

**Healthy, Safe, Clean and Green Communities Scrutiny Committee**

**Work Plan 2017/18**

**Vision: To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District**

**Corporate Aim: Supporting our Communities to be Healthier, Safer, Cleaner and Greener**

<b>Date of Meeting</b>	<b>Items</b>		<b>Lead Officer</b>	<b>Notes</b>
<b>27<sup>th</sup> June 2017</b>	<b>Part A - Formal</b>	<ul style="list-style-type: none"> <li>• Selection of Scrutiny Review – Prioritising the work plan</li> </ul>	Scrutiny Officer	
<b>24<sup>th</sup> July 2017</b>  <i>(originally scheduled for 1<sup>st</sup> August 2017)</i>	<b>Part A - Formal</b>	<ul style="list-style-type: none"> <li>• Quarter 1 – Performance Update.</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
	<b>Part B - Informal</b>	<ul style="list-style-type: none"> <li>• Approve scope for Environmental Enforcement Review.</li> </ul>	Scrutiny Officer	
<b>19<sup>th</sup> September 2017</b>	<b>Part A – Formal</b>	<ul style="list-style-type: none"> <li>• Environmental Enforcement Review – Approval of Scope</li> </ul>	Scrutiny Officer (Acting)	

Date of Meeting	Items		Lead Officer	Notes
	<b>Part B – Informal</b>	<ul style="list-style-type: none"> <li>• Review work: Environmental Enforcement</li> <li>○ Questionnaire for Members</li> <li>○ Benchmarking: develop questions for other authorities – dog fouling, litter, fly tipping</li> </ul>	Scrutiny Officer (Acting)	<ul style="list-style-type: none"> <li>○ Questionnaire sent to BDC Members, relevant DCC Members and Parish Clerks on 27 September 2017.</li> <li>○ Benchmarking questions developed – telephone research to be carried out by the Chair and Vice Chair</li> <li>○ ‘Hot spot’ site visits planned for 27 October</li> </ul>
<b>17<sup>th</sup> October 2017</b>	<b>Part A - Formal</b>	<ul style="list-style-type: none"> <li>• Work Pan 2017/18</li> </ul>	Scrutiny Officer (Acting)	
	<b>Part B - Informal</b>	<ul style="list-style-type: none"> <li>• Review work:               <ul style="list-style-type: none"> <li>○ Dog Warden and Env Health Manager</li> <li>○ Enforcement Powers, Evidential and Public Interest standards</li> <li>○ Findings from surveys and benchmarking, if available</li> </ul> </li> </ul>	Sharon Gillott, Env Health Manager  Kevin Shillito and Deborah Cartwright, Principal Solicitors  Scrutiny Officer (Acting)	
<b>14<sup>th</sup> November 2017</b>	<b>Part A - Formal</b>	<ul style="list-style-type: none"> <li>• Quarter 2 – Performance Update</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> <li>• Homelessness Briefing</li> </ul>	Diane Bonsor, Housing Needs Manager	
	<b>Part B – Informal</b>	<ul style="list-style-type: none"> <li>• Review work: Environmental Enforcement</li> </ul>	Scrutiny Officer (Acting)	

Date of Meeting	Items		Lead Officer	Notes
19 <sup>th</sup> December 2017	Part A – Formal	<ul style="list-style-type: none"> <li>• Draft Licensing Policy – Taxi Licensing Policy Review</li> </ul>	Kevin Shillito, Principal Solicitor	
		<ul style="list-style-type: none"> <li>• LEQS NI195 District Cleanliness Monitoring</li> </ul>	Steve Jowett, Streetscene & Waste Services Manager	
	Part B – Informal	<ul style="list-style-type: none"> <li>• Review work: Environmental Enforcement</li> </ul>	Scrutiny Officer (Acting)	
30 <sup>th</sup> January 2018	Part A – Formal	<ul style="list-style-type: none"> <li>• Preparation for Annual Review of the Community Safety Partnership.</li> </ul>	Scrutiny & Elections Officer	Agree set of questions to provide to Housing Enforcement Manager/Community Safety Officer in advance of the next meeting. See 2017 questions as a starting point.
	Part B – Informal	<ul style="list-style-type: none"> <li>• Review work: Environmental Enforcement</li> </ul>	Scrutiny & Elections Officer	Follow-up evidence; agreement of further action.
27 <sup>th</sup> February 2018	Part A - Formal	<ul style="list-style-type: none"> <li>• Quarter 3 – Performance Update</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	<b>Do not include any other items on this agenda. Performance first at 9.30 am and then rest of the meeting dedicated to the annual review.</b>
		<ul style="list-style-type: none"> <li>• Annual Review of Community Safety Partnership.</li> </ul>	Deborah Whallett, Housing Enforcement Manager & Jo Selby, Community Safety Officer	
	Part B – Informal	<ul style="list-style-type: none"> <li>• Review Work – Environmental Enforcement</li> </ul>	Tommy Rush – Environmental Enforcement Team Leader  Jo Wilson, Scrutiny & Elections Officer	Information on Flytipping; case study examples on enforcement; follow-up to questions raised on 30 <sup>th</sup> January.

Date of Meeting	Items		Lead Officer	Notes
20 <sup>th</sup> March 2018	Part A - Formal	<ul style="list-style-type: none"> <li>Homelessness – update on new approach at BDC to meet new legislative duty.</li> </ul>	Di Bonsor, Housing Needs Manager	
		<ul style="list-style-type: none"> <li>Equality Act 2010 Licensed Driver Medical Exemption Policy</li> </ul>	Ken Eastwood, Interim Licensing Team Leader, Environmental Health	
	Part B – Informal	<ul style="list-style-type: none"> <li>Corporate Enforcement Policy – to be confirmed</li> </ul>	V. Dawson/ D. Cartwright Legal Services	
		<ul style="list-style-type: none"> <li>Review Work – Finalisation of Draft Report</li> </ul>	Jo Wilson, Scrutiny & Elections Officer	Mapping of evidence to scope and agreement of recommendations.
1 <sup>st</sup> May 2018	Part A - Formal	<ul style="list-style-type: none"> <li>Quarter 4 – Performance Update</li> </ul>	Kath Drury, Information, Engagement and Performance Manager	
		<ul style="list-style-type: none"> <li>Update on the Bolsover Community Safety Partnership Plan 2017-20 – March 2018 Refresh</li> </ul>	Jo Selby, Community Safety Officer	
	Part B - Informal	<ul style="list-style-type: none"> <li>Review of Environmental Enforcement (Draft Final Report)</li> </ul>	Jo Wilson, Scrutiny & Elections Officer	

Healthy, Safe, Clean and Green Communities Scrutiny Committee Membership (10 Members)	Document Status	
Councillors: - Sandra Peake (Chair), Hilary Gilmour (Vice-Chair), Toni Bennett, Dexter Bullock, Tracey Cannon, Pat Cooper, Clive Moesby, Tom Munro, Ken Walker, Deborah Watson.	v.2 13.09.17 LC v.3 11.10.17 LC v.4 14.11.17 LC v.5 30.11.17 LC v6 15.02.18 JW	v050318 v010518