

POLICY SCRUTINY COMMITTEE

Tuesday, 13 June 2023
6.00 pm
**Committee Rooms 1-2, City
Hall**

Membership:	Councillors Emily Wood (Chair), Calum Watt (Vice-Chair), Debbie Armiger, Liz Bushell, Natasha Chapman, Bill Mara and Mark Storer
Substitute member(s):	Councillors Martin Christopher, Clare Smalley, Dylan Stothard, Pat Vaughan and Aiden Wells
Officers attending:	Democratic Services, Simon Colburn, Kate Ellis, Matthew Hillman, Emily Holmes, Michelle Hoyles, Becky Scott, Joanne Smith and Simon Walters

A G E N D A

SECTION A	Page(s)
A TRAINING SESSION ON SCRUTINY WILL BE HELD IMMEDIATELY PRIOR TO THE START OF THIS MEETING AT 5.00PM	
1. Confirmation of Minutes - 23 March 2023	3 - 8
2. Policy Scrutiny Terms of Reference	9 - 10
3. 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.	
4. Protecting Vulnerable People	11 - 18
5. Events and Culture - Christmas in Lincoln 2023 and beyond - Programme of Events	Verbal Report
6. Lincoln Central Market Policies	Presentation
7. Health Scrutiny Update	Verbal Report
8. Repairs and Maintenance Policy	19 - 38
9. Policy Scrutiny Work Programme 2023-24 and Executive Work Programme Update	39 - 48

Present: Councillor Jane Loffhagen (*in the Chair*),
Councillor Calum Watt, Councillor Rebecca Longbottom,
Councillor Mark Storer and Councillor Emily Wood

Apologies for Absence: Councillor Armiger and Councillor Mara

33. Confirmation of Minutes - 10 January 2023

RESOLVED that the minutes of the meeting held on 10 January 2023 be confirmed.

34. Declarations of Interest

No declarations of interest were received.

35. Health Scrutiny Update

The Chair of Policy Scrutiny Committee advised members that she would provide a Health Scrutiny update separately and circulate it to the committee.

RESOLVED that the report be noted.

36. Events and Culture - Christmas in Lincoln 2023 and Beyond

Simon Walters, Director of Communities and Environment:

- a) advised that on 20th February, Executive approved the transition to a new approach for 'Christmas in Lincoln', supplemented by an annual events programme throughout the rest of the year, to mitigate the economic impacts caused by the closure of the Christmas Market.
- b) highlighted that this new approach would have a particular focus on 'Christmas in Lincoln' but offer a range of activities throughout the year to encourage footfall and spend. Executive were clear that the development of such a programme must be supported by a public and stakeholder engagement exercise to ensure all interested parties had an opportunity to comment and help shape the content.
- c) referred to the Medium-Term Financial Strategy (MTFS) and advised that a deficit of £260,000 per annum was built in across the next five years for the Christmas market. This had been re-allocated to support both the new approach to 'Christmas in Lincoln' and a wider culture and events offer at other key times during the year.
- d) stated that work had already commenced on the draft programme, but at this stage, the Committee were asked to offer a view on the process proposed, noting the tight timescales involved, rather than the content of the programme. A further report would be submitted to the Committee in June 2023 with further detail on the finalised programme.
- e) welcomed the Committee's comments and questions.

Question: What were the proposed activities?

Response: The main activities would include live music using local talent, food and drink, history, local produce as well as enhancing current events.

Question: How would there be notification of events to control duplication?

Response: The Safety Advisory Group advised people on ideas, safety and delivery. Event holders would also need to contact Highways, Police and the Fire Brigade when setting up an event.

Question: With regard to the 6-week Christmas period, when would it begin?

Response: It commenced from the Christmas Light Switch on up until the week between Christmas and New Year.

Question: What was the purpose of LCAP? Who was involved and how was it funded?

Response: It's the Lincs Cultural Arts Partnership which consisted of the Lincoln University, City of Lincoln Council, Lincoln Cathedral, Lincolnshire County Council and Lincoln Castle. The group helped to train people to set up events.

Question: Had the MTFS funding been guaranteed?

Response: The Council planned it over five years and the lost that would occur had been budgeted for. It had now moved into a new budget head but with the same classification as other budgets. There were significant challenges ahead and things would be subject to change depending on the financial position.

Question: Would the same type of stalls be involved in the events?

Response: The focus was on a small retail offer which will primarily focus on City Square and the farmers market in Castle Square. It wouldn't be hugely focused on Christmas this year to keep the footfall at a minimum.

Question: What was the extent of the Christmas lights? Would there be room for expansion and would they be displayed in other parts of the City?

Response: There was a contract for the existing layout however the contractor was going to be approached about refreshing them in other areas.

Question: How would members be informed of events and developments?

Response: Officers were working closely with the Portfolio Holder on the developing programme and once it had been finalised it would return to a future Policy Scrutiny Committee meeting. This had provisionally been scheduled for June 2023.

Question: Why had there been more focus on City Square than the Cornhill area?

Response: 3 big events had been discussed:

- Castle Square – Lincolnshire County Council (Highways)
- Cornhill – Lincoln BIG

- City Square – City of Lincoln Council

Officers were looking at opportunities for all areas.

Question: Would the residents and local support groups benefit from the funding?

Response: In terms of the remit, the £2M funding focused mainly on the visitors in the City Centre and Uphill area.

Question: With regards to the public consultation, could other methods be considered for input instead of an online only approach?

Simon Walters advised he would speak to the Policy team about an alternative approach.

RESOLVED that:

- An alternative approach be sought regarding the public consultation.
- Comments be made on the aim and objectives for the proposed events programme.
- Comments be made on the approach and timeline for wider consultation on the events programme.
- Members noted that due to the constrained timescales, some event activity would be commissioned prior to the programme being finalised,
- Instruct officers bring back the final programme to Committee prior to sign off by the Executive.

37. Grounds Maintenance, Street Cleansing and Waste Collection Services

Caroline Bird, Community Services Manager:

- presented a report and presentation to the Committee summarising the outcome of three 'member workshops' that considered what the focus and content of the grounds maintenance, street cleansing and waste collection would be from September 2026 when the current arrangements end. The work was in advance of endorsement by Executive and the development of the new specifications.
- explained that these contracts had been in place since 2006, and although variations had been made since that time, it was necessary and appropriate to carry out a full review of the specifications so that the services that were delivered from September 2026 reflected the Council's strategic priorities, changes in legislation, and accepted best practice.
- stated that all of the changes were against a background of ever-increasing demand on limited budgets and unpredictable inflation meaning that strategic priorities and aspirations had to be finely balanced with managing the potential for increased costs.

- d) highlighted that the lead-time for procuring vehicles was currently two years, thus the need to start work now and to follow a challenging timeline from hereon.

- e) welcomed comments and questions from Members of the Committee.

Question: If the budget could not be increased, what would be the potential impacts?

Response: The vast majority of collections would continue. Officers were looking at how things could be done differently, i.e. cleansing zones and how they could be managed more efficiently.

Question: How much leverage was there in the next three years before completion of the contract renewal (performance management)?

Response: There is a Performance Management Board that meets every three months and this will continue to monitor contract performance. Thought is being given to how the Council will implement separate paper and card collections and any other changes that might come about between now and September 2026.

Members thanked Officers for the very informative workshops and engagements that were carried out.

RESOLVED that the report be noted.

38. Health and Wellbeing Strategy

Francesca Bell, Assistant Director for Growth and Development:

- a) presented a report to the Committee to consider the adoption of the Lincolnshire Districts Health and Wellbeing Strategy and associated action plan as a framework for improving health and wellbeing across the county.
- b) explained that as part of the response to Covid-19, the seven Lincolnshire Districts developed a culture of working closely together to identify and address challenges. Since then, the districts had continued to embed this collaborative approach to both strategic and operational issues, with a particular focus on the role of district councils in addressing health inequalities.
- c) stated that tackling health inequalities had been the subject of a significant pool of research in the past twenty years. In 2010, Michael Marmot conducted a landmark review (the Marmot Review) which concluded that health in England had a distinctive gradient: the lower one's social and economic status, the poorer one's health was likely to be. The original review argued that health inequality could be alleviated by acting within six policy areas and it foresaw Local Government as a pivotal partner in tackling the social determinants of ill-health. Marmot reviewed the situation again ten years later. Although the review noted that some local authorities had established effective approaches in addressing health inequality, it also found that for the first time since 1900, life expectancy and health outcomes were no longer rising across the board, and for some demographics, they were in decline. These same inequalities contributed to a high and unequal death toll from COVID-19, whilst the pandemic itself

revealed both the tight coupling between health and the economy. In addition, the capacity for all levels of government and actors across sectors, to work together to address complex and urgent problems.

- d) highlighted the roles of Lincolnshire district councils who were committed to developing an ambitious agenda for improving health and wellbeing in Lincolnshire. To achieve this, they were focusing on:
 - a strategic, long-term approach to improving outcomes
 - a sense of opportunity and ambition - District collaboration
 - a holistic view based on social determinants
 - developing system leadership.
- e) advised that Districts were in a position, alongside partners, to take a proactive role at the pivotal stage for Lincolnshire in supporting the reshaping of policy, strategy, delivery and improving outcomes. Therefore in 2021, the seven districts collectively engaged PA Consulting to work alongside Leaders, Chief Executives and key officers in developing a county-wide District Health and Wellbeing Strategy.
- f) referred to the 6 appendices within the report, specifically the District Health and Wellbeing Strategy, Presentation to the Partners Away Day and Output from Partner Away Day and advised the Committee that she would circulate them should they require the information.
- g) welcomed comments and questions from Members of the Committee.

RESOLVED that the report be noted.

39. Policy Scrutiny Work Programme 2022-23 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2022-23 and Executive Work Programme Update'.
- b. presented the Executive Work Programme March 2023 – February 2024.
- 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.

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Policy Scrutiny Committee (last revised on 19 April 2016)

1. To ensure that needs and aspirations of the citizens of Lincoln are recognised through our community.
2. To assist the Council and the Executive in the reviewing of policy by analysing the communities unmet needs and wants and evaluating areas by:-
 - Undertaking consultation within communities to assist in policy development/review.
 - Recommending mechanisms to encourage and enhance community participation in the development of policy options
3. To establish gaps in policy and any unmet policy issues facing the authority and make recommendations to the Executive and/or Council on their development.
4. To act as a consultation forum for the development of the Council's budget and policy framework.
5. To scrutinise and monitor the development of the Local Plan.
6. To prepare an annual work programme for approval by the Council having regard to any recommendations by the Council, or the Executive and Select Scrutiny Committee.
7. To ensure that all matters provided within the work programmes are carried out efficiently including reporting to Council or the Executive.
8. To respond, in consultation with the Executive to any Government or external consultation concerning any issues within its remits.
9. To appoint any Panels as is considered appropriate to fulfil its functions.
- 10 To look at areas of concern in the Council where policies or processes are not enabling the authority to meet its targets and objectives, or where objectives have changed and policy needs to reflect those changes. To recommend to the Executive and or Council changes in policy or process.
- 11 To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive, whether taken by the Executive itself, any committee of the Executive, any individual member of the Executive or any officer.
- 12 To hold the Executive to account by reviewing the Executive Work Programme.

- 13 To liaise on significant emerging issues to ensure common understanding on their impact within the authority.
- 14 To report to Full Council on any decision made by the Executive which the Committee is of the opinion that the decision was a key decision, as defined in the Access to Information Rules as contained in the Constitution, but was not dealt with by the Executive as a key decision
- 15 To consider Councillor Calls for Action.

Membership:

The Committee will consist of 7 Elected Members.

SUBJECT:	PROTECTING VULNERABLE PEOPLE
DIRECTORATE:	CHIEF EXECUTIVE AND TOWN CLERK
REPORT AUTHORS:	JOANNE SMITH, SAFEGUARDING LEAD; MICHELLE HOYLES, BUSINESS MANAGER – CORPORATE POLICY AND TRANSFORMATION

1. Purpose of Report

- 1.1 To provide to the Policy Scrutiny Committee a summary of the key issues, trends and statistical data currently associated with Protecting Vulnerable People and the Council's Safeguarding Policy. This summary includes an overview of the types of cases being reported or occurring within Lincoln, and the Council's continued compliance with statutory safeguarding requirements.

2. Background

- 2.1 This report, along with reports to Protecting Vulnerable People (PVP) Group and to Corporate Management Team, ensures that statutory compliance with safeguarding requirements can be monitored, and provides an opportunity to impart key information on current and emerging public safety concerns within the city and surrounding areas.

- 2.2 This report contains a series of updates covering the following topics:

- Training
- Safeguarding children and young people
- Safeguarding adults
- Domestic abuse and Lincolnshire Domestic Abuse Specialist Service
- Internal safeguarding referrals
- Prevent
- Audit
- Policy update
- Case management and central records
- Future workstreams

3. Training

- 3.1 Safeguarding training is a mandatory requirement for all staff member and is part of the Council's corporate induction process. In addition, for identified job roles that require advanced knowledge of safeguarding there is a 6 year training pathway provided by the Lincolnshire Safeguarding Children's Partnership (LSCP), Lincolnshire Safeguarding Adults Board (LSAB) and the Lincolnshire Domestic Abuse Partnership (LDAP). Internal consultation has recently been undertaken

with all service managers, during which some service areas have identified additional training needs for their officers at an intermediate level.

- 3.2 The corporate safeguarding training programme is currently being reviewed to take account of this feedback, and to ensure all relevant officers continue to maintain the required level of safeguarding knowledge following staffing changes within the core group of safeguarding specialists within the Council. Training will continue to be rolled out throughout the year to both officers and elected members. Member overview training is scheduled for June 2023.
- 3.3 Completion of this staff training is being monitored internally by the Safeguarding Lead Officer, and any compliance concerns will be reported to the Protecting Vulnerable People Group. The Chair of the PVP Group will continue to escalate any concerns to the Corporate Management Team if necessary.

4. Safeguarding Children and Young People

- 4.1 Officers continue to correctly identify and make safeguarding referrals where needs arise.

4.2

The majority of tasks linked to safeguarding children involve officers attending Child in Need meetings and Child Protection Conferences. There have been a small number of meetings that officers have been requested to attend.

Given that interaction with City Council services is predominantly with adults, the number of direct safeguarding referrals regarding children is lower than for adults. The number has increased on the previous years.

		20/21	21/22	22/23
Children Referrals	Safeguarding	10	4	27

However, district council officers have an active role in multi-agency case meetings and support for young people in the city. This includes MACE meetings to discuss concerns of Child Exploitation. In 2022, Lincoln had the highest number of recorded victims of child exploitation discussed at MACE for Lincolnshire districts, which is to be expected within a City. This remained consistent with 2021.

5. Safeguarding Adults

- 5.1 The number of adult safeguarding referrals in the City remains high.

	20/21	21/22	22/23
Adult Safeguarding Referrals	93	69	154

- 5.2 Additionally, the complexity and severity of some cases are concerning. Officers continue to report and process cases effectively and actively contribute to multi-agency responses and support.

The nature of recent adult safeguarding referrals can be broadly categorised as follows:

- Multiple complex hoarding cases
- Older persons neglecting themselves and/or being neglected by carers
- Self-harm and suicidal thoughts
- Mental illness
- Potential cuckooing and criminal exploitation

- 5.3 Partnership working is key to safeguarding activity and the policy and the Council is an active partner within the Lincolnshire Safeguarding Adults Board (LSAB). The LSAB Strategic Plan was developed during 2022, based on a joint needs assessment. There are four strategic priorities within this plan which are;

Priority 1: Prevention & Early Intervention – a focus on keeping people safe by mitigating safeguarding risks before they escalate

Priority 2: Learning & shaping future practice – to ensure that the learning from all our reviews and assurance activities is shared and embedded within partner agencies to reduce the risk of repeat incidents or causes of harm

Priority 3: Safeguarding Effectiveness – ensuring the effective operation and continuous improvement of the governance, scrutiny and business processes in place to support the board to work effectively

Priority 4: Making Safeguarding Personal – ensuring that all LSAB partners can consistently evidence a Making Safeguarding Personal approach to safeguarding practice.

- 5.4 Current county-wide multi-agency work focused on the Hoarding Protocol and the development of a protocol and support options for self-neglect are particularly relevant to the types of safeguarding adult issues being seen in Lincoln.
- 5.5 For Lincoln, there are two local partnership areas of focus to provide support for vulnerable residents in the community. In 2022, Lincoln successfully joined the 'MEAM Approach network' working with Development Plus, Transform Lincoln-Active Faith Network & Bridge Church, IMP Primary Care Network and Heart of Lincoln Partnership PCN. The Making Every Adult Matter approach helps local areas design and deliver better co-ordinated services for individuals experiencing multiple disadvantages and is being utilised by place-based partnerships of statutory and voluntary agencies in 42 local areas across England. Further updates on this work will be provided as this develops. In addition to MEAM, options for focused casework and multi-agency support through a Lincoln Vulnerable Adults Panel is being considered with a focus on individuals known to the council who need support from services for prevention, early intervention or a different approach.

6. Domestic Abuse

- 6.1 During Quarter 4 (2022/23), the number of Lincoln-based Multi-Agency Risk Assessment Conference (MARAC) cases discussed are as follows:
- January 21
 - February 16
 - March 16

- 6.2 The Lincolnshire Domestic Abuse Specialist Service (LDASS) replaced EDAN Lincs from the 1st April 2023. In addition to the services already provided, there will be online support and information, and further support for children and young people. This changes how officers refer individuals to the new service, insofar as it introduces a requirement for a formal referral to be made and a DASH risk assessment completed. This new service also provides a digitally based Universal Offer to anyone who is looking for information or support relating to domestic abuse in Lincolnshire. Residents can access the Support Hub, online training, specialist adult support, recovery, support for children and young people and also advice for residents who are worried about someone.

7. Internal Safeguarding Referrals

- 7.1 The table below summarises the number of referrals and requests made by Council employees for safeguarding advice and support over the past three years:

	2020-2021	2021-2022	2022 -2023
Number of referrals	103	73	181
Tenancy	27	10	48
HRS	10	12	22
Housing Strategy	12	1	3
Independent Living	0		28
Rough Sleeper Team	1	14	20
Housing Solutions	4	6	18
Benefits	1		1
Council Tax	2		2
Welfare Team	2	3	
Councillors	1		
Customer Services	26	14	30
Private Sector Housing	4	2	5
PA	1		1
PPASB	10	7	
Arboricultural		1	
Legal Services		1	
Licencing		1	
Safeguarding		1	
Pollution			1
City Centre			1
External	2		1
Total adult referrals	93	69	154
Total child referrals	10	4	27

- 7.2 The majority of internal safeguarding referrals relate to concerns for the welfare of adults. There has been a noticeable increase in the number of internal referrals, however officers believe this is primarily a result of the positive steps taken to ensure safeguarding by teams across the authority and appropriate levels of training and awareness.

8. Prevent

- 8.1 The Council continues to be represented at the Prevent Steering Group, and the PPASB and Licensing Manager the Prevent lead for the organisation. Prevent is one of the four elements making up 'Contest,' the Government's Counter Terrorism strategy. Prevent aims to safeguard and support vulnerable individuals who are at risk of radicalisation and to enable those engaged in terrorism to disengage and rehabilitate. Increasing and refreshing staff awareness around Prevent is a key action for 23/24 and the Council will be introducing new e-learning resources to all employees in the near future. These e-learning materials are being provided to local authorities by the Home Office.

9. Audit

- 9.1 The Local Authority Audit Framework (LAAF) audit for safeguarding adults has been verified and agreed by the LSAB Partnership and Executive Boards.
- 9.2 In 2022, Safeguarding received substantial assurance from an internal audit.

10. Policy Update

- 10.1 The Safeguarding Policy will be reviewed in 23/24 to update on any national changes to best practice, guidance, or statutory duties or to reflect any updates in local partnership strategy or multi-agency procedures. The draft updated policy will be brought back to Policy Scrutiny Panel for feedback.
- 10.2 The updates provided in this report demonstrates that the policy is working well and gives assurance that it is being implemented.

11. Case Management and Central Records

- 11.1 A central record for safeguarding referrals has been considered and a local system, E-CINS will be used to record safeguarding or potential safeguarding cases. E-CINS software is already in use for recording and tracking anti-social behaviour across the county. This will significantly improve how safeguarding referrals are recorded and updated and will also enable adults of concern and locations of concern to be captured. Officers are currently exploring how MARAC and MACE information can be incorporated into E-CINS to increase the effectiveness of intelligence gathering in these key areas.

12. Future Workstreams

- 12.1 Due to key improvements made over the last few years to training and development, officers are now more confident in dealing with day to day safeguarding issues. This has enabled the new Safeguarding Lead to increase

their focus on multi-agency work, and improve the Council's contribution to multi-agency meetings. The training and information across services allows for routine advice to be managed officers and line managers, enabling the Safeguarding Lead to capture and review referrals for themes and trends, to offer enhanced support to residents where needed, and providing advice on more complex cases. An option for 'safeguarding champions' across the organisation is being considered to further embed knowledge and peer support across the authority. This will provide greater resilience to the Council and enables safeguarding issues across the authority to be dealt with quickly and effectively.

12.2 Key actions for Q1 and Q2 of 2023/24 include;

- 1) Determine a suite of PIs to monitor both compliance and demand.
- 2) Refresh the 6-year training pathway for all roles across the Council.
- 3) Deliver a programme of Member training and awareness over the year.
- 4) Finalise an annual briefing and comms plan.
- 5) Review options for further Domestic Abuse support
- 6) Review local case management processes for Anti-Social Behaviour Risk Assessment Conferences (ASBRAC), Vulnerable Adults Panel (VAP), Multi-Agency Risk Assessment Conferences (MARAC) and Making Every Adult Matter (MEAM) to ensure an appropriate whole systems approach and maximise effectiveness.

13. Organisational Impacts

13.1 Finance (including whole life costs where applicable)

There are no finance implications arising from this report.

13.2 Legal

As outlined in the report.

13.3 Equality & Diversity and Human Rights

There are no direct E&D impacts arising from this report.

14. Risk Implications

- 14.1 Protecting Vulnerable People and Prevent are risks on the Strategic Risk Register for the authority and are monitored in accordance with its requirements. At this current time there are no concerns to raise in respect of the risks.

15. Recommendation

- 15.1 To note the report and to provide comments as needed for future work and on the content for inclusion in the Policy Scrutiny report.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	None
List of Background Papers:	None
Lead Officer:	Joanne Smith, Safeguarding Lead Email:joanne.smith@lincoln.gov.uk

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POLICY SCRUTINY COMMITTEE

13 JUNE 2023

SUBJECT:	REPAIRS AND MAINTENANCE POLICY
DIRECTORATE:	HOUSING AND INVESTMENT
LEAD OFFICER:	MATT HILLMAN, ASSISTANT DIRECTOR, INVESTMENT

1. Matter Policy Scrutiny Committee

- 1.1 To receive the City of Lincoln Council Repairs and Maintenance Policy which aims to deliver a continuously improving scheduled repair and maintenance service by making sure that day to day repairs are carried out, on time and to a high standard that customers are satisfied with, whilst maintaining value for money within the service at all times.

Lead Officer: Matt Hillman, Assistant Director, Investment
E Mail: matthew.hillman@lincoln.gov.uk

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Repairs and Maintenance Policy



CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



Contents

Introduction	3
Aims and objectives of policy	3
Diversity and inclusion	4
Regulatory requirements	4
Quality of accommodation	4
Repairs and maintenance.....	4
Involvement and empowerment	5
Service delivery	5
How to report a repair.....	5
Scheduled repairs	6
Health and safety	6
Consultation	7
Performance management	7
Responsibilities	7
City of Lincoln Council.....	7
Priority repairs	8
Tenant responsibilities.....	9
Leaseholders	13
Access arrangements	14
Rechargeable repairs	14
Vulnerable tenants	15
Adaptations	15
Alterations	15
Right to buy	16
Complaints	17



Introduction

The City of Lincoln Council's (CoLC's) housing department is a stock retained local authority, meaning we retain the ownership and management of our properties. CoLC is committed to providing the best services possible for our tenants, who occupy approximately 7,800 properties throughout the city. Our properties are a mix of houses, bungalows, maisonettes, and flats, some of which are in our three high rise blocks. The CoLC's stock also includes approximately 1,200 garages. We are committed to providing the best service possible to our tenants.

The CoLC aims to deliver a continuously improving scheduled repair and maintenance service by making sure that day to day repairs are carried out, on time and to a high standard that customers are satisfied with, whilst maintaining value for money within the service at all times.

The CoLC will ensure that all properties are repaired and maintained, providing a safe home environment for all its residents and tenants. The housing team will also contribute to the financial viability of the organisation by improving performance, with a main focus on 'right first time' repairs wherever possible.

Aims and objectives of policy

At commencement of tenancy, the CoLC lets all properties to the 'Empty Homes Letting Standard' and throughout the life of our assets, we deliver improvements to our properties to maintain them to the Lincoln homes standard which also incorporates all aspects of the national decent homes standard.

Within the provision of the Housing Act 1985 (amended) each tenant has a right to repair. This policy identifies which repairs the CoLC are responsible for in line with the maintenance of housing stock and which repairs tenants are responsible for within the terms and conditions of their tenancy agreement.

The CoLC will continually look to improve the repair and maintenance service and continually consult with tenants to seek their views on the quality of the service and the repairs carried out at their homes.

Diversity and inclusion

The CoLC will make sure that the principles of equality, diversity and inclusion are integral in the business planning and delivery of the scheduled repair, maintenance, and void services, which work in tandem with this Repairs and Maintenance Policy. The CoLC is committed to delivering its repair and maintenance service in a way which meets the diverse needs of local communities. This will be achieved by treating people fairly and taking the nine protected characteristics of the Equality Act 2010 into consideration within all aspects of the repair service.

Regulatory requirements

The Home Standards contained in the revised Homes and Communities Agency Regulations, which came into effect on 1 April 2012, lay out the requirements for organisations in terms of repair and maintenance. The regulations state the following:

Quality of accommodation

Registered providers shall:

- Ensure that tenant's homes meet the standard set out in Section 5 of the Government's Decent Homes Guidance and continue to maintain their homes to at least this standard.
- Meet the standards of design and quality that applied when the home was built and were required as a condition of publicly funded financial assistance, if these standards are higher than the Decent Homes Standard.
- In agreeing a local offer, ensure that it is set at a level not less than these standards and have regard for Section 6 of the Government's Decent Homes Guidance.

Repairs and maintenance

Registered providers shall:

- Provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of tenants and has the objective of completing repairs and improvements 'right first time'.
- Meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

The specific expectations relating to repair and maintenance are that:

- Registered providers shall ensure a prudent, planned approach to repairs and maintenance of homes and communal areas. This should demonstrate an appropriate balance of planned and responsive repairs, and value for money. The

approach should include scheduled and cyclical repairs, planned and capital work, work on empty properties and adaptations.

- Registered providers shall co-operate with relevant organisations to provide an adaptations service that meets tenants needs.

Involvement and empowerment

- Registered providers shall ensure that tenants are given a wide range of opportunities to influence and be involved in the management of repair and maintenance services such as commissioning and undertaking a range of repair tasks as agreed with landlords, and the sharing of savings made.

Service delivery

The repair service is available 24-hours a day, 365 days of the year. A team of operatives work an 8:00 to 16:00 shift pattern Monday to Thursday and 8:00 to 15:30 on a Friday. Emergencies that are reported during the day will be attended within a 24-hour period. Emergencies that are reported after 16:00 Monday to Thursday or after 15:30 on a Friday are passed to the emergency call out team. The call out team then work between 16:00 and 08:00 each day and from 15:30 on Friday until 8:00 on Monday. When booking an appointment, you will be given the option of the following time slots (depending on availability)

- 08:00-16:00
- 08:00-12:00
- 12:00-16:00
- 09.30-14.30



How to report a repair

A request for a repair can be made by the following methods:

- Online at www.lincoln.gov.uk (At all times)
- By telephoning Customer Services on 01522 873333 during opening hours.
- In the event of an emergency, outside of office hours, telephone 01522 534747.

When a repair request is received the CoLC will:

- Complete priority repairs within 24hours.
- Complete urgent repairs within 3 days.
- Complete all other repair requests within 100 days, in line with the scheduled repairs programme schedule.

- If the repair request is a priority or urgent repair – CoLC will arrange an appointment with the customer at the earliest possible date available, which is suitable for the customer.
- If the repair request is a scheduled repair – the customer can select a preferred appointment date and time when reporting the repair via the online scheduling service. When the customer reports a scheduled repair via email or telephone, customer services will make an appointment with the tenant whilst on the phone or by responding to the email sent in by the tenant.



If the CoLC is called out to deal with a repair between the hours of 4pm and 8am during any day of the week, including Bank Holidays, and the repair is not a genuine emergency, the CoLC will recharge the full costs of the call-out to the tenant.

Scheduled Repairs

Scheduled repairs is CoLC's way of carrying out repairs that need to be completed but are not urgent or a priority repair and will are unlikely to cause a risk to tenants. Once your repair has been reported, it will be scheduled in and carried out when our repairs team are next working in your area. Repairs should take no longer than 12 weeks to be completed.



Further information on scheduled repairs is available at-
<https://www.lincoln.gov.uk/council-housing/scheduled-repairs>



Health and Safety

The CoLC is committed to providing a safe and healthy working environment at all times under the Health and Safety at Work Act.

In line with the CoLC's Health and Safety Policy, all managers have responsibility for the employees they manage, to make sure that all of the CoLC's working practices are in line with appropriate health and safety legislation and good practice, making sure that employees, tenants, buildings, and stakeholders are safe.

All employees (individually or collectively) must adhere to procedures and method statements which are designed for the protection of themselves and other people who they may have contact with.

Consultation

The CoLC will work with tenants to continually improve the repairs service in a range of ways including, focus groups, service review groups and tenant inspections, in line with published regulatory standards.



Further information on how tenants can become involved in shaping the way we deliver services is available at

www.lincoln.gov.uk/housing/council-tenants/resident-involvement/



Performance management

There are a number of indicators recorded in respect of repairs and maintenance. Performance figures are presented to Housing Services Team, Lincoln Tenants Panel, Performance Scrutiny Committee and Housing Scrutiny Sub Committee. Targets for the team in 2023/24 are as follows:

- An average end to end time of 100 days for scheduled repairs.
- 99.5% of priority repairs completed within 24 hours.
- 97.5% of urgent repairs completed within 3 working days.
- 92% of repairs completed 'right first time'.
- 95% of tenants satisfied with the repairs service.
- 97% of appointments 'made and kept'.

Responsibilities

City of Lincoln Council

The CoLC are responsible for the structure, exterior, services, the fixtures and fittings to the property, and any communal areas in the building (Excluding communal gardens).

Structure and exterior-

- Drains, gutters, and outside pipes.
- Roof, external walls, doors, and windows.
- Replacement of fencing, that was previously installed by CoLC. Our standard will be concrete slotted posts and kickboards with 3 ft high x 6ft wide timber panels to front boundary and adjacent to highway and footpath. To the side elevation will be one 6ft x 6ft panel between adjoining properties. All other boundaries will be concrete slotted posts and kickboards and 3ft high x 6ft wide timber panels.

- Pathways and steps which provide access to the main entrance point of the property.
- Garages and outside brick-built store places.
- Washing line posts.

Services-

- Installations for supplying water, gas, and electricity.
- Installations and appliances for heating the property and for hot water.
- Lifeline/warden alarm units and their pull cords

Fixtures and fittings-

- Basin, sinks, baths, and toilets (excluding toilet seats).
- Kitchen fixtures and fittings.



Communal areas-

- Communal aerials.
- Lifts and other communal amenities such as laundries, common rooms, door entry systems, fire alarms, corridors, and waste chutes in high rises.

Priority repairs

Priority repairs that are the responsibility of the CoLC will be attended to within 24 hours of the problem being reported, unless there are factors that are outside of the organisations control, for example in the event of severe weather conditions that are causing hazardous driving conditions, or where the number of emergencies impact on capacity and resources to deliver services. In such circumstances, tenants will be kept informed of any delays.

Priority repairs are those repairs that:

- Remove immediate danger to the occupants of a property or an outside space.
- Restore essential services such as heat and power.
- Avoid major damage to a property such as a serious flood.
- Make the property secure following a break in by changing locks or boarding a broken window.
- Remove any possible health and safety risk.

Some useful contact details in case of priority repair:

- In the event of a gas leak (or smell of gas), call the gas emergency line immediately on 0800 111999. Turn the handle at the meter to the flat (horizontal) position.

- If there is a problem with electricity, turn the mains switch on the consumer unit to the off position. If the tenant has a power cut call Western Power Distribution on 0800 6783 105.
- If there is a problem with water, turn the main stop tap to the right (clockwise) or turn off the sure stop. If the tenant has no water, then call Anglian Water on 0800 771 881.

Tenant responsibility

The terms of the Tenancy Agreement state that there are a number of obligations for a tenant once they sign to accept the keys for the property. These include but are not limited to:

- Not cause damage to your home, to our property or to the property of your neighbours.
- Not neglect your home or let it fall into disrepair.
- Keep the inside of your home clean and in good decorative order.
- Take reasonable precautions to prevent water pipes bursting through frost or the property being damaged by items which were present on letting. (Including any extensions to the property) fire.
- Maintain any non-standard items that were present on letting.
- Keep your home secure at all times using all security locks where provided.
- Keep your windows clean unless you pay for this through a service charge.
- Not cause damage to any of our fixtures and fittings, including glass, inside your home or in communal areas, deliberately or through misuse or negligence.
- Provide safe storage and recharging facilities for motorised wheelchairs/scooters that belong to you. In sheltered housing we may provide storage and recharging facilities for electric wheelchairs/scooters. It will remain your responsibility to ensure that they are safe and secure within that designated area.
- You must report any repairs that are our responsibility without delay and as soon as you are aware of them.
- You are responsible for repairing any damage to your home that is caused deliberately or negligently by you, your children, friends, relatives, visitors, pets, and any other person living in your home.
- You will also have to pay for the cost of repairing any damage to other property or to the communal areas which is caused deliberately or negligently by, your children, friends, relatives, visitors, and any other person living in your home.



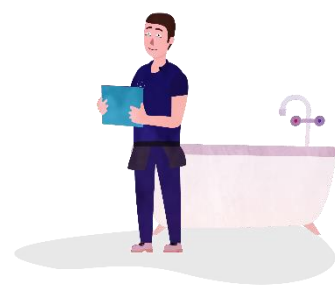
Tenants are also responsible for renewing or replacing the following items unless they require replacement through normal wear and tear:

- Door locks, keys and fobs including suited keys (fobs, communal and suited keys are only obtainable from the CoLC).
- Door furniture.
- Cupboard latches.
- Internal decoration.
- Shower hoses and spray heads that are not part of the fixed plumbing system.
- Plugs and chains to sinks, wash basins and baths.
- Internal doors.
- Architraves (the moulded trim around door frames).
- Skirting boards, pelmets, and curtain battens.
- Shelving.
- Coat rails and hooks.
- Floor tiles and glazed wall tiles with the exception of kitchens and bathrooms.
- Door bells.
- Broken windows and front / back door glass caused by accidental damage or without a crime reference number.
- Cost of un-authorized removal of CoLC property including stair lifts.
- Removal or re fixing of disabled adaptations due to carpet renewal.

In line with the Tenancy Agreement tenants also have a responsibility for:

Baths, basins, drains and waste

- Initially trying to clear blocked baths, sinks and basins. Tenants will be recharged if, following the completion of the repair, the fault is found to have been caused by the tenant.
- Repairing any items that have been fitted by the tenant previously.
- Clearing blockages in washing machines or dishwashers. If the tenant is fitting this as a new appliance they are responsible for this work
- Keeping gully grids clear of leaves and rubbish
- Environmental work including flea treatments/needle removal/body fluids or rubbish.
- Replacement of toilet seats and toilet roll holders.
- Other fixtures and fittings, and any alterations or improvements that the tenant has made.



Doors and locks

- Replacement of keys/locks when keys have been lost or tenant has locked themselves out.
- Fitting and repairing any additional locks and latches.
- Replacing glass in any internal or external door.
- Adjusting door when a new carpet fitted.

Electrics

- Resetting trip switches and if necessary turning off the mains supply.
- Replacing light bulbs, fluorescent tubes, and starters.
- Replacing electrical plugs and plug fuses for tenants own appliances.
- Testing and cleaning of smoke detectors, fans, and carbon monoxide detectors.

Floors and stairs

- Repairing and replacing any floor coverings, vinyl tiles sheeting, carpets, or laminates that the tenant has fitted.

Garden and garages

- Repairing any fencing, patios, steps, sheds or other garden features, garages or driveways not originally provided by the CoLC.
- Maintaining garden paths other than those giving main access to the front and back door of the property or to a CoLC washing line post.
- Replacing keys or locks to garage or shed doors when the keys have been lost.
- Renewing broken clothes lines.
- Grassed areas and borders such as, front or side gardens.
- Maintaining all hedges to prevent obstruction to neighbouring properties, public highway, and footpaths. Hedges must not be removed, without written permission from CoLC
- Painting any existing timber fencing.

Heating

- Checking that heating controls (room thermostat, timer, or programmer) are set correctly.
- Keeping the home properly heated and ventilated to prevent condensation or the build-up of carbon monoxide and mould.
- Keeping the home properly heated to prevent pipes from bursting particularly during cold weather, or whilst tenants are away from the property for a period of time.

- Bleeding radiators.
- Any other repairs which investigations establish are not attributable to fair wear and tear.
- Gas and/or electric supply

Kitchen fittings

- Installation of washing machines, dishwashers or tumble driers including waste, supply pipes and vents if not already provided by the CoLC.
- Repairing any extra units that have been installed in the property by the tenant.
- Minor repairs to kitchen unit's e.g., tightening screws and adjusting drawers and cupboard doors.

Pipes and taps

- Taking steps to prevent pipes from bursting during cold weather, particularly if the tenant is to be away from the property for any length of time.
- Turning off the water supply at the stop tap or sure stop if a water pipe has burst, and then turning all the taps on to allow all remaining water to flow out.

Roofs and chimneys

- Putting up and securing TV aerials (except communal aerials). Tenants need permission to put up a satellite dish.

Toilets

- Cleaning toilet pans.
- Attempting to clear blocked toilets. If on repair it is found that the blockage is caused by the tenant, a member of their household or a visitor, then the tenant will be recharged.

Walls and ceilings

- Decorating walls and ceilings inside the home.
- Filling minor cracks and holes in walls and ceilings.
- Keeping air vents clear and cleaning extractor fan vents.



Windows

- Replacing broken or cracked glass where caused by accidental damage or without a crime reference number.
- Keeping window trickle vents clear.

Leaseholders

The CoLC is responsible for the structure of the building and any outbuildings/sheds, communal areas, systems, and installations in leasehold blocks. The leaseholder is responsible for everything within the home, which is for their use and benefit. Rights and responsibilities for individual properties are contained within individual lease agreements.

The Leaseholder service charge for day-to-day repair and maintenance is charged in advance as an estimated amount. An adjustment is made to the service charge account for the following year for any difference between the estimated and actual costs. Employees will have regard for this when deciding upon the repair required at a property, and should further clarity be required, the employee should contact the Finance and Leasehold via:

- Telephone - by calling our switch board on 01522 881188
- Email – by emailing FinanceAndLeaseholderTeam@lincoln.gov.uk

We cannot charge an individual leaseholder more than £250 for any work unless we have first served a Section 20 Notice (this is done by the Finance and Leasehold Team who will advise employees on the process and timescales). However, the following information provides a general summary of responsibilities relating to repair and maintenance which include:

- The main structure, foundations, roof, guttering, communal drains, external pipe work and windows excluding glass (leaseholders are responsible for windows that they, or a previous leaseholder, have installed in their property).
- Any communal services and any related machinery or installations connected with those services; this would include lifts and lighting in communal areas, door entry systems (including handsets within leasehold properties).
- Communal areas, including external doors, passageways, staircases, halls, landings, and any grounds within the estate such as bin or drying areas, which are jointly used by the tenants.



Further information about service charges is available in our Leaseholders' Guide which can be found at:

<https://www.lincoln.gov.uk/council-housing/council-leaseholders/2>



Access arrangements

The following need to be taken into consideration when access is required to properties to complete a repair.

- Tenants must allow authorised employees of the CoLC or other agents of the CoLC into their home during reasonable hours to inspect its condition, carry out repairs or improvements, or to service appliances. This also includes any other work that the CoLC consider necessary to ensure that the property and surrounding properties do not put the tenant or anyone else at risk.
- Employees or contractors employed by the CoLC must have access to carry out gas servicing or electrical inspections as and when required.
- Where possible the CoLC will give at least 24 hours advance notice, and all employees of the CoLC or its agents will carry formal identification at all times.
- The CoLC may need to gain access to homes to inspect, clean or repair a home or neighbouring dwellings, or any sewers, drains, pipes, wiring, or cable serving a home or neighbouring dwellings.
- Authorised employees of the CoLC may need to enter a property without notice in an emergency, using reasonable force if necessary, if the CoLC feel there is a risk of personal injury or damage to property or surrounding properties.

Rechargeable repairs

Tenants, their family members and any visitors to their home are responsible for any damage caused to the property, either caused accidentally, deliberately or through neglect.

The CoLC aim to make sure that all tenants are aware of their obligations not to damage or neglect CoLC property and that they are responsible for damage caused by their children, pets, and visitors. This is formally agreed with the tenant when the tenancy agreement is signed.

When a current or former tenant wishes to dispute the bill for rechargeable repairs they have received, this will in the first instance be to the officer who has issued the rechargeable repair letter advising that the charges are correct and due for payment. If this disagreement is not resolved, the current or former tenant can make a formal complaint using the complaint process.

For more information on rechargeable repairs, please read our rechargeable repairs policy.

Vulnerable tenants

When deciding whether or not to recharge a tenant for repairs that can't be attributable to fair wear and wear account must be taken of any vulnerability factors.

A vulnerable tenant is someone who is or may be in need of community care services by reason of mental health or other disability, age, or illness, who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This includes individuals who might be in receipt of social care or health services. Each person should be considered individually. Where there are concerns that someone is potentially vulnerable the final decision to recharge or waive the charge will rest with the Tenancy Services Manager.

Adaptations

Everyone's housing needs are different and the CoLC offers permanent adaptations to resident's homes to ensure that it remains suitable for their needs. The CoLC works with Lincolnshire County Council to provide adaptations to its properties.

If an adaptation is assessed as being necessary and appropriate by Lincolnshire County Councils Social Services, it will be referred to the CoLC who will determine whether the request is 'reasonable and practicable'. The final decision will be made by the CoLC on whether the adaptation will be undertaken.

Permanent and semi-permanent adaptations are provided by the CoLC including stair lifts and through floor lift. Lincolnshire County Council will provide hoists and other aids through its social services team. The CoLC will not remove adaptations from its properties for new tenants if the property is advertised with the adaptations. Any adaptations, including stair lifts or lifts, that are removed by the tenant without the CoLC permission will be recharged. If you wish to make an adaptations request, please contact Lincolnshire county council on 01522 552222

For more information on aids and adaptations, please read our aids and adaptations policy.

Alterations

Written permission must be obtained prior to any alterations or improvements commencing. The CoLC recognise that tenants will want to make alterations and improvements to their homes. Where requests are reasonable they will not be refused.

The terms of the Tenancy Agreement do however mean that an introductory tenant is not allowed to make alterations and improvements to their property within the first 12 months of their tenancy. Examples of alterations or improvements that require written permission include:

- Decorate any part of the outside of their home.
- Make any structural changes or additions to the property.
- Erect a shed, garage, or any other external construction.
- Remove, add, or alter any part of a fence or garden wall.
- Add to, change, or replace any fixtures and fittings provided by CoLC.
- Fixing any items to the external walls of the property, including (but not limited too) installing a satellite dish, television, radio, recording devices, or amateur radio aerial such as a Citizens Band aerial.
- Apply textured coating to a ceiling. Textured coating is not allowed on walls.
- Fit tiles to walls or floors.
- Alter the electrical, gas, heating or water installations including having a water meter installed.

The CoLC may impose conditions when approving works. If required, planning permission, building regulations approval or any other permission must be obtained before starting the work. The CoLC will provide any service contracts or repairs to any installation it has provided.

Right to buy applications

Once an application under the Right to Buy is received by the CoLC then there becomes a legal responsibility for the organisation to carry out emergency repairs only. This will make sure that the property remains wind and water tight and is fit for human habitation. Examples of repairs that might be carried out are as follows:

- Serious water penetration.
- No power.
- No heating.
- No bathing facilities.
- Not being able to use a toilet when there is only one in the property.

Complaints

To make a complaint about the City of Lincoln Council please contact us using one of the following methods

- Online at www.lincoln.gov.uk/complaints
- By email to complaints@lincoln.gov.uk
- By telephoning 01522 881188
- By letter to Housing Services

City of Lincoln Council,
City Hall,
Beaumont Fee,
Lincoln, LN1 1DD



We aim to acknowledge and respond to complaints within 10 working days. Further information is available at-
<https://www.lincoln.gov.uk/council/compliments-compliments-feedback/3>

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POLICY SCRUTINY COMMITTEE

13 JUNE 2023

SUBJECT:	POLICY SCRUTINY WORK PROGRAMME 2023/24 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 2023/24 and receive comments and considerations from members of potential further items for discussion in the municipal year 2023/2024.
- 1.2 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 2023/24 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 (01522) 873619

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Policy Scrutiny Committee Work Programme – Timetable for 2023/24

13 June 2023

Item(s)	Responsible Person(s)	Comments
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2023 -2024	Democratic Services	Regular Report
Protecting Vulnerable People	Emily Holmes/Joanne Smith	
Events and Culture – Christmas in Lincoln 2023 and beyond – Programme of Events	Simon Walters	Verbal presentation
Lincoln Central Market Policies.	Kate Ellis	Presentation
Repairs and Maintenance Policy	Matt Hilman	

15 August 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Review of Facilities Strategy	Steve Lockwood	
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Communal Area Policy	Matt Hilman	

3 October 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023 -2024	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Corporate Document Review	Emily Holmes/ Michelle Hoyles	Annual Report

21 November 2023

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

9 January 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2023-2024 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

12 March 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

43

Unscheduled Items.

Downsizing incentive scheme proposal

Post Implementation Review – Public Conveniences

Recycling- paper and card collections proposal

Annual Review of County Homelessness Strategy

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EXECUTIVE WORK PROGRAMME

June 2023 - May 2024

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.

APPENDIX B
EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
30 May 2023	Operational Performance Quarterly Monitoring Report	To present to Members a summary of the operational performance position for the fourth quarter of the financial year 2022/23	Executive	No	Public
30 May 2023	Financial Performance Quarterly Monitoring	To present to Executive the fourth quarter's financial performance 2022/23	Executive	No	Public
30 May 2023	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the fourth quarter 2022/23.	Executive	No	Partly Private
30 May 2023	Write Outs of Irrecoverable Non Domestic Rates, Sundry Debtors, Former Tenant Arrears, Council Tax and Overpayment of Housing Benefit	Executive to approve write-out of monies as set out in the report	Executive	Yes	Private
30 May 2023	Central Lincolnshire Memorandum of Understanding	That the new Memorandum of Understanding between the Central Lincolnshire Joint Strategic Planning Committee and Partner Authorities, which includes the City of Lincoln be approved.	Executive	No	Public
30 May 2023	Treasury Management Stewardship and Actual Prudential Indicators Report 2022/23 (Outturn)	To review the treasury management out-turn of the City of Lincoln Council 2022/23.	Executive	Yes	Public

24 July 2023	Performance Management Policy Changes	Seeking approval to the Performance Management Policy (HR policy)	Executive	No	Public
24 July 2023	Lincoln Central Market	Recruitment to a permanent Market Manager post Agreement to the policy and management approach including marketing to tenants.	Executive	Yes	Partly Private
24 July 2023	WGC	To seek approval to submit a reserved matters planning application for the first of housing development on City Council owned land off Skellingthorpe Road; To seek approval to enter into a development agreement for the delivery of the housing, subject to planning consent; to seek approval to progress with the detailed design/development of the bridge proposals to form the Eastern Access with Tritton Road (subject of the levelling up fund grant).	Executive	No	Public
24 July 2023	New Build Properties Hermit Street Garage Site	Report to seek approval to progress with building 11 x units of family homes on the garage site at Hermit Street (subject to planning permission decision in June 23)	Executive	Yes	Partly Private
16 October 2023	Housing Pipeline Approach	Decision on the approach to developing a housing pipeline on City Council owned land	Executive	Yes	Public
20 November 2023	Statement of Accounts 2022/23	To note the final Statement of Accounts	Executive	No	Public
20 November 2023	Treasury Management and Prudential Code Update - Half Year to Sept 2023	To note the Prudential and Local Indicators and the performance against the Treasury Management Strategy 23/24	Executive	No	Public

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