



## COMMUNITY SELECT COMMITTEE

Date: Thursday, 15 July 2021

Time: 6.00pm

Location: Council Chamber, Daneshill House, Danestrete

Contact: Lisa Jerome (01438) 242203

committees@stevenage.gov.uk

Members: Councillors: S Mead (Chair), M Notley (Vice-Chair), M Arceno, S Booth, M Creasey, J Duncan, A Farquharson, L Harrington, C Parris and S Speller.

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### AGENDA

#### PART I

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

**2. MINUTES - 2 DECEMBER 2020**

To approve as a correct record the Minutes of the meeting of the Community Select Committee held on 2 December 2020.

Pages 3 – 6

**3. COMMUNITY SELECT COMMITTEE WORK PROGRAMME 2021-22**

To consider the Community Select Committee's Work Programme for 2021-22.

Pages 7 – 14

**4. ACTION TRACKER**

Members are invited to consider the action tracker for the Community Select Committee and to note its content.

Pages 15 – 18

**5. URGENT PART I BUSINESS**

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

**6. EXCLUSION OF PUBLIC AND PRESS**

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 ground 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: Wednesday, 2 December 2020

Time: 6.00pm

Place: Virtual (via Zoom)

**Present:** Councillors: Sarah Mead (Chair), Margaret Notley (Vice-Chair), Sandra Barr, Stephen Booth, Adrian Brown, Alex Farquharson, John Mead, Claire Parris and Loraine Rossati.

**Start / End Time:** Start Time: 6.00pm  
End Time: 8.10pm

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

Apologies for absence were submitted on behalf of Councillor Liz Harrington.

There were no declarations of interest.

#### 2 **MINUTES - 21 OCTOBER 2020**

It was **RESOLVED** that the minutes of the meeting of the Community Select Committee held on 21 October 2020 be approved as a correct record.

#### 3 **HCC DIRECTOR OF PUBLIC HEALTH PRESENTATION**

The Director of Public Health (Public Health Service - Hertfordshire County Council), Jim McManus, was in attendance at the meeting. He gave an update on the current local position in respect of the Coronavirus and responded to a number of questions from Members on the matter including:

- How was data collated from hospitals and how were the Trusts communicating with the public? The Local Outbreak Board, an officer Board Chaired by the Director of Public Health, was accountable to a Local Member Board which included the eleven Council Leaders across the County along with the Police and Crime Commissioner. The Director's team collected a series of data from a number of sources and published a series of reports including one allowing councils to carry out contract tracing. He advised that Communications was the responsibility of the communications group.
- In relation to walk-in test centres, these were already up and running in some areas with another 4 coming on line shortly. Lateral flow tests were being used by the NHS, in care homes and for the most vulnerable children and young people.
- In relation to Christmas, people should continue to be careful and try to reduce the risk as much as possible. Very limited mixing could happen and although the rules were 3 families being able to mix, people should limit their

social interaction where possible. He advised that enforcement had now been ramped up for people refusing to wear masks and warnings issued to those retailers who had not put measures in place.

- Currently there were only three symptoms of covid warranting a test but these were the most reliable symptoms – loss of taste, loss of smell and a fever.
- In terms of children at school, the evidence was that it was better to keep children in school and the Public Health Team was working with schools currently to ensure that this was as covid secure as possible. The Director was of the view that teachers should be higher up the vaccine priority list than they currently were. He agreed that the mental health concerns and fallout would be greater than envisaged.
- The Director advised that he did not have the figures for the number of people not being able to access other medical treatments since the start of the pandemic. Services had been affected however due to generic public health nurses having been diverted to covid wards.
- The bulk of the severe cases were related to age and pre-existing conditions.
- The Director's advice remained that people should treat everyone else as if they had Covid. People should go shopping at times when it is less busy and if the shop was busy when you arrived, consider returning at a different time.
- Long-covid clinics were beginning to be set up with support groups and pathways being developed.

The Chair thanked the Director of Public Health for his presentation and responses and asked that the Committee's thanks be passed on to the Director's staff and teams for their hard work on the issue.

It was **RESOLVED** that the update be noted.

#### 4 **PROGRESSING STEVENAGE BOROUGH COUNCIL'S HEALTH AND WELLBEING STRATEGY DURING 2020**

Candice Bryan, Health and Sport Strategy Manager, Stevenage Borough Council gave a presentation to the Committee on progressing Stevenage Borough Council's Health and Wellbeing Strategy during 2020.

Candice responded to a number of questions and points raised by Members of the Committee including:

- In relation to work on weight management and community kitchen, evidence was that a lot of people did not have the skills and knowledge but a more robust evaluation was now taking place working alongside the university. Candice advised she would come back to the Chair on any information on this issue contained within the Interim report. It was also agreed that the environment/place that people lived in affected health.
- People's levels of anxiety had increased since the beginning of the pandemic, but it was felt that anxiety support messages were non-existent. Candice agreed the need to bring this support and advice to the community rather than them to come to us.
- Candice agreed to find out the details of the activities happening at the St Nicholas Community Centre and advise the ward councillors. Members

should be encouraged to advise Candice of any suggestions for additional ideas for groups or new initiatives.

- Work was on-going on how services could be delivered to those residents who were not on-line.
- In relation to existing walking groups, Candice advised that she was aware of a number of groups and was looking at bringing all the information together in one place.

The Chair thanked Candice for her presentation and her work on the Strategy over the last year.

It was **RESOLVED** that the presentation be noted.

5 **URGENT PART 1 BUSINESS**

None.

6 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

7 **URGENT PART II BUSINESS**

None.

**CHAIR**

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| <b>Lead AD</b>    | <b>AD (Communities and Neighbourhoods) – Rob Gregory</b> |
| <b>Deputy</b>     | <b>AD Housing &amp; Investment – Vacant</b>              |
| <b>Chair</b>      | <b>Cllr Sarah Mead</b>                                   |
| <b>Vice-Chair</b> | <b>Cllr Margaret Notley</b>                              |

## Community Select Committee Scrutiny Work Programme 2021-22

**(Including main review items, one-off meetings, statutory and standing items, review revisits and policy development items)**

The work programme is the main guide to the Committee’s work throughout the year. However individual items can be raised at Committee meetings and consider as one-off items on a case by case basis at future meetings.

Page

| <b>Scrutiny Review items 2021/22:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21) | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                      | <b>Provisional meeting date(s) identified</b> | <b>Other details: i.e.<br/>(i) Number of meetings item can be covered in?<br/>(ii) Whether scoping required?<br/>(iii) Expectation/ style of meeting &amp;<br/>(iv) other details</b> | <b>Comment by lead Assistant Director/Deputy</b>  | <b>Chair/ Vice-Chair Preference &amp; Priority</b> |
|---|--|---|---|---|--|
| <b><u>Statutory Item - Crime &amp; Disorder Committee</u></b> (High priority statutory Committee & suitable for Scrutiny in       | AD Communities & Neighbourhood, Rob Gregory, Lead Officer Sarah Pateman, Portfolio Holder for Communities (including Safer | March 2022                                    | (i) Yes, covered in one meeting<br>(ii) No scope required<br>(iii) Interviews with Chair of RAG, Herts Constabulary, Portfolio Holder with responsibility                             | Officers have recommended meeting in March 2022 so that there is comparable data to consider. | This is a statutory item so will be delivered.     |

| <b>Scrutiny Review items 2021/22:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21) | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>   | <b>Provisional meeting date(s) identified</b> | <b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii)Expectation/ style of meeting &amp; (iv) other details</b>   | <b>Comment by lead Assistant Director/Deputy</b>  | <b>Chair/ Vice-Chair Preference &amp; Priority</b>                                    |
|---|---|---|--|---|---|
| 2021/22)  | Communities) Cllr Jackie Hollywell  |   | for Community Safety looking at past performance of the Community Safety Action Plan and future priorities   |   |   |
| <b>Standing Item - Public Health</b><br>(High priority & suitable for Scrutiny in 2021/22)  | AD Communities & Neighbourhood, Rob Gregory, Health & Sports Strategy Manager, Candice Bryan, Senior Environmental Health & Licensing Manager, Maurice Clay, Portfolio Holder for Housing Health & Older People Cllr Jeannette Thomas | To be scheduled – could be Autumn 2021        | (i) Yes, covered in one meeting<br>(ii) No scope required<br>(iii) Interviews with the HCC Director of Public Health, SBC Executive Portfolio Holder with responsibility for Public Health and the SD for Community.(iv)Other Mbrs to be invited – Cllrs M McKay, HCC Health Scrutiny Member & Cllr M Downing, Health Watch. | A look at the local response to the Covid-19 pandemic and reflect on SBC/Stevenage local response.<br><br>Update on the Young Person’s Healthy Hub. – SBC lead on this item.<br><br>Focus on impact of the Covid-19 pandemic on type II diabetes sufferers and services to combat it. | The Chair and Vice-Chair are keen for this item to be supported so will be delivered. |

| <b>Scrutiny Review items 2021/22:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2020/21) | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                    | <b>Provisional meeting date(s) identified</b> | <b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii)Expectation/ style of meeting &amp; (iv) other details</b> | <b>Comment by lead Assistant Director/Deputy</b>  | <b>Chair/ Vice-Chair Preference &amp; Priority</b>  |
|---|--|---|--|---|---|
| <b>Neighbourhood Wardens-</b><br>(Priority & suitability for scrutiny in 2021/22 to be agreed with Chair & AD)                    | AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Neighbourhoods and Co-operative Working Cllr Rob Broom | Keep on the work programme                    | (i) this would suit a number of meetings(2 – 3) as offered by officers looking at the delivery of the Area Based Working model.                                      | The Assistant Director (Communities & Neighbourhoods). a review on Neighbourhood Wardens could cover the effectiveness so far of the area-based working model, and include interviews with neighbourhood wardens, comparison of working arrangements in Stevenage wards and benchmarking against other local authorities. | The Chair is keen to pursue this item, there was some high staff turnover initially. There is a perception that the priorities in local areas appear to conflict with central strategies. |
| Consideration of the Committees Work Programme for 2022-23 and onwards  | AD Communities & Neighbourhood, Rob Gregory  | March 2022                                    | It may be helpful to identify work programme items for the next municipal year and into 2022   |   |   |

| 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<br>✓ ✘ |
| <b>Sports &amp; Leisure Across the town</b><br>Consider the Executive Portfolio Holder Response | AD Communities & Neighbourhood, Rob Gregory/ Portfolio Holder for Children, Young People & Leisure, Cllr Richard Henry | This work could be incorporated into a PHAG meeting when the programme timeline for new leisure contract options appraisal is considered by the Exec before a final award of the contract in Dec 2022. | (i) Would require just one meeting to consider the Executive Member response. Members may choose to bring back at a future date for further monitoring. | Update at a future CSC Meeting | N/A   | <a href="#">Link</a> to 8 January 2020 report & recommendations | The input from the Executive Portfolio Holder was considered by the Committee as part of its revised recommendations due to Covid-19. Members may wish to address this as part of the new leisure contract during its various stages prior to the contact award in December 2021 |                 |
| <b>Complaints/Your Say system</b>   | Alison Hill Corporate Change Manager   | This could be covered early in the 2021-22   | The AD Digital & Transformat  | Update at a future CSC Meeting | N/A   | <a href="#">Link</a> to 21 October 2020                         |  |                 |

| <b>Monitoring of Previous Recommendations/Actions</b> |   |   |  |   |  |   |   |                        |
|---|---|---|--|---|--|---|---|------------------------|
| <b>Scrutiny items:</b>                                | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                 | <b>Provisional meeting date(s) identified</b> | <b>Number of meetings item can be covered in?</b>      | <b>Expectation/ Style of meeting</b>            | <b>Scoping details (whether full scope or simple scope required)</b> | <b>Other details</b>  | <b>Comment by lead Assistant Director/ Deputy</b> | <b>Complete</b><br>✓ ✘ |
|   | & Ruth Luscombe<br>AD Digital & Transformation  | Municipal Year                                | ion has offered to bring back an update on the service |   |  | agenda  |   |                        |
| <b>Damp &amp; Mould Review</b><br>P<br>S<br>11        | AD Housing, Estates   | To be scheduled                               | Should be one meeting.                                 | Updated Executive Member Response document      | N/A  | <a href="#">Link</a> to Jan 2017 Report. See Action Tracker for details           |   |                        |
| <b>Update on the Cultural Strategy</b>                | AD Communities & Neighbourhood, Rob Gregory Portfolio Holder for Children, Young People & Leisure, Cllr Richard Henry | To be scheduled                               | Should be one meeting.                                 | One meeting update from the AD Communities (RG) | N/A  | <a href="#">Link</a> to the 10 year Cultural Strategy March 2018 Executive Report |   |                        |

| <b>Monitoring of Previous Recommendations/Actions</b> |  |   |   |                                      |  |   |   |                        |
|---|--|---|---|--------------------------------------|--|---|---|------------------------|
| <b>Scrutiny items:</b>                                | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                          | <b>Provisional meeting date(s) identified</b> | <b>Number of meetings item can be covered in?</b> | <b>Expectation/ Style of meeting</b> | <b>Scoping details (whether full scope or simple scope required)</b> | <b>Other details</b>  | <b>Comment by lead Assistant Director/ Deputy</b> | <b>Complete</b><br>✓ ✘ |
| <b>Third (Voluntary) Sector Review</b><br><br>Page 12 | AD Communities & Neighbourhood, Rob Gregory Portfolio Holder for Communities, Community Safety and Equalities. | To be scheduled                               | Should be one meeting.                            | Updated Executive Member Response    | N/A  | <a href="#">Link</a> to 12 July 2018 report. See Action Tracker for details |   |                        |

| Policy Development - Portfolio Holder Advisory Group:  | 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                                     |
|--|--|---|--|---|--|---------------|--|
| Possible PHAG?<br>If not Members might want to take a look as it goes through O&S and lead on questions re – <b>Leisure Contract Part I Exec report in June 2021</b> | Rob Gregory AD Communities & Neighbourhoods. Executive Portfolio Holder for Children, Young People, Leisure & Culture, Cllr Richard Henry. | To be advised by AD. (Possibly before Exec report approval to proceed Sep 2021) | Likely covered in one meeting              | Briefing by lead Assistant Director and Chaired by the relevant Executive Portfolio Holder. | N/A  |               | A detailed options appraisal will be developed which Members could scrutinise. |
| Possible PHAG?<br>If not Members might want to take a look as it goes through O&S and lead on questions re – <b>Ridlins Athletic Track</b>                           | Rob Gregory AD Communities & Neighbourhoods. Executive Portfolio Holder for Children, Young People, Leisure & Culture, Cllr Richard Henry. | To be advised by AD.  | Likely covered in one meeting              | Briefing by lead Assistant Director and Chaired by the relevant Executive Portfolio Holder. | N/A  |               |  |
| Possible PHAG?<br>If not Members might want to   | Interim AD Housing, Executive Portfolio  | To be advised by AD.  | Likely covered in one meeting              | Briefing by lead Assistant Director and Chaired by the                                      | N/A  |               |  |

| Policy Development - Portfolio Holder Advisory Group:   | 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 |
|---|--|--|--|---|--|---------------|--|
| take a look as it goes through O&S and lead on questions re <b>Temporary Accommodation Placement and Procurement Policy</b> | Holder for Housing Health & Older People, Cllr Jeannette Thomas.   |  |  | relevant Executive Portfolio Holder.  |  |               |  |
| <b>Housing Allocations Policy Review</b>  | Interim AD Housing, Executive Portfolio Holder for Housing Health & Older People, Cllr Jeannette Thomas. | To be advised by AD.                   | Likely covered in one meeting              | Briefing by lead Assistant Director and Chaired by the relevant Executive Portfolio Holder. | N/A  |               |  |

| Review Title               | Date added to the work programme | Scoping / started complete / updated | Review start date (subsequent Committee dates considered)                        | Review Status (date if complete)  | Key Recommendations  | Executive Portfolio Holder Response (date sent/date complete)  | Date brought back to Committee for monitoring (could be multiple dates) |
|----------------------------|----------------------------------|--------------------------------------|--|---|--|--|---|
| Sports and Leisure         | 01/04/19                         | 4 June 2019/updated 3 July 2019      | 04/06/2019<br>03/07/2019<br>17/09/2019<br>04/11/2019<br>08/01/2020<br>21/10/2020 | <a href="#">Evidence gathering / interviews /Draft recommendations complete. Draft Report was accepted as the final report in October 2020 - 21/10/20</a> | <p>There were 24 recommendations in total:</p> <ul style="list-style-type: none"> <li>• 6 recommendations specifically around improved accessibility to sports &amp; leisure opportunities linked to health benefits</li> <li>• 9 recommendations around improved marketing opportunities and use of the website</li> <li>• 6 recommendations regarding infrastructure improvements</li> <li>• 3 recommendations suggesting improved liaison between SBC and SLL</li> </ul> <p>(see the final report for all of the recommendations)</p> | Due to the unusual circumstances of Covid-19 the Exec Portfolio Holders comments were incorporated into the final report, therefore it was not required to be brought back to the Committee two months after completion. | To be scheduled   |
| Housing Allocations Review |                                  | 13/07/17                             | 13/07/2107<br>26/09/2017<br>01/11/2017<br>08/01/2018<br>07/02/2018               | <a href="#">Complete 07/02/18</a>   | <ol style="list-style-type: none"> <li>1. Staff training with regards to advice when moving between properties, more support for tenants with literacy or language problems or limited access to online services</li> <li>2. Consider the provision of shared accommodation for under 35s who will be impacted by the Housing Benefit Cap</li> <li>3. Priority be given to under occupiers</li> </ol>  | <a href="#">05/06/18</a>   | To be scheduled   |

| Review Title        | Date added to the work programme | Scoping / started complete / updated                      | Review start date (subsequent Committee dates considered)   | Review Status (date if complete)               | Key Recommendations   | Executive Portfolio Holder Response (date sent/date complete)  | Date brought back to Committee for monitoring (could be multiple dates) |
|---------------------|----------------------------------|---|---|--|---|--|---|
|                     |                                  |   |   |  | <p>wishing to downsize their properties</p> <p><b>4.</b> Review the local connection criteria for persons moving into areas close to the Borough whilst on the housing waiting list</p> <p><b>5.</b> Make alternative and improved use of hard to let sheltered accommodation</p> <p><b>6.</b> Arrange a communications campaign to help 'myth bust' and revisit the terminology used with bidders to be clear and help manage expectations</p> <p><b>7.</b> Stop the current practise of automatically informing housing bidders where their bid was within the top 50 bids</p> <p><b>8.</b> For all new tenancies, an up-to-date gas check be completed on the property and be fully working before the new tenant moves in</p> |  |   |
| Resident Engagement |                                  | <p><a href="#">Scoping agreed - 20/06/2018 - Link</a></p> | <p>20/06/2018</p> <p>04/09/2018</p> <p>02/10/2018</p> <p>07/11/2018</p> <p>09/01/2019</p> <p>24/01/2019</p> | <p>Final Report - <a href="#">24/01/19</a></p> | <ul style="list-style-type: none"> <li>4 recommendations on the digital agenda including improved website to capture resident comment and touch screens and digital boards</li> <li>A recommendation to improve face-to-face engagement with residents and manage expectations of residents during community engagement work</li> </ul>   | <p>The report and recommendations were drawn on extensively to inform the Executive Portfolio's strategy on Community Engagement</p> | <p>To be scheduled</p>  |

| Review Title | Date added to the work programme | Scoping / started complete / updated | Review start date (subsequent Committee dates considered) | Review Status (date if complete) | Key Recommendations  | Executive Portfolio Holder Response (date sent/date complete) | Date brought back to Committee for monitoring (could be multiple dates) |
|--------------|----------------------------------|--------------------------------------|---|----------------------------------|--|---|---|
|              |                                  |                                      |   |                                  | <ul style="list-style-type: none"> <li>• 3 recommendations on integrating community engagement work into individual business units</li> <li>• 2 recommendations on improved consultation demographics</li> <li>• 2 recommendations on promotion of engagement methods and branding</li> <li>• 2 recommendations on engagement toolkits and including in corporate reports</li> <li>• A recommendation on increasing the number of Neighbourhood Wardens to at least one per County Council electoral division</li> <li>• A recommendation on addressing the diversity of people on existing structures such as the Housing Management Advisory Board and Customer Scrutiny Panel</li> <li>• A recommendation on publicising the results of consultation and then responding to it</li> <li>• A recommendation that the consultation toolkit should promote ways to engage the public in local time bound projects that build engagement between residents and</li> </ul> |   |   |

| Review Title   | Date added to the work programme | Scoping / started complete / updated | Review start date (subsequent Committee dates considered) | Review Status (date if complete)      | Key Recommendations  | Executive Portfolio Holder Response (date sent/date complete) | Date brought back to Committee for monitoring (could be multiple dates) |
|----------------|----------------------------------|--------------------------------------|---|---------------------------------------|--|---|---|
|                |                                  |                                      |   |                                       | <p>the Council</p> <ul style="list-style-type: none"> <li>A recommendation that there be an annual revisit to the Resident Engagement Framework to check if the methodology used is still relevant</li> </ul>          |   |   |
| Damp and Mould | Mar-16                           | <a href="#">Jun-16</a>               | <a href="#">Sep-16</a>                                    | <a href="#">Complete January 2017</a> | The review made 10 recommendations about how the Council responds to damp and mould cases including the way it treats tenants, logging cases, agreed response times, budget provision to address in small flat blocks. | <a href="#">Mar-17</a>  | <a href="#">02/10/18</a>  |