



## Overview and Scrutiny Committee

Date and Time - **Monday 6 June 2022 – 6:30pm**  
Venue - **Council Chamber, Town Hall, Bexhill-on-Sea**

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### **Councillors appointed to the Committee:**

P.N. Osborne (Chair), Mrs V. Cook (Vice-Chair), J. Barnes, J.J. Carroll, C.A. Clark, S.J. Coleman, P.C. Courtel, Mrs D.C. Earl-Williams, P.J. Gray, K.M. Harmer (ex-officio), C.A. Madeley, C.R. Maynard and M. Mooney.

**Substitute Members:** L.M. Langlands, G.F. Stevens and R.B. Thomas.

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## **AGENDA**

### **1. MINUTES**

To authorise the Chair to sign the Minutes of the meetings of the Overview and Scrutiny Committee held on 25 April and 16 May 2022 as correct records of proceedings.

### **2. APOLOGIES AND SUBSTITUTES**

The Chair to ask if any Member present is substituting for another Member and, if so, to declare his/her name as substitute Member and the name of the absent Member.

### **3. ADDITIONAL AGENDA ITEMS**

To consider such other items as the Chair decides are urgent and due notice of which has been given to the Head of Paid Service by 12 Noon on the day of the meeting.

### **4. DISCLOSURE OF INTERESTS**

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

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**Rother District Council's aspiring to deliver  
an Efficient, Flexible and Effective Council; Sustainable Economic Prosperity;  
Stronger, Safer Communities; and a Quality Physical Environment.**

5. **PERFORMANCE REPORT: FOURTH QUARTER 2021/22** (Pages 1 - 14)
6. **ANNUAL WORK PROGRAMME** (Pages 15 - 26)

Malcolm Johnston  
Chief Executive

Agenda Despatch Date: 25 May 2022

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## Rother District Council

<b>Report to:</b>	Overview and Scrutiny Committee
<b>Date:</b>	6 June 2022
<b>Title:</b>	Performance Report: Fourth Quarter 2021/22
<b>Report of:</b>	Director - Place and Climate Change
<b>Ward(s):</b>	N/A
<b>Purpose of Report:</b>	To monitor the delivery of the Council's Key Performance Indicators
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That the Overview and Scrutiny Committee consider these findings and recommend any actions to Cabinet, as necessary.

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### Introduction

1. For the financial year 2021/22, Members of the Overview and Scrutiny Committee (OSC) and Cabinet selected a set of 13 key performance indicators (KPIs). These indicators stand as a barometer of the delivery of the Council's Corporate Plan and those service areas that Members wish to scrutinise over the year, as agreed by Cabinet on 24 May 2021.
2. For the 2021/22 financial year, the focus had been set on five themes:
  - Housing and Communities: to monitor delivery of the Housing and Homelessness and Rough Sleeping Strategy.
  - Economic Development and Poverty: to monitor the impact of the pandemic on household incomes, council tax and business rates collection.
  - Waste Collection: to monitor the proportion of household waste collected that is sent for reuse, composting and recycling.
  - Additional Income: to monitor significant non-tax income as a part of the Council's revenue streams.
  - Planning processing: to monitor the processing times of applications.
3. This report is a summary of the Council's performance against the five themes at the end of the fourth financial quarter (1 January 2022 to 31 March 2022). The report gives Members an opportunity to scrutinise the progress towards the Council's stated aims, outcomes and actions in the Corporate Plan and makes any necessary recommendations to Cabinet for future service delivery.
4. This is the final report for this set of indicators for 2021/22. The selection of a revised set of KPIs for 2022/23 was considered by this committee in January and Cabinet in March. The first report on the first quarter of 2022/23, with the new set of indicators will be on the agenda for the September meeting.

## Overview

5. A summary of the KPI performance is set out in the table below. Performance is compared to the previous quarter result and to the same quarter the previous year.

<b>Housing &amp; Communities</b>	Status	Compared to same quarter previous year	Compared to previous measurement
Number of all households in temporary accommodation			
Average weeks in temporary accommodation			
Number of households on the housing register			
Net additional homes provided (supply target)			
Number of affordable homes delivered (gross) (supply target)			
<b>Economic Development and Poverty</b>	Status	Compared to same quarter previous year	Compared to previous measurement
Number of Council Tax reduction claimants			
Council Tax collection rates (income received as a % of collectable debit)			<i>Not comparable</i>
Business Rates collection rates (income received as a % of collectable debit)			<i>Not comparable</i>
<b>Waste Collection</b>	Status	Compared to same quarter previous year	Compared to previous measurement
ESCC Waste re-used, composted and recycled (reported one quarter in arrears)			
<b>Additional Income</b>	Status	Compared to same quarter previous year	Compared to previous measurement
Net income from all investment assets			
Additional income generation		<i>New indicator 2021/22</i>	
<b>Planning Processing</b>	Status	Compared to same quarter previous year	Compared to previous measurement
Major applications: days to process			
Minor applications: days to process			

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				

6. The tables of performance and explanation accompanying each of the five themes can be found at Appendices A, B, C, D and E.

### Indicators by Exception

7. Members requested to have reported, by exception, any other performance that is doing significantly better or significantly worse than expectations. For this quarter there is nothing further to report.

### Conclusion

8. This report sets our performance against the agreed key performance indicators for the five themes for the fourth quarter of 2021/22.
9. Members are requested to consider performance against targets or forecasts and pass any additional recommendations for action to Cabinet for consideration.

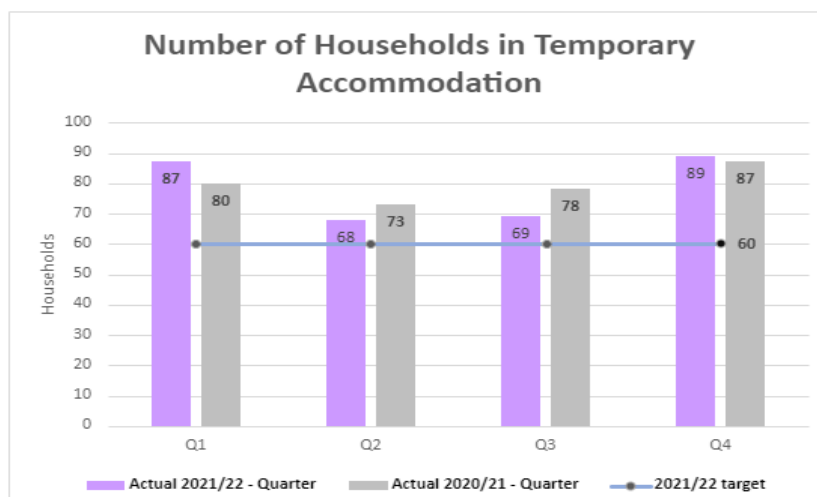
Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	Yes	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Joanne Wright
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Appendices:	A – Housing & Homelessness B – Economic Development and Poverty C – Waste Collection D – Additional Income E – Planning Processing
Relevant previous Minutes:	CB21/7
Background Papers:	None
Reference Documents:	None

## Appendix A: HOUSING & COMMUNITIES

### Number of all Households in Temporary Accommodation

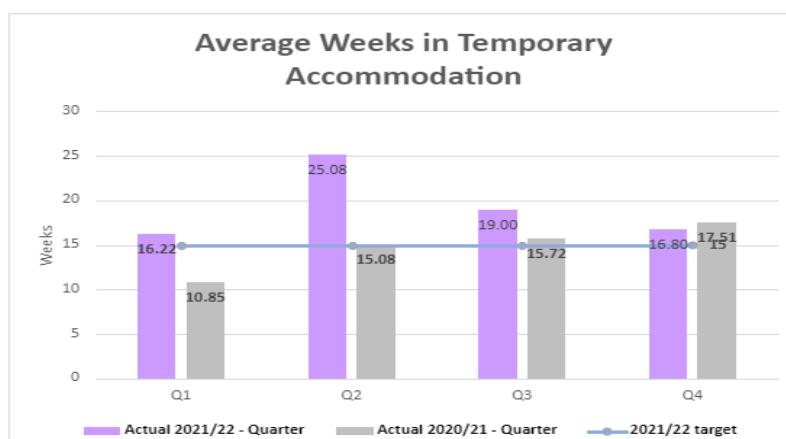
1. This measurement is the number of households that the Council has placed in temporary accommodation (TA) on the last day of the month. Mainly these are households either accepted as homeless and waiting for a home or are waiting for a decision on their application for homelessness.
2. The target for 2021/22 is 60 households. Fourth quarter result is 89 households.



Polarity: Lower is better

### Average Weeks in Temporary Accommodation

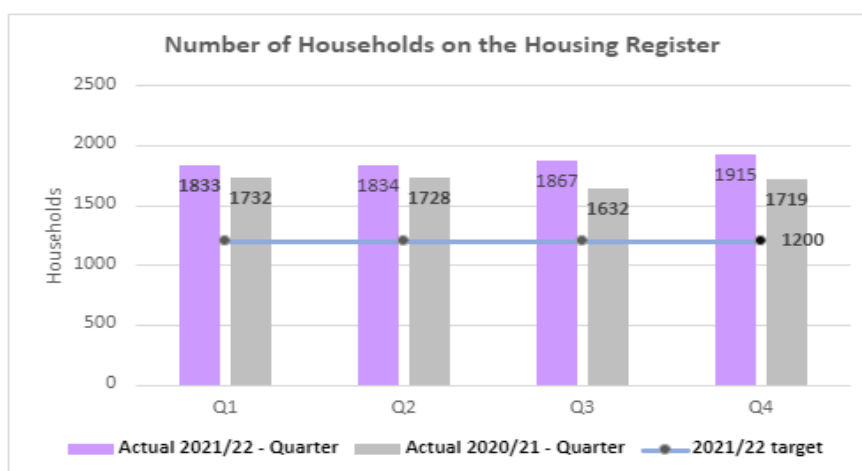
3. This measurement is the average number of weeks that households in temporary accommodation have remained in temporary accommodation.
4. The target for 2021/22 is 15 weeks. Fourth quarter result is 16.8 weeks.



Polarity: Lower is better

## Number of Households on the Housing Register

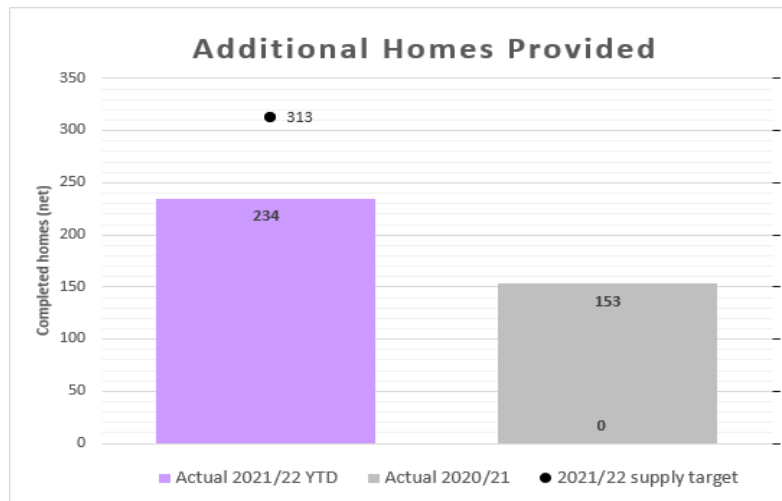
5. This measurement is the number of households on the housing register on the last day of the month when measured. This list covers all households who meet the criteria to be able to join the register.
6. The target for 2021/22 is 1,200 households. The fourth quarter result is 1,915.



Polarity: Lower is better

## Additional Homes Provided

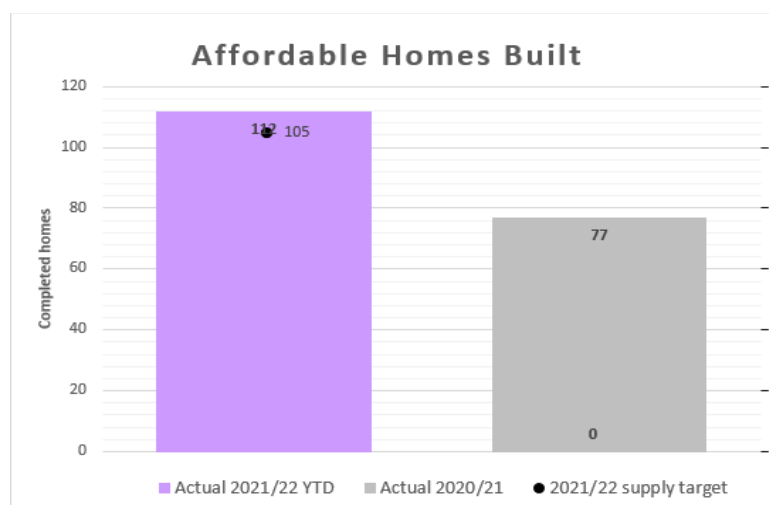
7. This measurement counts the number of all new homes in Rother, allowing for demolitions and change of use to give a net gain. This measurement monitors the delivery of the Corporate Plan outcomes to manage spatial development and the provision of affordable and decent housing stock.
8. As the Core Strategy is now more than five years old, the Local Plan target has been replaced with a Local Housing Need figure based on the standard method (until a new Local Plan is adopted).
9. This indicator has two components: the supply target and the Local Housing Need figure. The supply target is based on the projected delivery for the year, as set out in the April 2022 Housing Land Supply and Trajectory report.
10. The supply target is 313 new homes for 2021/22, which is the target approved through the committee process (this Committee, Cabinet and full Council). Subsequently, Planning Policy have calculated it is now 298 new homes. Fourth quarter result is 234 (annual total, final figure to be confirmed on publication of the April 2022 Housing Land Supply position statement, which will be published in December 2022).
11. Back in April 2020, the annual Local Plan target was 736, which is the target that was adopted through the committee process (as above). However, as of April 2022, the annual Local Housing Need figure is 737. It should be noted that this figure does not include the 20% buffer which is required to be included within the Council's five-year housing land supply position calculations.



Polarity: Higher is better

## Affordable Homes Built

12. This measurement is the gross number of new affordable homes that have been completed in the district. By completed we mean that the home has been built and handed over from the developer to the provider for occupation by a tenant or purchaser. The home may not yet be occupied. This measurement monitors the delivery of the Corporate Plan outcome for affordable and decent housing stock, specifically the action to support the development of affordable accommodation.
13. The indicator has two targets: the supply target and the Local Plan target. The supply target is based on anticipated delivery from planned sites that we knew about at the time of setting the target.
14. The supply target is 105 affordable new homes for 2021/22. The Local Plan target is based on local housing need set out in the Local Plan and is set at 121 new affordable homes by the end of 2021/22. Fourth quarter result is 112 (annual total).



Polarity: Higher is better



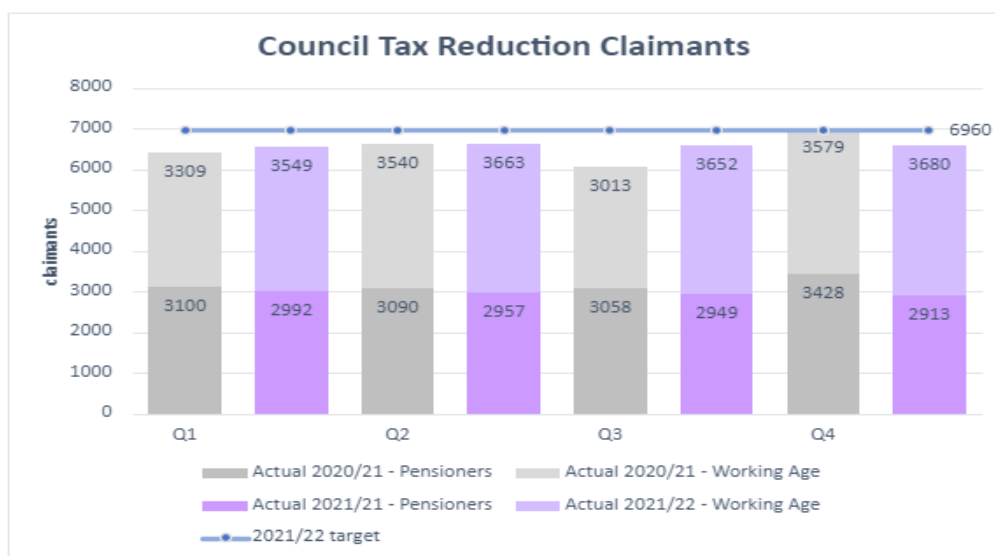
## Housing & Communities Summary

10. The total number of households in temporary accommodation (TA) is 117 as there remain 28 discretionary placements made for rough sleepers during the pandemic. These placements are funded by external grant, although this may not continue beyond Q1 2022/23 and the viability of these placements in the longer-term is under review. The average weeks spent in TA remain slightly above the target of 15 weeks.
11. We continue to implement the adopted Temporary Accommodation Support Service (TASS), purchasing property within Rother in order to reduce costs and improve outcomes for residents. The cost of living crisis is compounding longstanding challenges relating to the affordability of housing across all tenures. A range of mitigating measures are being taken as part of the adopted Housing, Homelessness and Rough Sleeping and draft Anti-Poverty strategies; however, these can only minimise the impact of the forces that continue to increase the cost of living for lower and, increasingly, middle income households.
12. The number on the housing register will reduce significantly once the new process of migrating households to the new Allocations Scheme is completed within Q1 2022/23.
13. Additional homes built – we have enabled the delivery of 234 homes during 2021/22, which is 81 more than last year; we are encouraged that the final number is likely to increase when all the completions have been fully processed for 2021/22.
14. Affordable homes built - there were 112 affordable homes delivered in 2021/22 compared with a supply target of 105 and a Local Plan target of 121. Of the 112 homes, 50 were for affordable rent and 62 for shared ownership. However, relative to the demand for housing both on the Housing Register and increasing number of households in TA, demand continues to significantly outstrip supply.

## Appendix B: ECONOMIC DEVELOPMENT and POVERTY

### Number of Council Tax Reduction Claimants

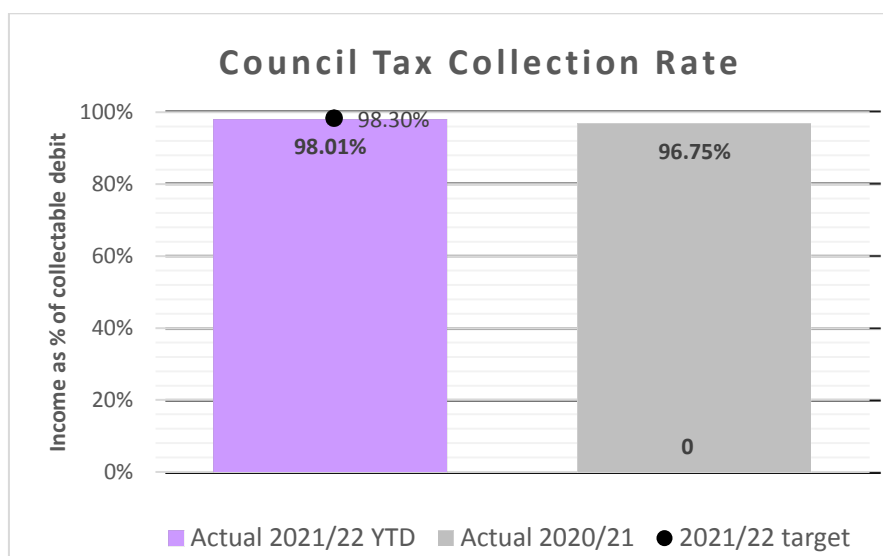
1. This measurement monitors the total number of council tax reduction (CTR) claimants (working age and pensioner) in a receipt of a reduced council tax bill.
2. The measurement indicator has been set at 6,960 (3,919 working age, 3,041 pensionable age). The fourth quarter results are 6,593 (3,680 working age, 2,913 pensionable age).



Polarity: Lower is better

### Council Tax Collection Rates

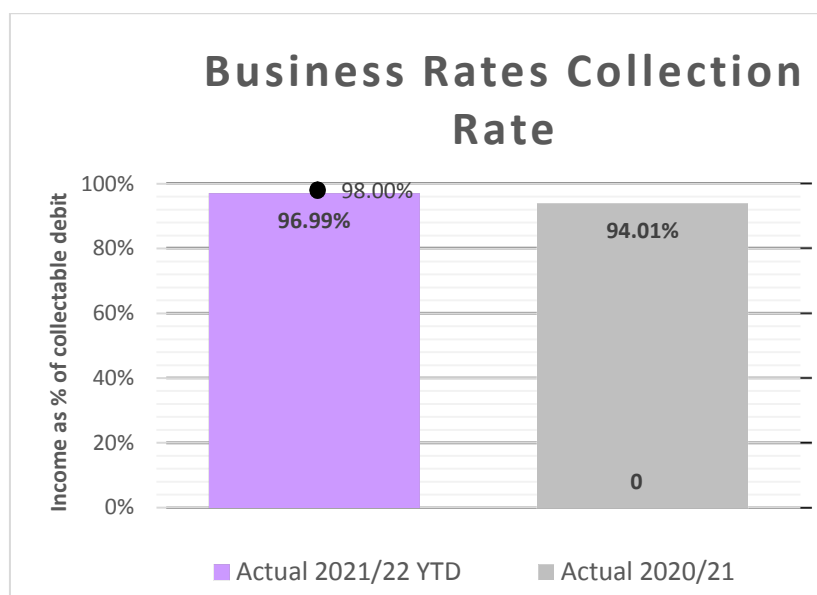
3. This measurement monitors the percentage of collected council tax as a percentage of the estimated collectable debt in the year. The target has been set at 98.3%. Fourth quarter total is 98.01%.



Polarity: Higher is better

## Business Rates Collection rates

1. This measurement monitors the percentage of business rates collected of the estimated collectable debt in the year.
2. The measurement indicator has been set at 98% by the end of the financial year. The fourth quarter total is 96.99%.



Polarity: Higher is better

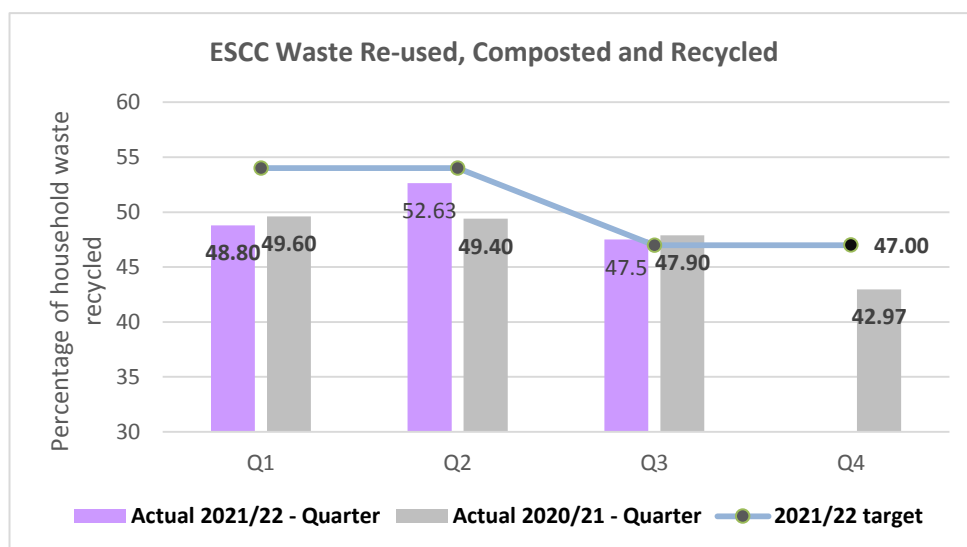
## Economic Development and Poverty Summary

3. The number of Council Tax Reduction (CTR) scheme claimants is lower than in the previous years and below the total estimated for the year. The expected spike in the number of claimants following the ending of furlough did not occur. However, the gap in the number of working age CTR recipients compared to pension age has increased with working age now at 56% of the total case load, an increase of 5%.
4. The Council Tax collection rate for 2021/22 was 98.01% and although this is slightly below target it does represent a 1.25 percentage points increase in collection compared to the previous financial year. Overall, arrears of Council Tax from previous years also reduced by circa £300k during the last quarter and stood at £2.8m at the end of quarter 4. £1.1m of these arrears relate to 2020/21 when collection was hit during the start of the pandemic.
5. The Business Rates collection rate for 2021/22 was 96.99% and although this is below target, it does represent a 2.99% percentage point increase in collection compared to the previous financial year. Overall, arrears for previous years stood at £897,000 at the end of quarter 4.
6. Collection of both Council Tax and Business Rates continues to be challenging and will be closely monitored during 2022/23.

## Appendix C: WASTE COLLECTION

### Household waste Re-used, Composted and Recycled

1. This measurement is the percentage of collected household waste sent to be re-used, recycled and composted.
2. This is based on data reported by East Sussex County Council (ESCC) which includes all waste collection streams and is reported one quarter in arrears. The target for 2021/22 varies depending on the time of year leading to an average of 52%.
3. The target for quarter three was 47.9%. The quarter three averaged result was 47.5% (reported one quarter in arrears).



Polarity: Higher is better

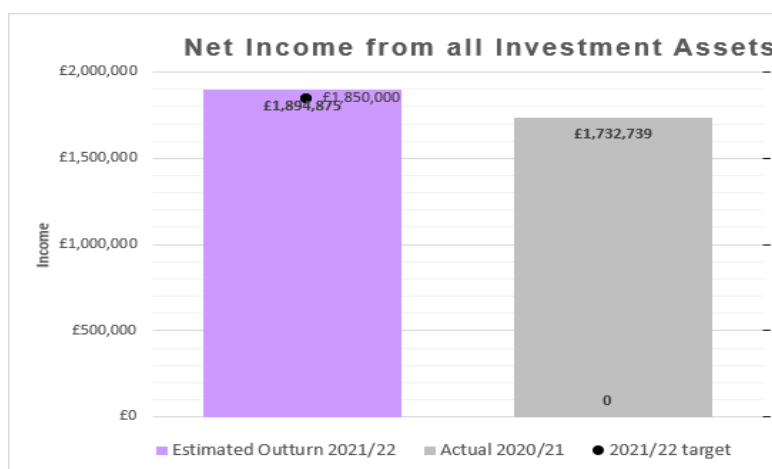
### Waste Collection Summary

3. The above is updated with latest data from East Sussex County Council - October 50.81%, November 47.62%, December 44.06%, which equals 47.5% average for the quarter, and 50.19% average 1st April to 31st December 2021. It is unlikely that an overall target of 52% will be achieved by the end of the 4th quarter.
4. The most recent Department for Environment, Food & Rural Affairs (DEFRA) report dated 15 December 2021 stated that the recycling rate nationally fell by 1.5% for the year 2020/2021. They do not state reasons why, other than factors related to COVID lockdown. The report for 2021/2022 will be due in December 2022.

## Appendix D: ADDITIONAL INCOME

### Net Income from All Investment Assets

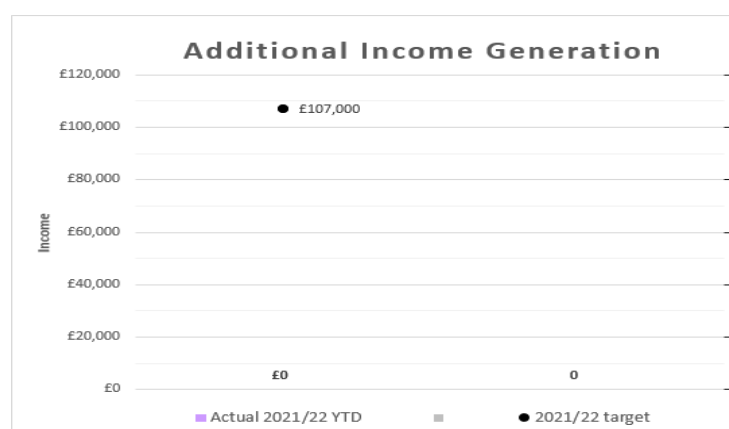
1. This measurement is forecast annual net income from investments calculated from gross income less expenditure, excluding borrowing and interest payments.
2. The Asset Income total does not include 'community' assets which might also generate an income, such as sports facilities, allotments etc.
3. The target for 2020/21 is £1,850,000. This does not include any provision for income from any new property purchases achieved in the year. The fourth quarter outcome is £1,894,875.14.



Polarity: Higher is better

### Additional Income Generation

4. Additional income generation through increased or new fees for discretionary services.
5. The target for 2021/22 is £107,000. The result is zero.



Polarity: Higher is better

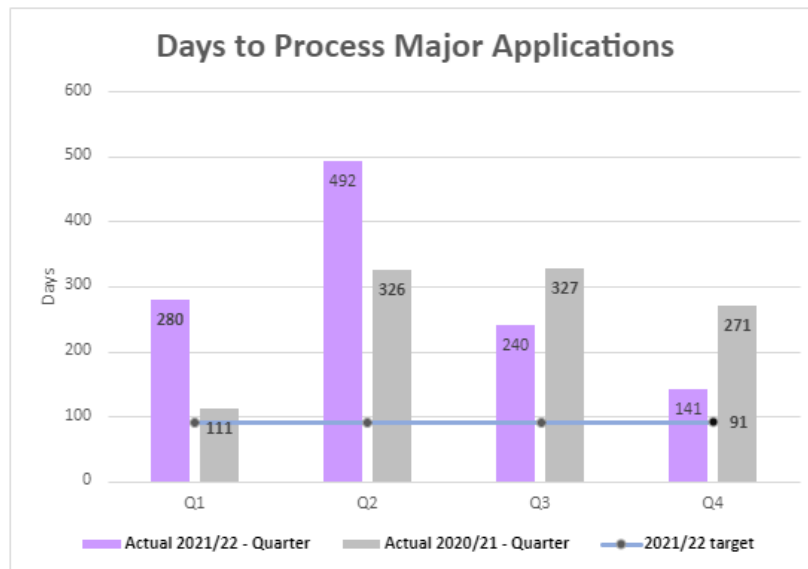
**Additional Income Summary**

6. The figure for the net income from investment assets is the actual turn-out for 2021/22. The figure includes existing investment properties prior to the Property Investment Strategy and those purchased from borrowed funds. The increase to the budgeted figure is mainly due to the unbudgeted income from Cyprus Place (Rye) (£113k) and 16A Beeching Road (Bexhill) (£68k).
7. The pandemic has had a negative effect on the Council's ability to implement proposals for achieving additional income. But progress has been made and the situation should improve markedly in 2022/23. For example, the Planning pre-application advice service has been re-launched in the current financial year and rental income from the Amherst Road building is now being generated.

## Appendix E: PLANNING PROCESSING

### Days to Process Major Housing Development Applications

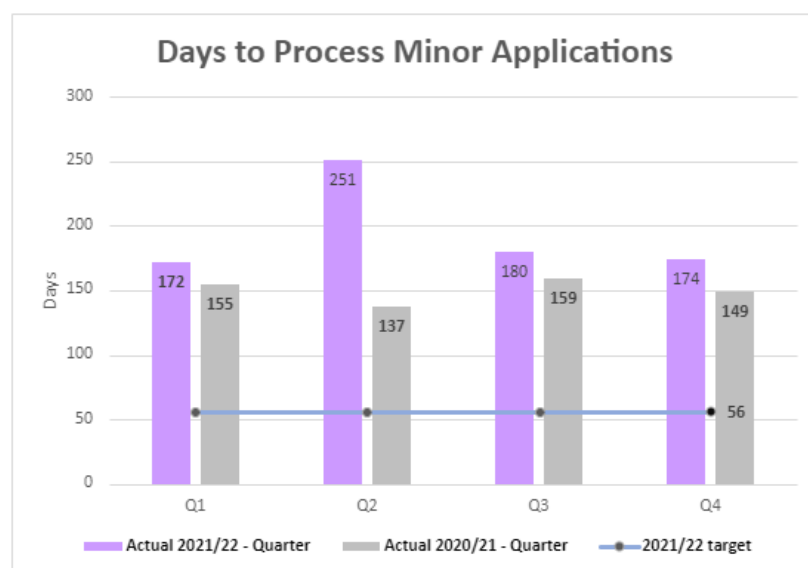
1. This measurement is the average number of calendar days to determine 'major' planning applications.
2. The target for 2021/22 is 91 days. The fourth quarter result is 141 days.



Polarity: Lower is better

### Days to Process Minor Housing Development Planning Applications

3. This measurement is the average number of calendar days to determine 'minor' planning applications.
4. The target for 2021/22 is 56 days. The fourth quarter result is 174 days.



Polarity: Lower is better

**Planning Processing Summary**

5. The service has continued to be focused on reducing the backlog of planning application cases and this has seen an unusually high number of planning decisions made in the last two quarters of 2021/22.
6. At the same time, the pre-application service has been modernized and re-opened from 4 January 2022. This has required increased administrative resources for Planning Business Support staff. The increased number of decisions has seen an increase in the number of appeals lodged, again with implications for both support staff and planning officer resources.
7. Another knock-on effect of this is the re-emergence of a backlog on the validation of planning applications. Recruitment is targeting this resource issue, coupled with greater managerial oversight to manage this issue in the forthcoming quarter.
8. However, the last quarter has continued to see the reduction in the overall caseload, especially older cases, and a continued improving trend in terms of time taken to process planning applications. This is expected to continue into 2022/23 as the overall caseload and number of older cases continues to decline.



## Rother District Council

<b>Report to:</b>	Overview and Scrutiny Committee
<b>Date:</b>	6 June 2022
<b>Title:</b>	Annual Work Programme
<b>Report of:</b>	Chief Executive
<b>Ward(s):</b>	All
<b>Purpose of Report:</b>	Members to give consideration to Council priorities when setting the Overview and Scrutiny Committee's Work Programme for the year 2022/23.
<b>Officer</b>	
<b>Recommendation(s):</b>	It be <b>RESOLVED</b> : That the Committee set its Work Programme for the new Council year and determine which Sub-Committees / Task & Finish Groups it wishes to appoint / re-appoint.

### Introduction

1. In accordance with the Constitution, the Overview and Scrutiny Committee (OSC) will:
  - approve an annual overview and scrutiny work programme, including the programme of any formal sub-committees and informal task and finish working groups it appoints so as to ensure that the Committee and sub-committees' / working groups' time is effectively and efficiently utilised [Part 4-5, paragraph 1(c)(i)].
2. In order to manage the OSC's workload and ensure that there is sufficient time to fully consider the issues arising, it is recommended that priorities are set. These priorities should take account of the time and resources each work item will require and the importance of that item to the Council's priorities.

### Other Considerations

3. In establishing its Work Programme, the OSC needs to consider the terms of reference for each scrutiny or review item, who it wishes to involve and consult with and which key partners or expert witnesses it may wish to involve.
4. In all of these considerations the most important one that the OSC should bear in mind is how the outcome of the Committee's deliberations will have a positive effect on the well-being of residents and businesses of the area. The OSC also needs to consider how scrutiny can be used to engage with the community either directly or by giving a high profile to matters of concern to residents.
5. Members will need to consider these issues in tandem with the Executive Priorities as set out in the Corporate Plan 2020-27 when setting the Work Programme.

## **Annual Scrutiny Work Programming Meeting**

6. The Annual Scrutiny Work Programme meeting this year was held on Tuesday 17 May. Along with Members of the OSC and other non-Executive Members, the meeting was attended by the Corporate Management Team and the three Heads of Service. The Work Programme was examined alongside key work priorities of the Council for 2022/23.
7. Members will need to consider whether the OSC's Work Programme, attached at Appendix A, needs to be amended to reflect any items identified at the Annual Scrutiny Work Programme meeting. The notes arising from the meeting are attached at Appendix B to the report.

## **Sub-Committees and Task and Finish Groups**

8. In accordance with the Constitution, the OSC may appoint up to four formal sub-committees and informal task and finish groups which can include residents, experts or representatives from outside bodies in their membership at any one time. The only proviso being that the same service officers are not involved in more than one active group at any one time. The Committee may also amend the terms of reference of any sub-committees / group it has appointed as appropriate.
9. As a distinction, sub-committees are formally constituted, should reflect the political make-up of the Council and must meet in public with Agendas and Reports available five clear working days in advance of any meeting. Task and Finish Groups are usually less formal, do not normally meet in public and are not required to meet the five clear working day requirement for Agenda publication.
10. Operating guidelines for Task and Finish Groups are now included within the new Overview and Scrutiny Procedure Rules agreed by full Council on 16 May and these are reproduced at Appendix C to aid the Committee's consideration.
11. In setting and agreeing the Work Programme, Members should consider whether to maintain the existing groups or establish new sub-committees or Task and Finish Groups and, if so, to make appointments to them.
12. During the last municipal year, the OSC did not establish any new Task and Finish Groups. The OSC had previously agreed that the Off-Street Car Parks Task and Finish Group (OSCPT&FG) continued its work for a further six months until the end of October 2021, as it had proved too early in the easing of COVID-19 restrictions to make proper judgements regarding the impact of Civil Parking Enforcement (CPE).
13. The Anti-Poverty Task and Finish Group (APT&FG) last met in May 2021 and reported back to the OSC in June 2021 with recommendations for onward approval by Cabinet.

## **Anti-Poverty Task and Finish Group**

14. The APT&FG was established in January 2020 to investigate the effects of income, health and housing poverty on local people and the local services that support them. The Group comprised of Councillors S.J. Coleman (Chairman),

J. Barnes, Mrs M.L. Barnes, J.J. Carroll, Mrs V. Cook, Mrs D.C. Earl-Williams, P.J. Gray and C.A. Madeley whilst undertaking its Terms of Reference (ToR).

15. The APT&FG's recommendations were presented to the OSC in June 2021 for onward recommendation to Cabinet on 28 June 2021. Cabinet were supportive of the OSC's recommendations which were subsequently actioned.

### **Off-Street Car Parks Task and Finish Group**

16. The OSCPT&FG was established in October 2020 to monitor the impact of CPE on the level of use of Council owned off-street car parks and consider any changes to charges, hours of operation and permits, whilst taking into account the need to generate sufficient revenue to maintain the car parks. The Group comprised of Councillors Mrs V. Cook (Chairman), P.C. Courtel, L.M. Langlands, C.A. Madeley, P.N. Osborne and G.F. Stevens whilst undertaking its Terms of Reference (ToR).
17. The OSCPT&FG's recommendations were presented to the OSC on 26 April 2021, recommending various changes to car park operations for onward recommendation to Cabinet. Cabinet were supportive of the OSC's recommendations which were subsequently actioned. It was also agreed by the OSC that the OSCPT&FG should continue its work for a further six months and progress be reviewed by the OSC in January 2022, along with a report to East Sussex County Council regarding RDC's response to CPE.
18. The OSCPT&FG reported once again to the OSC in January 2022, with further recommendations, along with a letter to East Sussex County Council detailing the Council's response to the introduction of CPE, which was recommended for onward approval by Cabinet. Cabinet was supportive of the OSCPT&FG's recommendations.
19. The OSC agreed that the OSCPT&FG be reconvened at a later date to review usage at Manor Gardens car park and ESCC's response to the CPE annual review.

### **Bexhill Town Centre Steering Group**

20. The Bexhill Town Centre Steering Group (BTCSG) had initially been established by Cabinet to deliver the vision and objectives of the Bexhill Town Centre Strategy (BTCS) June 2013; the Strategy seeks to collaborate with key groups and agencies in the area in its delivery plan.
21. Following a change of political control and Cabinet Portfolio Holder in May 2019, it was decided that the original timetable was insufficient to develop the BTCS. Therefore, the timetable had been reviewed and Terms of Reference amended accordingly.
22. In November 2019, Cabinet agreed the revised Terms of Reference and an initial allocation of £10,000 of the Town Centre Section 106 funding to start the work of developing a Town Centre Strategy and Masterplan with a further report to come back to Cabinet following the reconstitution of the BTCSG.
23. Working with a wide variety of stakeholders the BTCSG, led by Rother District Council (RDC), was to create a new Town Centre Strategy and Master Plan that would clearly define and articulate the vision for the future sustainable economy

of the area. The BTCSG would also set out a proposed funding approach and be responsible for initiating engagement with key partners to secure funding for the delivery of the Strategy's aims and objectives. The BTCSG was tasked with being ambitious and aspirational in its plans for Bexhill.

24. Following the creation of the Bexhill Town Council (BTC) in May 2021, the BTCSG was disbanded in March 2022 and some of their work transferred to the BTC. The Group will however lend support to BTC on an ad-hoc basis.

### Crime and Disorder Committee

25. Under section 19 of the Police and Justice Act 2006, the OSC is designated as the Council's 'Crime and Disorder Committee'. This is not a separate working or steering group; it simply means that on an annual basis, as part of their regular Scrutiny business, the OSC reviews the work of the Rother and Hastings Community Safety Partnership (RHCSPP) as the Council's Crime and Disorder Committee. The Committee's Role when acting as the Crime and Disorder Committee has been clarified in the revised Constitution and can be found at Part 4-5, paragraph 19.
26. The OSC receives an annual report from the RHCSPP. Members of the OSC can then decide whether there are any specific decisions or actions of the RHCSPP that they believe require further scrutiny.

### Conclusion

27. Members need to consider, set and agree the OSC's Work Programme for the year, taking into account the various issues set out within the report. The Work Programme should be flexible to accommodate any changes in priorities and circumstances, which may emerge during the year.

### Risk Management

28. Failure to set a realistic and achievable Work Programme which supports the Council's Aims and Executive's Priorities may result in the Council losing opportunities for the development of an effective overview and scrutiny function.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	Yes	Exempt from publication	No

Chief Executive:	Malcolm Johnston
Report Contact Officer:	Louise Hollingsworth
e-mail address:	<a href="mailto:louise.hollingsworth@rother.gov.uk">louise.hollingsworth@rother.gov.uk</a>
Appendices:	Appendix A Overview and Scrutiny Work Programme 2022/23 Appendix B Extract of the Minutes from the Annual Scrutiny Work Programme meeting dated Tuesday 17 May 2022 Appendix C Operating Guidelines for Task and Finish Groups
Relevant previous Minutes:	N/A

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Background Papers:	N/A
Reference	N/A
Documents:	

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## OVERVIEW AND SCRUTINY COMMITTEE

<b>WORK PROGRAMME 2022 – 2023</b>		
<b>DATE OF MEETING</b>	<b>SUBJECT – MAIN ITEM IN BOLD</b>	<b>Cabinet Portfolio Holder</b>
<b>06.06.22</b>	<ul style="list-style-type: none"> <li>Performance Report: Fourth Quarter 2021/22</li> <li>Annual Work Programme</li> </ul>	<b>Jeeawon</b>
<b>18.07.22</b>	<ul style="list-style-type: none"> <li>Draft Revenue Budget and Capital Programme Outturn 2021/22</li> </ul>	<b>Jeeawon</b>
<b>12.09.22</b>	<ul style="list-style-type: none"> <li>Performance Report: First Quarter 2022/23</li> <li>Revenue Budget and Capital Programme Monitoring – Quarter 1 2022/23</li> </ul>	<b>Jeeawon</b>
<b>17.10.22</b>	<ul style="list-style-type: none"> <li><b>Medium Term Financial Plan 2023/24 to 2027/28</b></li> <li>Annual Review of the Housing, Homelessness and Rough Sleeping Strategy (2019-2024)</li> </ul>	<b>Jeeawon Byrne</b>
<b>21.11.22</b>	<ul style="list-style-type: none"> <li>Performance Report: Second Quarter 2022/23</li> <li>Revenue Budget and Capital Programme Monitoring – Quarter 2 2022/23</li> </ul>	<b>Jeeawon</b>
<b>23.01.23</b>	<ul style="list-style-type: none"> <li><b>Draft Revenue Budget Proposals 2023/24</b></li> <li>Key Performance Targets 2023/24</li> </ul>	<b>Jeeawon</b>
<b>13.03.23</b>	<ul style="list-style-type: none"> <li><b>Crime and Disorder Committee: to receive a report from the Community Safety Partnership</b></li> <li>Performance Report: Third Quarter 2022/23</li> <li>Revenue Budget and Capital Programme Monitoring – Quarter 3 2022/23</li> </ul>	<b>Jeeawon</b>
<b>24.04.23</b>	<ul style="list-style-type: none"> <li>Call-in and Urgency Procedures</li> <li>Draft Annual Report to Council</li> </ul>	
<b>ITEMS FOR CONSIDERATION</b>		
<ul style="list-style-type: none"> <li>Regeneration incl Leisure Centre, Fountains, Skate Park and Accessibility of Green Spaces across the district</li> <li>Corporate Plan review – referred back by Cabinet</li> <li>Review of the Economic Regeneration Strategy</li> <li>Peer Review</li> <li>Draft Corporate Customer Services Strategy Proposals</li> <li>Litter Strategy</li> <li>Review of the Tourism Strategy and the impact of Airbnbs – <b>TBC</b></li> <li>Impact of Airbnb and second homes in Rye/Winchelsea/Camber – <b>TBC</b></li> <li>Effectiveness of 'MyAlerts'</li> <li>Town Hall Renaissance Project</li> <li>Update report from the Local Strategic Partnership</li> <li>Update report from the Health and Wellbeing Board</li> </ul>		

**Extract of the Minutes from the Annual Scrutiny Work Programme meeting dated Tuesday 17 May 2022**

**ASP22/01. PURPOSE AND DESIRED OUTCOMES**  
(1)

The Chief Executive led Members through the reasons for the meeting. The aim of the meeting was for the Corporate Management Team and Heads of Service to have a two-way discussion with Members on the priorities for the year, issues on the street that Members had picked up, officer service plans and other priority areas that the Overview and Scrutiny Committee (OSC) may need to take into account when setting its Work Programme.

In the past, one major subject had tended to be selected for each meeting giving the OSC the flexibility to look at other items during the year which had provided improved focus.

**ASP22/02. KEY WORK PRIORITIES 2022/23 – CMT / HEADS OF SERVICE; CURRENT WORK PROGRAMME; AND TO IDENTIFY ITEMS / COMMENTS TO BE INCLUDED WITHIN THE ANNUAL WORK PROGRAMME REPORT TO THE OVERVIEW AND SCRUTINY COMMITTEE**  
(2 to 4)

Items 2, 3 and 4 were considered together.

Consideration was given to the Work Programme as well as the items listed under “Items for Consideration”. Members highlighted a number of items they wished to consider adding to the Work Programme:

- Review of the Tourism Strategy incorporating the impact and associated risks of Airbnbs.
- Healthy Living to incorporate leisure facilities (inside and outside) and the skate park.
- Caravan Sites and their hidden communities.
- Review of the Corporate Strategy.
- Effectiveness of Resident Reporting.
- The Council’s role in Public Health and the Wellbeing Agenda.
- Review of Mental Health across the district following the pandemic.

Members were advised that the Town Hall Renaissance Project would require a report to the Overview and Scrutiny Committee (OSC) in July 2022, together with a Built Leisure Facility Strategy report which would then come back to the OSC in November with a final draft Built Leisure Facilities Strategy following public consultation. Two six-monthly reviews of the Environment Strategy would be required and the Corporate Plan Review and Financial Stability Programme (FSP) Update would be reported later in the year. The Chief Executive suggested that Members may wish to schedule a separate meeting to consider the report from the Crime and Disorder Committee only, which was currently scheduled for 13 March 2023.

Members requested a report on the devolvement of assets across the district in order to make savings. The Deputy Chief Executive advised that a report would be going to Cabinet in July on the work being carried out with Bexhill Town Council and the process was being monitored through the FSP which would be reported to the OSC.

Members were advised that a series of Member Briefings were planned to be held throughout the year in order to keep all Members updated with current issues. It was suggested that Members may wish to consider using the Briefings for those items that required an update rather than scrutiny and that they also link in with items going to OSC, so that Members were better informed and updated on the issues prior to the scrutiny process. The Briefings would also provide the opportunity, together with the bi-annual Member Learning Days, for Members to be given guidance on the issues to focus on in reports, in particular the finance and budget items, which Members welcomed. Members suggested that representatives from Outside Bodies be invited to provide updates at Briefings.

It was suggested by the Heads of Service that Members consider receiving reports on the Customer Service Strategy which linked into the work completed by the Anti-Poverty Task and Finish Group, the Litter Strategy which linked into the Waste and Recycling Contract and the upcoming Environment Bill, a review of the new Enforcement Contractor later in the year and for Environmental Health updates to be given at Member Briefing sessions.

Members were particularly pleased with the work of the Task and Finish Groups and were reminded that the OSC may appoint up to four formal sub-committees and informal task and finish groups which can include residents, experts or representatives from outside bodies in their membership at any one time. The only proviso being that the same service officers were not involved in more than one active group at any one time.

The following items were proposed for consideration and agreement by the OSC to be included on the 2022/2023 Work Programme:

- Town Hall Renaissance Project – 18 July 2022
- Built Leisure Facilities Strategy – draft – 18 July 2022
- Built Leisure Facilities Strategy – final – 21 November 2022
- Two six-monthly reviews of the Environment Strategy – date TBC
- Review of the Financial Stability Programme – date TBC
- Review of the Tourism Strategy and the impact of Airbnbs – date TBC
- A review of Mental Health across the district – date TBC
- Corporate Plan Review – date TBC

After a full and thorough debate, all suggested additions were made to the Work Programme and Items for Consideration as detailed at Appendix 1; these would be ratified by the OSC at its first meeting on 6 June 2022.



ASP22/03. **BI-ANNUAL MEMBER LEARNING DAY**  
(5)

Members were advised that the Member Learning Day was scheduled to take place at 10:00am on 14 July 2022 in the Council Chamber.

Consideration was given to topics to be covered and it was suggested that presentations be given on Food and Health Safety across the district, an overview of how the Council was dealing with refugees and an update on homelessness.

The Chair thanked Members, the Chief Executive, Deputy Chief Executive, Chief Finance Officer, Director – Place and Climate Change and Heads of Service for their input and attending the meeting.

The meeting closed at 3:37pm

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## OVERVIEW AND SCRUTINY COMMITTEE

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<b>18.07.22</b>	<ul style="list-style-type: none"> <li>• <b>Town Hall Renaissance Project</b></li> <li>• Built Leisure Facilities Strategy First Draft</li> <li>• Draft Revenue Budget and Capital Programme Outturn 2021/22</li> </ul>	<b>Oliver Timpe Jeeawon</b>
<b>12.09.22</b>	<ul style="list-style-type: none"> <li>• Performance Report: First Quarter 2022/23</li> <li>• Revenue Budget and Capital Programme Monitoring – Quarter 1 2022/23</li> </ul>	<b>Jeeawon</b>
<b>17.10.22</b>	<ul style="list-style-type: none"> <li>• <b>Medium Term Financial Plan 2023/24 to 2027/28</b></li> <li>• Annual Review of the Housing, Homelessness and Rough Sleeping Strategy (2019-2024)</li> </ul>	<b>Jeeawon Byrne</b>
<b>21.11.22</b>	<ul style="list-style-type: none"> <li>• <b>Final Built Leisure Facilities Strategy</b></li> <li>• Performance Report: Second Quarter 2022/23</li> <li>• Revenue Budget and Capital Programme Monitoring – Quarter 2 2022/23</li> </ul>	<b>Timpe Jeeawon</b>
<b>23.01.23</b>	<ul style="list-style-type: none"> <li>• <b>Draft Revenue Budget Proposals 2023/24</b></li> <li>• Key Performance Targets 2023/24</li> </ul>	<b>Jeeawon</b>
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## Operating Guidelines for Task and Finish Groups

<b>Formal Agenda</b>	Optional
<b>Informal minutes / notes</b>	Yes, and not routinely publicly available.
<b>Lead Officer(s)</b>	Lead Officer(s) from the relevant service area with support from a dedicated Democratic Services Officer.
<b>Action points</b>	To be compiled by the Democratic Services Officer as part of minutes and circulated to all relevant officers and reviewed from meeting to meeting.
<b>External / public involvement</b>	Each Task and Finish Group to determine whether meetings shall or shall not be public. Stakeholders shall be invited to attend and to contribute to the group's work programmes, including co-option to the group, as appropriate.
<b>Politically balanced</b>	Not essential, but there is an expectation that task and finish groups shall include representatives from each political group, as far as reasonably practicable.
<b>Composition</b>	Appointed by the Overview and Scrutiny Committee from non-executive members with the relevant experience / interest.  The lead Cabinet member may be invited to contribute in an advisory capacity to reviews.
<b>Size</b>	This shall vary according to the matter under discussion; however, groups should not normally comprise more than five members of the Council.
<b>Terms of Reference</b>	Terms of Reference shall be set and agreed by the Overview and Scrutiny Committee at the point of establishment and shall include: <ul style="list-style-type: none"> <li>(a) The specific issue to be considered;</li> <li>(b) A timescale and deadline;</li> <li>(c) Principal aims and objectives.</li> </ul>

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