

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Overview and Scrutiny Committee held in the Council Chamber - The Guildhall on 4 July 2023 commencing at 6.30 pm.

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

Councillor Paul Key
Councillor Lynda Mullally
Councillor Maureen Palmer
Councillor Moira Westley
Councillor John Barrett

Also present: 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

Apologies: Councillor Trevor Bridgwood
Councillor Roger Pilgrim
Councillor Mrs Diana Rodgers

Membership: Councillor John Barrett sat as substitute for Councillor Trevor Bridgwood

1 MINUTES OF THE PREVIOUS MEETING

The Senior Democratic and Civic Officer explained that there were no Councillors in attendance who had been present at the last meeting. Therefore, there were two options available. The minutes could be deferred to the next meeting when it was anticipated having at least one previous Member present, or, no objections had been received so the minutes could be approved by the Committee.

The Chairman suggested the safest option would be a deferral and Members concurred.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Committee held on 28 March 2023 be deferred to the next meeting for consideration.

2 MEMBERS' DECLARATIONS OF INTEREST

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

3 MATTERS ARISING SCHEDULE

The Senior Democratic and Civic Officer explained that the outstanding matters arising would be addressed during the work plan item on the agenda and therefore, with no further comments or questions, the Matters Arising Schedule was **DULY NOTED**.

4 PROGRESS AND DELIVERY QUARTER FOUR REPORT AND SUMMARY OF YEAR END PERFORMANCE 2022/23

The Performance & Programme Manager introduced the report and explained that it was a performance management report that showed performance against an approved set of Council measures. The reporting of performance to the two Policy Committees was explained and Members were asked to examine the responses given by these two committees and assure themselves that the appropriate level of challenge was being made to the information contained within the report.

A Member highlighted that the report indicated that training would be offered on performance management and sought clarification on when this would occur. In response it was confirmed that Officers were working to provide comprehensive training to Members based on the process and delivery and the role of the individual committees. In addition volunteers would also be needed to help create a working group to review those measures and targets.

In relation to long term sickness absence, a Member asked whether this needed to be considered by the committee or at another meeting. Confirmation was given that the Joint Staff Consultative Committee regularly received a sickness absence update and issues could be raised by Members through that forum.

A Member referred to the information on markets in the district and that there were some issues to be addressed and that it could be put on the work programme. In response it was advised it was already included and an updated report would be presented to the Prosperous Communities Committee where issues could be raised.

Discussion returned to the issue of absence figures and a Member asked if there were issues in any particular departments. It was reiterated that the Joint Staff Consultative Committee looked at the issue in detail and the Chairman reminded Members that the committee could invite the Chair of that particular committee to attend and answer questions if required.

A Member referred to certain exceptions to key performance indicators and one of those was homelessness and asked why it was excluded. In response it was explained that key performance indicators were things that were within the control of the Council and this meant that targets were assigned to them. In respect of other issues, statistics were published.

In respect of customer satisfaction there had been a drop in performance and it was asked if this was being looked at. Officers agreed to look at the issue and report back to Members on performance and give a bit more narrative and context. The Governance and Audit Committee also received reports from the Customer Experience Officer, and data from the voice of the customer report was also shared.

RESOLVED that the Committee had examined the responses given to the report by the Corporate Policy and Resources and the Prosperous Communities Committees and had assured themselves that the appropriate level of challenge had been made by those committees to the information contained in the report.

5 OVERVIEW & SCRUTINY COMMITTEE - REVIEW OF OPERATING METHODOLOGY

The Senior Democratic and Civic Officer presented the report regarding the Operating Methodology for the Committee and explained it was a blueprint for how the Committee would work, what items of business would come through the Committee, what the parameters were for calling items in, after a decision was made, as well as how to use pre-decision scrutiny and how items of business may be referred to the Committee from meetings of the two policy committees.

The background of the document was explained, and key points highlighted for new Members of the Committee.

A Member indicated support for the reinstatement of a maximum of four pre-scrutiny items as this would allow for input into policies proposed to be introduced by the administration. It was emphasised that the proposed methodology was an ongoing document and could be reviewed going forward.

It was commented that it made sense to scrutinise more, not less, and the proposed changes were supported.

The recommendations were proposed and seconded and on being put to the vote were carried.

RESOLVED that the Operating Methodology for implementation throughout the 2023/24 Civic Year be approved.

6 FORWARD PLAN

The Senior Democratic and Civic Officer introduced the report and explained that the forward plan was an opportunity to review what was due at upcoming meetings, normally for the rest of the Civic Year. It was emphasised that as it was early in the year not all of the meetings had been populated, there was still work coming through. The forward plan would be presented at each meeting.

A Member suggested that it was important that the committee was not overloaded with work and chose subjects for consideration carefully.

The inclusion of the Lone Working Policy was noted, and it was suggested it should also cover the Home Working Policy. In response, it was advised that the matter was to be considered by the Joint Staff Consultative Committee and so it would be appropriate for that issue to be raised there.

The content of the full Forward Plan for all Committees was **NOTED**.

7 COMMITTEE WORKPLAN

The Senior Democratic and Civic Officer introduced the report and explained it was a draft version of what the work plan was going to look like for the rest of the Civic Year. It was advised that the schedule was already busy and a number of standing items would come to committee on a regular basis.

It was advised that there were a couple of items for discussion mentioned earlier in the meeting based on the matters arising schedule. Firstly there was a suggested invitation to the Lincolnshire Waste Partnership (LWP) regarding the roll-out of the purple lidded bins. Secondly, that the Lincolnshire County Council's Executive Councillor be invited with regards to the flood risk management.

The issue of flooding was on the draft agenda for September and the Committee agreed to take that issue forward at that meeting. It was further agreed that the invite regarding the LWP should also be pursued.

A Member suggested that, as well as purple bins, it would also be an opportunity to look at the issue of access to the household waste recycling centres. Another Councillor concurred and indicated that difficulties for residents accessing the centres was important and should be discussed. The Director for Change Management, ICT & Regulatory Services advised that this could be included in the invite and this meant that a detailed brief could be provided so that those being invited could prepare the presentation based on the requirements of the Committee.

A Member referred to flooding issues and asked what information was likely to be provided to allow the Committee to be fully prepared. The concern was acknowledged and it was confirmed that information would be collated for sharing with the Committee and preparation work would be undertaken and details provided at the earliest opportunity to Councillors via email.

With no further comments or questions, the contents of the indicative work plan were **DULY NOTED**.

The meeting concluded at 7.04 pm.

Chairman