

AGENDA

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

**Overview and Scrutiny Committee
Tuesday, 14th January, 2025 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 - 5)
To confirm and sign as a correct record the Minutes of the Meeting of the Overview and Scrutiny Committee held on Tuesday, 26 November 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 6)
Matters arising schedule setting out current position of previously agreed actions as at 6 January 2025.

5. **Presentation Item - Safer Lincolnshire Partnership** (VERBAL REPORT)
Presentation by Martyn Parker, Assistant Director, Public Protection, Adult Care & Community Wellbeing, Lincolnshire County Council, regarding the work of the Safer Lincolnshire Partnership.

6. **General Work Items**

i) Forward Plan

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. (PAGES 7 - 12)

These items can be selected from the Forward Plan during meetings of the Committee by a proposer, seconder and majority vote.

ii) Committee Workplan (PAGE 13)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 6 January 2025

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 26 November 2024 commencing at 6.30 pm.

- Present:** Councillor Paul Howitt-Cowan (Chairman)
Councillor Jacob Flear (Vice-Chairman)
- Councillor Liz Clews
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Roger Pilgrim
Councillor Stephen Bunney
- In Attendance:**
Nova Roberts Director of Change Management, ICT & Regulatory Services
Darren Mellors Performance & Programme Manager
Ele Snow Senior Democratic and Civic Officer
Molly Spencer Democratic & Civic Officer
- Apologies:** Councillor Moira Westley
Councillor Eve Bennett
Councillor Trevor Bridgwood
Councillor Paul Key
- Membership:** Councillor Stephen Bunney was appointed substitute for Councillor Eve Bennett

25 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Overview and Scrutiny Committee held on 15 October 2024 be confirmed and signed as a correct record.

26 MEMBERS' DECLARATIONS OF INTEREST

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

27 MATTERS ARISING SCHEDULE

The Senior Democratic and Civic Officer explained that, with regard to the outstanding matter about battery storage sites, a motion had been passed at Full Council which had resulted in lobbying action being undertaken. Additionally, with an outstanding planning application for a storage site yet to be determined, it had not been appropriate for the Committee to have received further presentation regarding this matter.

Members of the Committee were content that the actions undertaken following the meeting of Full Council had resolved the matter originally raised through the Overview and Scrutiny Committee, however it was requested that the matter remain with the Committee, to receive a future update as upcoming legislation passed through Parliament.

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

28 SCRUTINY OF PROGRESS & DELIVERY REPORTING THROUGH THE POLICY COMMITTEES: QUARTER 2 2024/25

Members heard from the Performance and Programme Manager regarding the Progress and Delivery reporting for quarter two of 2024/25. 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.

A Member of the Committee noted that the nature of the Progress and Delivery reporting tended to lead to the same services areas being addressed at the policy meetings. He suggested that there may be other areas of work which, whilst still reporting within target, may benefit from additional scrutiny to ensure complacency did not set in and opportunities for improvements, or early warning signs of difficulties, were not missed. The Performance and Programme Manager acknowledged the comments and undertook to provide further assurance.

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.

29 FORWARD PLAN

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

30 COMMITTEE WORKPLAN

A Member of the Committee enquired as to whether an invitation could be extended to the Lead Local Flood Authority to attend the January meeting of the Committee, should there be no other business scheduled. It was noted that conversations were underway for the Safer Lincolnshire Partnership to attend in January, however Officers would work with the Flood

Overview and Scrutiny Committee – 26 November 2024

Risk Management Working Group to co-ordinate their report and invitation to the Lead Local Flood Authority.

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

The meeting concluded at 6.44 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	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> <p>Update: invite re-initiated, to be pencilled in for January or February 2025.</p> <p>Update: presentation to be given by Safer Lincolnshire Partnership 14 Jan 2025.</p>	31/12/24	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> <p>Update 03/01/2024: LCC Health Scrutiny moved to 29 January 2025. Cllr Westley has confirmed plans to attend and will provide an update at O&S Committee 25 February 2025.</p>	25/01/25	Molly Spencer
Green	Battery Storage Legislation	Item to be included on Overview & Scrutiny Workplan	<p>O&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.</p> <p>Update 26.11.2024: Due date removed for item to remain open. Excerpt from minutes 'Members of the Committee were content that the actions undertaken following the meeting of Full Council had resolved the matter originally raised through the Overview and Scrutiny Committee, however it was requested that the matter remain with the Committee, to receive a future update as upcoming legislation passed through Parliament.'</p>		Molly Spencer

Full Forward Plan for All Committees (as at 6 January 2025)

Purpose:

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

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
9 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
7 Jan 2025	Update on Local Government Settlement	Emma Foy, Director of Corporate Services and Section 151	Update on Local Government Settlement	18 November 2024
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.	18 November 2024
9 Jan 2025	Amendments to the Approved Committee Timetable: Change of Meeting Date – Corporate Policy & Resources Committee, March 2025	Ele Snow, Senior Democratic and Civic Officer	To approve amendments to the agreed Committee Timetable in relation to the meeting of the Corporate Policy & Resources Committee scheduled in March 2025.	
9 Jan 2025	Banking and Merchant Acquiring Contracts	Peter Davy, Financial Services Manager (Deputy Section 151)	To seek approval to sign a new banking contract with Lloyds Bank and approval to sign a new Merchant Acquiring	

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Agenda Item 6a

Officer)

Service contract with Lloyds Bank.

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	Commercial Strategy	Emma Foy, Director of Corporate Services and Section 151	Commercial Strategy	18 November 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	18 November 2024
13 Feb 2025	Whistleblowing Policy Revision	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the revised Whistleblowing Policy	18 November 2024
13 Feb 2025	Committee Timetable 2025/26 for approval and Draft timetable for 2026/27 for noting	Ele Snow, Senior Democratic and Civic Officer	For Members to consider and approve the timetable for the 2025/2026 civic year, and note the early indicated dates for 2026/2027	
13 Feb 2025	Review of Anti-Bribery and Corruption Policy	Emma Foy, Director of Corporate Services and Section 151	To review the Anti-Bribery and Corruption Policy	

13 MARCH 2025

13 Mar 2025	Warm Homes Local Grant	Sarah Elvin, Homes, Health & Wellbeing Team Manager	CP&R approval to accept Warm Homes Local Grant funding	
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10 APRIL 2025

10 Apr 2025	Lea Fields Business Plan Review	Cara Markham, Commercial Development Manager	Review and update on the Lea Fields Plan	
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COUNCIL

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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27 Jan 2025	Collection Fund - Council Tax Surplus 2024-25 & Council Tax Base 2025-26	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	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.	18 November 2024
			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	

27 Jan 2025	Constitution Review - 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	18 November 2024
27 Jan 2025				

27 Jan 2025	Recommendation from the Independent	Lisa Langdon, Assistant	To present the recommendations from	18 November
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Remuneration Panel - Members Allowance Scheme 2025/26

Director People and Democratic (Monitoring Officer)

the Independent Panel regarding allowances to be payable to Members in with effect from 1 April 2025

2024

3 MARCH 2025

7 APRIL 2025

GOVERNANCE & AUDIT

21 JANUARY 2025

21 Jan 2025	ISA260 Audit Opinion	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the ISA260	18 November 2024
21 Jan 2025	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	18 November 2024
21 Jan 2025	Annual External Audit Report	Emma Foy, Director of Corporate Services and Section 151	To present the External Auditor's Annual Report for 2023/24	18 November 2024
21 Jan 2025	Contract Procedure Rules	Emma Foy, Director of Corporate Services and Section 151	To update on the contract management and financial procedure rules	18 November 2024
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	Draft Treasury Management Strategy Statement 2025-26	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the draft Treasury Management report	18 November 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	18 November 2024

21 Jan 2025	Annual Governance Statement	Emma Foy, Director of Corporate Services and Section 151	to receive an update following the approval of the Annual Governance Statement in September	18 November 2024
11 MARCH 2025				
11 Mar 2025	External Audit Strategy Memorandum	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	External Audit Strategy Memorandum	18 November 2024
11 Mar 2025	Accounts Closedown 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	Accounts Closedown 2023/24	18 November 2024
11 Mar 2025	Combined Assurance	Emma Foy, Director of Corporate Services and Section 151	Combined Assurance	18 November 2024
11 Mar 2025	Internal Audit Draft Annual Plan	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Draft Annual Plan	18 November 2024
11 Mar 2025	Project and Programme Management Audit Findings	Darren Mellors, Performance & Programme Manager	Findings from the Project and Programme Management Audit undertaken by RSMUK.	18 November 2024
11 Mar 2025	Review of Local Code of Corporate Governance	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To review the local code of corporate governance	18 November 2024
11 Mar 2025	Risk Management Strategy	Emma Foy, Director of Corporate Services and Section 151	To present the Risk Management Strategy	18 November 2024
22 APRIL 2025				
22 Apr 2025	Internal Audit Progress Report	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Progress Report	18 November 2024

22 Apr 2025	Year End Review of Strategic Risks	Emma Foy, Director of Corporate Services and Section 151	Year End Review of Strategic Risks	18 November 2024
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JOINT STAFF CONSULTATIVE COMMITTEE

23 JANUARY 2025

23 Jan 2025	Staff survey 2024	Lynne Thomsett, People Services Manager	Staff survey results for 2024	
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LICENSING

OVERVIEW & SCRUTINY

PROSPEROUS COMMUNITIES

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
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28 Jan 2025	West Lindsey Housing Register & Nomination Policy	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Paper to adopt an updated policy for the Housing Register and nominations into Registered Provider properties	18 November 2024
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18 MARCH 2025

18 Mar 2025	STEP: Progress Update and Future Activity	James Makinson-Sanders, Economic Growth Team Manager	An update on programme activity and future work focus.	
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29 APRIL 2025

REGULATORY

Overview and Scrutiny Work Plan

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

Dates of Meetings:

14 January 2025

Presentation Safer Lincolnshire Partnership

25 February 2025

TBC – Invitation to Lead Local Flood Authority

15 April 2025

Managing Flood Risk – twice yearly
Portfolio Overview (Director TBC)

Pending Items

- Markets Working Group – twice yearly
- Portfolio Overview – per Director (*Remaining as pending item for future meetings*)
- Information / Update re: Battery Storage