



COMMUNITY SELECT COMMITTEE

Date: Tuesday, 5 June 2018

Time: 6.00pm,

Location: Shimkent Room - Daneshill House, Danestrete

Contact: Fungai Nyamukapa - Tel: 01438 242707

Members: Councillors: S Mead (Chair), A Mitchell CC (Vice-Chair), S Barr, J Brown, L Harrington, R Hearn, J Mead, S-J Potter, S Speller and T Wren

AGENDA

PART 1

1. MINUTES - 27 MARCH 2018

To approve as a correct record the minutes of the meeting held on 27 March 2018.

Pages 3 – 6

2. TERMS OF REFERENCE

To note the Terms of Reference of the Committee approved by Annual Council on 23 May 2018.

Pages 7 – 8

3. EXECUTIVE MEMBER RESPONSE TO HOUSING ALLOCATIONS REVIEW

To consider the Executive Member response to the report and recommendations made by the Committee following the review into Housing Allocations.

Pages 9 – 14

4. COMMUNITY SELECT COMMITTEE WORK PROGRAMME AND MEETING SCHEDULE 2018-19

To note the Work Programme and meeting schedule for the Community Select Committee for 2018-19.

Pages 15 – 26

5. URGENT PART 1 BUSINESS

To consider any Part 1 business accepted by the Chair as urgent.

6. EXCLUSION OF PUBLIC AND PRESS

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

7. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent.

STEVENAGE BOROUGH COUNCIL

COMMUNITY SELECT COMMITTEE MINUTES

Date: Tuesday, 27 March 2018

Time: 6.00pm

Place: Shimkent Room - Daneshill House, Danestrete

Present: Councillors: S Mead (Chair), M Notley (Vice-Chair), J Brown, E Connolly, L Harrington, J Lloyd CC, J Mead, A Mitchell CC and G Snell

In Attendance: S Crudginton (Chief Executive and Chair of the Responsible Authority Group), Councillor J Hollywell (Executive Portfolio Holder - Communities, Safer Communities & Equalities), S Pateman (Community Safety Manager) and Inspector S Tabert (Herts Constabulary),

Start / End Time: Start Time: 6.00pm
End Time: 7.05pm

1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were no apologies for absence.

There were no declarations of interest.

2 **MINUTES - 7 MARCH 2018**

It was **RESOLVED** that the Minutes of the Community Select Committee meeting of 7 March 2018 are agreed as a correct record and signed by the Chair.

3 **THE SOSAFE COMMUNITY SAFETY ACTION PLAN 2017/18 AND EMERGING PRIORITIES FOR 2018/19**

The Committee considered the performance to date against the 2017/18 SoSafe Community Safety Action Plan and the emerging priorities for the 2018/19 Plan and whether these align with the perceived priorities of local ward members.

Stevenage Borough Council Chief Executive Officer informed Members that he was the ex-officio Chair of the Responsible Authority Group (RAG). The RAG Chair acknowledged support from all the stakeholders. It was indicated that although Stevenage faced a number of challenges and was lowly ranked on the crime league table for the county, the crime clear up rate was impressive.

It was pointed out that the RAG report covered performance and emerging priorities for 2018/19. The RAG Chair highlighted the joint community strategy, efforts to combat domestic abuse, improvements in community cohesion and the community

spirit that had resulted in an increase in members of the Neighbourhood Watch. Members were informed that funding cuts by central government had a bearing on policing but SBC was benefitting from a co-funding arrangement with the Police and Crime Commissioner for the Police Community Support Officers.

The Community Safety Manager presented a report covering the following SoSafe priorities for 2017/18:

- Antisocial Behaviour (ASB)
- Hate Crime
- Safeguarding
- Violent Crime
- Reassurance/public engagement
- Scams and Fraud
- Serious and Organised Crime (SOC) and drugs
- Intelligence/Information Sharing

Members also received details of some of the events that were held in 2017. In response to a question about the coverage of safeguarding Silver Street Meets in the borough, it was clarified that previous efforts were concentrated in the North and West parts of the borough and the focus was now on the southern areas of the borough. Members were reassured the North and West areas of Stevenage would still be considered by the safeguarding teams.

Members sought clarification on efforts to combat the issues of drugs and knife crime. It was acknowledged that in order to reduce knife crime, it was necessary to tackle perceptions surrounding the carrying of knives and providing advice on handling peer pressure to carry knives. Members were informed that knife crime awareness in schools was one of the initiatives aimed at reducing knife crime. It was confirmed that police intelligence suggested a link between drugs and other criminal activities such as modern slavery and child sexual exploitation. Members were reassured that there were no specific drug-related modern slavery cases in Stevenage.

In response to a question about gang culture – particularly in schools – it was clarified that Stevenage did not have stereotypical gangs. It was indicated that Stevenage had a problem of petty criminal elements who were out of school and who frequented public areas such as town centre spots close to some food outlets. Members were informed that police intelligence suggested the infiltration of Stevenage by some hard core criminal elements from outside the borough. It was stated that intelligence gathering from residents (including Members) and crime awareness in schools would assist in combating gangs in Stevenage.

Members raised questions regarding the priorities for 2018/19 given the cuts in police resources. It was indicated that Stevenage was doing relatively well in crime prevention given the resources at its disposal. It was acknowledged that although the priorities seemed to be ambitious, they were worth pursuing. Members expressed concern for the reduced funding for policing from central government and the lack of support from some stakeholders who were better placed to tackle crime drivers such as drug addiction.

Members queried whether there was an expectation of a fall in crime numbers. Members were informed that it was highly unlikely that crime figures would fall in view of changes in the way that crime is recorded. It was stated that crime trends would be different if there was an analysis of comparable crime statistics that were collected using the same method. It was pointed out that some crimes that were previously considered as petty had to be recorded under the current guidelines and this contributed to the perception that crime in Stevenage was on the rise. It was noted that Stevenage was relatively safe and therefore reports of crimes drew a lot of attention. Members agreed that social media contributed to the public perception about crime. It was suggested that highlighting positive crime prevention statistics such as Stevenage's burglary rate that was the lowest in the county was one way of addressing the public perception. It was also outlined that under-reporting crime might act as a deterrent for victims. It was pointed out that current crime league table data did not clearly reveal the resources required for a significant improvement in league position. The Chair of RAG stated that he was keen to find out what improvements in the data statistics would be required, for instance, to see Stevenage move up the rankings from ninth to first position. It was noted that the public often sees the headlines and not detailed data analysis.

Members welcomed the Joint Community Safety Strategy and noted that it was streamlined and easy to read. Members also expressed satisfaction with information sharing initiatives, the strategy focus on domestic abuse and the use of projects such as the food bank to raise awareness and gather intelligence.

Given that young males were the majority of night crime, Members raised questions about efforts to engage the young males. Members also sought clarification used to classify residents affected by domestic abuse. As a response to these questions, it was acknowledged that more could be done to engage the young males. Members were informed that caution was exercised in the use of the terms "victim" and "survivor" given that there was a stigma attached to the word "victim".

It was **RESOLVED**:

- That the report is noted
- That the Community Safety Manager provides details about the compilation of the crime league table
- That Herts Constabulary provides a narrative to the crime statistics to provide clarity on successes and shortcomings of local policing
- That Herts Constabulary engages more young males in crime prevention programmes

4 **URGENT PART 1 BUSINESS**

None.

5 **EXCLUSION OF PRESS AND PUBLIC**

Not required.

6 **URGENT PART II BUSINESS**

None.

CHAIR

COMMUNITY SELECT COMMITTEE

1. Membership - 10 (not Members of the Executive)
Observer – Stevenage Youth Mayor
2. Quorum - 4
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
 - 3.4 To act as the Council's Crime and Disorder Committee, meeting in that capacity a minimum of once each year (by including Crime and Disorder on the agenda at least once each year).
 - 3.5 That in respect of policy development of matters that fall within the remit of this Committee, to meet with the relevant Portfolio Holder to comment on individual draft policies that are scheduled to be considered to the Executive.
 - 3.6 To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.7 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).

- 3.8 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview of the Assistant Director (Housing and Investment) and the Assistant Director (Communities and Neighbourhood).
- 3.9 In conjunction with the other Select Committee and Scrutiny Overview Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.10 To report to the Executive, other committees or Council, as appropriate.

Executive Member Response To Housing Allocations Scrutiny Review

Date Recommendations agreed by Community Select Committee:

Community Select Committee, 07/02/ 2018
(circulated 09/02/2018)

Date responses should be made by:

Executive responses on behalf of the Executive Portfolio Holders for Housing, Health & Older People should be received by 06/04/2018

Recommendations:

1. Staff training be arranged and adhered to, to ensure consistency of service with regards to advice when moving between properties, with more support offered to tenants with literacy needs or language problems.

Action: Walter Oglina / Jaine Cresser

Executive Response:

A Check-list is in place to cover sign up requirements. Flow-charts and processes are in place for staff guidance. Further training has taken place with all staff to ensure they are aware of their responsibilities. Language line is in place for those whose require translation. Language line is a telephone service that provides an on the spot translation service for officers in access where customers are unable to communicate in English. Where there are literacy issues either a

	<p>supported tenancy officer will be in attendance or another advocate.</p> <p>A pilot is currently underway through which Supported Housing Officers will be undertaking sign-ups to ensure a smooth transition for customers moving into independent living accommodation.</p>
<p>2. Consider the provision of shared accommodation for the under 35s who will be impacted by the Housing Benefit Cap.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>The proposed benefit cap for single under 35's has been abolished.</p>
<p>3. Priority should be given to under occupiers wishing to downsize from their homes to include co-ordination with over occupiers. In addition a review of the Bands to identify customers wishing to downsize has been undertaken, and where a move is possible, a realistic timeframe be established.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>A recommendation that supports this proposal was approved by the Executive at its meeting in March 2018. Implementation is currently scheduled for May/June 2018 following changes being made to the Northgate system, related staff training and the uploading of April 18 rent charges.</p>
<p>4. A review of the local connection criteria for persons moving into areas close to the Borough whilst on the housing waiting list.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>A recommendation that supports this proposal was approved by the Executive at its meeting in March 2018.</p>
<p>5. That officers make alternative and improved use of hard to let sheltered accommodation that will have a positive impact on the current voids situation whilst maintaining suitable living standards.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>Work is in progress to make the Walpole Court voids ready for those decanting from Asquith Court to move into. Residents have started to move from Asquith Court to Walpole Court. Work will start imminently at Asquith Court to convert the units to become temporary accommodation in preparation of the Homelessness Reduction Act which comes into effect from April 2018.</p> <p>The independent living team have been showing prospective residents</p>

	<p>the different properties which are available. The team have contacted all band F's and Band Bs to Es that are over the age of 55 to see if they wish to move to Independent Living accommodation. We have around 60 people on the assisted bidding list (where bids are placed on behalf of applicants) plus other people that are bidding themselves.</p> <p>We will be looking at options appraisals on schemes that are considered hard to let. In addition to this, we have converted studio flats as they've become void (12 to date) that has resulted in successful lettings. We will continue to undertake option appraisals on all Independent Living voids in order to minimise void loss.</p>
<p>6. (i) That officers arrange a communications campaign to help 'myth bust' and liaise with Members and revisit the terminology used in all forms of communication with bidders to be clear and help manage expectations (ii) that officers specifically look at amending the terminology regarding the 'Direct List' to be replaced with another term with different connotations to help with perceptions of 'queue jumping'.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>The SBC website has been updated to clarify how Choice Based Lettings works in relation to an applicant's position. Clarification of how some groups can be housed sooner than others has also been included.</p> <p>This information will also be used when advising applicants</p>
<p>7. That officers should stop the current practise of automatically informing bidders where their bid was within the top 50 bids, and that a narrative be used on the bidding website to explain the scenarios that are likely to result in multiple unsuccessful bids over a long period of time.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>It is felt that not advising bidders of their position may lead to further suspicion over transparency. Those who do not understand their changing positions on different bids are in the minority. This is normally explained on a one on one basis when confusion occurs. The Empty Homes Manager would welcome CSC Members to sit in on a session when the shortlisting of voids takes place.</p> <p>Please see the previous comment on the update of the SBC website.</p>

8. In all cases of a new tenancy, an up-to-date gas check be completed on the property before the new tenant moves in and the gas to be approved and fully working prior to the tenant moving in. In the instances that a 'one-off' exception occurs, the tenant should be offered a suitable reduction in rent for the duration of not having a working gas supply

Action: Denis Panter

SBC operates good practice with regards to current certificates for its empty homes. Whilst there would be some benefits to having the heating on in properties that are ready to let, there are also disadvantages, cost and risks to having heating and a live gas supply in an empty property. SBC carries out gas safety inspections on a 10 month programme therefore no property is ever more than 12 months between boiler services and maintenance checks. Out of 600 lettings over the past two years there have only been two instances where the boiler has not been working when a tenant moved in. The reasons for these two instances are as follows: On one occasion parts were not available so a new boiler was fitted. On the second occasion a flue was found to be too close to a vent. This should have been picked up by the engineer inspecting and capping the property. This too resulted in a new boiler being fitted. The engineer involved no longer works on the contract.

The vast majority of incoming tenants have a gas supply within 24 hours.

It is likely that additional resources would be required to manage, monitor and facilitate the power being on.

This could well likely to lead to longer void times and increased void losses.

We will continue to monitor the frequency of cases where this is an issue. If/when issues occur such cases will be prioritised for repairs.

9. That officers publish an annual statement detailing allocations per band as a percentage of total allocations.

2017/18 is the first year reporting has been available. The results will

<p>Action: Walter Oglina / Jaine Cresser</p>	<p>be published in 'Housing Matters' which is due for publication September 2018.</p>
<p>10. That officers consider engaging a third party energy comparison partner such as Energy Angels to help tenants get the best energy deal.</p> <p>Action: Walter Oglina / Jaine Cresser</p>	<p>The Investment Team are currently undertaking a strategic review with regards to appointing a third party energy comparison partner to help address fuel poverty. It is anticipated that a suitably qualified and experienced service provider will be in situ in circa 6 months post completion of the formal procurement process.</p>

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Lead AD	AD (Communities and Neighbourhoods) – Rob Gregory
Deputy	AD Housing & Investment – Jaine Cresser
Chair	Cllr Sarah Mead

Community Select Committee Scrutiny Work Programme 2018-19
(Including main review items, one-off meetings, statutory and standing items, review revisits and policy development items)

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2018/19?	Chair/ Vice-Chair Preference & Priority
<u>Resident Engagement</u> – CSC Members had previously stated that they wished to scrutinise this issue regarding: Effectiveness of Resident Engagement by SBC,	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Communities, Safer Communities & Equalities Cllr Jackie Hollywell	4 Sep 2018 2 Oct 2018 7 Nov 2018	(i) a number of meetings would be required (ii) a scoping note would be required (iv) Engage a Critical Friend, witnesses from public, look at current policy and practise (scope to bottom out) At 4 Sep meeting the consultant can provide some context and analysis	From a policy development perspective this could help to inform our Community Engagement Framework. We have some prep on this from the consultant Rachel Eden-	Yes, this will be delivered in 2018-19	The Chair is keen to look at this to Look at the way we do resident involvement – can we adopt more creative ways, dynamic engagement, use social media

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2018/19?	Chair/ Vice-Chair Preference & Priority
incorporating Consultation Demographic of Residents' Survey and diversity of Tenant Involvement Groups.			of current engagement and receive an officer presentation At 2 Oct and 7 Nov interviews and evidence gathering can be taken. The review should be complete by the end of the calendar year and inform final policywork and Framework document	who has agreed to do a member session supported by Cllr Speller. Suggest 3 meetings.		
Community Neighbourhood Management - (Priority & suitability for scrutiny in 2018/19 to be agreed with Chair & AD)	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Neighbourhoods and Co-operative Working Cllr Rob Broom	(Q4 Jan/Feb/March 2019) 24 January 2019	(i) this would suit a <u>single meeting</u> (already offered by officers) looking at the learning from the Pin Green experience (ii) light touch scope agreed between Chair, lead AD and Scrutiny Officer (iii) Bring in agreed witnesses to one-off session and capture learning/recommendations	Neighbourhood Planning in Pin Green was very much a member led exercise, led by Cllr Speller. It might be better to do this in the 4 th quarter, once work in Martins Woods and St Nicholas is underway.	Yes this will be delivered in 4 th quarter of 2018/19	The Chair is keen that Members should have a session with Officers to provide some historical context to how this programme started, what it is, and what its future direction is? This could be

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2018/19?	Chair/ Vice-Chair Preference & Priority
Page 6				This could be held as a joint meeting with the E&E Select Committee who also have an item on their work programme re Neighbourhood Maintenance		undertaken as a joint meeting with E&E Select Committee as they have also asked for this issue to be scrutinised.
Stevenage Leisure Limited (SLL) (Priority & suitability for scrutiny in 2018/19 to be agreed with Chair & AD) (Last year Officers suggest awaiting the outcome of the current contract performance review & appointment of	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Children, Young People & Leisure, Cllr Richard Henry	Could be done earlier in the year, perhaps between July and Sep. 4 July 2018	(i) Single meeting (ii) no scope required (iv) Previously Councillors had been offered a session on the outcome of discussions between SBC officers and SLL on the findings of the independent consultant's report on contract cost benchmarking, Members could consider the outcomes at a Part II meeting. The contract is not due for renewal until 2023.	The Strategic Director has stated that he is happy to do this if the Chair wants too. There won't be a scope because it was developed prior to the external review taking place. As noted previously we will come back to SLL and the service offer etc. as part of the prep for retendering the Leisure	Yes, this will be delivered in 2018-19 as we have all the necessary paperwork.	The Chair is happy for this to be brought to one meeting of the Committee to see what focus there is in the Action Plan linked to the Performance Plan that was established following the review and independent consultants' report and to meet with SLL

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2018/19?	Chair/ Vice-Chair Preference & Priority
new AD prior to considering this further).				Management Contract, the work for which will commence in 2020.		representatives to see what their plans are for the current offer.
<u>Statutory Item - Crime & Disorder Committee</u> (High priority statutory Committee & suitable for Scrutiny in 2018/19)	SD Matt Partridge, AD Vacant, Lead Officer Sarah Pateman, Portfolio Holder for Communities (including Safer Communities) Cllr Jackie Hollywell	26 March 2019	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with Chair of RAG, Herts Constabulary, Portfolio Holder with responsibility for Community Safety looking at past performance of the Community Safety Action Plan and future priorities		Comment from Scrutiny Officer - as the commitment is just one meeting this will be delivered.	This is a statutory item so will be delivered.
<u>Standing Item - Public Health</u> (High priority & suitable for Scrutiny in 2018/19)	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory, Sport & Wellbeing	Two dates on hold with the HCC Director of Public Health, Jim McManus (Tue 12 and	(i) Yes, covered in one meeting (ii) No scope required (iii) Interviews with the HCC Director of Public Health, SBC Executive Portfolio Holder with responsibility for	The Healthy Stevenage Strategy was formally launched at the Stevenage Together Forum in March 2018.	Comment from Scrutiny Officer - as the commitment is just one	The Chair and Vice-Chair are keen for this item to be supported so will be delivered.

Scrutiny Review items 2018/19: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/Deputy	SD/AD Comment - Likelihood of being delivered in 2018/19?	Chair/ Vice-Chair Preference & Priority
	Manager, Joe Capon, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas	Tue 26 Feb 2019)	Public Health and the SD for Community. (iv) Other Members to be invited – Cllr Maureen McKay, HCC Health Scrutiny Member and Cllr Michael Downing, Health Watch	Members may wish to reflect on delivery against the strategy in Q4 2018/19.	meeting this will be delivered.	

Monitoring of Previous Recommendations/Actions							
Scrutiny items: (Follow up in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/ Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/Deputy
<u>Housing Allocations</u> – Exec Member response to Allocations Review Page 20	SD Matt Partridge, AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas	5 June 2018	<u>Covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Opportunity for Members to consider Exec Member response	
<u>Revisit Decent Homes Review</u> - revisit <u>Recommendations & Exec Member Response (reviewed in 2014)</u>	SD Matt Partridge, AD Housing & Investment, Jaine Cresser, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas	?	<u>Covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Opportunity for Members to consider action taken against the agreed Exec Member response	

Monitoring of Previous Recommendations/Actions							
Scrutiny items: (Follow up in 2018/19)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/ Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/Deputy
<p><u>Revisit Damp & Mould Review – revisit Recommendations & Exec Member Response 1 year after implementation</u></p> <p>18 21</p>	SD Matt Partridge, AD Housing & Investment, Jaime Cresser, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas	Autumn 2018 2 October 2018	<u>Covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Opportunity for Members to consider Exec Member response	This should pick up the current position against the backlog of cases
<p><u>Revisit Third Sector in Stevenage Review</u> – a single session revisiting the previous review and seeing where we are today (Priority & suitability for scrutiny in 2018/19 to be agreed with Chair & AD)</p>	SD Matt Partridge, AD Communities & Neighbourhoods Rob Gregory, Portfolio Holder for Communities Cllr Jackie Hollywell.	12 July 2018	(i) <u>Covered in a single meeting</u> revisiting the previous review and seeing where we are today				If this is carried out in July 2018 this would be ahead of any retender of the CAB Contract

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<p>Resident Engagement – CSC Members had previously stated that they wished to scrutinise this issue regarding: Effectiveness of Resident Engagement by SBC, incorporating Consultation Demographic of Residents’ Survey and diversity of Tenant Involvement Groups.</p>	<p>SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Communities, Safer Communities & Equalities Cllr Jackie Hollywell</p>	<p>16 January 2019 & reserve dates 14 /28 Feb 2018/2019 for Policy Development meeting. (Date to be agreed with all parties)</p>	<p>A number of meetings would be required, perhaps 2?</p>			<p>These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.</p>	<p>From a policy development perspective this would follow on from the scrutiny review the CSC Members undertake and should help to inform our Community Engagement Framework. We have some prep on this from the consultant Rachel Eden- who has agreed to do a member session supported by Cllr Speller.</p>
<p>Housing</p>	<p>SD Matt</p>	<p>Date?? 2018/2019 for</p>	<p>Ideally one</p>	<p>Opportunity for</p>		<p>These meetings</p>	

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<p><u>Services Charges and Allocations – Pooling and De-pooling Charges</u></p> <p>Page 23</p>	Partridge, AD Housing & Investment, Jaine Cresser/ Portfolio Holder for Housing, Health & Older People Cllr Jeannette Thomas	Policy Development meeting. (Date to be agreed with all parties)	meeting	Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	
<p><u>Co-operative Council</u></p>	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory, Portfolio Holder Neighbourhoods and Co-operative Working, Cllr Rob Broom	2018/2019 for Policy Development meeting. (Date to be agreed with all parties) July/Aug 2018	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need	Next steps on Co-operative Council to be agreed with leader and portfolio holder, so there is uncertainty at this stage about what this item would look at. Officers are

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 11</p> <p><u>Community Centres Review</u></p>						prior notice of these meetings.	targeting the September Executive so Policy Development would need to be carried out in July/August.
	SD Matt Partridge, AD Communities & Neighbourhood, Rob Gregory, Portfolio Holder Communities, Safer Communities & Equalities, Cllr Jackie Hollywell	2018/2019 for Policy Development meeting. (Date to be agreed with all parties) 20 September 2018	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings.	This would provide a direction of travel update session. Officers are targeting October 2018 Executive.

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<p><u>Review of Tenancy Agreements</u> (timing subject to DCLG's publishing guidance)</p> <p>Page 25</p>	<p>SD Matt Partridge, AD Housing & Investment, Jaine Cresser/ Portfolio Holder for Housing, Health & Older People Cllr Jeannette Thomas</p>	<p>Date ?? 2018/2019 for Policy Development meeting. (Date to be agreed with all parties)</p>	<p>Ideally one meeting</p>	<p>Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome</p>		<p>These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings. <u>(timing subject to DCLG's publishing guidance)</u></p>	<p>The timing of this item is dependent on the publishing of Government guidance.</p>

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
<p><u>Housing Green Paper</u></p> <p style="text-align: center;">Page 26</p>	SD Matt Partridge, AD Housing & Investment, Jaine Cresser/ Portfolio Holder for Housing, Health & Older People Cllr Jeannette Thomas	Date ?? 2018/2019 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, however Constitutional Services are reviewing the clerking arrangements and will help with meeting set up i.e. room booking & invites, agenda etc. but will need prior notice of these meetings. <u>(timing subject to DCLG's publishing guidance)</u>	The timing for this item will be dependent on the publishing of the Housing Green Paper.