

POLICY SCRUTINY COMMITTEE

Tuesday, 12 February 2019

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Chris Burke (Chair), Bill Bilton (Vice-Chair),
Andy Kerry, Ralph Toofany, Pat Vaughan, Christopher Reid and
Laura McWilliams

Substitute member(s): Councillors Gary Hewson and Kathleen Brothwell

Officers attending: Democratic Services, Legal Services and Kate Ellis

A G E N D A

SECTION A

Page(s)

1. Confirmation of Minutes - 13 November 2018

3 - 6

2. Declarations of Interest

Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.

3. New Build Strategy

To Follow

4. Health Scrutiny Update

**Verbal
Report**

5. Policy Scrutiny Work Programme 2018-19 and Executive Work
Programme Update

7 - 16

This page is intentionally blank.

Present: Councillor Chris Burke (*in the Chair*),
Councillor Bill Bilton, Councillor Ralph Toofany, Councillor
Pat Vaughan, Councillor Laura McWilliams, Councillor
Thomas Dyer and Councillor Alan Briggs

Apologies for Absence: Councillor Andy Kerry and Councillor Christopher Reid

23. Confirmation of Minutes - 9 October 2018

RESOLVED that the minutes of the meeting held on 9 October 2018 be confirmed.

24. Declarations of Interest

No declarations of interest were received.

25. Protecting Vulnerable People

Kate Ellis, Director of Major Developments gave a verbal update on Protecting Vulnerable People and made the following key points:

- The internal Safeguarding Board had evolved significantly over the past few years on a piecemeal basis.
- At the Safeguarding Board meeting in June Officers discussed how the Council could respond to the agenda in a more corporate, joined up and efficient way.
- Following agreement from CMT and Councillor R Kirk, Safeguarding Member Advocate, the board had been renamed to Protecting Vulnerable People Board and it now covered:
 - Safeguarding
 - Prevent
 - Domestic Violence/ Abuse
 - Modern Day Slavery
 - Hate Crime
 - Suicide Risk
- The aim was to provide a more holistic approach, to provide a better service to customers and to prevent duplication across the Authority.
- The Protecting Vulnerable People Boards work would include:
 - A review of the Terms of Reference
 - A review of Policies eg The County Safeguarding Policy
 - Producing a new training programme to incorporate all aspects of Protecting Vulnerable People
 - A promotional approach eg monthly promos
- The Council wanted to equip its staff with the skills and tools to provide a quality meaningful service to customers and residents.
- An all member briefing would be held.

Members asked the following questions and received relevant responses:

Question – How many members of staff had been trained on Suicide prevention?

Response – The figures could be circulated after the meeting.

Question – What was being done to assist staff with Mental Health issues?

Response – HR had launched a programme where staff could make a telephone call and speak to someone confidentially and independently to work about any issues. There was also the Wellbeing agenda and the Global challenge.

RESOLVED that the update be noted.

26. Localised Council Tax Support Scheme 2018/19

Martin Walmsley, Head of Shared Revenues and Benefits

- a. presented the proposed scheme for Local Council Tax Support for the financial year 2019/20 as part of the formal consultation period.
- b. gave the background to the scheme as detailed at paragraph 2 of the report and advised that the Council must consider whether to revise or replace its Council Tax Support Scheme each financial year.
- c. advised that the caseload had decreased from 8,853 in April 2018 to 8,744 at 31 July 2018 therefore the cost of the scheme for 2018/19 was lower than the predicted cost outlined in the Taxbase calculation which was undertaken in December 2017.
- d. referred to paragraph 4.3 of the report and explained the reasons for the decreased caseload and advised that it was forecast to decrease further.
- e. advised that officers had modelled a 1% caseload decrease as shown at appendix 1 of the report.
- f. detailed the options that had been modelled at Appendix 1 of the report and advised that it gave an indication of the potential savings to the Council and the major preceptors
- g. advised that on 29 October 2018 the Executive made the decision to consult on all of the scenarios modelled as detailed in paragraph 5.3 of the report.
- h. advised that further information on the ongoing consultation would be circulated to the committee following the meeting.
- i. asked for committee's consideration and comments on the options as part of the formal consultation process.

Question: Asked for clarification on the collection rate of 98.75%.

Response: It was the collection rate over the course of time and not within the financial year.

Question: Referred to option 3 and asked what period of time the minimum entitlement covered.

Response: The minimum entitlement was per week.

The committee supported the following options:

- Option 1 – No change to the current scheme

- Option 5 – Universal Credit Changes
- Option 6 – Council Tax empty homes premium
- Option 7 – Care leavers Council Tax Exemption

RESOLVED that the above comments be submitted as part of the formal consultation process on the proposed Council Tax Support Scheme for 2019/20.

27. Review of Corporate Documents

Becky Scott, Legal and Democratic Services Manager

- a. presented a proposal of a review of corporate documents to the committee for consideration.
- b. advised that there were many policies and strategies of the council which had been approved by Executive/ Full Council and explained that the Chair of Policy Scrutiny and the Leader of the Council had requested that the Committee undertake a role to monitor and review them.
- c. advised that a spreadsheet was being developed showing all corporate documents and would be brought to a future meeting of Policy Scrutiny for consideration and any documents that needed to be formally reviewed would be scheduled on the agenda for the relevant committee.

RESOLVED that the process for the review and monitoring of corporate documents be supported.

28. Scrutiny Annual Report 2017/18

Claire Turner, Democratic Services Officer presented the Scrutiny Annual Report and asked for Members' questions and comments.

Members noted the report and recommended that it be forwarded to Full Council for approval.

RESOLVED that the report be noted and forwarded to Full Council for approval.

29. Policy Scrutiny Work Programme 2018-19 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2018-19 and Executive Work Programme Update'.
- b. presented the Executive Work Programme November 2018 – October 2019.
- c. requested councillors to submit what items they wished to scrutinise from the Executive Work Programme and policies of interest.
- d. invited members questions and comments.

Members made no further comments or suggestions regarding the Policy Scrutiny work programme.

RESOLVED that:

1. the work Policy Scrutiny work programme be noted.
2. the Executive work programme be noted.

30. Health Scrutiny Update

The Chair of Policy Scrutiny Committee updated members of the business that had been discussed at the Health Scrutiny meeting held on 17 October 2018, these were:

- Winter Planning
- Lincolnshire Sustainability and Transformation Partnership – Mental Health
- Annual Report of Lincolnshire West Clinical Commissioning Group
- Integrated Care Providers Contract Arrangements – Consultation

RESOLVED that the report be noted.

POLICY SCRUTINY COMMITTEE

12 FEBRUARY 2019

SUBJECT:	POLICY SCRUTINY WORK PROGRAMME 2018/19 AND EXECUTIVE WORK PROGRAMME UPDATE
REPORT BY:	CHIEF EXECUTIVE & TOWN CLERK
LEAD OFFICER:	CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

- 1.1 To present the Policy Scrutiny Committee Work Programme for 2018/19 and receive comments and considerations from members with items for the municipal year 2018/2019 and to advise Members of the items that are on the current edition of the Executive Work Programme.

2. Background

- 2.1 The work programme is attached at **Appendix A**.
- 2.2 The Constitution provides for the publication of the Executive Work Programme on a monthly basis detailing key decisions/ exempt para (Section B) items to be taken by the Executive, a committee of the Executive or a Member of the Executive during the period covered by the programme. This is attached at **Appendix B** and has been provided to assist members in identifying items for inclusion within the work programme.

3. Recommendation

- 3.1 That Members give consideration to the Policy Scrutiny Work Programme for 2018/19 and update where appropriate to include items which they wish to consider from the Executive Work Programme as required.

List of Background Papers: None

Lead Officer: Claire Turner, Democratic Services Officer
Telephone 873619

This page is intentionally blank.

Policy Scrutiny Committee Work Programme – Timetable for 2018/19

19 June 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Review of Mutual Exchange Policy	Yvonne Fox	Requested at 20 th June 2017
Waste Strategy Public Consultation Survey	Steve Bird	Added by S Bird 30 th May 2018
Business Rates Growth Policy	Martin Walmsley	Added by M Walmsley 22 March 2018
Fair Trade Policy	Heather Grover	Requested at 20 th June 2017
Review of Fraud and Sanction Policy	Martin Walmsley	Added by M Walmsley 22 May 2018
People Strategy Post Implementation Review	Claire Burroughs	Requested at 17 th February 2017
Customer Experience Strategy Progress Report	Jo Crookes	Requested at 17 th February 2017
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2018 -2019	Democratic Services	Regular Report

21 August 2018 - Cancelled

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
---------	-----------------------	---------------------------------

19 September 2018 – Additional Meeting

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Modern Slavery Charter	Francesca Bell	

Review of Mandatory HMO Licensing Scheme	Becky Scott	
--	-------------	--

9 October 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Joint Protocol on Unauthorised Encampments in Lincolnshire	Becky Scott	
PSPO St Peters Passage	Francesca Bell	
Proposed Commemorative Plaques Scheme for Lincoln	Pat Jukes	
Policy Scrutiny Work Programme 2018 -2019	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

13 November 2018

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Protecting Vulnerable People	Kate Ellis	Deferred from 9 October 2018 meeting
Council Tax Support Scheme	Claire Moses	Added 15 May 2018
Policies in the Council	Becky Scott	
Public Health Funeral Provision – Review	Simon Colburn	Requested at 28 November 2017 meeting
Annual Scrutiny Report	Democratic Services	Regular Report
Policy Scrutiny Work Programme 2018-2019 Update	Democratic Services	Regular Report

Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
------------------------	--------------------------	----------------

15 January 2019 - CANCELLED

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Policy Scrutiny Work Programme 2018-2019 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

12 February 2019

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
New Build Strategy	Kate Ellis	
Policy Scrutiny Work Programme 2018-2019 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

19 March 2019

Item(s)	Responsible Person(s)	Strategic Priority/ Comments
Markets	Kate Ellis	
Health and Environment Enforcement Policy	Hannah Cann	Added 18 September 2018
Draft Policy Scrutiny Work Programme 2019-2020	Democratic Services	Regular Report
Review of Procurement Policies	Heather Carmichael	Requested at 10 October 2017 meeting.
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

This page is intentionally blank.

EXECUTIVE WORK PROGRAMME

February 2019 - January 2020

NOTES

1. The Leader in consultation with the Chief Executive and Town Clerk prepares an Executive Work Programme to cover a period of twelve months.
2. The Executive Work Programme contains matters which the Leader has reason to believe will be the subject of a key decision during the period covered by the Plan or Executive decisions which are likely to be taken in private.
3. A Key Decision is one which is likely:
 - a) to result in the Local Authority incurring expenditure which is , or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which it relates; or
 - b) to be significant in terms of its effect on communities living or working in an area comprising 2 or more wards in the area of the local authority.
4. Whilst the majority of the Executive's business at the meetings listed in the Executive Work Programme will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or person information.

This document serves as formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that certain items in the Executive Work Programme will be considered in private because the item contains exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If an item is to be considered in private this will indicated on the individual decision notice.

If you have any queries, please telephone 01522 873387 or email democratic.services@lincoln.gov.uk.

EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
25 February 2019	Western Growth Corridor	To agree signing delivery and funding agreement	Executive	Yes	Private
25 February 2019	Bereavement Services Business Case	Request to spend £3m on the refurbishment of the existing Crematorium along with consideration of a proposal for a new Pet Crematorium/cemetery and options for working with Funeral Directors (Note all of this is confidential - not for external communication)	Executive	Yes	Private
25 February 2019	De Wint Court Redevelopment	To review demand information, project plan, costs (both capital and revenue) and to approve a full capital project budget for the scheme.	Executive	Yes	Private
25 February 2019	Markets Business Case	Agree proposal for future of Market offer in the city	Executive	Yes	Private
25 February 2019	Historic Building Project	To work with Heritage Lincolnshire to submit a round 2 HLF bid and grant a lease to Heritage Lincolnshire once the refurbishment has been completed.	Executive	Yes	Private
25 February 2019	Commerical Property Investment Strategy	Approval of the Council's Commercial Property Investment Strategy	Executive	Yes	Public
25 February 2019	Tourist Information Service - Contract Renewal	To determine the future delivery model for the tourist information service when the existing contract comes to an end in March 2020	Executive	Yes	Private
25 February 2019	Housing Memorandum of Understanding	To approve a Housing Memorandum of Understanding	Executive	No	Public

11 March 2019	New Homes Strategy	To approve the New Homes Strategy	Executive	Yes	Public
28 May 2019	Street Scene Contracts	Approach to be taken for the provision of these services when the existing contract ends in 2022	Executive	Yes	Private
28 May 2019	Boultham Park Conservation Plan	Adoption of the conservation plan. Necessary before submission of a bid to the National Lottery for funding towards the lake restoration project.	Executive	No	Public

This page is intentionally blank.