dependent on working group meeting)\**

25 February 2025

15 April 2025

### Pending Items

- Future4Me – see Committee Matters Arising *indicated for January or February meeting*
- \*Managing Flood Risk – twice yearly [*potentially November meeting*]
- \*\*Markets Working Group – twice yearly [*potentially October meeting*]
- Portfolio Overview – per Director