

## POLICY SCRUTINY COMMITTEE

**Tuesday, 18 March 2025**

**6.00 pm**

**Committee Rooms 1-2,  
City Hall**

Membership: Councillors Chris Burke (Chair), Calum Watt (Vice-Chair),  
Debbie Armiger, Liz Bushell, Natasha Chapman, Callum Roper  
and Rachel Storer

Substitute member(s): Councillors Dylan Stothard and Pat Vaughan

Officers attending: Steve Bird, Democratic Services

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### A G E N D A

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<b>SECTION A</b>	<b>Page(s)</b>
1. Confirmation of Minutes - 14 January 2025	<b>3 - 8</b>
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. Paper and Card Recycling Options	<b>To Follow</b>
4. Health Scrutiny Update	<b>Verbal Report</b>
5. Policy Scrutiny Work Programme 2025-26 and Executive Work Programme Update	<b>9 - 20</b>

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**Present:** Councillor Chris Burke (*in the Chair*),  
Councillor Calum Watt, Councillor Debbie Armiger,  
Councillor Natasha Chapman, Councillor Callum Roper  
and Councillor Rachel Storer

**Apologies for Absence:** Councillor Liz Bushell

**23. Confirmation of Minutes - 19 November 2024**

RESOLVED that the minutes of the meeting held on 19 November 2024 be confirmed.

**24. Declarations of Interest**

No declarations of interest were received.

**25. Procurement Act 2023 & Contract Procedure Rules**

Carolyn Wheeler, City Solicitor presented a report which sought comments from the Committee on the new Procurement Act 2023 and the subsequent revision of the Council's Contract Procedure Rules.

The new Act was due to come into force on 24<sup>th</sup> February 2025 and would only apply to new procurements commencing from that date. This meant that contracts let prior to that would continue under the previous legislation

An aspect of the new legislation was to simplify the procurement process and increase transparency, however this had also made it more labour intensive. The requirement for public authorities to publish various notices had been introduced which would apply from before the contract had been identified and continue throughout the contract period until expiry. This increased transparency also meant there was opportunity for the Council to be challenged at every step.

With the introduction of the Act, the Council had taken the opportunity to update the Contract Procedure Rules. These were also considered by the Committee along with the Procurement Flow Chart.

Officer training on the new Act would be rolled out in due course for contract managers. The recent online Member training had been recorded, and the link could be made available to Councillors wishing to familiarise themselves with the changes. It was noted those in attendance at the training were grateful to Officers for their time and expertise.

The Committee discussed the report and procedure rules in detail and was provided with the following responses by Officers to questions:

- Notices would be published on specialist platforms online rather than in physical form. Local companies, relevant to a particular contract, would be informed of the notices and where they could be found, but no further assistance would be provided to them.

- The staff training would emphasise the need for procurement and the procedure rules to always be a topic of discussion on departmental teams' agendas.
- There would need to be consideration given to the Council's key performance indicators during procurement and looking towards the end of the process to ensure performance indicators had been taken into account.
- A monitoring matrix was being developed which would help identify social value within the procurement process, and the opportunity for community legacy needed to be considered at all stages to help boost reducing inequality. The Council was not mandated to consider social value, but did strive to attain 5-10% impact from each contract.
- Considering the recent change of government and any guidance that might still be forthcoming, Officers assured the Committee they were as prepared as they could be for the introduction of the new Act.

RESOLVED that:

1. The Policy Scrutiny Committee note the new Procurement Act and revision to the contract procedure rules
2. Any comments be referred to Executive.

**26. Renewal of Public Spaces Protection Order Allowing for the Gating of St Peters Passage**

Ben Jackson, Public Protection and Anti-Social Behaviour (PPASB) and Licensing Manager presented a report that sought approval from Executive to renew the existing Public Space Protection Order (PSPO) which allowed for the gating of St Peter's Passage. The passage ran from the High Street, next to House of Fraser, through to Mint Lane in the upper High Street area of Lincoln city centre.

Following an increasing number of complaints of drug use, drug paraphernalia, urination, defecation and criminal activity, the original PSPO was approved in 2018, and the passage was gated in July 2019 which restricted access to the public.

PSPOs, enforced under the Crime and Policing Act 2014, could be in place for a maximum of three years, and the PSPO was renewed in 2021 following a review. The report proposed that the passage be gated for a further three years and details of the public and partner consultation carried out from 13<sup>th</sup> September to 11<sup>th</sup> October 2024 were considered.

It was noted that Appendix B in the report was incorrect and should have been a copy of the current St Peters Passage PSPO. This would be rectified before the report was submitted to Executive.

In response to questions from Members, it was confirmed that:

- The consultation had received 180 responses with 87.8% in favour of continuing the PSPO to gate the passage.
- Following recent repairs to the gate, a request had been submitted for more intensive cleaning to the passage area which had been subjected to litter and other waste being left around the gate.
- The PSPO could not be extended to include the passageway down to Lincoln Snooker Club on the opposite side of the High Street due to health and safety reasons, but more CCTV cameras had been installed to help improve the area.
- In addition to CCTV, some of the Council's anti-social behaviour officers were involved with Hot Spot Policing patrols in the area with Lincolnshire Police.
- Due to the Government's Safer Streets funding coming to an end at the close of the financial year, it was important that deterrents and preventative measures were in place beforehand to ensure the funding was maximised.
- It had previously been highlighted that some of the individuals presenting as rough sleepers or engaging in anti-social behaviour in the area were City of Lincoln Council tenants. The Housing Team was working with PPASB Officers to support individuals out of the area or enforce against anti-social behaviour.
- Some of the issues surrounding the passage resulted from the active night-time economy in that area of Lincoln.

RESOLVED that:

1. the Policy Scrutiny Committee note the Renewal of Public Spaces Protection Order Allowing for the Gating of St Peter's Passage report and appendices
2. Any comments be referred to Executive.

## **27. Health Scrutiny Update**

The Chair of the Policy Scrutiny Committee updated members on the business that had been discussed at the Health Scrutiny Committee for Lincolnshire held on 4 December 2024. The following points were noted:

- There were shortages of certain prescription medicines in Lincolnshire, and it had been reported that drugs such as Ozempic, usually used to treat type 2 diabetes were in short supply as it was being marketed as a weight-loss drug.
- The UK's departure from the European Union had been considered as an impact on medicine shortages as the UK did not have access to European markets.

- There had been reports of patients in Lincolnshire travelling between pharmacies to find their prescribed medication.
- Cllr Burke had proposed that the Health Scrutiny Committee write to Wes Streeting, Secretary of State for Health and Social Care, to outline concerns with community pharmacy closures and medicine shortages within Lincolnshire and to explore if closer relationships with the European pharmaceutical market were possible. The committee had agreed his proposal.

In response to questions from Committee members, the Chair confirmed the following:

- Pharmacies generated income through GP referrals and also charged for some of their services, however some pharmacies were dispensing at their own costs and were barely breaking even financially.
- There had also been a reduction of funding for smoking cessation services over the last five years.
- Although there had not been any recent scrutiny of mental health programmes, the Chair could suggest that be included in the work programme at the next meeting of Health Scrutiny Committee.

RESOLVED that:

1. The Health Scrutiny Committee be asked to write to the Secretary of State for Health and Social Care, to outline concerns with community pharmacy closures and medicine shortages within Lincolnshire and to explore if closer relationships with the European pharmaceutical market were possible
2. The verbal report be received and noted with thanks.

## **28. Policy Scrutiny Work Programme 2024-25 and Executive Work Programme Update**

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2024-25 and Executive Work Programme Update'.
- b. presented the Executive Work Programme January 2025 – December 2025.
- 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****18 MARCH 2025**

**SUBJECT: POLICY SCRUTINY WORK PROGRAMME 2025-26 AND EXECUTIVE WORK PROGRAMME UPDATE**

**REPORT BY: CHIEF EXECUTIVE AND TOWN CLERK**

**LEAD OFFICER: CATHERINE WILMAN, DEMOCRATIC SERVICES OFFICER**

**1. Purpose of Report**

- 1.1 To present the Policy Scrutiny Committee Work Programme for 2025-26 and receive comments and considerations from members of potential further items for discussion in the municipal year 2025-26
- 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 paragraph (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 2025-26 and update where appropriate to include items which they wish to consider from the Executive Work Programme as required.

**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?** Two

**List of Background Papers:** None

**Lead Officer:** Catherine Wilman, Democratic Services Officer  
Email: [catherine.wilman@lincoln.gov.uk](mailto:catherine.wilman@lincoln.gov.uk)

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## Policy Scrutiny Committee Work Programme – Timetable for 2025/26

### 10 June 2025

Item(s)	Responsible Person(s)	Comments
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2025 -2026	Democratic Services	Regular Report
Annual Scrutiny Report 2024/25	Catherine Wilman	Annual Report
Corporate Document Review	Emily Holmes	Requested at meeting held on 19 November 2024.
Review of Equality and Diversity Corporate Document Suite	Emily Holmes	Deferred from March meeting.

### 12 August 2025

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2025-2026	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

7 October 2025

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2025 -2026	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

**18 November 2025**

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2025-2026 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

**January 2026**

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2025-2026 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

**March 2026**

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2025-2026	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Safeguarding Policy	Emily Holmes	Annual Report

**Unscheduled Items.**

## EXECUTIVE WORK PROGRAMME

**March 2025 - February 2026**

### 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](mailto:democratic.services@lincoln.gov.uk).

## EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
24 February 2025	Treasury Management and Prudential Code-Quarterly Update	Executive to note the Prudential and Local Indicators against actual performance for Quarter 3.	Executive	No	Public
24 February 2025	Prudential Indicators 2024/2025 to 2027/28 and Treasury Management Strategy 2025/26	To review and recommend to Council for approval the adoption of statutory prudential indicators and local indicators for the period 2024/25 to 2027/28 together with the 2025/26 Treasury Management Strategy.	Executive	No	Public
24 February 2025	Pet Policy (Housing Tenants)	Approve the Policy	Executive	No	Public
24 February 2025	Procurement Act 2023 & CPR's	To note the changes brought in by the Procurement Act 2023 and to recommend the updated contract procedure rules to Council	Executive	No	Public
24 February 2025	COUNCIL TAX 2025/26	To set out the City Council's council tax requirement and, together with the requirements of the County Council and the Police & Crime Commissioner Lincolnshire and will allow Members to make a formal recommendation to Council for the overall levels of council tax for 2025/26.	Executive	No	Public
24 February 2025	MEDIUM TERM FINANCIAL STRATEGY 2025 - 2030	To recommend to the Executive the Medium-Term Financial Strategy for the period 2025-2030 and the budget for 2025/26, for referral to Full Council.	Executive	No	Public



24 February 2025	Living Wage Report - (HR)	Consideration to adopt the changes to Living Wage (Living Wage Foundation)	Executive	Yes	Public
24 February 2025	Council Pay Policy (HR Report)	Approval of the Councils Pay Policy	Executive	No	Public
24 February 2025	Renewal of Public Spaces Protection Order Allowing for the Gating of St Peters Passage	If satisfied with the proposal approve the PSPO to be renewed for a further period of 3 years.	Executive	No	Public
24 February 2025	Strategic Risk Register Quarterly Review- Quarter 3	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the third quarter 2024/25.	Executive	No	Partly Private
24 February 2025	Financial Performance Quarterly Monitoring - Quarter 3	To present to Executive the third quarter's financial performance 2024/25	Executive	No	Public
24 February 2025	Operational Performance Report Quarter 3	To present to Members a summary of the operational performance position for the third quarter of the financial year 2024/25.	Executive	No	Public
24 February 2025	Vision 2030	Executive to approve proposals for the format, content and key actions included in the 5 year Vision 2030 corporate plan.	Executive	Yes	Public
26 February 2025	Revenues and Benefits Staffing Structure – Proposed Changes	To authorise a relatively minor amendment to the Revenues and Benefits staffing structure – addition of a new role, and deletion of a current (vacant) role	Shared Revenues and Benefits Joint Committee	Yes	Private
24 March 2025	Jasmin Green	Development of allocated housing site for council housing with associated improvements/enhancements	Executive	Yes	Public

24 March 2025	Strategic Performance Measures and Targets 25/26	To review and approve the strategic performance measures and their targets for 2025/26.	Executive	No	Public
24 March 2025	Rent Tenure - 9 x 3 bed new build homes	Rent Tenure to be implemented on 9 x 3 bed new build homes once acquired and let in Spring 2025	Executive	Yes	Private
24 March 2025	Paper and card recycling options	To decide if to implement, in part or in full, a separate paper and card collection scheme. Also, if so, when to do this.	Executive	Yes	Public
24 March 2025	TUPE of staff from NKDC	To agree TUPE OF Staff	Executive	No	Private
24 March 2025	ICT Hardware	To consider proposals and agree capital expenditure for ICT provision	Executive	Yes	Public
22 April 2025	Residents Parking Scheme Extension	Request to extend existing Scheme within designated area of City	Executive	Yes	Public
22 April 2025	Tenancy Agreement	Approve the revised Tenancy Agreement to apply for all new tenants and retrospectively to all existing tenants from 1st April 2025	Executive	Yes	Public
02 June 2025	Operational Performance Report Quarter 4	To present to Members a summary of the operational performance position for the final quarter of the financial year 2024/25.	Executive	No	Public
02 June 2025	Financial Performance Outturn 2024/25	To present to Executive the fourth quarter's financial performance 2024/25.	Executive	No	Public

02 June 2025	Strategic Risk Register Quarterly Review- Quarter 4	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the fourth quarter 2024/25.	Executive	No	Partly Private
02 June 2025	Treasury Management Stewardship and Actual Prudential Indicators 2024/25 Outturn	Executive to note the Prudential and Local Indicators against actual performance for Final Quarter 4.	Executive	No	Public
16 June 2025	Housing Pipeline Approach	Decision on the approach to developing a housing pipeline on City Council owned land	Executive	Yes	Public
16 June 2025	Cornhill Market - Operational Plan	Update on progress to set context for decisions covering: - permanent staff - operational budget - operational business plan	Executive	Yes	Partly Private
16 June 2025	City Centre Masterplan - Review	Agreement to proceed with the City Centre Masterplan Review including the specific detailed pieces of work on Town Fund projects on Tentercroft Street and Wigford Way	Executive	Yes	Public
18 August 2025	Operational Performance Report Quarter 1	To present to Members a summary of the operational performance position for the first quarter of the financial year 2025/26.	Executive	No	Public
16 June 2025	Tenancy Fraud Policy	Approve the Policy attached	Executive	Yes	Public
16 June 2025	Allocations Policy	Members are asked to approve the Allocations Policy.	Executive	Yes	Public
16 June 2025	Tenancy Agreement	Approve the updated Tenancy Agreement	Executive	Yes	Public

18 August 2025	Strategic Risk Register Quarterly Review - Quarter 1	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the first quarter 2025/26.	Executive	No	Partly Private
18 August 2025	Treasury Management and Prudential Code Update - Quarter 1	Executive to note the Prudential and Local Indicators against actual performance for Quarter 1.	Executive	No	Public
18 August 2025	Financial Performance Quarterly Monitoring- Quarter 1	To present to Executive the first quarter's financial performance 2025/26	Executive	No	Public
17 November 2025	Financial Performance Quarterly Monitoring -Quarter 2	To present to Executive the second quarter's financial performance 2025/26	Executive	No	Public
17 November 2025	Strategic Risk Register Quarterly Review-Quarter 2	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the second quarter 2025/26.	Executive	No	Partly Private
17 November 2025	Operational Performance Report Quarter 2	To present to Members a summary of the operational performance position for the second quarter of the financial year 2025/26.	Executive	No	Public
17 November 2025	Treasury Management and Prudential Code- Mid Year Report	Executive to note the Prudential and Local Indicators against actual performance for Quarter 2.	Executive	No	Public