



OVERVIEW AND SCRUTINY COMMITTEE

Date: Monday, 14 June 2021

Time: 6.00pm

Location: Council Chamber, Daneshill House, Danestrete, Stevenage

Contact: Ramin Shams (01438) 242308

committees@stevenage.gov.uk

Members: Councillors: L Martin-Haugh (Chair), P Bibby CC (Vice-Chair), M Arceno, A Brown, M Downing, A Farquharson, C Howells, W Kerby, A McGuinness, S Mead, R Parker CC, C Parris, L Rossati and S Speller.

AGENDA

PART I

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. MINUTES - 17 MARCH 2021

To approve as a correct record the Minutes of the meeting of the Overview and Scrutiny Committee held on 17 March 2021.

Pages 5 – 10

3. TERMS OF REFERENCE

To note the Terms of Reference for the Overview and Scrutiny Committee, as agreed at Annual Council on 26 May 2021.

Pages 11 – 12

4. PART I DECISIONS OF THE EXECUTIVE

To consider the following Part I Decisions of the Executive to be taken on 9 June 2021.

- | | | |
|----|--|---------|
| 2. | Minutes – 10 March 2021 | 3 -16 |
| 3. | Minutes of Overview & Scrutiny Committee and Select Committees | 17 - 22 |
| 4. | Covid-19 Update | |
| 5. | Co-operative Tenant and Resident Involvement Strategy | 23 - 68 |
| 6. | Leisure Contract Work Programme | 69 – 78 |

Notice of Decisions to follow

PLEASE BRING YOUR AGENDA AND REPORTS FOR THE EXECUTIVE MEETING HELD ON 9 JUNE 2021.

5. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2021-22

To consider the Overview and Scrutiny Committee Work Programme for 2021-22.
Pages 13 – 18

6. ACTION TRACKER

Members are invited to consider the action tracker for the Overview and Scrutiny Committee and to note its content.
Pages 19 – 20

7. URGENT PART I DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider any urgent Part I Decisions authorised by the Chair of the Overview and Scrutiny Committee

8. URGENT PART I BUSINESS

To consider any Part I business accepted by the Chair as urgent

9. EXCLUSION OF PRESS AND PUBLIC

To consider the following motions:

1. That under Section 100A 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.

10. PART II DECISIONS OF THE EXECUTIVE

To consider the following Part II Decisions of the Executive to be taken on 9 June 2021.

10. Part II Minutes – Executive – 10 March 2021 121 - 124

Notice of Decisions to follow

PLEASE BRING YOUR AGENDA AND REPORTS FOR THE EXECUTIVE MEETING HELD 9 JUNE 2021

11. URGENT PART II DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

To consider any urgent Part II Decisions authorised by the Chair of the Overview and Scrutiny Committee.

12. URGENT PART II BUSINESS

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

Agenda Published 4 June 2021

This page is intentionally left blank

STEVENAGE BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE MINUTES

Date: Wednesday, 17 March 2021

Time: 6.00 pm

Place: Virtual (Via Zoom)

Present: Councillors: Lin Martin-Haugh (Chair), Philip Bibby CC (Vice-Chair), Sandra Barr, Laurie Chester, Michael Downing, Michelle Gardner, Andy McGuinness, John Mead, Sarah Mead, Adam Mitchell CC, Robin Parker CC, Claire Parris and Simon Speller

Start / End Time: Start Time: 6.00 pm
End Time: 7.58 pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies for absence.

There were no declarations of interest.

2 MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Committee meeting held on Wednesday 17 February 2021 be approved as a correct record and signed by the Chair.

3 PART I DECISIONS OF THE EXECUTIVE

The Committee noted the minutes of the Executive meeting held on Wednesday 10 February 2021.

2. Minutes of the Executive – 10 February 2021

Noted.

3. Minutes of the Overview and Scrutiny Committee and Select Committees.

Noted.

4. Covid-19 update

The Strategic Director (RP) advised that he provided an update on the latest Covid-19 position at the Executive meeting held on Wednesday 10 March 2021, and a detailed update was also provided to Coronavirus Executive Committee meeting held on Friday 26 February 2021. He advised Members that the vaccination figures were now available by age group.

The Council was closely monitoring Covid-19 cases rate and would re-open the Play Areas as soon as safe to do so. A decision which would be based on a sufficiently low case rate regarding transmission of the virus.

The Strategic Director (RP) to provide further information on Test and Trace Support Payments in the next Coronavirus Executive Committee.

In response to a question from a Member, the Strategic Director (RP) advised Members that the Council's Environmental Health Team was in regular contact with major retailers to improve safe shopping environment for residence. Covid-19 Marshalls were also working closing with the Police to monitor compliance across the Town.

The Committee noted the update.

5. The Impact of Development on Biodiversity Supplementary Planning Document: Adoption

In response to a question from a Member, the Principal Planning Officer advised Members that the consultation on draft impact of Development on Biodiversity Supplementary Planning Document (SDP) was held between 30 November 2020 and 25 January 2021, meeting the requirement stipulated for SDP consultation in the Town and Country Planning (Local Planning) and England Regulation 2012.

The Community Safety Manager presented the Community Safety Strategy for 2021- 2024. She reported that this was the second time the Strategy considered by the Committee. She advised Members about the additional recommendation made by the Executive about hate crime and to promote equality in the community.

6. Developer contribution Supplementary Planning Document: Adoption

The Planning Policy Manager presented the report.

In response to a question from a Member, the Principal Planning Officer advised Members that the Council liaised closely with Hertfordshire County Council (HCC) on the Developer Contribution guide. If there is a need to seek contribution towards infrastructure, HCC would use this guide to consider appropriate contribution.

The Committee noted the report.

7. Housing First Approach – Stevenage Borough Council

The Assistant Director for Housing and Investment provided a report on Council's Housing First approach to accommodate rough sleepers, and options for implementing the Housing First approach for the 2021/22 financial year. She reported that the Housing First Approach had been outlined in reports to Executive in July 2020 and in December 2020, as a response on Covid-19 pandemic to rough sleepers in the Borough.

The Committee noted the report.

8. Community Safety Strategy 2021-2024

The Community Safety Manager presented the Community Safety Strategy for 2021- 2024. She reported that this was the second time the Strategy was being considered by the Committee. She advised Members about the additional recommendation made by the Executive about hate crime and promoting equality in the community.

9. Corporate Performance – Quarter Three 2020-21

The Strategic Director (TP) advised Members on Corporate Performance for Quarter three 2021-22. He informed Members about the challenges the Council faced by Covid-19 pandemic, which had direct impact on the performance in third quarter.

The Executive requested steps to be taken in order to enhance the Council's website, which would include further functionality and easy navigation.

The Committee noted the report.

10. 3rd Quarter Capital Monitoring Report – General Fund and Housing Revenue Account 2020/21

The Strategic Director for Housing and Estate presented the report for the 3rd Quarter Capital Monitoring – General Fund and Housing Revenue Account 2020/21. She advised Members on the level of losses experienced by the Council increased in the 3rd Quarter.

The Committee noted the report.

11. 3rd Quarter Capital Monitoring Report – General Fund and Housing Revenue Account 2020/21

The Strategic Director for Housing and Estate advised Members on General Fund and Housing Revenue Account for 2020/21. She informed Members that the growth bid submitted for the vehicles after the Council budget was approved. She would ensure that overall growth information be included in the process for budget in the future.

The Committee noted the report.

4 URGENT PART I DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

Town Deal

The Strategic Director (TP) advised Members on the Town Deal funding of £37.5Million by the government following the Town investment Plan submitted in

October 2020 by the Stevenage Development Board. The proposal was submitted for £50Million for ten projects. The Government allocated £37.5Million with additional conditions to satisfy to secure drawdown of the funding for three of the projects. There were no projects rejected. Business cases would need to be made in the next 12 months to enable the drawdown of the funding earmarked by the government. Members praised the work done by the Council for securing the funding.

5 **REVIEW OF SCRUTINY ARRANGEMENTS**

The Scrutiny Officer presented the report on Review of Scrutiny arrangements and advised Members on the significant changes brought on by the Covid-19 pandemic in scrutiny arrangements, including the way Members currently meet and their use of hybrid meetings. He explained that a further review also provided the opportunity for Members to look at how scrutiny meetings could run in the future, post Covid-19.

Members noted the report with the following amendments:

- On paragraph 2.5.1, the typo should be corrected to “*incorporate fewer, SMART recommendations*”.
- Under Paragraph 2.3.1, the following fourth bullet point should be added.
 - *Where it had become necessary to broaden scrutiny (within reason), Scrutiny Members should ask additional questions.*

The

Committee agreed on a scoping document to review the Council's Scrutiny arrangements in September 2021.

6 **URGENT PART I BUSINESS**

None.

7 **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED**:

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 involved 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 considered the reasons for the following reports being in Part II and determined that the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

8 **PART II MINUTES - OVERVIEW AND SCRUTINY COMMITTEE**

None.

9 **PART II DECISIONS OF THE EXECUTIVE**

14. Framework for the Supply of Agency Workers

The Committee noted the report with additional recommendations proposed during the debate in the Executive meeting.

15. SG1 Acceleration

The Committee noted the updated on the SG1 project.

16. Appointment of Principal Contractor at Dunn Close

The Committee noted the appointment of Principal Contractor for the Dunn Close development scheme.

10 **URGENT PART II DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE**

None.

11 **URGENT PART II BUSINESS**

None.

CHAIR

This page is intentionally left blank

OVERVIEW & SCRUTINY COMMITTEE

1. Membership - 14 (Not to be Members of the Executive but to include the Chairs of the 2 Select Committees)
2. Quorum - 4
3. Terms of Reference
 - 3.1. To consider the activities of the Executive and to have responsibility to reconsider any executive decision that has been subject to call-in, in accordance with the provisions of the Scrutiny provisions as set out in the Council's Constitution.
 - 3.2 Responsibility for the scrutiny of all initial proposals for the development of the Council's Budget and Policy Framework in accordance with the Budget and Policy Framework provisions in the Council's Constitution.
 - 3.3 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the direct purview for services of a Corporate and/or Council wide nature and relationships with partners and external agencies involved with these areas, together with a timetable and method of study for each topic.
 - 3.4 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.
 - 3.5 To review the Forward Plan of Key Decisions in relation to services within the direct purview for services of a corporate and/or Council wide nature, 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 Assistant Director to provide a briefing or take part in discussion.
 - 3.6 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.
 - 3.7 To work with other Select Committees, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.8 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters

within the direct purview for services of a Corporate and/or Council wide nature.

- 3.9 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 direct purview for services of a Corporate and/or Council wide nature.
- 3.10 In conjunction with the Select Committees, responsibility for the on-going development of the Scrutiny function of the Council.
- 3.11 To report to the Executive, other committees or Council, as appropriate.

| | |
|----------------|------------------------------|
| Lead AD | SD Tom Pike |
| Deputy | SD Richard Protheroe |
| Chair | Cllr Lin Martin-Haugh |

Overview & Scrutiny Committee Work Programme 2021-22
(Including review items, statutory Budget and Policy Framework items, and policy development items)

| Scrutiny Review items 2019/20: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20) | 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 | Other Details | Complete ✓ ✗ |
|---|---|---|--|--|--|-------------------------|
| (High Priority) IT outage incidents. Following the all Member briefing (to be arranged) on the most recent IT outage O&S Members can at that point decide if they still require a one-off scrutiny session. | SD Claire Fletcher, AD Digital & Transformation, Ruth Luscombe. Executive Portfolio Holder for Neighbourhoods & Co-operative Council. | To be scheduled if required. | (i) Depending on the outcome of the all Member briefing, Members may wish to have a special O&S meeting to consider in more detail or they may consider that the briefing has provided them with sufficient assurance. | | The Chair of the Overview & Scrutiny Committee has requested that this be added to the Committee's work programme. | |
| Resident & Tenant Survey - Consider the outcomes from the Resident & Tenant | | | (i) One off meeting (ii) A simple scope prior to the meeting (iii) Short presentation from | | O&S Members may wish to consider the policy implications coming out of the | |

| Scrutiny Review items 2019/20: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20) | 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 | Other Details | Complete ✓ ✕ |
|--|---|---|---|--|---|-------------------------|
| Survey when complete in Sep/Oct 2021 | | | officers leading to scrutiny of the outcomes | | survey to shape future services and act as an early marker for future scrutiny areas. | |

Monitoring of Previous Recommendations/Actions

| Scrutiny 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 required) | Other details | Comment by lead Assistant Director/ Deputy | Complete ✓ ✕ |
|---|---|--|---|---|--|---|---|-------------------------|
| Review of the Council's Scrutiny Arrangements | SD Tom Pike and The Leader | Date to bring back the Executive Portfolio Holders response to the Review - June/July 2021 | Initially one meeting but Members may wish to bring back at a future date for further monitoring. | One off meeting to consider the Statutory 2 month response from the Executive | | Members have committed in their original recommendations to consider an assessment of the Covid-19 and post-Covid-19 working arrangements | | |

| Statutory Budget & Policy Framework 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 required) | Other details |
|--|---|---|---|---|--|----------------------|
| (High Priority) The 2021/2022 HRA and Rent Setting | Clare Fletcher AD/Cllr Mrs Joan Lloyd | December 2021 | Yes, covered in one meeting | Presentation by AD with supporting papers | No scoping required | |
| (High Priority) Financial Security Budget Options | Clare Fletcher AD/Cllr Mrs Joan Lloyd | October 2021 | Yes, covered in one meeting | Presentation by AD with supporting papers | No scoping required | |
| (High Priority) Council Tax Support Scheme (refresh of scheme reviewed annually by Exec) | Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd | January 2022 | Yes, covered in one meeting | Presentation by AD with supporting papers | No scoping required | |
| (High Priority) General Fund Budget and Council Tax Setting | Clare Fletcher AD/Cllr Mrs Joan Lloyd | January 2022 | Yes, covered in one meeting | Presentation by AD with supporting papers | No scoping required | |

| Portfolio Holder Advisory Group - Policy Development Items: | Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder | Provisional meeting date(s) identified | Number of meetings item covered in? | Expectation/ Style of meeting | Scope details | Other details | Complete ✓ ✕ |
|--|--|---|--|--|------------------|---------------|-----------------|
| <u>Council Tax Support Scheme and Universal Credit</u> <div>Page 16</div> | Clare Fletcher AD/Su Tarran HoS/Cllr Joan Lloyd for CT Support SD Richard Protheroe, ICT Programme Management Office Manager Dawn Hollyoak, & Strategic ICT & Partnership Manager CTO Simon Russell. | August 2021? | One | Lead by the SD/AD and Chaired by the Executive Portfolio Holder. Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final outcome | | | |
| <u>Transformation Programme</u> | SD Richard Protheroe, ICT Programme Management Office Manager Dawn Hollyoak, & Strategic ICT & Partnership | June/July 2021? | One | Lead by the SD/AD and Chaired by the Executive Portfolio Holder. Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss | | | |

| Portfolio Holder Advisory Group - Policy Development Items: | Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder | Provisional meeting date(s) identified | Number of meetings item covered in? | Expectation/ Style of meeting | Scope details | Other details | Complete ✓ ✕ |
|---|---|---|--|--|------------------|---------------|-----------------|
| | Manager CTO Simon Russell. | | | the content and shape of a Policy document before it is completely finalised in order to shape the final outcome | | | |
| <u>Corporate Procurement Strategy Review</u> Page 17 | SD Clare Fletcher, AD Nick Penny, Executive Portfolio Holder for Resources, Cllr Mrs Joan Lloyd. | None identified – to be scheduled | One | Lead by the SD/AD and Chaired by the Executive Portfolio Holder. Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss the content and shape of a Policy document before it is completely finalised in order to shape the final outcome | N/A | | |

This page is intentionally left blank

Overview & Scrutiny Action Tracker

| Review Title & Committee | Date added to the work programme | Scoping/started complete/updated | Review start date (subsequent Committee dates considered) | Review Status - (date if completed) | Key Recommendations | Executive Portfolio Holder Response (date sent/date complete) | Date brought back to Committee for monitoring (could be |
|--|----------------------------------|----------------------------------|--|---|---|--|---|
| <div>Page 19</div> O&S Committee - Review of the Council's Scrutiny Arrangements | 01/03/19 | Scope completed Sep 2019 | Started 23/09/19 Further meetings 11/11/19, 14/01/20 & 17/03/21 | 17/03/2021 Final Report - Review of the Council's Scrutiny Arrangements | There were 8 separate recommendations covering the following areas: <ul style="list-style-type: none"> • Work programming • Scoping • Evidence gathering, site visits & interviews • Final reports & recommendations • Monitoring outcomes • Pre-scrutiny (Portfolio Holder Advisory Group) • Appraisal of the Call-in arrangements • Future oversight of the changes brought on by the Covid-19 pandemic | Sent 24 March 2021 - Due to be completed and returned by end of May 2021 | To be scheduled by O&S when it has received the Executive Response - scheduled for the July meeting |

| | | | | | | | |
|---|----------|--------------------------|--|---------------------------------------|---|---|-------------------------------|
| O&S Committee - Review of the Council's Sickness Management | 10/09/18 | 08/10/18 | 14/11/2018 15/01/2019 18/03/2019 | Complete - 18/03/2019 | There were 10 separate recommendations made by the O&S Committee, which can be found by following the link to the final report. The following is a key recommendation: •Officers seek to measure the return on investment post implementation of First Care | Executive Portfolio Holder for Resources 19/06/2019 | To be scheduled, if required. |
| Diversity in SBC Workforce | 16/07/18 | N/A | 08/10/18 | Complete - 08/10/18 | N/A | N/A | To be scheduled, if required. |
| Page 20 Media & Communications Scrutiny Review | 21/03/17 | 28/06/2017 20/08/2017 | 07/02/2018 08/03/2018 | Complete - 08/03/18 | There were 5 separate recommendations made by the O&S Committee, which can be found by following the link to the final report. The following is a key recommendation: •That officers consider with the Leader as part of the resulting Communications Action Plan the community engagement response, where does the Council want to be on the (Arnstein) ladder of participation? | Executive Portfolio Holders for Housing, Health & Older People 10/05/2018 - reported 16/07/2018 | To be scheduled, if required. |