



**Overview and Scrutiny
Committee**

Tuesday, 6 October 2020

Subject: Work Planning for Overview and Scrutiny Committee

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To discuss and agree the focus of the work of the O&S Committee for the duration of the Civic Year

RECOMMENDATION(S):

1. The proposed work streams of Flood Risk Across West Lindsey, Homeworking During the Pandemic and Review of Communications Across Planning and Regeneration be agreed; and
2. The formation of a Flood Risk Working Group be approved; and
3. The draft Terms of Reference and initial work plan for the Flood Risk Working Group be presented to Committee at their meeting on 10 November 2020 for final approval; and
4. The draft work plan for the remainder of the Civic Year be agreed.

IMPLICATIONS

Legal:

Financial:

Staffing:

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:

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

1 Introduction

- 1.1 The Overview and Scrutiny Committee was suspended in March 2020 as a result of the Covid-19 global pandemic. The last meeting held was in the previous Civic Year on 18 February 2020.
- 1.2 The first meeting to be held since the suspension in March is to take place on 6 October 2020 and, given the eight month break, it is necessary to review the focus of the Committee and ascertain what work will take place between now and the end of the Civic Year in 2021.
- 1.3 There are four meetings after the initial recommencement in October therefore it would be advisable to focus on a limited number of work streams with the option for other suggestions to form part of the work plan for the 2021/2022 Civic Year.

2 Primary Proposed Work Stream – Flood Risk in West Lindsey

- 2.1 At the February meeting, Members heard from the Environment Agency in relation to recent flooding events across the district. The intention after that meeting was for the Environment Agency to return at a future date to reflect on how their proposed improvements were progressing. It was felt this work could continue throughout the current Civic Year.
- 2.2 Given the limited number of meetings until May 2021, it is proposed that a Flood Risk Working Group be set up to undertake aspects of the work required outside of the Overview and Scrutiny meetings. The Working Group would then report back to the Committee as appropriate.
- 2.3 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 6 October	Working Group agreed
Between 6 October and 10 November	First meeting of Working Group, draft Terms of reference agreed, initial work plan drafted
Cttee Meeting 10 November	Terms of Reference and initial work plan presented to Committee for final agreement
Between 10 November and early February 2021	Work plan undertaken (eg, focus groups with Internal Drainage Board)
Cttee Meeting 16 February 2021	Invite Environment Agency to return with follow up information
Cttee Meeting 30 March	Report presented to Cttee with findings/outcomes/suggested actions. End of work stream.

3 Secondary Proposed Work Stream – Homeworking During the Pandemic

- 3.1 These have been unprecedented times for everyone and the impact on our daily lives has been considerable. Officers working at West Lindsey District Council were advised to work from home in the middle of March 2020 and are unlikely to return to the office until January 2021. It is understandable that there have been positives and negatives to arise from this situation.
- 3.2 A staff survey was conducted over the summer months and the responses and subsequent actions were reported to the Joint Staff Consultative Committee on 3 September 2020.
- 3.3 A second survey has been agreed to be undertaken in the coming weeks and the results will again be shared with the JSCC in January 2021.
- 3.4 It is proposed that Overview and Scrutiny have the opportunity to review the results from the first survey and offer comments or suggestions for the second survey and subsequent actions.
- 3.5 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 6 October	Results of first survey received, for comment and discussion
After Cttee Meeting	Demo Services Officer to share comments and suggestions with People and Organisational Development Manager in relation to second survey Any additional information requested by Cttee to be collated
Cttee Meeting 16 February 2021	Results of second survey to be received, for comment and discussion.
After Cttee Meeting	Any identified actions to be shared/completed. End of work stream

4 Proposed Work Stream – Review of Communications Across Planning and Regeneration

- 4.1 The Assistant Director for Planning and Regeneration has now been in post for almost a year, and, not only due to the pandemic, there have been considerable changes taking place.
- 4.2 It has been suggested that the Committee work with the AD for Planning and Regeneration to undertake a review of communications with a view

to identifying potential improvements or efficiencies. This is particularly with a view to communications with District Councillors and Parish Councils.

- 4.3 As with the Flood Risk work stream, given the limited number of Committee meetings until May 2021, it is anticipated that there will be work undertaken outside of Committee meetings however any findings or recommended actions would be reported to Committee for final approval as appropriate.
- 4.4 An estimated time frame is given below:

Date/Time Frame	Action to be Undertaken
Cttee Meeting 10 November	Attendance by AD of Planning and Regeneration and Interim Planning Manager (Development Management) to discuss service levels and processes
Between 10 November and early February 2021	Work with Planning and Regeneration to arrange discussion workshops. Topics & outcomes to be collated
Cttee Meeting 30 March 2021	Report presented to Cttee with findings/outcomes/suggested actions. End of work stream.

5 Future Work Streams

- 5.1 In addition to the work streams detailed above, the following suggestions have also been made. Given the time frames involved with the items above, it is recommended that the following items are considered for inclusion in the work plan for the 2021/2022 Civic Year.

- Road Safety Partnership – strategies for speeding
- Leisure Contracts across West Lindsey
- Effect of pandemic on West Lindsey
- Service Focus – each Assistant Director to present service levels/processes on a rotational basis.

6 Overview and Scrutiny Work Plan 2020/2021

- 6.1 The Committee work plan would normally be dealt with as a standalone item on the agenda, however, given the discussions required for this paper, it would be prudent to agree it as a part of the recommendations.
- 6.2 The work plan can be found at Appendix 1.