

# AGENDA



For a meeting of the
<b>SCRUTINY COMMITTEE</b>
to be held on
<b>TUESDAY, 20 AUGUST 2013</b>
at
<b>10.00 AM</b>
in
<b>WITHAM ROOM - COUNCIL OFFICES, ST. PETER'S HILL, GRANTHAM. NG31 6PZ</b>
Beverly Agass, Chief Executive

Committee Members:	Councillor Paul Cosham, Councillor Reginald Howard (Chairman), Councillor Mrs Rosemary Kaberry-Brown, Councillor Michael King, Councillor David Nalson, Councillor Helen Powell, Councillor Bob Russell, Councillor Bob Sampson, Councillor Ian Selby, Councillor Mrs Judy Smith (Vice-Chairman) and Councillor Frank Turner	
Scrutiny Support Officer:	Jo Toomey	Tel: 01476 40 61 52 E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a>

**Members of the Panel are invited to attend the above meeting to consider the items of business listed below.**

**1. COMMENTS FROM MEMBERS OF THE PUBLIC**

To receive comments or views from members of the public at the Committee's discretion.

**2. MEMBERSHIP**

The Committee to be notified of any substitute members.

**3. APOLOGIES**

**4. DISCLOSURE OF INTERESTS**

Members are asked to disclose any interests in matters for consideration at the meeting.

**5. ACTION NOTES FROM THE MEETING HELD ON 11 JUNE 2013**

**(Enclosure)**

**6. UPDATES FROM PREVIOUS MEETING**

**7. CCTV**

Superintendent Vickers will attend the meeting.

**8. GRAVITY FIELDS FESTIVAL 2012**

The Committee will consider outcomes from the Gravity Fields Festival 2012.

**9. DEFIBRILLATOR SCRUTINY REVIEW**

Feedback from Cabinet.

**10. DRAFT ANNUAL REPORT 2012/13**

The Committee will consider its draft annual report for 2012/13. **(Enclosure)**

**11. WORK PROGRAMME**

**(Enclosure)**

**12. REPRESENTATIVES ON OUTSIDE BODIES**

**13. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**

## **ACTION NOTES**

**SCRUTINY COMMITTEE**

**TUESDAY, 11 JUNE 2013**



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### **COMMITTEE MEMBERS PRESENT**

Councillor Paul Cosham  
Councillor Reginald Howard (Chairman)  
Councillor Mrs Rosemary Kaberry-Brown  
Councillor Michael King  
Councillor David Nalson

Councillor Helen Powell  
Councillor Bob Russell  
Councillor Bob Sampson  
Councillor Ian Selby  
Councillor Mrs Judy Smith (Vice-Chairman)

### **OFFICERS**

Strategic Director, Corporate Focus  
(Daren Turner)  
Development Management Service  
Manager (Pat Reid)  
Community Engagement and Policy  
Development Officer (Carol Drury)  
Principal Democracy Officer (Jo Toomey)

### **OTHER MEMBERS**

Councillor Martin Wilkins

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#### **1. APOLOGIES**

An apology for absence was received from Councillor Turner.

#### **2. DISCLOSURE OF INTERESTS**

No interests were disclosed.

#### **3. ACTION NOTES FROM THE MEETING HELD ON 9 APRIL 2013**

The Committee considered the action notes from the meeting held on Tuesday 9 April 2013. The wording of action note 71 on Procurement Lincolnshire was debated. Following discussion on the item and a vote, the Committee agreed the wording of the action notes as circulated with the agenda.

#### **4. PRE-APPLICATION PLANNING ADVICE**

The Chairman of the Development Control Committee and the Development

Management Service Manager had been invited to the meeting to discuss the introduction of pre-application charges for planning advice. They addressed a number of points raised by the Committee at its previous meeting, including whether the Development Control Committee should have been consulted on proposals, the potential impact on the quality of applications and the charging process.

The Development Control Committee Chairman stated he was satisfied with the procedure that was followed and that the Committee's remit was to carry out functions relating to town country planning, specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, which did not include fees and charges. Proposals were the subject of detailed debate by a member working group and the Resources PDG before they were submitted to Cabinet and Council. The proposal was considered in conjunction with benchmarking information from other Lincolnshire and East Midlands authorities. The charge was based on the cost of providing the service and would cover the applicant until the completion of their enquiry.

One concern expressed was whether there would be an assumption or legal responsibility on the Council that the success of an application on which an applicant had taken pre-application advice would be guaranteed. A leaflet on the service stated that advice given at the pre-application stage was given in good faith and was not binding on the Council.

The Development Management Service Manager explained that an initial meeting or telephone conversation was free of charge. Charging began when an applicant asked for information in writing. Members suggested that all written correspondence should incorporate the caveat that taking pre-application advice did not guarantee the approval of an application. The Committee also expressed some concern about charges only beginning when information was requested in writing; they suggested that an applicant could make several phone calls or have several meetings free of charge. The Development Management Service Manager assured members that initial contact only was free of charge.

In response to concerns about whether the introduction of charging would affect the quality of applications and the number of retrospective applications, the Development Management Service Manager reported that the service was recording the number of applications received and the number of applications successfully validated. Collecting this information will help demonstrate any impact of the charge on the quality of applications.

Members considered the potential impact of recent changes to permitted development rights. While this could generate an increase in the volume of calls, basic information on what would and would not need planning permission would still be free of charge. Members were advised that any queries from their constituents should be addressed through the planning officers.

Key priorities for the service were ensuring the consistency of advice, particularly in respect of complex queries, and working with consultees on the quality, timeliness and consistency of their advice.

Councillors asked about the budgeted level of income. Following consultation with other authorities and their income in the first year of operation, the Council took a cautious view and budgeted income of £10,000. The introduction of the charge was designed to meet the Council's fees and charges policy which was based on a 'user pays' approach.

The Chairman of the Committee thanked the Chairman of the Development Control Committee and the Development Management Service Manager for attending the meeting, making statements and answering questions.

*11:20am to 11:27am – the meeting was adjourned.*

## **5. PROCUREMENT LINCOLNSHIRE GOVERNANCE ARRANGEMENTS**

Representatives from Procurement Lincolnshire attended the Committee's last meeting on 9 April 2013. Following some discussion with the representatives, the Committee decided it wanted the opportunity to further discuss Procurement Lincolnshire's governance arrangements.

The Strategic Director Corporate Focus summarised Procurement Lincolnshire's governance arrangements, explaining that officers from Procurement Lincolnshire had regular liaison meetings with each member authority. These meetings fed into the Strategic Procurement Board, which was responsible for the day-to-day managerial and tactical running of the partnership. This board comprised director-level officers.

The Procurement Advisory Board sat above the Strategic Procurement Board; it determined strategic medium to long-term aims. It currently comprised two elected Members (one representative from a district council (representing the interests of all district councils) and one from Lincolnshire County Council). There were also two district council officers, one county council officer and the Head of Service from Procurement Lincolnshire. It was chaired by the Chief Executive of West Lindsey District Council. The Board received regular performance reports and Procurement Lincolnshire's annual report. The Strategic Procurement Board was responsible for implementing the decisions of the Procurement Advisory Board, which was in turn responsible to Lincolnshire Leaders and Chief Executives.

In discussing the structure as presented, Committee members expressed some concern. They felt that scrutiny of Procurement Lincolnshire within its governance arrangements should be Member-led. Councillors also felt the name of the Strategic Procurement Board implied its purpose differed from its actual function. They suggested, given its name, they would expect this body to sit above the Procurement Advisory Board, scrutinising performance reports

and setting the partnership's strategic direction.

The Committee considered the representation on the Procurement Advisory Board. There was consensus amongst members that there should be more Councillors on the Procurement Advisory Board to ensure robust and independent scrutiny from non-experts. It was noted that at Procurement Lincolnshire's inception, it had been recommended that a board consisting solely of Members would fulfil the role of the current Procurement Advisory Board; this recommendation was not accepted in favour of the Procurement Advisory Board.

There was discussion around the actual number of district council representatives who were entitled to sit on the Procurement Advisory Board; this needed clarifying. Selection arrangements for the district council representatives were also briefly discussed.

The Committee felt there was a lack of Member involvement, which could impact on the effectiveness of scrutinising performance. It was proposed the Committee make a recommendation about the composition of the Strategic Procurement Board; the current arrangements of two Members and four officers should be reversed to two officers and four Members. It was further suggested that the Member seats should rotate around all the districts and each term should last for two years.

***Action points:***

- 1. Clarify the number of district council seats on the Procurement Advisory Board***
- 2. Confirm selection arrangements for the district council representative(s) on the Procurement Advisory Board.***

***Recommendation:***

- 1. That Procurement Lincolnshire should review its governance arrangements and consider changing the membership of the Procurement Advisory Board to four elected Members and two officers. Representatives from district councils should be appointed on a rotational basis for a two-year term.***
- 2. That Procurement Lincolnshire feed back to the Council on this recommendation when it feeds back on the recommendations made in the Committee's Scrutiny Review.***

## **6. ANNUAL REVIEW OF POLICY DEVELOPMENT GROUPS**

The Community Engagement and Policy Development Officer summarised an annual review of the work undertaken by the Council's Policy Development Groups. She explained how items were identified for PDG consideration and gave an overview of the PDGs' achievements in 2012/13. Collectively the

PDGs considered 43 substantive items, made 32 recommendations and helped develop 17 policies, strategies and schemes. The Committee noted the review.

## **7. REPORTS FROM WORKING GROUPS**

The Chairman of the defibrillator working group presented its report to the Committee. He thanked all of the individuals who supported the review and provided evidence and information and highlighted some of the key lines of enquiry which were considered:

- Potential reluctance of first aiders
- Different types and reliability of defibrillators
- Insurance and liability

The working group used a range of primary and secondary sources including interviews, journal articles and questionnaires to address the key lines of enquiry.

Members discussed training. The working group had proposed LIVES as a potential first aid trainer for the authority, as they could combine first aid at work training with defibrillation training. Members noted that while training for defibrillators was not necessary, it would be beneficial to build up the confidence of the staff that would use the equipment.

Concerns were expressed by a Councillor who was not a member of the Committee about the need for privacy and respecting a patient's beliefs. The Committee was reassured that a robust equality analysis would be carried out as the proposal progressed.

The introduction of any defibrillators would need to follow site assessment to determine appropriate quantities and locations for equipment and follow-up work to determine financial requirements.

The Committee considered the recommendations made by the working group and suggested the following amendments and additions:

- Recommendation 1 (unchanged): That the Council install automatic external defibrillators in its buildings across the district (Grantham offices, area offices, Bourne Community Access Point, arts centres and the Alexandra Road depot). The quantity and location should be determined by site surveys of each building.
- Recommendation 2 (amended): LIVES should be invited to attend a meeting of the Council to raise awareness about the importance of defibrillators.
- Recommendation 3 (amended): LIVES should be invited to run a drop-in session for staff to raise awareness of the importance of defibrillators

and to try and identify individuals who could become users of defibrillators.

- Recommendation 4 (unchanged): LIVES be considered as the provider for South Kesteven District Council's first aid training courses.
- Recommendation 5 (new recommendation): raise awareness of defibrillators and the international defibrillator symbol through Members' news and the staff newsletter.

**Recommendation:**

**To endorse the Defibrillator Scrutiny Review (as amended) to Cabinet.**

**8. WORK PROGRAMME**

The work programme was noted.

**9. REPRESENTATIVES ON OUTSIDE BODIES**

A report from the Council's representative on the Dame Margaret Thorold Educational Foundation was noted. It was agreed that forms should not be circulated with agendas.

A brief report was also made by representatives on the Welland and Deepings Internal Drainage Board. At its last meeting members had toured the sluices to identify any problems.

**10. CLOSE OF MEETING**

The meeting was closed at 12:55pm.



## Scrutiny Committee Annual Report

2012/13



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## **1.0 Chairman's Foreword**

I am delighted to be able to write the foreword to this Annual Report of South Kesteven District Council's Scrutiny Committee. It gives an overview of the Committee's achievements over the past year.

In 2012/13 the Committee took on several major pieces of work. Some of the issues we looked at were key topics for members of the public.

The year has seen the Committee's skills develop as Members have taken further responsibility for completing work outside formal meetings.

During the year, we have scrutinised a wide range of topics and we have taken evidence from witnesses within the authority and outside organisations.

In future years it will be especially important for the Scrutiny Committee to be clear on its aims and objectives and contribute to improving the Council's efficiency and effectiveness. We will need to continue looking at services we deliver ourselves, as well as those we deliver with partners. We will also continue to look at other organisations that work within the district and have an impact on the communities of South Kesteven.

We are very grateful to all the people who have taken the time to talk to us and answer our questions. I would also like to thank Members for their commitment and contribution to the work of the Committee.

*Councillor Reg Howard  
Chairman, Scrutiny Committee*

## **2.0 Introduction**

Overview and Scrutiny was introduced as part of the modernisation agenda for Local Government in the Local Government Act 2000. The Overview and Scrutiny process can influence decisions but it cannot make them.

### **2.1 About the Committee**

The Scrutiny Committee is politically balanced, comprising 11 non-Executive members of the Council. Details of membership during 2012/13 are shown below:

<b>Chairman:</b>	Councillor Reg Howard
<b>Vice-Chairman:</b>	Councillor Mrs Judy Smith
<b>Members:</b>	Councillor Paul Cosham
	Councillor Alan Davidson
	Councillor Mrs Rosemary Kaberry-Brown
	Councillor Michael King
	Councillor David Nalson
	Councillor Helen Powell
	Councillor Bob Russell
	Councillor Bob Sampson
	Councillor Frank Turner

During 2012/13, the Committee met eight times. Full details of the agendas and action notes from those meetings are available on the Council's website.

The Committee has a responsibility to monitor the Council's performance, consider its decisions, question how those decisions were made and recommend improvements.

The Scrutiny Committee also undertakes external scrutiny to examine wider issues that affect the district. The Council is required to have a Crime and Disorder Scrutiny Committee; the Constitution allows the Scrutiny Committee to fill this role.

### **2.2 The role of scrutiny**

The Scrutiny Committee has four key functions, which are listed below.

- To provide a "critical friend" challenge to the Executive as well as external authorities and agencies
  - Challenge by scrutiny should be constructive, robust and purposeful

- Scrutiny should work effectively with the Cabinet and senior management
- Scrutiny should provide an effective mechanism for the executive to demonstrate public accountability
- To reflect the voice and concerns of the public and its communities
  - Scrutiny should take a community leadership role by focusing on issues of public concern
  - Scrutiny should have a constructive relationship with the press and media
  - Scrutiny should create the conditions for plural views and concerns to be taken into account
- Scrutiny members should take the lead and own the scrutiny process on behalf of the public
  - Scrutiny should operate with political impartiality
  - Scrutiny should have ownership of its work programme
  - Scrutiny members should have a worthwhile and fulfilling role
- Scrutiny should make an impact on the delivery of public services
  - Scrutiny should have access to timely and accurate performance information
  - The scrutiny work-programme should be balanced, well co-ordinated and integrated into corporate processes
  - Scrutiny work should be carried out with strategic objectives in mind
  - Scrutiny should contribute to improving local public services

### **2.3 Work programming**

During its first meeting and a subsequent workshop, the Committee considered a range of topics it wanted to scrutinise. Suggested topics included health services, planning policy, further work with Procurement Lincolnshire and CCTV. The Committee prioritised the suggestions and populated its work programme.

For the first time the Committee's work programme covers the remainder of the current Council's term. This has helped the Committee co-ordinate items so it can consider them at the most appropriate time. Sufficient space was left within the work programme for issues that arose mid-term.

### **3.0 Crime and Disorder - CCTV**

The Community Safety and Licensing Service Manager gave a presentation on CCTV. He told the Committee about the equipment, the different types of camera monitored by the team and additional services which were provided including Shopwatch, Pubwatch and the Council's out of hours telephone service. Committee members identified the key beneficiaries of CCTV as the police and felt strongly that they should make a financial contribution to the running of the service. The Committee asked Councillor Wootten as its representative on the Lincolnshire Police and Crime Panel to raise the issue at a future meeting to gauge support from other districts and consider putting forward a collective request.

Councillor Wootten submitted a response at the Committee's next meeting. The response informed Members that he had raised the issue of funding for CCTV with the Police and Crime Commissioner. He was informed that Superintendent Vickers, who was attached to Lincolnshire County Council's Safer Communities Team was leading a CCTV related project. It was suggested that Superintendent Vickers should be invited to a future meeting to provide an update. Superintendent Vickers will attend the meeting on 20 August 2013.

### **4.0 Development Management & Planning Policy**

#### **4.1 Wind Energy Supplementary Planning Document**

The Committee began to look at Development Management and Planning Policy related issues following a question from a member of the public. At the Committee's first meeting on 12 June 2013 a question was posed about the production of a Wind Energy Supplementary Planning Document (SPD).

Consultation on the SPD was underway and Councillors discussed the process that was being followed. Some members who also sat on parish councils reported that they had not received an invitation to participate in consultation.

The Committee recommended that the process to adopt the document should not proceed until all parish councils had been given the opportunity to respond to the consultation. After the meeting, consultation arrangements with parishes were investigated and evidence was identified which proved all parishes had been consulted.

The Committee was interested in the process to adopt the SPD and appointed a working group to monitor the procedures that were followed.

The SPD was adopted following wide-ranging consultation, both internally and externally, at the Cabinet meeting on 3 June 2013.

#### **4.2 Pre-application planning advice**

At one of its meetings, a member of the public asked the committee about pre-application planning advice. Several issues were raised including whether that advice was recorded and made publicly available and pre-application advice charging. The Committee was interested in the issue and agreed it should be added to the work programme for consideration in 2013/14. The Committee also agreed to invite the Chairman of the Development Control Committee and the Development Management Service Manager to a future meeting to assist with their considerations.

#### **5.0 Grounds Maintenance**

A number of parish councils had made complaints about grounds maintenance-related issues. Concerns had also been raised through the Resources Policy Development Group. Over the summer officers had also received reports that there were occasions when the contractor had not performed the cutting of verges within the contract specification.

The Team Leader for Operations from Property and Facilities and the Grounds Maintenance Supervisor outlined the current grounds maintenance contract, which was due to end in 2013. Officers were working on developing a new, more robust and enforceable contract.

Members were satisfied with the work that was underway to prevent further complaints in the future.

#### **6.0 Health**

While health scrutiny is a function of Lincolnshire County Council, several health-related issues arose that the Committee thought were so important for communities within South Kesteven, it wanted to scrutinise them.

##### **6.1 Defibrillators**

During its work programming, the Committee expressed a strong interest in defibrillators. It set up a working group to conduct a scrutiny review on whether the authority should invest in defibrillators. Before the working group began its investigation, the Committee wanted to be involved in

setting key lines of enquiry. To this end the Environmental Health Service Manager presented a report which contained background information on first aid legislation, LIVES and defibrillators.

Once the key lines of enquiry were agreed, the working group decided how it would find the information it needed to address the questions raised and to form the basis of any recommendations.

## **6.2 East Midlands Ambulance Service**

The Committee considered a consultation document produced by East Midlands Ambulance Service entitled 'Being the Best'. At the end of the session, the Committee agreed a resolution:

*"This committee believes that the principle of reorganisation advocated based on a system of dispersal is very sound, however there are a number of errors and problems with presentation, and presentation needs to be much clearer (including the feedback form and the maps) if the public is to understand it. The committee also felt that given the principle of dispersal and fast response more information on the number and types of ambulances and investment in them is required. The committee also stressed concern about catering for major emergencies, for example on the A1 road and east coast mainline railway or the impact of tourism along the east coast in the summer (making seasonal adjustments to arrangements). Additional consultation events should also be scheduled to allow members of the public who work during the day to be involved in the consultation."*

A copy of the resolution was forwarded to East Midlands Ambulance Service and representatives were also invited to attend the Committee's next meeting.

Three representatives from EMAS attended the meeting on 27 November 2012, (Director of Finance, Service Delivery Manager and the Operational Support Manager for Lincolnshire) and outlined the proposed changes to the way in which EMAS operates. Councillors discussed the proposals and asked a number of questions of the representatives who attended.

Members were assured that the changes would not see decreased cover in the district and that the location of Community Ambulance Posts would be based on statistical analysis of possible strategic deployment points. Members were keen that representatives should take advantage of local knowledge.

### **6.3 Grantham Hospital**

Following articles published in the Grantham Journal relating to Health Services in Grantham, the Committee called a special meeting on 11 July 2012 to consider the reports. The Committee invited a number of specialist witnesses to help them consider the issue.

Representatives from the South West Lincolnshire Clinical Commissioning Group and Grantham Hospital gave a presentation on the Shaping Health Mid Kesteven Programme, which included information on services at Grantham hospital's accident and emergency department. They gave a further presentation on the provision of mental health services across Lincolnshire.

Questions covered possible reasons for public concerns, service delivery models, ambulance provision, paediatric services, staff recruitment and retention, governance, customer satisfaction, stroke care and consultation.

After the meeting, committee members produced a press release. It stated that they felt reassured by the evidence they had heard. An article in the Grantham Journal on 13 July 2012 referred to the release.

### **6.4 Stamford Hospital**

Representatives from the Stamford and Rutland Hospitals NHS Foundation Trust asked if they could attend a meeting of the Committee to talk about their proposed clinical strategy. John Randall, the Trust's Medical Director gave a presentation which outlined the Trust's wish to redevelop Stamford hospital as a health campus that encompassed health and social care. The Committee was given a summary of the proposed clinical strategy and the next stages of developing a business case in support of proposals. Members were also given the opportunity to ask questions on the presentation.

## **7.0 Member training**

The Service Manager for Human Resources and Organisational Development gave a summary of the feedback from the Councillor training programme that took place after the election in 2011. Councillors also received a summary of the wider Member training programme, which covered the full four-years of a Councillor's term.

## **8.0 Performance & Projects**

Throughout the year the Committee received regular updates on the Council's performance and its progress on priority projects. Each meeting at which an update report was given concentrated on a different one of the Council's priorities.

- 12 June 2012 – 2011/12 year end performance report

*Members noted in particular the indicators that related to long-term sickness absence, fly-tipping, ticket sales for live events, market occupancy in Grantham and the collection of non-domestic rates. Discussion also covered target-setting arrangements, performance monitoring and performance improvement.*

- 28 August 2012 – quarter 1 performance report

*The Committee scrutinised those areas where performance had not met target levels. The priority focus for this meeting was 'Grow the Economy', on which the Strategic Director for Development and Growth gave a presentation.*

- 27 November 2012 – quarter 2 performance report

*The priority focus for this session was 'Good Housing for All'. The Head of Housing and Neighbourhoods summarised the ongoing work that was supporting the delivery of this priority.*

- 19 February 2013 – quarter 3 performance report

*Two of the Council's priorities were the focus of this meeting: 'Keep SK Clean, Green and Healthy' and 'Promote Leisure, Arts and Culture'. Councillors asked about feedback from the Gravity Fields Festival and requested that the evaluation of the festival (covering short-term and long-term gains) be included on a future agenda. There was also discussion about the cleanliness of the street scene within town centres and the funding of work by monies collected through the green waste scheme.*

As part of its performance reports, Committee members received regular updates on performance in the Development Management Team and its progress against the performance improvement plan that had been developed.

## **9.0 Policy Development Group Arrangements**

The Committee was interested in the relationship between Policy Development Groups, Portfolio Holders and senior officers of the authority.

The Community Engagement and Policy Development Officer and the Principal Democracy Officer gave a presentation on the relationship between Portfolio Holders, officers and Policy Development Groups. This resulted in a recommendation that the Schedule of Decisions (which replaced the Forward Plan) should cover a 4-month period. The duration of the published plan would continue to cover 28 working days as prescribed by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, while an internal plan covered a longer period to assist with forward planning.

Councillors requested quarterly updates for a year. The final of these quarterly updates would be delivered at the meeting on 15 October 2013 (one year on) when progress would be reviewed. Officers were tasked with developing a feedback mechanism to deliver regular updates.

## **10.0 Procurement Lincolnshire**

During 2011/12 the Committee carried out a scrutiny review of Procurement Lincolnshire that raised a number of recommendations. The Council's Strategic Director, Corporate Focus supplied a written response to the recommendations that were made; this report raised a number of additional questions. The Committee agreed to invite representatives from Procurement Lincolnshire's governing boards (the Procurement Advisory Board and the Strategy Procurement Board) to a future meeting where they could directly address the original recommendations and the new questions that had arisen.

Alan Thomas and Sharon Cuff (representing Procurement Lincolnshire) attended the meeting on 9 April 2013 and addressed the recommendations made within the Committee's Scrutiny Review.

A range of issues were discussed including:

- The structure and governance of Procurement Lincolnshire
- Scrutiny of Procurement Lincolnshire
- Collaborative procurement
- The methodology used to define and calculate savings
- Target-setting

As Procurement Lincolnshire had been in existence for 5-years, it was reviewing arrangements for calculating savings and setting targets.

Following the session, Procurement Lincolnshire's representatives agreed to submit a report to the Committee in September 2013. This would incorporate feedback from the reviews that were underway and respond directly to the recommendations made in the Committee's review.

The Committee had further questions about the governance arrangements for Procurement Lincolnshire and agreed to consider these further at its meeting on 11 June 2013.

Also during the year, the Committee was given a presentation by officers from Procurement Lincolnshire on its 2011/12 annual report.

### **11.0 Representatives on Outside Bodies**

Representatives on outside bodies is a standing item on the Committee's agenda. Throughout the year it received updates from the Council's representatives on the Welland and Deeping Internal Drainage Board, Lincolnshire Health Scrutiny Committee and the Elsea Park Community Centre.

All the updates the Committee received were from its own members. Committee members wanted to find a way to broaden the number of reports that were made and to better understand the relationships between SKDC and the bodies to which it appointed representatives. It also wanted to find a way to make the reports more available to all Members.

A working group was set up to look at reporting arrangements. The working group looked to develop a process to capture information and designed a form on which Members could make reports.

The form was put forward to Council at its annual meeting on 18 April 2013, when it was approved. Completed copies of the form are kept in a file in the Members Lounge.

## **South Kesteven District Council**

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# Agenda Item 11

## SCRUTINY COMMITTEE WORK PROGRAMME 2012-15

12 June 2012	Future service provision at Grantham hospital	<i>A special meeting scheduled on 11 July 2012</i>
	Performance - Q4 report	<p>The report included a summary of measures, performance against them and direction of travel</p> <p>The Committee noted in particular, the indicators which related to: long-term sickness absence, fly-tipping, ticket sales for live events, market occupancy in Grantham and the collection of non-domestic rates.</p>
	Procurement Lincolnshire - feedback	<p>Consideration of report by Strategic Director – Corporate Focus which summarised responses to recommendations made in the Committee Scrutiny Review.</p> <p>The Committee asked for clarification of the governance structure and that representatives from Procurement Lincolnshire’s boards attend a future meeting to directly respond to the recommendations made in the Committee’s review.</p>
	Wind energy	<p>A question was received from a member of the public, which Committee members considered.</p> <p>The council was in the process of developing a supplementary planning document.</p> <p>There were concerns that parish clerks had not received consultation documents and the Committee recommended that the process to adopt an SPD should not continue until all parish council were given the opportunity to participate in consultation.</p> <p>The Committee set up a working group to scrutinise the process used to develop the SPD.</p>
11 July 2012	Future service provision at Grantham	<p>Representatives from the South West Lincolnshire Clinical Commissioning Group and Grantham Hospital gave committee members a presentation on the Shaping Health Mid Kesteven, which included information on services at Grantham hospital’s accident and emergency department. They gave a further presentation on the provision of mental health services across Lincolnshire.</p>

		<p>Councillors asked questions of the panel on subjects including: possible reasons for public concerns, service delivery models, ambulance provision, paediatric services, staff recruitment and retention, governance, customer satisfaction, stroke care and consultation.</p> <p>Committee members agreed after the meeting to produce a press release which stated they felt reassured by what they were told. Reference was made to the release in the Grantham Journal on 13 July 2012.</p>
28 August 2012	Performance - Q1 report	<p>The Head of HR, Customer Services and Performance (Sue Griffiths) summarised report number PPMO2, which provided a summary of performance and project progress during the first quarter.</p> <p>The Strategic Director – Development and Growth (Ian Yates) gave a presentation on the progress of work within the Grow the Economy priority.</p>
	Scrutiny Committee annual report 2011/12	<p>The draft annual report was approved for submission to the council meeting on 18 October 2012.</p>
	Stamford and Rutland Hospital Clinical Strategy	<p>The Medical Director for Peterborough and Stamford Hospitals NHS Foundation Trust (John Randall) gave a presentation on the proposed Clinical Strategy for Stamford and Rutland Hospital.</p> <p>Councillors asked questions on the presentation and Mr Randall explained the next stages in producing the proposed Clinical Strategy.</p>
	Procurement Lincolnshire	<p>Representatives from Procurement Lincolnshire presented their 2011/12 annual report.</p> <p>The Committee agreed that the Chief Executive should be asked to facilitate the following</p> <ol style="list-style-type: none"> <li>1. To take the Scrutiny Committee's recommendations to a meeting of the Procurement Advisory Board and the Strategic Procurement Board for discussion and to make resolutions</li> <li>2. Request that the chairmen of the Procurement Advisory Board and the Strategic Procurement Board attend a</li> </ol>

		future meeting of the Scrutiny Committee to go through their feedback
9 October 2012	East Midlands Ambulance Service Consultation	Resolution agreed: "This committee believes that the principle of reorganisation advocated, based on a system of dispersal, is very sound however there are a number of errors and problems with presentation. Presentation needs to be much clearer (including the feedback form and the maps) if the public is to understand it. The committee also felt that given the principle of dispersal and fast response more information on the number and types of ambulances and investment in them is required. The committee also stressed concerns about catering for major emergencies for example on the A1 road and east coast mainline railway or tourism along the coast in the summer (seasonal adjustment). The Committee expressed concern that consultation sessions may not be available to people who work because of their timings and suggested that additional events should also be scheduled to allow all interested parties to take place in the consultation exercise." Rep to be invited to the next meeting
	Procurement Lincolnshire	The Strategic Director, Corporate Focus explained that the Committee's Scrutiny Review of Procurement Lincolnshire was sent to the Procurement Advisory Board in April/May 2012. The report was resubmitted for consideration by the board at its meeting in September 2012. It was also scheduled that the Procurement Steering Board would consider the report at its meeting in October 2012. The chairmen of both boards had been invited to attend a future meeting of the Scrutiny Committee to present their feedback.
	Relationship between portfolio holders, officers and PDGs	A presentation was given by the Community Engagement and Policy Development Officer and the Principal Democracy Officer. As a result a recommendation was made that the Schedule of Decisions (which replaced the Forward Plan) should cover a 4-month period.  The Strategic Director Corporate Services and the Community Engagement and Policy Development Officer were tasked to devise a feedback mechanism. It was also agreed that

		an update would be provided for the Committee in October 2013.
	Ratification of work programme	The Committee ratified the draft work programme and the membership of working groups
27 November 2012	Performance - Q2 report	<p>The Performance Management Officer (Sam Selby) summarised report number PPMO3, which provided a summary of performance and project progress during the second quarter.</p> <p>The Head of Development and Growth summarised work that had been done to improve performance within Development Management.</p> <p>The Head of Housing and Neighbourhoods (Ian Richardson) talked about work around the 'Good Housing for All' priority.</p>
	<p>Grounds maintenance – contract monitoring</p> <p><i>Issue raised by Bourne Town Council and through Resources PDG</i></p>	<p>The Team Leader for Operations from Property and Facilities and the Grounds Maintenance Supervisor outlined the current grounds maintenance contract, which was due to end in 2013.</p> <p>Over the summer officers received reports that there were occasions when the contractor had not performed the cutting of verges within the contract specification. Officers were working on developing a new, more robust and enforceable contract.</p>
	East Midlands Ambulance Service	<p>Three representatives from EMAS attended the meeting:</p> <ul style="list-style-type: none"> <li>• Jon Sargent – Director of Finance</li> <li>• Lynn Rutland – Service Delivery Manager</li> <li>• Greg Cox – Operational Support Manager, Lincolnshire</li> </ul> <p>They outlined their 'Being the Best' consultation which proposed changes to the way EMAS operates.</p> <p>Councillors were reassured that the changes would not see a decrease in cover in the district and that the location of Community Ambulance Posts should be based on statistical analysis of possible strategic deployment points. Members were keen that representatives should take advantage of local knowledge.</p> <p>Councillors discussed the proposals and</p>

		asked a number of questions of the representatives who attended.
22 January 2013	Presentation in preparation for first stage report of defibrillator/first aid working group	The Committee considered report number ENV578 which provided background information on first aid legislation, LIVES and defibrillators. The Committee identified key lines of enquiry for the working group to investigate and on which to report back.
	Member training	Summary of feedback of Councillor training programme run after 2011 election
	Representatives on Outside Bodies	<p>The working group presented a draft form designed to assist members who represent the council on outside bodies in reporting back.</p> <p>The Committee recommended that the draft form be presented to the annual Council meeting on 18 April 2013 with the report requesting the council make annual appointments.</p>
	Update on relationship between Cabinet, officers and PDGs	<p>The Community Engagement and Policy Development officer gave an update on the communication mechanisms introduced to improve the effectiveness of the policy development groups.</p> <p>The Committee recommended three-monthly updates for a year.</p>
19 February 2013	Performance - Q3 report	<p>The quarter 3 performance report was presented which provided a summary of performance and project progress during the reporting period. It concentrated on the priority themes: 'Keep SK Clean, Green and Healthy' and 'Promote Leisure, Arts and Culture'.</p> <p>An update was given on performance within the Development Management Team. Councillor asked about feedback from the Gravity Fields Festival and requested that the evaluation of the festival (including short-term and long-term gains) be included on a future agenda.</p> <p>There was also discussion about the cleanliness of the street scene within town centres and the funding of work by monies collected through the green waste scheme. Councillors asked for a breakdown showing the use of the funding in creating cleaner town centres.</p>
	Presentation on CCTV to scope	The Community Safety and Licensing Service

	purview of CCTV working group	<p>Manager gave a presentation on CCTV. He told the committee about the equipment, the different types of cameras the team monitored and additional services provided by the team including Shopwatch and Pubwatch schemes as well as the Council's out of hours telephone service.</p> <p>Committee members identified the key beneficiaries of CCTV as the police and felt strongly that they should make a financial contribution for the running of the service. The committee asked Councillor Wootten as chairman of the Lincolnshire Police and Crime Panel to put an item on the agenda of a future meeting to gauge support from other districts and consider putting forward a collective request.</p>
9 April 2013	Procurement Lincolnshire	Alan Thomas and Sharon Cuff (representing Procurement Lincolnshire) attended the meeting and addressed the recommendations made within the Committee's Scrutiny Review. After five years in operation, PL was reviewing its targets and the definitions behind its performance measures. On completion of the review, PL's reps agreed to submit a report to the Committee in September 2013.
	Interim report of the defibrillator working group	<p>Date for final report pushed back to allow continued investigation.</p> <p>The Chairman of the working group provided a summary of its key lines of enquiry, how it was addressing them and plans for further investigation.</p>
11 June 2013	Performance – Q4 report	Moved to 20 August 2013 as "annual report"
	Impact of the self-financing of the HRA	To be considered at a later date that complements the work being undertaken by Resources PDG.
	Procurement Lincolnshire – Governance Arrangements	Discussion around the governance arrangements and scrutiny of Procurement Lincolnshire. The Committee took account of the history of PL and the way its structure developed. It made 2 recommendations on the membership of the Procurement Advisory Board and requesting that PL feedback on this issue when responding to the Committee's other recommendations.
	Pre-application planning advice	The issue was raised at the meeting on 9 April 2013. The Development Management Service Manager and the Chairman of the Development Control Committee attended

		the meeting. The Committee asked a number of questions about how the scheme worked in practice, whether the Development Control Committee should have been included in the decision to introduce pre-application advice charging and the views of the Development Control Committee Chairman.
	Final report of the defibrillator working group	The Committee considered the report and recommendations of the working group. A number of small adjustments were made to the wording of the proposed recommendations and an additional recommendation was added. The Committee endorsed the report, which was then submitted to Cabinet for its consideration.
	Annual review of PDGs	The Community Engagement and Policy Development officer gave a summary of the work completed by the Policy Development Groups
20 August 2013	Performance – annual report 2013/14	Moved to 15 October 2013.
	Performance – Q1 report	Moved to 15 October 2013.
	Gravity Fields - evaluation	
	CCTV	Supt. Vickers from Lincolnshire Police invited to talk about CCTV project
	Defibrillators	Feedback following submission of recommendations to Cabinet.
15 October 2013	Update on relationship between Cabinet, officers and PDGs	
	Procurement Lincolnshire - feedback	
26 November 2013	Performance – Q2 report	
18 February 2014	Performance – Q3 report	
8 April 2014	Improving Broadband in rural areas	Review work undertaken by onLincolnshire
	Gravity Fields – review of long-term outcomes	
June 2014	Performance – Q4 report	
	Conclusion of work on Member	

	Development	
August 2014	Performance – Q1 report	
October 2014		
November 2014	Performance – Q2 report	
January 2015		
February 2015	Performance – Q3 report	
April 2015		

Specific topics from the housing programme of work and items relating to planning matters will be programmed in as they emerge

Working Group Membership

<b>Working Group</b>	<b>Members</b>
Defibrillator/First Aid Working Group <b>COMPLETED. REPORTED TO COMMITTEE ON 11/06/13</b>	Councillor Paul Cosham Councillor Mrs Rosemary Kaberry-Brown Councillor Bob Sampson Councillor Mrs Judy Smith
Planning matters	Councillor Helen Powell Councillor Paul Cosham Councillor Alan Davidson Councillor David Nalson
CCTV working group <b>DISBANDED</b>	Councillor Helen Powell Councillor Alan Davidson Councillor Reg Howard
Representatives on Outside Bodies Working Group <b>COMPLETED. REPORTED TO COMMITTEE ON 22/01/13</b>	Councillor Michael King Councillor Bob Sampson