

Present: Councillor Jackie Kirk (*in the Chair*),
Councillor Jane Loffhagen, Councillor Andy Kerry,
Councillor Liz Maxwell, Councillor Ralph Toofany,
Councillor Pat Vaughan and Councillor Keith Weaver

Apologies for Absence: None.

47. Confirmation of Minutes - 21 February 2017

RESOLVED that the minutes of the meeting held on 21 February 2017 be confirmed.

48. Declarations of Interest

Councillor Kerry declared a Disclosable Pecuniary Interests in the Health Scrutiny Update as he was employed by the East Midland Ambulance Service.

49. Fixed Penalty Enforcement Policy Review

Sam Barstow, Public Protection and ASB Manager

- a. presented a review of the implementation of the fixed penalty enforcement policy.
- b. gave an overview of the background to the policy and advised on the role of the dedicated officer, empowered to deal with offences which may be discharged via issuing Fixed Penalty Notices such as littering and dog fouling.
- c. advised that since November 2015 to date 898 fixed penalty notices were issued, the vast majority of these were in relation to littering offences.
- d. advised that the total income generated to date was £30,450 which covered the full cost of the post including on-costs and had generated an additional surplus.
- e. advised that a fixed penalty ticket was a charge of £75 and persons had 14 days to pay, if payment was made within the first ten days a lower amount of £50 was payable.
- f. referred to the chart detailed at paragraph 4.2 of the report and advised that the vast majority of people chose to pay within the early repayment window.
- g. referred to the payment rate chart at 4.3 of the report and advised that the average monthly payment rate was 91%.
- h. advised that the Council had received 29 appeals which equated to an appeal rate of 4%. To date no appeals have been sustained which demonstrated that the officer was genuinely acting above reproach.

- i. advised that there had been a total of 44 prosecutions taken forward in the magistrates court, in partnership with legal services. A 100% success rate had been achieved.
- j. advised that there were a further 14 cases approved for prosecution with a further 20 prosecutions to be developed.
- k. invited member's questions and comments.

Comment – Suggested that the Council publicise the service and the work that was being done.

Response – There had been some communications released on successful prosecutions to show that the Council was taking action.

Comment – Suggested that the surplus income be used to improve the bin service.

Response – The income generated could only be used to support the service and related issues, currently any surpluses were being retained within the service area as contingencies to cover for any lower income periods or unforeseen challenges.

Question – What proportion of the fixed penalty notices were issued for cigarette litter.

Response – The vast majority of fixed penalty notices were issued for cigarette litter.

Comment – Suggested that notices be put up around the City to notify people of the fixed penalty ticket charge for offences such as littering and dog fouling.

Response - There were currently notices on some bins around the city and agreed that officers could look at increasing these.

The Chair commented that Officers did an excellent job and the work was appreciated by businesses within the city.

RESOLVED that the contents of the report be noted.

50. **Cemetaries and Crematorium Rules and Regulations**

(Councillors L Maxwell and A Kerry arrived late during the discussion of this item)

Steve Lockwood, Sports Leisure and City Services Manager

- a. presented the Bereavement Services proposed new Cemeteries and Crematorium rules and regulations booklet.
- b. advised that the proposed booklet brought together rules that were already laid down in statute, some were local rules found in various different places and some rules had never been written down before but were part traditional expectation and part historic codes of conduct.
- c. advised that the rules and regulations had been developed after consultation with various stakeholders.
- d. advised the proposed rules and regulations would cover issues such as:
 - Conditions – including opening times and conditions of use.
 - Burial bookings and exhumations

- Grave selection and purchase of the plot – including guidance on topics such as exclusive rights of burial , transferring an exclusive right of burial, register of burials, the burial procedure, grave preparation and backfilling.
 - The burial of stillborn and pre term babies, infectious diseases, care of Graves, grave types and graves in existence prior to these rules being adopted.
 - Cremation – booking and application, rights to inspect medical forms and details of the chapel and services.
 - Details of Cremation procedure
 - Memorial rules and guidance – including to obtain a permit to place a memorial on a grave, fixing memorials, stability guarantee period, memorial safety and memorial types.
 - Gardens of remembrance.
- e. advised that if the proposed booklet was agreed the contents could be implemented with immediate effect for new users of the service, however, a more balanced and considered implementation would be taken for those who already have loved ones buried in the cemeteries.
- f. invited member's questions and comments.

Question – Could the number of cremations be increased to reduce the time that families had to wait?

Response - An extra 11 services a week had been created, which would increase the number of services up to 60 per week to give families better flexibility.

Question - Did you receive many requests for green burials.

Response – There were specialist green burial sites throughout the area therefore there were not many requests for them at Bereavement Services.

Question – Asked for clarification on the opening times of the book of remembrance for Christmas Eve.

Response – The book of remembrance bank holiday opening times had been extended to 4pm, also, there was an online book of remembrance open to everyone.

Question – How would the rules and regulations be communicated to users of the cemeteries.

Response – The rules and regulations would be available online and also in booklet form, there would also be a board placed at each cemetery.

RESOLVED that the Rules and Regulations be noted

51. **Key Holding Progress Report**

Steve Lockwood, Sport, Leisure and City Services Manager

- a. presented a progress report on the City Councils Community Centre Key Holding system which was launched at all of the City Councils Community Centres on 4 July 2016.
- b. gave an overview of the key points since the implementation of the key holding system:
 - Two user groups with special needs were 'gifted' the cost of the caretaker cover by the Portfolio Holder

- The budgeted saving to the City Council was anticipated to be in excess of £60,000 in its first complete year of operation. The actual saving was anticipated to be £39,000 due to £21,000 of unbudgeted agency costs relating to the delay of full key holding implementation.
- The Paxton system had been interfaced at all 5 community centres, there had been some compatibility issues relating to some intruder and fire alarms and they had been resolved quickly.
- Initially of the 42 regular hirers, six indicated that they were unable or unwilling to be trained as key holders.
- There were now 58 regular hirers using the community centres.
- The training of key holders was more difficult and time consuming than initially expected.
- Since the start of the key holding scheme a total of 130 hirers had been key holder trained plus eight City Council staff, four County Council staff and 15 contractors.
- The Recreation Officers and the Bookings Team regularly reviewed the use of the community centres by monitoring the events history to identify any problems with access, doors not being locked and hirers trying to gain entry outside of time zones.
- Other issues included inadequate cleaning, lights being left on overnight, doors not being secured, also there had been some issues with some hirers not always carrying out the necessary checks they were required to.
- The current satisfaction levels for the hirers of the community facilities was high.

c. advised on the future considerations for the system:

- The Paxton system could be extended to include its use with the community centres internal doors. Currently it was suspected that some groups may be using more rooms and space than they had paid for.
- A cleaning regime had been introduced on 13th February 2017.
- The Paxton System could be used in other City Council owned buildings, but only if there was a viable internet connection within the building.

d. invited member's questions and comments.

Question: Would the gifting of the cost of the caretaker for groups with special needs continue for future years?

Response: Yes, there was no plans to stop the funding.

Question: How much of the budget would be set aside for this in future years?

Response: The information could be circulated after the meeting.

Question: Suggested that the Paxton system be used at football changing facilities.

Response: Other uses for the Paxton system was being considered.

Question: What was the cost of the cleaning regime?

Response: The cleaning regime had recently been introduced and the contract would be reviewed in 6 months' time.

The Chair requested that a post implementation review of the Key Holding System be considered by the Policy Scrutiny Committee in 9 months' time.

RESOLVED that the contents of the report be noted.

52. Policy Scrutiny Draft Work Programme 2017/18 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2017-18 and Executive Work Programme Update'.
- b. presented the Executive Work Programme for March 2017 – February 2018.
- 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.

Becky Scott, Legal and Democratic Services Manager advised that Council policies were being looked at to identify and prioritise when they could be scheduled into the work programme for review.

The Chair requested that a report be presented to a future policy scrutiny committee.

RESOLVED that

1. the Policy Scrutiny work programme be noted subject to a report on reviewing Council policies being scheduled for a future meeting.
2. the Executive work programme be noted.

53. 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 February 2017, these were:

- East Midlands Ambulance Service Update and Performance
- Learning Disability Service
- LIVES (Lincolnshire Integrated Volunteer Emergency Services) Status report and update.

The Chair referred to the Congenital Heart Disease consultation documents that had been circulated to Members prior to the meeting and requested that any comments be submitted to her before June so that she could formulate a response.

RESOLVED that the update be noted.

54. Exclusion of Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following item(s) of business because it is likely that if members of the public were present there would be a disclosure, to them of

'exempt information' as defined by section 100I and schedule 12A to the Local Government Act 1972.

55. Proposed Transformation of Birchwood Leisure Centre

Simon Walters, Strategic Director

- a. presented to Members the business case for a significant investment in Birchwood Leisure Centre
- b. gave an overview of the negotiations that had taken place in developing an option that would create a change in leisure provision and create financial advantages to the Council
- c. referred to paragraph 4.2 of the report and outlined the proposals for the transformation of the Birchwood Leisure Centre.
- d. summarised the negotiations that had taken place with Active Nation.
- e. highlighted a number of risks associated with various aspects of the proposal.
- f. advised on the impact on some existing users and the engagement exercise that had taken place.
- g. explained that the report be would be considered by Executive on 10th April 2017.

Members suggested that the engagement on the proposals be extended to include Hartsholme, Moorland and Skellingthorpe.

Simon Walters, Strategic Director responded that the engagement exercise needed to be as wide as possible. There would be press releases on the proposals and it would also be available on the City of Lincoln Council website. Posters would be placed in public spaces throughout the area.

Members asked for assurance that the history of the airfield and the 50-61 squadron would be reflected in the transformation of the leisure centre.

Simon Walters assured members that discussions had taken place with the 50 - 61 squadron to ensure that the history was reflected in the design of the Leisure Centre.

Members suggested that a sauna and steam room be added to the design.

Simon Walters responded that there was limited space available however turn he would raise this with the architect.

RESOLVED that the report be noted and referred to Executive for approval.