

# OVERVIEW & SCRUTINY COMMITTEE MEETING

Date: Tuesday 20 June 2023  
Time: 6.30 pm  
Venue: Town Hall, High Street Maidstone

Membership:

Councillors English (Chairman), Cannon, Mrs Blackmore, Cleator, Conyard, Hastie, Hinder, Clark, Eagle, Munford (Vice-Chairman), Round, S Thompson and Webb

*The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.*

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<b><u>AGENDA</u></b>	<b><u>Page No.</u></b>
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2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
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10. Presentation of Petitions (if any)	
11. Question and Answer session for Members of the Public (if any)	
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**Issued on Friday 9 June 2023**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

## **INFORMATION FOR THE PUBLIC**

In order to ask a question at this meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 16 June 2023). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 4 p.m. on Friday 16 June 2023). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

To find out more about the work of the Committee, please visit the [Council's Website](#).

## MAIDSTONE BOROUGH COUNCIL

### OVERVIEW & SCRUTINY COMMITTEE

#### MINUTES OF THE MEETING HELD ON THURSDAY 13 APRIL 2023

##### Attendees:

<b>Committee Members:</b>	<b>Councillors English (Chairman), Cannon, Brice, Cleator, Conyard, Garten, Hinder, Jeffery, Knatchbull and McKenna</b>
<b>Visiting Members:</b>	<b>Councillor Perry</b>

113. APOLOGIES FOR ABSENCE

There were no apologies.

114. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

115. URGENT ITEMS

There were no urgent items.

116. NOTIFICATION OF VISITING MEMBERS

Councillor Perry was in attendance as a Visiting Member for Item 14 – Report of the Water Management Cycle Working Group.

117. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

118. DISCLOSURES OF LOBBYING

All Committee Members had been lobbied on Item 14 – Report of the Water Management Cycle Working Group.

119. EXEMPT ITEMS

**RESOLVED:** That all items be taken in public as proposed.

120. MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2023

**RESOLVED:** That the Minutes of the Meeting held on 21 February 2023 be approved as a correct record and signed.

121. PRESENTATION OF PETITIONS

There were no petitions.

122. QUESTION AND ANSWER SESSION FOR LOCAL RESIDENTS

There were no questions from Local Residents.

123. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

124. COMMITTEE WORK PROGRAMME

The Chairman highlighted that the Executive had published its response to the Committee's waste review, with any comments from the Committee likely to be considered in the next municipal year; the Council would be considering amendments to the Constitution which included a protocol on the receipt of and response to Overview and Scrutiny Committee reports by the Executive.

**RESOLVED:** That the Committee Work Programme be noted.

125. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

The Democratic Services Officer introduced the report, stating that it was a constitutional requirement for the Committee to produce and submit an annual report to the Council. The draft report attached at appendix A to the report summarised the Committee's training, reviews undertaken and outcomes and work programme for the 2023/24 Municipal Year.

It was stated that next year's draft report would be received earlier, to allow for likely format and content changes to reflect the Committee's views as the Overview and Scrutiny function continued to develop.

The Committee expressed support for the draft report attached at appendix A to the report, with the ambitious work programme and high volume of work completed across the year noted. It was requested that the next annual report include the names of any working group and substitute members that attended any meetings, in recognition of their contribution.

**RESOLVED:** That the report attached at Appendix A be approved for submission to the Council.

126. REPORT OF THE WATER MANAGEMENT CYCLE WORKING GROUP

The Democratic Services Officer introduced the report, stating that the working group's (the Group's) draft report was attached at Appendix 1 to the report. The report recommendations included a request from the Group to add a second phase to the review to the Committee's 2023/24 work programme.

The Group's members on the Committee expressed their support for the report and recommendations, which they felt would achieve improvements to the Water Management Cycle. Reference was made to the positive, useful engagement that had taken place with external stakeholders and the cross-over between the review and the Council's Biodiversity and Climate Change Action Plan.

During the discussion, the following points were raised; the importance of joint working with other partners as outlined within some of the group's recommendations, the need to push developers to develop sites in a way that improved the water management cycle, the aspirations expressed by the Water Companies in relation to the proposed Garden Communities and the aims of the second-stage review proposed.

Thanks were expressed to those Members that attended the group's meetings as substitutes or contributed to the review generally. The ambitious nature of the review was highlighted, with it noted that consideration should be given to the resources and time required to support these types of review.

The Committee welcomed the Group's draft report attached at Appendix 1 to the report.

**RESOLVED:** That

1. The report of the working group, attached at Appendix 1 to the report, be considered and agreed for submission to the relevant decision makers;
2. Delegated authority be given to the Democratic Services Officer to amend the report following any changes to Lead Member Portfolios post May 2023, if required; and
3. A second-phase review, to review the remaining considerations as outlined in point 2.3 of the report, be added to the Work Programme for 2023/24.

127. DURATION OF MEETING

6.30 p.m. to 7.05 p.m.

# Agenda Item 9

## MAIDSTONE BOROUGH COUNCIL

### OVERVIEW & SCRUTINY COMMITTEE

#### MINUTES OF THE MEETING HELD ON TUESDAY 23 MAY 2023

##### Attendees:

<b>Committee Members:</b>	<b>Councillors Clive English (Chairman), Cannon, Mrs Blackmore, Cleator, Conyard, Hinder, Jeffery, McKenna, Clark, Eagle, Munford, Round and Bartlett</b>
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1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hastie, S Thompson and Webb.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Bartlett was present as Substitute for Councillor Hastie.

Councillor Jeffery was present as Substitute for Councillor S Thompson.

Councillor McKenna was present as Substitute for Councillor Webb.

3. ELECTION OF CHAIRMAN

**RESOLVED:** That Councillor English be elected as Chairman for the 2023/24 Municipal Year.

4. ELECTION OF VICE-CHAIRMAN

**RESOLVED:** That Councillor Munford be elected as the Vice-Chairman for the 2023/24 Municipal Year.

5. DURATION OF MEETING

7.10 p.m. to 7.13 p.m.

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 30 MAY 2023 TO 30 SEPTEMBER 2023

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current Cabinet Members are:

5	 <b>Councillor David Burton</b> Leader of the Council <a href="mailto:DavidBurton@maidstone.gov.uk">DavidBurton@maidstone.gov.uk</a> 07590 229910	 <b>Councillor Paul Cooper</b> Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development <a href="mailto:PaulCooper@Maidstone.gov.uk">PaulCooper@Maidstone.gov.uk</a> 01622 244070	 <b>Councillor John Perry</b> Cabinet Member for Corporate Services <a href="mailto:JohnPerry@Maidstone.gov.uk">JohnPerry@Maidstone.gov.uk</a> 07770 734741
	 <b>Councillor Claudine Russell</b> Cabinet Member for Communities, Leisure and Arts <a href="mailto:ClaudineRussell@Maidstone.gov.uk">ClaudineRussell@Maidstone.gov.uk</a>	 <b>Councillor Patrik Garten</b> Cabinet Member for Environmental Services <a href="mailto:PatrikGarten@Maidstone.gov.uk">PatrikGarten@Maidstone.gov.uk</a> 01622 807907	 <b>Councillor Lottie Parfitt-Reid</b> Cabinet Member for Housing and Health <a href="mailto:LottieParfittReid@Maidstone.gov.uk">LottieParfittReid@Maidstone.gov.uk</a> 07919 360000

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), or you may contact the Democratic Services Team on telephone number **01622 602899** for further details.

**David Burton**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
Property acquisition for MPH  Report regarding acquisition of site for MPH  ✓	Cabinet	Cabinet Member for Housing and Health	28 Jun 2023	Yes	No Part exempt	Housing, Health and Environment Policy Advisory Committee 13 Jun 2023  Notification to Ward members and briefing to Executive and Lead Member to PAC	Property acquisition for MPH	<b>Rachael Bennett</b>  RachaelBennett@Maidstone.gov.uk
4th Quarter Finance, Performance & Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	28 Jun 2023	No	No Open	Corporate Services Policy Advisory Committee 14 Jun 2023	4th Quarter Finance, Performance & Risk Monitoring Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk
4th Quarter Financial Update & Performance Monitoring Report	Cabinet	Cabinet Member for Housing and Health	28 Jun 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 6 June 2023  Planning, Infrastructure and Economic	4th Quarter Financial Update & Performance Monitoring Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
						<p>Development Policy Advisory Committee 7 June 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 13 June 2023</p>		
<p>Property Acquisition 1000 affordable Homes Programme</p> <p>report regarding acquisition of site for 1000 affordable homes programme</p>	Cabinet	Cabinet Member for Housing and Health	28 Jun 2023	Yes	No Part exempt	<p>Housing, Health and Environment Policy Advisory Committee 13 Jun 2023</p> <p>Notification of ward members . Briefing to executive and lead member for PAC</p>	Property Acquisition 1000 affordable Homes Programme	<p><b>Philip Morris</b></p> <p>philipmorris@maisto ne.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
<p>Report of the Water Management Cycle Working Group (Overview and Scrutiny Committee) - Water Management Cycle</p> <p>A report outlining the actions taken and recommended actions produced from the Water Management Cycle Review.</p>	Cabinet	All.	28 Jun 2023	No	No Open	The report was submitted by the Working Group to the Overview and Scrutiny Committee in April for review and approval.	Report of the Water Management Cycle Working Group (Overview and Scrutiny Committee) - Water Management Cycle	<p><b>Oliviya Parfitt</b></p> <p>oliviyparfitt@maidstone.gov.uk</p>
Strategic CIL Assessments & Spend	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	28 Jun 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 30 Mar 2023	Strategic CIL Assessments & Spend	<p><b>William Cornall, Rob Jarman, Carole Williams</b></p> <p>Director of Regeneration &amp; Place, Head of Development Management,</p> <p>williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk</p>

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
Communication and Engagement Strategy, Action Plan for 2023-24  report setting out the proposed plan for communications and events activity for the next year	Cabinet	Cabinet Member for Communities, Leisure and Arts	26 Jul 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 12 Jul 2023  Cabinet will oversee production of the plan and the PAC will give views	Communication and Engagement Strategy, Action Plan for 2023-24	<b>Angela Woodhouse</b>  Director of Strategy, Insight & Governance  angelawoodhouse@maidstone.gov.uk
1st Quarter Finance, Performance and Risk Monitoring Report 1st Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Sep 2023	No	No Open	Corporate Services Policy Advisory Committee 11 Sep 2023	1st Quarter Finance, Performance and Risk Monitoring Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk
1st Quarter Financial Update & Performance Monitoring Report 1st Quarter Financial Update & Performance Monitoring Report	Cabinet	Cabinet Member for Housing and Health	20 Sep 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 September 2023  Planning, Infrastructure and Economic Development Policy Advisory	1st Quarter Financial Update & Performance Monitoring Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method(s) of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
						Committee 6 September 2023  Housing, Health and Environment Policy Advisory Committee 7 Sep 2023		

## Maidstone Borough Council

### Overview and Scrutiny Committee Work Programme, 2023-24 Municipal Year

<b>Review Title &amp; Objectives</b>	<b>Expected Start Date</b>	<b>Issue Type</b>	<b>Relevant Officer/s</b>	<b>Timetable</b>
<u>Enforcement</u>  To review Council enforcement services.	Post-May 2023	Committee Review	To be confirmed.	To be confirmed.
<u>Night-Time Economy</u>  To review the twilight and Night-Time Economy within Maidstone Town Centre.	Post-May 2023	Committee Review	<b>Shared Review</b> with the Policy, Communities and Engagement and the Economic Development Teams	To be confirmed.
<u>Health Inequality</u>  Increased understanding of health inequalities across the borough and an overview of strategy and police across the relevant bodies.	Post-May 2023	Committee Review	Alison Broom, Chief Executive,  John Littlemore, Head of Housing and Regulatory Services  Senior Public Health Officer	To be confirmed.
<u>Water Management Cycle – Second Stage Review</u>  To review the remaining elements identified by the working group through its first review.	Post-May 2023	Committee Review	Mark Green, Director of Finance, Resources and Business Improvement  Uche Olufemi, Emergency Planning & Resilience Manager  Phil Coyne, Local Plan Review Director  Karen Britton, Head of Spatial Planning and Economic Development	To be confirmed.

<b>Review Title &amp; Objectives</b>	<b>Expected Start Date</b>	<b>Issue Type</b>	<b>Relevant Officer/s</b>	<b>Timetable</b>
<u>Public Spaces Protection Order</u>	September-October 2023 (estimated)	Pre-decision Scrutiny	Martyn Jeynes, Community and Strategic Partnerships Manager.	Review as OSC acting as the C&D Committee.
<u>MTFS and 2024/25 Budget</u>	September-December 2023 (estimated)	Pre-decision Scrutiny	Mark Green, Director of Finance, Resources & Business Improvement  Adrian Lovegrove, Head of Finance	In accordance with the Financial Procedure Rules (Council Constitution, Part C8), the OSC is responsible for reviewing the budget proposals.
<u>Forward Plan Monitoring</u>	2023/24 Municipal Year	Pre-decision Scrutiny	As applicable.	N/A
<u>Call-Ins</u>	2023/24 Municipal Year	Post-decision Scrutiny	As applicable.	N/A

**NOTE: This Committee Work Programme is subject to amendment following the Committee's consideration of Item 15 – Work Programming 2023-24.**

# Agenda Item 15

## OVERVIEW AND SCRUTINY COMMITTEE

20 JUNE 2023

### Work Programming Report, 2023-24

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Overview and Scrutiny Committee	20 June 2023

<b>Will this be a Key Decision?</b>	No
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Overview and Scrutiny Committee
<b>Lead Director</b>	Angela Woodhouse, Director of Strategy, Insight & Governance
<b>Lead Officer and Report Author</b>	Oliviya Parfitt, Acting Principal Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All.

#### **Executive Summary**

This report outlines the process to be taken by the Committee in formulating its work programme for the 2023/24 Municipal Year.

#### **Purpose of Report**

Decision

#### **This report makes the following recommendations to the Committee:**

1. To consider the suggested topics set out in Appendices A-E of the report and determine which, if any, should be included within the Committee's Work Programme for the 2023/4 municipal year having given due consideration to the review's weighting; and
2. Determine whether any topics arising from additional submissions from Members (if any), should be included in the Committee's Work Programme.

# Work Programming Report, 2023-24

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>Accepting the recommendations could materially improve the Council's ability to achieve all corporate priorities, due to the Committee's recommendations on its work programme topics. The Committee considers alignment with the strategic priorities as part of the scope of any reviews undertaken.</p>	Director of Strategy, Insight & Governance
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is respected</li> </ul> <p>The report recommendations could support the achievement of all the Council's cross-cutting objectives due to the Committee's recommendations on its work programme topics.</p>	Director of Strategy, Insight & Governance
<b>Risk Management</b>	See Section 5 of the report.	Director of Strategy, Insight & Governance
<b>Financial</b>	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Head of Finance

<b>Staffing</b>	We will deliver the recommendations with our current staffing, however should the Committee choose too high a workload, the current staff resources may not be sufficient. See section 5 of the report for further information.	Director of Strategy, Insight & Governance
<b>Legal</b>	<p>In accordance with Part 1A of the Local Government Act 2000 (as amended by the Localism Act 2011) the Council is operating under Executive Arrangements.</p> <p>These arrangements must include provision for the appointment of one or more Overview and Scrutiny Committees to review and scrutinise executive decision made, or other actions taken (LGA 2000, Section 9F) and work programming supports this function.</p> <p>In order to be effective, Government Guidance strongly advises that a work programme be agreed by the Committee.</p>	Russell Fitzpatrick (MKLS)
<b>Information Governance</b>	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Information Governance Team
<b>Equalities</b>	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Equalities & Communities Officer
<b>Public Health</b>	<p>We recognise that the recommendations will not negatively impact on population health or that of individuals.</p> <p>Any impacts identified arising from topics chosen for the work programme will be reported to the Committee.</p>	Democratic Services Officer
<b>Crime and Disorder</b>	No impacts identified.	Director of Strategy, Insight & Governance
<b>Procurement</b>	No impacts identified.	Director of Strategy, Insight & Governance
<b>Biodiversity and Climate Change</b>	The implications of this report on biodiversity and climate change have been considered, and it is recommended to renew attention to Appendix A: Water Management Cycle (Second Phase Review), as this corresponds to:	Biodiversity and Climate Change Officer

	<p>Action 5.3 Conduct Borough Climate Impact Assessment to priorities and strengthen power and water supply and other critical infrastructure ensuring more resilient communities; and</p> <p>Action 6.5 Implement a Nature Recovery Strategy (led by KCC), linking habitat restoration and creation to improve flood protection and water quality.</p>	
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## 2. INTRODUCTION AND BACKGROUND

2.1 The Overview and Scrutiny Committee is able to undertake pre-and-post decision scrutiny, reviews and policy development. To properly support and structure the Committee's work over the 2023-24 Municipal Year, a Work Programme needs to be agreed.

2.2 It is important that the Committee sets its own work programme, with Statutory Guidance stating that:

*'Effective scrutiny should have a defined impact on the ground, with the Committee making recommendations that will make a tangible difference to the work of the authority. To have this kind of impact, scrutiny committees need to plan their work programme, i.e. draw up a long-term agenda and consider making it flexible enough to accommodate any urgent, short-term issues that might arise during the year'.<sup>1</sup>*

2.3 A virtual workshop was held with the Committee Members on 30 May 2023. The workshop covered:

- Introduction to Overview and Scrutiny
- Lessons Learnt from 2022/23 (Members and Officers)
- Review of 2023-24 Work Programme
- Suggestion Session
- Next Steps

The aim of the workshop was for the Committee Members to discuss the work programme topics it proposed to take forward for the 2023/4 municipal year and the scope of the work to be undertaken in respect of each topic.

2.4 During the workshop, significant focus was given to the Lessons Learnt from 2022/23. Members identified that the previous year's work programme had been too ambitious and therefore had not been completed.

2.5 To assist in discussing topics for the 2023/24 work programme, specific weightings were given to the reviews completed by the Committee across the 2022/3 municipal year. The weighting is based on the resources required to facilitate the reviews and the categories were Light, Medium and Heavy.

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<sup>1</sup> Overview and Scrutiny: Statutory Guidance for Councils and Combined Authorities: [Overview and scrutiny: statutory guidance for councils and combined authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/Overview_and_scrutiny_statutory_guidance_for_councils_and_combined_authorities.pdf)

- 2.6 For the reviews completed last year the following weightings were given, with reasoning included for each review:

### **Example Review Weightings**

1. Review of the Waste Service –  
Weighting: **Light**

*Focussed lines of enquiry, pre-scheduled meetings, easy access to information, easy to identify attendees.*

2. Safety in the Town Centre Review –  
Weighting: **Medium/Heavy**

*Less focussed lines of enquiry, multiple meetings, wide range of evidence and attendees required.*

3. Water Management Cycle –  
Weighting: **Heavy**

*Started with wide remit, further work needed to break this down. Required multiple meetings with Internal and External Attendees, and informal working group meetings, with a wide range of evidence required.*

- 2.7 Following the workshop, revised scopes for the topics carried over to the 2023/24 Work Programme were considered and these are attached as Appendices A-D, with greater focus being placed on the review's priority, scope and deliverability.
- 2.8 The Committee is asked to decide which of the reviews it proposes to include in its work programme for this 2023/4 municipal year.

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## **3. AVAILABLE OPTIONS**

- 3.1 **Option 1 – Select between 2-4 reviews**, dependent on review weighting.

For example:

- 3-4 Light reviews
- 1 Medium review, 2 Light Reviews
- 2-3 Medium Reviews (depending on review remit)
- 2 Heavy Reviews

This will ensure the reviews are focused, well-planned and supported, with flexibility for the Committee to undertake pre-and-post decision scrutiny, alongside its Crime & Disorder Committee function. This work could be supported sufficiently by the Democratic Services Team.

- 3.2 **Option 2 – Select all and/or a high number of the topics** included as Appendices A-E, including any additional requests received.

This is not recommended, as it is highly likely that the Committee would not complete the work across the year, given the number of scheduled meetings and officer support currently available.

- 3.3 **Option 3 – Do Nothing.** Failing to identify a work programme and items for review is not recommended as this would greatly reduce the effectiveness of the Overview and Scrutiny Committee.

#### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 Option 1 (as outlined in point 3.1) is the preferred option for the reasons outlined above.
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#### **5. RISK**

- 5.1 The risks associated with Option 1 have been considered in line with the Council's Risk Management Framework.
- 5.2 The risks associated with Options 2 and 3 are that the Committee is unable to complete all of the reviews included within its work programme. This could lead to a mid-year work programme review, rushed reviews and/or a reduction in the quality of support provided by Democratic Services given the high workload currently being faced by the team.

#### **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 Informal consultation took place with the Committee at an OSC Member Workshop held on 30 May 2023.
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#### **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 Once the Committee has chosen the topics for inclusion within its work programme, work to commence the reviews will begin.
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#### **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix A: Water Management Cycle (Second Phase Review) Scope
- Appendix B: Health Inequality Scope
- Appendix C: Enforcement Review Scope
- Appendix D: Leisure and Hospitality (previously night-time economy) Review Scope
- Appendix E: Councillor Proposal (OSC Workshop), Digital Demand Responsive Transport
- Appendix F: Proposal Form

## **9. BACKGROUND PAPERS**

Overview and Scrutiny: Statutory Guidance for Councils and Combined Authorities:  
[Overview and scrutiny: statutory guidance for councils and combined authorities - GOV.UK](https://www.gov.uk/government/consultations/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities)  
([www.gov.uk](https://www.gov.uk))

<p><u>Proposer Name</u></p> <p>Water Management Cycle Working Group</p>
<p><u>Proposed Topic (What?)</u></p> <p>Water Management Cycle</p>
<p><u>Description and Reason for Review (Why?)</u></p> <p>The Water Management Cycle Working Group conducted a review into the Water Management Cycle across October 2022 to March 2023.</p> <p>The Working Group identified a list of outstanding matters that it wished to review as part of a second phase review in the 2023/24 Municipal Year.</p>
<p><u>Link to Priorities:</u></p> <p>Strategic Priorities:          Safe Clean and Green          Cross-cutting objectives of Heritage and Biodiversity and Environmental Sustainability is respected.          Biodiversity and Climate Change Objectives</p> <p>National/Regional Priorities:          Medway Flood Partnership</p> <p>Cabinet Priorities:          The Commitment to tackling climate change in everything the Council does.</p>
<p><u>Desired Outcome(s) (Outcome)</u></p> <p>To review the remaining areas identified – see table on next page.</p>
<p><u>Suggested Approach (How, When, Who?)</u></p> <p>Working Group to be appointed, with Committee involvement (interviews)</p>
<p><u>Review Timescale (When)</u></p> <p>July Start, across a three-four month timeline.</p>
<p><u>Link to CfPS effective scrutiny principles</u></p> <p>The following CfPS effective scrutiny principles would be met through conducting the review:</p> <ul style="list-style-type: none"> <li>• Provides a constructive 'critical friend' challenge</li> <li>• Amplifies public voices and concerns</li> <li>• Is Independently led by Councillors</li> <li>• Drives Improvement in Public Services</li> </ul>

Origin	Request
Working Group Meetings	To further consider farmland run-off and riparian rights, receipt of information from National Highways and to attempt re-contacting the Environment Agency for its input.
Request from Upper Medway Internal Drainage Board	To lobby central government for secondary and tertiary legislation required to allow IDBs to actively work within catchment areas and levy those within it to support the work's completion.
Request from Southeast Rivers Trust	To fit passive collectors in the river to collect and dispose of plastic waste and prevent it impacting downstream and oceans
	Increased funding and resource provision.
	To lobby central government on the funding available to replace the funding previously provided by the European Union to support project delivery.
Following consultation with Kent County Council	To consider lobbying central government on applying the principle of nutrient neutrality across all water courses.
Following consultation with Southeast Water	To consider lobbying central government to provide legislative powers to Southeast Water and similar organisations, to enable them to take action against illegal water usage.
	To explore greater avenues to allow water companies to be involved in the planning process, such as via a working group.
Following consultation with Southern Water	To explore greater avenues to allow water companies to be involved in the planning process, such as via a working group.

<p><u>Proposer Name</u></p> <p>Chief Executive, supported by the Overview and Scrutiny Committee (reviewed during OSC Member Workshop held on 30 May 2023)</p>
<p><u>Proposed Topic</u></p> <p>Health Inequality</p>
<p><u>Description and Reason for Review</u></p> <p>Health inequalities are differences in health across the population, and between different groups within society which arise due to conditions in which people are born, grow, live, work and age. The causes of health inequalities are complex, interactive, and simultaneous in their combined actions, with their roots in the wider determinants of health.</p> <p>People living in more deprived areas are more affected by health inequalities which are avoidable and very costly consequences, for example: higher use of healthcare services, lower productivity, and unemployment.</p> <p>The Committee (informally) discussed the review topic and felt that it should focus on housing and its impact on health inequality, as this is an area where the Council has direct influence and involvement. By focusing the review on housing and health inequality, the Committee should be able to identify direct actions and influencing actions it can take to bring about improvements.</p> <p>During the discussion, the Committee expressed that they still wished to highlight the below types of Health Inequality as identified in the previous version of the scope and from the discussion.</p> <ul style="list-style-type: none"> <li>• The impact of the Covid-19 pandemic on Health Inequality</li> <li>• Access to services (such as GP/frontline/mental health)</li> <li>• Food Security</li> <li>• Financial Position</li> <li>• Obesity</li> <li>• Access to activities for Young People</li> <li>• The role of employers</li> <li>• Socialisation and Mental Health</li> </ul>
<p><u>Link to Priorities:</u></p> <p>Strategic Plan Priority and Cross Cutting Objectives: Homes and Communities Health Inequalities are addressed and reduced.</p> <p>National/Regional Priorities: Reducing Health Inequality</p> <p>Cabinet Priorities: The expansion of the Council’s programme of financial inclusion, through existing programmes including the Household Support Grant and Recovery and Renewal Funding.</p>

Desired Outcome(s)

Increase understanding of health inequalities in Maidstone, in relation to housing and the impact on health inequality, particularly poor-quality housing.

To identify the actions the Council can take to address this.

Suggested Approach

The focus of the review will be housing and its impact on health inequality, including physical and mental health.

Prior to the first meeting, produce evidence back containing:

- Available information such as data/statistics, reports, policies, measures and partnerships in place.
- Any other information specifically requested by the Committee that can be readily provided.

Meeting One/Two (evidence collection)

Consulting relevant stakeholders on the topic.

Suggested consultees include:

- Kent Community Health Foundation Trust
- Relevant Kent County Council Officers/Members including Public Health
- Maidstone Age UK
- Local MPs (Helen Whately and Helen Grant)
- MBC Officers, such as:
  - The Chief Executive
  - Head of Housing and Regulatory Services, Helping you Home Team
  - Director of Insight, Strategy and Governance
  - Communications and Governance and/or Policy and Information Teams.
- Cabinet Member for Housing and Health
- Engagement with Community Groups
- Golding Homes
- Residents/Voluntary Groups

The above list is not exhaustive, and if chosen as work programme topic, further work will take place to identify further relevant stakeholders.

Written evidence could be submitted if in-person/virtual attendance is not possible.

These requests could focus on questions such as:

- What are the main problems associated with this type of Health Inequality?
- What are the main areas for improvement?
- How could these be improved?
- What would be required to make this improvement and support it in the long-term?
- Is there a greater need for partnership working? If so, which partnership agencies would be included?
- Are there any initiatives that the Council could be involved in communicating?

Meeting three/four (recommendations)

Evaluation of information gained through the previous meetings and creation of recommendations for the Council and/or other bodies.

Report formally presented at next Committee Meeting.

Review Timescale

Across four to five meetings of the Committee.

**Work Programme Impact: High**

Link to CfPS effective scrutiny principles

The following CfPS effective scrutiny principles would be met through conducting the review:

- Provides a constructive 'critical friend' challenge
- Amplifies public voices and concerns
- Is Independently led by Councillors
- Drives Improvement in Public Services

<p><u>Proposer Name</u></p> <p>Overview and Scrutiny Committee</p> <p>(original proposal submitted by Councillor English, and then reviewed during the OSC Member Workshop)</p>
<p><u>Proposed Topic (What?)</u></p> <p>Environmental and Waste Crime Enforcement</p>
<p><u>Description and Reason for Review (Why?)</u></p> <p>The Committee previously included a review of enforcement generally in its 2022/23 Work programme.</p> <p>In reviewing the topic for inclusion within its 2023/24 work programme, the Committee (informally) expressed concern on some of the decisions being made in relation to Environmental and Waste Services and the impact. The relationship between Medway and Kent County Councils and the proposed closure of the Maidstone Recycling Centre in Tovil was also mentioned.</p> <p>Enforcement is one part of the wider Environmental and Waste Crime service areas, with significant Member interest in the topic.</p>
<p><u>Link to Priorities:</u></p> <p>Strategic Priorities: Safe Clean and Green A Thriving Place</p>
<p><u>Desired Outcome(s) (Outcome)</u></p> <p>Identification of required actions and/or policies to improve the Council's Environmental and Waste Crime enforcement services.</p>
<p><u>Enforcement Review - Suggested Approach (How, When, Who?)</u></p> <p>Prior to the first meeting, produce an evidence pack containing:</p> <ul style="list-style-type: none"> <li>• Available information, such as existing policies, statistics and reports relating to Environmental and Waste Crime Enforcement.</li> <li>• Any other information specifically requested by the committee that can be readily provided.</li> </ul>

Meetings One & Two (Evidence Collection)

Evidence collection (written/verbal) from Council Officers and Members, such as:

- Director of Regeneration and Place
- Head of Environmental Services and Public Realm
- Waste Crime Manager
- Mid Kent Environmental Health (Shared Service)
- Community and Strategic Partnerships Manager
  
- Cabinet for Environmental Services
- Cabinet Member for Planning, Infrastructure and Economic Development

Questions (written/verbal) could include:

- What aspects of environmental and waste crime enforcement are carried out well?
- What are the main areas for improvement?
- How could these be improved?
- Is there an additional resource need or are there other changes that could be made to benefit the service's efficiency?
- What would be required to make this improvement and support it in the long-term?

Meeting Three/Four (Evidence Collection and Summary)

Evidence (written/verbal) collection to understand how enforcement works in other Local Authorities.

Committee to produce its recommendations. Report presented at next meeting.

Review Timescale (When)

Between five to six meetings (depending on method of review)

**Work Programme Impact: Medium**

Link to CfPS effective scrutiny principles

The following CfPS effective scrutiny principles would be met through conducting the review:

- Provides a constructive 'critical friend' challenge
- Amplifies public voices and concerns
- Is Independently led by Councillors
- Drives Improvement in Public Services

<p><u>Proposer Name</u></p> <p>Overview and Scrutiny Committee, Economic Development and Policy, Communities and Engagement Teams.</p>
<p><u>Proposed Topic (What?)</u></p> <p>Leisure and Hospitality (previously Night-Time Economy)</p>
<p><u>Description and Reason for Review (Why?)</u></p> <p>The Committee had previously agreed to undertake a shared review of the Night-Time economy with the Economic Development and Policy, Communities and Engagement Teams (see December 2022 meeting minutes).</p> <p>Since then, the scope of what was the night time economy policy has been broadened to consider hospitality and leisure throughout the day and night and how the town centre caters for those that live in the town centre, wider residents, businesses, visitors and others. Needs and wants change throughout the 24 hours and the town centre needs to be flexible enough to respond to these needs.</p> <p>The Council is currently developing a Town Centre Strategy and it is important that the timeline for the Hospitality and Leisure Policy aligns with it, so that the policy can respond to recommendations for change that emerge and can build on engagement.</p>
<p><u>Link to Priorities:</u></p> <p>Strategic Priorities: A Thriving Place</p>
<p><u>Desired Outcome(s) (Outcome)</u></p> <p>To review Leisure and Hospitality (previously night-time economy) and identify any required changes.</p>
<p><u>Leisure and Hospitality - Suggested Approach (How, When, Who?)</u></p> <p><u>Meetings One (post August 2023)</u></p> <p>The project team are currently at data collection stage which is estimated for completion at the end of July.</p> <p>The proposal would be to present the findings to the Committee following the August Break to include any indicative findings from consultation over the summer.</p> <p>The Committee would feed into a gap analysis, commission any further data gathering and consultation by the project team.</p>

Work would begin to develop a draft policy, any associated policy development and develop any relevant action plan that may be required.

Future Meetings

The Committee may wish to call the officers back at various points over this stage to review the policy development, which will likely be over the Winter period 2023/24.

Review Timescale (When)

At least one meeting, but possibly 2-3 meetings.

**Work Programme Impact: Light**

Link to CfPS effective scrutiny principles

The following CfPS effective scrutiny principles would be met through conducting the review:

- Provides a constructive 'critical friend' challenge
- Amplifies public voices and concerns
- Is Independently led by Councillors
- Drives Improvement in Public Services

Proposer Name	Cllr. Conyard
Proposed Topic	Digital Demand Responsive Transport
Description and Reason for Review	<p>Maidstone suffers almost daily from traffic jams and the inconvenience and increased pollution that they cause options for public transport have and continue to be cut. This is currently a problem and will likely get worse.</p> <p>Digital Demand Responsive Transport (DDRT) is unlike traditional bus services in that it operates along more flexible routes in a more on-demand way. These services pick people up near their journey origin and drop them at or near their destination, creating routes based on demand and data from their user base.</p> <p>In April 2022 the government produced a toolkit for local authorities (<a href="https://www.gov.uk/government/publications/demand-responsive-transport-local-authority-toolkit/demand-responsive-transport-local-authority-toolkit">https://www.gov.uk/government/publications/demand-responsive-transport-local-authority-toolkit/demand-responsive-transport-local-authority-toolkit</a>), I suggest the committee undertake to perform part of the first step proposed by the toolkit including:</p> <ul style="list-style-type: none"> <li>• Familiarising ourselves with DDRT including the 2017 pilot programs (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923785/total-transport-feasibility-report.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923785/total-transport-feasibility-report.pdf</a>), other research e.g. Human Factors in Exclusive and Shared Use in the UK Transport System (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773669/humanfactors.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773669/humanfactors.pdf</a>), and schemes.</li> <li>• Discussing with expert support the pro's and con's of DDRT scheme types and the impact on serving urban, suburban and rural areas</li> <li>• With supporting information of current / projected population density, bus routes (including those recently closed or due for closure), and where possible utilisation for urban and suburban Maidstone define a suggested zone of operation.</li> <li>• From previous research suggest a form(s) of DDRT that may be suitable for Maidstone.</li> </ul>
<p>Link to:</p> <p>Council's Strategic Plan</p> <p>National/Regional priorities</p> <p>Executive Priorities</p>	<p>Strategic Plan:</p> <p>Embracing Growth and Infrastructure Safe, Clean, and Green A Thriving Places Homes and Communities</p>

Appendix E: Councillor Proposal (OSC Workshop), Digital Demand Responsive Transport.

<p>Desires Outcome(s)</p>	<p>The desired outcome of the review would be to be able to outline top level approaches for the utilisation (or not), of DDRT in Maidstone any its potential to improve public transport to provide initial guidance on any future feasibility assessment and adoption as covered by the later steps of the governments DDRT toolkit.</p> <p>N.B. The desired outcome is <b>not</b> to produce a detailed plan for the future of DDRT in Maidstone. It is simply to introduce it into the discourse with some considered suggestions from the working group members on behalf of the Overview and Scrutiny Committee. This is reflected in the short time requested in the timescales.</p>
<p>Approach</p>	<p>Two working group meetings:</p> <ol style="list-style-type: none"> <li>1. Investigation</li> <li>2. Recommendation</li> </ol> <p>The investigation meeting would involve the working group after familiarisation with the governments supporting materials, suitable further case studies. It would require Officers familiar with the topic from MBC and KCC, and potentially third parties (the charity CoMoUK advise on their website that they are happy to be approached). The purpose of the initial meeting is to be able to ask more nuanced questions after familiarisation to gain a better understanding with which to form top level suggestions.</p> <p>The recommendation meeting would involve the working group discussing recommendations that could be made to the executive on DDRT concerning potentially suitable scheme types and areas of operation.</p>
<p>Review Timescale</p>	<p>It is suggested that the review be kept light (with the time consuming task of familiarisation occurring offline and prior to the working group meetings), and the two meetings (expected duration of less than 2 hours each), should occur within one month of each other.</p>
<p>Link to CfPS effective scrutiny principles</p>	<p><i>Select which CfPS effective scrutiny principles would be met through conducting the review:</i></p> <ul style="list-style-type: none"> <li>• <i>Amplifies public voices and concerns</i></li> <li>• <i>Drives Improvement in Public Services</i></li> </ul>
<p>Officer Support</p>	<p><i>To include:</i></p> <p>DSO Officer Head of Spatial Planning and Economic Development</p>

**Maidstone Borough Council - Overview & Scrutiny Proposal Form**

Proposer Name	
Proposed Topic <b>(What?)</b>	
Description and Reason for Review <b>(Why?)</b>	<i>Provide a description of the topic, its background and the reasons why you are suggesting its review.</i>
Link to:  Council's Strategic Plan  National/Regional priorities  Executive Priorities	<i>Outline the link to the:  Strategic Plan and Corporate Priorities National/Regional priorities Executive Priorities</i>
Desired Outcome(s) <b>(Outcome)</b>	<i>Include what you think the review should achieve.</i>
Approach <b>(How, When and Who)</b>	<i>Such as:  <u>Type of research</u> (desk based?) Site Visits  <u>Sources of Information Required</u> Previous Council Reports  <u>Possible Participants</u> Evidence collection – written and/or verbal – and from which individuals/bodies Council Teams i.e. officer interviews</i>

<p><b>Review Timescale (When)</b></p>	<p><i>Such as:</i></p> <p><i>Suggested timeline of the review, e.g. 2 or 3 months.</i></p> <p><i>How the review should take place, e.g. at formal committee meetings or a working group.</i></p> <p><b>Work Programme Impact: Heavy/Medium/Light</b></p>
<p>Link to CfPS effective scrutiny principles</p>	<p><i>Select which CfPS effective scrutiny principles would be met through conducting the review:</i></p> <ul style="list-style-type: none"> <li>• <i>Provides a constructive 'critical friend' challenge</i></li> <li>• <i>Amplifies public voices and concerns</i></li> <li>• <i>Is Independently led by Councillors</i></li> <li>• <i>Drives Improvement in Public Services</i></li> </ul>
<p>Officer Support</p>	<p><i>To include:</i></p> <p><i>DSO Officer</i></p> <p><i>Policy Officer</i></p> <p><i>Relevant HoS/Senior Officer</i></p>