

# South Holland District Council

# Cabinet Annual Report

## 2007 - 2008



# CONTENTS

	Page
<b>Forward from the Leader of the Council</b>	<b>4</b>
<b>The role of the Cabinet</b>	<b>5</b>
<b>What is in the annual report?</b>	<b>5</b>
<b>Portfolio Holders (Prior to Annual Council 2008) – Who are they and what do they do?</b>	<b>6</b>
<b>Councillor Nick Worth – Deputy Leader of the Council/Portfolio Holder for Rural Services</b>	<b>8</b>
<b>Achievements 2007/08</b>	<b>8</b>
<b>Priorities for 2008/09</b>	<b>9</b>
<b>Councillor Howard Johnson – Portfolio Holder for Economy, Waste and Street Scene</b>	<b>10</b>
<b>Achievements 2007/08, Waste, Recycling and Street Scene</b>	<b>10</b>
<b>Priorities for 2008/09, Waste, Recycling and Street Scene</b>	<b>11</b>
<b>Achievements 2007/08, Economic Affairs</b>	<b>12</b>
<b>Priorities for 2008/09, Economic Affairs</b>	<b>13</b>
<b>Councillor Gary Taylor – Portfolio Holder for Health and Safety Improvement and Regulation</b>	<b>14</b>
<b>Achievements 2007/08</b>	<b>14</b>
<b>Priorities for 2008/09</b>	<b>15</b>
<b>Councillor Amanda Puttick – Portfolio Holder for Housing Landlord</b>	<b>16</b>
<b>Achievements 2007/08</b>	<b>16</b>
<b>Priorities for 2008/09</b>	<b>16</b>
<b>Councillor Roger Gambba-Jones – Portfolio Holder for Strategic Planning and Organisational Development</b>	<b>17</b>
<b>Achievements for 2007/08</b>	<b>17</b>
<b>Priorities for 2008/09</b>	<b>18</b>
<b>Councillor Paul Przyszlak – Deputy Leader of the Council/Portfolio Holder for Corporate Services</b>	<b>19</b>
<b>Achievements for 2007/08</b>	<b>19</b>
<b>Priorities for 2008/09</b>	<b>19</b>
<b>Councillor Paul Espin – Portfolio Holder for Risk and Procurement</b>	<b>20</b>
<b>Achievements for 2007/08</b>	<b>20</b>
<b>Priorities for 2008/09</b>	<b>22</b>

	Page
<b>Councillor Mick Seymour – Portfolio Holder for Customer, Member and Legal Services</b>	<b>23</b>
<b>Achievements for 2007/08</b>	<b>23</b>
<b>Priorities for 2008/09</b>	<b>24</b>
<b>The Council’s Corporate Priorities</b>	<b>25</b>
<b>The Year Ahead – 2008/09</b>	<b>25</b>
<b>New Portfolio Holders (after Annual Council 2008) – Who are they and what do they do?</b>	<b>26</b>

## **Foreword from the Leader of the Council**

Welcome to the Cabinet's Annual Report for 2007/08.

This is our attempt to tell the people of South Holland what we have been doing on their behalf and equally important, what we hope to achieve for them over the coming year.

It is largely made up of the end of year statements that each individual cabinet member made at the last Council meeting of the civic year. Each member explains in their own words the things that they are most proud of. We have only changed the narrative slightly to allow a smoother read.

Hopefully you will be able to tell that the Cabinet members have been working to an underlying theme of delivering excellent core services at minimal cost to the local Council tax payer. You will see that we consider ourselves as being quite adept at getting additional Central Government funding in, to reduce the financial burden born by our residents. You will also see that in April 2007 we set a Council Tax increase of 3.5%, placing us 3<sup>rd</sup> lowest within the 7 Lincolnshire Councils, and in April 2008 the increase was 2.75% (the lowest in Lincolnshire).

This report should also help to dispel the myth about what the Council does for you but, equally we do understand that some people think that the only thing the Council does is to 'empty the bins' and we are proud that we do it better than any of our neighbours. We are still the only authority in Lincolnshire to offer a weekly refuse and recycling service to our residents.

If after reading this report you have any questions or comments please do not hesitate in contacting any of the Cabinet members.



***Councillor Gary Porter  
Leader of the Council***

## **The Role of the Cabinet**

The Cabinet, and individual members of the Cabinet, make most of the day-to-day decisions of the Council. All decisions must be in line with the budget and policy framework, which is set by the full Council. The Cabinet also submits recommendations to the Council about the budget and policy framework.

Cabinet is made up of the Leader, who is appointed by the full Council, and 8 other Councillors who are appointed by the Leader. The Leader was appointed by the full Council at its annual meeting on 16 May 2007.

The Cabinet meet as a formal decision-making body on a 5-6 week basis to make decisions on behalf of the Council, under executive powers and also make recommendations to Council for decisions that require the approval of all 37 elected members.

The Cabinet either works collectively as one body or individually Cabinet members can make decisions on behalf of the Council.



*The elected members of South Holland District Council's Cabinet.*

## **What is in the Annual Report?**

The following pages of the Annual Report will outline the role of each Cabinet member, what has been achieved and what are the priorities. If you have any questions, comments or queries for a Cabinet member after reading this report please feel free to contact the Member Services Manager at South Holland District Council or the Cabinet member directly.

## **Portfolio Holders (prior to Annual Council 2008) – Who are they and what do they do?**

Each individual member of the Cabinet has a 'portfolio' (or area of work) for which he or she is responsible. Each member (also known as a Portfolio Holder) can make decisions within this area of responsibility. Details of Portfolio Holders and their portfolios are detailed below:

**Councillor Gary Porter (Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of the Chief Executive and Assistant Chief Executive, and Portfolio Holder for the following specific functions - Communications with the Media, Strategic Housing, and Community Leadership.  
[gporter@sholland.gov.uk](mailto:gporter@sholland.gov.uk)

**Councillor Nick Worth (Deputy Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of Rural Services, and Portfolio Holder for the following specific functions - Community, Neighbourhood, Economic, Housing, Planning & Development, New Leisure Facilities, Rural Action Zone and Partnerships.  
[nworth@sholland.gov.uk](mailto:nworth@sholland.gov.uk)

**Councillor Paul Przyszlak (Deputy Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of Corporate Services, and Portfolio Holder for the following specific functions - Asset Management Strategy, Capital Programme, Financial Management, The Budget, Benefits Administration, and Section 106 Monitoring.  
[pprzyszlak@sholland.gov.uk](mailto:pprzyszlak@sholland.gov.uk)

**Councillor Roger Gambba-Jones - Portfolio Holder for Strategic Planning and Organisational Development** including the following specific functions - Strategic Planning, Performance Management, Human Resources, Information Technology & E-Government and Training & Development.  
[Rgambba-jones@sholland.gov.uk](mailto:Rgambba-jones@sholland.gov.uk)

**Councillor Howard Johnson - Portfolio Holder for Economy, Waste and Street Scene** including the following specific functions - Economic Development, Waste and Recycling, and Street Scene.  
[hjohnson@sholland.gov.uk](mailto:hjohnson@sholland.gov.uk)

**Councillor Gary Taylor - Portfolio Holder for Health & Safety Improvement and Regulation** including the following specific functions - Crime Reduction, Health Improvement, Anti-Social Behaviour and Environmental Health Regulation.  
[gtaylor@sholland.gov.uk](mailto:gtaylor@sholland.gov.uk)

**Councillor Amanda Puttick - Portfolio Holder for Housing Landlord**

including the following specific functions - Lettings, Tenancies, Management, Supporting People, Decent Homes and Response Maintenance.

[aputtick@sholland.gov.uk](mailto:aputtick@sholland.gov.uk)

**Councillor Paul Espin - Portfolio Holder for Risk and Procurement**

including the following specific functions - Risk Management, Audit, Procurement and Contracts.

[pepsin@sholland.gov.uk](mailto:pepsin@sholland.gov.uk)

**Councillor Mick Seymour - Portfolio Holder for Customer, Member & Legal Services** which includes the many functions within this service unit.

[mseymour@sholland.gov.uk](mailto:mseymour@sholland.gov.uk)



**Councillor Nick Worth**  
**Deputy Leader of the Council/Portfolio Holder**  
**for Rural Services**

**Achievements 2007/08**

**Successful application to the Big Lottery Play Programme for a Play Strategy which brought in £200,000 into the district** – which included a portfolio of projects including a new play facility at Flinders Park, Donington, raising the profile of play, developing safe play environments that are accessible to all, and working with partners to achieve the greatest impact and importantly making sure the children are fully involved with decision making.

**Continuing to invest in the voluntary sector (SLCVS £25,000)** – which in turn has helped us to signpost and help community groups apply for funding, access training and support for voluntary and community groups. Specific help to develop 3 new sports clubs has secured “awards for all” funding of over £10,000.

**Adoption of the Cultural Strategy** – was an enormous piece of work that will help us prioritise our workload and ensure it fits with our corporate priorities; including the promotion of Films in South Holland (FISH) (our mobile cinema), the Community Sports Network, Ayscoughfee Gardens Heritage project, the Easter and Summer Fun Brochures of activities for young and old, which has brought in sponsorship from partners of £20,000 and assisting the integration of migrant workers into the local community.

**Securing £53,695 from the Arts Council** – to encourage participation in the arts through offering a diverse, high quality and innovative programme for people of all ages to engage with. **This grant will rise to £56,635 in 2010 / 11.** The South Holland Centre has the highest satisfaction rate compared to similar venues (and the highest amongst all the Lincolnshire authorities in the same survey), at 68% compared to a national average of 41%.

**A successful Audit Commission Housing Inspection** – producing a “good” (2 star) service, with promising prospects for improvement, making us the top performing council in the East Midlands and in the top 25% nationally.

**Partnership working with RAZ partners** – on health and community cohesion. **£38,000 invested in Healthy Walking**, “Walking your way to health” which has attracted £14,000 for the next two years and the GP Exercise Referral scheme, which will have access to over 19,000 patients.

**Professor Richard Tomlins report** – commissioned on “Community Cohesion” which is now being acted upon.

**Rural Action Zone (RAZ)** – priorities have been accepted in the Local Area Agreement. New RAZ governance structures have also been implemented, which are now fit for purpose and include more elected member involvement including representatives from Parish Councils.



**Councillor Nick Worth**  
**Deputy Leader of the Council/Portfolio Holder**  
**for Rural Services**

Priorities for 2008/09

**Audit Commission Cultural Services Inspection** – will be honing in on health issues and obesity as a result of the Active People survey.

**Democratic and Community Leadership** – leading the pilot scheme in Holbeach, enabling the delivery of the Holbeach Parish Plan.

**Promotion of a new and exciting sports initiative** – “the virtual gym”, which will see mobile fitness equipment set up in a local community/village venue for 6 weeks at a time, will be coming to 6 areas of the district. This has come about as a direct result of the leisure options appraisal.

**South Holland Centre** – refurbishment of the ground floor foyer to increase merchandising, improve appearance and promotional display space to go towards meeting the challenging target of increasing income by 5%. There will also be refurbishment of the Café Bar as part of the new catering contract.

**Arts venues around Lincolnshire** – continue to work with all the Lincolnshire authorities to produce a realistic project that will share knowledge, experience and marketing to improve efficiency, enabling increased opportunities to source national companies and performers to the County, and to lever further money in from the Arts Council as part of their Organisational Development Thrive Programme.

**Cultural festival** – look into developing by marketing and packaging together existing and new activities.

**Dial-a-Ride Scheme** – in partnership with Lincolnshire County Council, finding a service to replace the current scheme, that is at least as good and preferably better than the current service.

**Lincolnshire Tourism** – achieving a successful Service Level Agreement as part of our review of tourism spending.

**Equality and Diversity** – achieve the level 2 equality standard.

**RAZ Community Cohesion Commission** – to develop an action plan by July 2008 and to start delivering on those actions with immediate effect. Applying to the East Midlands Development Agency for funding to help deliver these actions.

**Delivery of Local Area Agreement/RAZ priorities** – including core priorities around community safety (building respect and reducing anti-social behaviour), community cohesion, sustainable communities (community and public transport), Learning (raising skill and attainment levels), Economic Development (increase economic growth and productivity), affordable housing and health (reducing health inequalities).



**Councillor Howard Johnson**  
**Portfolio Holder for Economy, Waste and Street Scene**

**Achievements 2007/08 Waste, Recycling and Street Scene**

**Recycling collections** – in June 2007 the Council moved to a single green transparent sack collection for the weekly recycling collection, with numerous benefits.

**Weekly recycling services** – continued and increased to 98% of district households able to use the service.

**Street Scene Strategy for 2008 – 2011** – public consultation completed and final draft being prepared.

**Supplementary collection services** – due to robust discussions at Lincolnshire County Council the continuation of the South Holland District Council operated, but Lincolnshire County Council funded, service across the district. This service will continue until at least the building and opening of a second household waste recycling centre in Sutton Bridge.

**Household Waste Recycling Centre strategy** – Lincolnshire County Council were encouraged to commence a formal review to ensure maximum benefit is received both for rural South Holland and other rural areas in the county. This review is expected to be completed by the end of this year.

**Recycling** – not only but also met and exceeded the Government mandated targets. During March 2008 34.5% of the district households waste stream was recycled and the year to date average figure is circa 33%.

**Graffiti** – worked with partners to successfully target and prosecute so called ‘graffiti artists’ who blighted many areas of our towns and villages. Leading to the commencement of a process to purchase a machine capable of removing graffiti and chewing gum.

**Environment awareness day and a healthy eating day** – both well attended at the Peele Leisure Centre, Long Sutton.



**Councillor Howard Johnson**  
**Portfolio Holder for Economy, Waste and Street Scene**

Priorities for 2008/09 Waste, Recycling and Street Scene

**To continue and to improve.**

**Adoption and implementation of the Street Scene Strategy 2008 – 2011.**

**Recycling Service** – extend the weekly household waste to cover the whole of the districts households.

**Recycling fleet** – increase to 7 vehicles; 6 in use and 1 spare for maintenance, at the same time we expect to be able to reduce our solid waste collection fleet from 7 vehicles plus 1 spare to 6 vehicles plus 1 spare for maintenance.

**Recycling targets** – continue to meet and exceed (Government target 24%).

**Deployment of the graffiti removal equipment.**

**Supplementary collection services** – continuation of the service until a suitable permanent Household Waste Recycling Centre (HWRC) is opened at Sutton Bridge and/or until several smaller HWRC's are provided to give greater coverage across the district.

**Joint Municipal Waste Strategy** – continue to work with partners to ensure it reflects the ambitions and aspirations of South Holland.



**Councillor Howard Johnson**  
**Portfolio Holder for Economy, Waste and Street Scene**

**Achievements 2007/08 Economic Affairs**

**Employment land** – an early identification of a lack of available land across the district allowed some early actions to be taken to help redress this shortfall.

**Red Lion Food Heritage Centre** – the project to revitalise a derelict area of the Spalding Town Centre has moved forward.

**Fens Waterways Project** – commencement of a project that will in time help diversify South Holland's economic base.

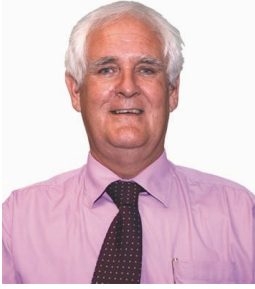
**Successful events** – e.g. the Continental and Gardeners Markets and the Pumpkin parade.

**A needs analysis of Office and Industrial units across the district of South Holland** – completed.

**Successful deployment across the district of the monitored CCTV scheme** – assisted partners in this project which have included the police, Crime Reduction Action South Holland (CRASH), Crime and Disorder Partnership, parishes and the County.

**Tourism strategy** – commenced a review.

**'Finger Posts' and Tourist Information maps** – installed in Spalding Car Parks.



**Councillor Howard Johnson**  
**Portfolio Holder for Economy, Waste and Street Scene**

Priorities for 2008/09 Economic Affairs

**Employment land** – continue to address the available shortfall.

**Red Lion Food Heritage centre** – continue with partners to progress the project.

**Fens waterways** – continue working with lead partners including the Environment Agency to progress the project.

**Regeneration of Swan Walk, Spalding.**

**Events** – continue to support and encourage both the Continental and Gardeners Markets and the Pumpkin Parade.

**West Marsh Road land** – completion of the sale for industrial/commercial units development.

**Extension of the Herring Lane Car Park.**

**Gore Lane, Spalding** – with partners, plan the future development.

**Identification and allocation of (Sutton Bridges) S106 monies.**



**Councillor Gary Taylor**  
**Portfolio Holder for Health and Safety**  
**Improvement and Regulation**

### Achievements 2007/08

**CCTV** – Close Circuit Television (CCTV) was introduced district-wide at a cost to South Holland of £20,000, working with partners including the Police and Lincolnshire County Council to deliver 19 cameras across the district for a total of £85,000.

**CRASH (Crime Reduction Action South Holland)** – the business crime reduction initiative scheme across South Holland has won an award from the Home Office. The first three exclusion notices have now been issued.

**South Holland's Crime and Disorder Reduction Partnership** – successfully replaced by the merged Community Safety Partnership with South Kesteven District Council. Since this joint approach overall crime in South Holland has decreased by 14%.

**Anti-Social Behaviour (ASB)** – The Anti-Social Behaviour Unit has been extended to include one and a half full time staff. Training on Anti Social Behaviour was given to new members.

- Outcomes January 2008 – Guardian/Parent warning letters issued – 58
- Warnings – 7
- Anti-Social Behaviour orders – 2
- 22 applicants applied for the full-time position of Anti-Social Behaviour Officer.
- The unit has recently had many successes including working with the Police to seize DJ equipment from a public house when an abatement notice had been breached.

**Food Open Day** – South Holland's first food open day was successful. Over 1,000 children from 13 schools attended. This event included information on the local food industry and talks to promote healthy eating and food hygiene. The world record for the longest line of pizzas was broken.

**Smoke Free** – On 1 July 2007 smoke free legislation came into force. The Council received a one off grant from the Government of £41,000, and started with an educational approach and by providing information have now moved onto enforcement, and a policy of no tolerance and fixed penalty notices are being issued.

**Graffiti** – South Holland District Council officers worked with the police for a conviction of a Spalding teenager who defaced Spalding by spraying graffiti tags around the town. He was sentenced to 100 hours unpaid work



**Councillor Gary Taylor**  
**Portfolio Holder for Health and Safety**  
**Improvement and Regulation**

Priorities for 2008/09

**Crime Reduction Action South Holland Scheme** – to extend across the district to include the major towns: Long Sutton, Holbeach, Sutton Bridge and Crowland.

**Taxi bay locations** – finalise improvements around South Holland and to action recommendations from the Evening Economy Task Group.

**Crime reduction and diversionary activities** – to continue to work with partners i.e. fairplay football and scary guy respect agenda going into schools.

**Stronger enforcement of environmental crimes** – such as dangerous parking and litter dropping.

**Mobile surveillance** – extend the use.

**CCTV in South Holland** – explore the possibilities of increasing.



**Councillor Amanda Puttick  
Portfolio Holder for Housing Landlord**

**Achievements for 2007/08**

**Supporting People** – the Council has agreed the 5 year strategy and this has been signed off. As a member of the Improvement Board (with the Communities in Local Government (CLG) and Audit Commission). I have been made champion for vulnerable adults.

**Sheltered Housing** – the Council has 31 clusters including a site visit with an inspection each of which I attend. I have also signed many compacts during the year and many of the actions completed.

**Respect Agenda for Anti Social Behaviour** – has been signed.

**Community Spirit Awards** – an evening which was a great success.

**Tenant Participation Mentoring** – with Kirklees Borough Council who have a Beacon Status for Tenant Participation. Resulting in agreeing a way forward including extending the Sheltered Housing idea to General Housing to commence within 2 or 3 areas.

**South Holland Tenants Group** – have prepared and are starting to implement a business plan.

**Homelessness Strategy** – an emerging document involving joint working with the County Strategy and partners.

**Direct debits for tenants** – this is being developed.

**Construction Services Unit (CSU)** – new way to working.

**Priority for 2008/09**

**Choice Based Lettings** – of which we will have to join by 2010. This is a Government initiative which we will have to implement.



**Councillor Roger Gambba-Jones  
Portfolio Holder for Strategic Planning  
and Organisational Development**

**Achievements for 2007/08**

This has been yet another challenging year for all areas of the District Council, but what I am particularly pleased to see is that where and how we build things has become central to our purpose – the health, wealth and well-being of our communities.

We also continue to make progress with our efforts to use the opportunities offered by technology. Not only does this enable us as a council to work more efficiently, it is also helping us to communicate better with taxpayers via our website and to offer them some insight into our decision making processes by the use of webcasting. Moving on to more specific areas of my portfolio:-

**Strategic Planning**

We have a number of the required development plan documents in place and continue to work towards having our core strategies produced within our published timetable. This is despite the government continuing to revisit the process, due to it being found over complicated and excessively bureaucratic and therefore making it even harder for our Planning Policy Team to maintain our already challenging timetable.

**Organisation Development (OD)**

Organisational Development is one of newest teams within South Holland District Council with a crosscutting corporate role.

The team brings together our ICT team, Human Resources, Performance, Business Process Re-engineering teams and our Training and Development team, all work within OD giving us a more consistent and corporate approach to all of these issues.

One recent outcome from this arrangement is the approach we have adopted to dealing with the issue of the number of days lost due to staff sickness, through the introduction of a corporate strategy.

**Member Development**

This is a new area of activity that a number of members are actively, and I must say enthusiastically, involved in.



**Councillor Roger Gambba-Jones  
Portfolio Holder for Strategic Planning  
and Organisational Development**

Priorities for 2008/09

**Strategic Planning**

On the Strategic Planning front we continue to make progress towards our goal of having a Local Development Framework in place by 2010.

Another challenge for us as an authority is the continued uncertainty regarding the housing delivery numbers dictated by the Regional Spatial Strategy. We have expressed a willingness to see more houses delivered within South Holland, but have yet to receive the support of the government through their response to the RSS examination. It is important to note that the delivery of these houses is not just a goal in itself, it is part of our overall strategy to see more high quality jobs created within South Holland and to deliver at least some of the affordable housing we so desperately need.

In order to ensure that we achieve a good mix of housing, thereby promoting cohesive communities, affordable housing must be delivered as part of open market developments. For this reason, whilst exception sites make a very valuable contribution to our affordable housing numbers they can never be the complete solution, hence the need to see an increase in the overall housing numbers.

**Organisation Development (OD)**

Over the next 12 months we are confident of seeing positive results from the new sickness policy

**Member Development**

Through the Member Development working party we are working towards obtaining the Member Development Charter. This is not just about another piece of paper or a plaque on the wall, this is about ensuring that we are able to offer members the right level of support and development so that they can best serve the electorate, as delivering high quality public services locally continues to become more and more challenging.



**Councillor Paul Przyszlak**  
**Deputy Leader of the Council/Portfolio**  
**Holder for Corporate Services**

### Achievements for 2007/08

Earlier this year we were able to set our Council Tax increase at a below inflation rate following many years in which the rate of increase has declined. At this point, it is worth noting that whilst many authorities are softening their targets of achieving London Interbank bid or deposit rate (LIBID) on their cash balances due to the Bank Rate changes, we have not **AND** we have achieved this target.

In the course of the year and as a representative of the District, I have attended some 220 diarised meetings. In representing the District on various outside bodies, one deserves specific mention that is the South Holland Internal Drainage Board who have joined the Water Management Alliance, an organisation based in Kings Lynn which runs the back office services for a number of Drainage Boards. This new arrangement has enabled this Drainage Board to control their costs more efficiently.

### Priorities for 2008/09

I am your representative on the Lincolnshire Shared Services Management Board. We have joined with other Lincolnshire Authorities in a joint Legal Services Team and will shortly be making a decision on the Procurement Shared Service. Other potential shared services are being developed and we will play our part whenever we see a benefit for South Holland.

Looking forward, we are actively pursuing the financing and building of small industrial units, the Red Lion Street project and a District owned housing company.



## **Councillor Paul Espin** **Portfolio Holder for Risk and Procurement**

### Achievements for 2007/08

#### **Risk Management**

Risk Management cuts across all work areas in the Council. Consequently some aspects of my role mean that I become involved with other matters, for example, the Shoreline Management Plan which is currently being reviewed. This would require discussion with other Portfolio Holders:-

- Consideration and involvement in Corporate Risk Management Group
- Business Continuity plans
- Emergency Plans – District and County
- Shoreline Management Plan \*
- Local Development Framework \*
- Flood Defence and Land Drainage \*

\* In association with Portfolio Holders for Strategic Planning and Rural Services.

#### **Procurement**

The Central Procurement Team has been established. We are expanding our use of purchasing cards. This is important as this reduces the volume of invoices and associated administration and hence reduces our costs.

- To ensure Council complies with legislation/regulation
- To achieve best possible price and to include best value
- Consideration of progress of contracts

#### **Audit**

This year has seen the formation and the operation of the Governance and Audit Committee. This Committee has received training. It received discussions and reports on both risk and audit.

#### **Contracts**

As part of the procurement process I have been primarily involved in three contracts:-

- The Door Replacement Contract was let and gave us the benefit of a reduced price compared to previous tender prices using the EU Procurement Process. This contract was let late in the year but nearly all of the years work was completed in about five months. Tender for 2007/08 came in at £354,382.40 against a benchmark price of £402,318.00, which demonstrated a saving of £47,935.60.



## **Councillor Paul Espin Portfolio Holder for Risk and Procurement**

- The Replacement Kitchens and Bathroom Contract has been let and work is due to commence on 28 April 2008. A substantial saving has been made on this contract compared to the previous tender price again. Again the EU Procurement Process was used. Due to the further tendering for the Kitchen and Bathroom refurbishment contract the submitted price was reduced from £2,020,801.00 to £1,678,304.87 resulting in a saving of £342,496.13.
- The Gas Servicing Contract has been extended for a further year and in agreement with the contractor and will enable us to inspect heating systems in our properties. This is a consequence of the tragic deaths caused by scalding and has been commented on at a previous Council meeting when it was raised by, I believe, Councillor Michael Booth. In addition to this we have been able to inspect our properties using existing contracts/voids inspections etc. Any remedial work required has been carried out.

### **Key Achievements**

- Review of Business Continuity Plans
- Achieving a reduction in the cost of the Door Replacement Programme
- Achieving a reduction in the cost of the Kitchen and Bathroom Replacement Project
- Continuing the gas servicing contract in order to inspect properties and make any changes to heating systems where required and appropriate
- Progressing the Shoreline Management Plan
- With other Cabinet members
  - Agreeing the right selection for Gypsy and Traveller Site
  - Progressing the Sports and Leisure Initiative for the District



**Councillor Paul Espin**  
**Portfolio Holder for Risk and Procurement**

Priorities for 2008/09

**Business Continuity**

Business Continuity plans have been reviewed during the year and in order that we can ensure that these plans can be more effective and robust, in the event of an emergency situation, a generator will be purchased in this financial year. An additional independent power source will enable us to operate more effectively in the event of a power failure from the external supplier.

**Risk Management**

The Corporate Risk Management Group continues to meet and it was agreed that consultants should review our attitude and approach to Risk Management. This has been done and one of our priorities is to ensure that any recommendations are implemented in an appropriate manner.

All members have had the opportunity of receiving training in Risk Management. We have the opportunity to reduce our insurance costs by working in liaison with other authorities.

**Audit**

The Governance and Audit Committee has only been in operation for a relatively short time but has the potential for being important for our audit processes:-

- To be involved in monitoring audit procedures
- Liaising with external auditors
- Consideration given to Governance and Audit Committee

**Contracts**

It is our priority to ensure that the Door Replacement, replacement Kitchens and Bathroom and the Gas Servicing contracts run smoothly and with best value.

**Key Priorities**

- To continue with Door Replacement Programme
- To continue with Kitchen and Bathroom Replacement programme
- To let contract for gas servicing prior to March 2009
- To ensure that Business Continuity Plans are adequate to cope with external factors/influences
- To review separation of Wash Estuary Strategy group and European Site
- To comply with timetable for Shoreline Management Plan
- To implement recommendations for improved Risk Management



**Councillor Mick Seymour  
Portfolio Holder for Customer, Member and  
Legal Services**

Achievements for 2007/08

**Legal and Member Services**

**The fundamental review of this service unit** has not only provided an enhanced support team for Member Services which is continuing to develop and respond to members' needs in their increasingly responsible roles. This includes support generally for members and specifically for the areas of Overview & Scrutiny, Regulatory and Cabinet.

**Committeeweb** – During 2007/08 the Member Services Team introduced an electronic system for the creation and publication of agendas minutes and reports. This is a system that can be accessed by elected members and used to view documents for forthcoming and archived meetings directly from their individual laptops and used by officers to produce reports, minutes and agendas in a more automated way.

**Customer Services**

The Customer Services Manager has been working with officers from across Lincolnshire on the customer services workstream. As a result 3 projects have now reached detailed business case stage, two of which have some direct impact on South Holland.



**Councillor Mick Seymour**  
**Portfolio Holder for Customer, Member and**  
**Legal Services**

## Priorities for 2008/09

### **Legal and Member Services**

The Legal and Member Services review was encouraged due to the Shared Services agenda for Legal Services but has resulted in a dedicated Member Services support rather than the split between the two areas of Legal and Member Services. This will continue to be developed and able to respond to the needs of members.

**Committeeweb** – This system is continually being developed to meet the needs of users and will result in efficiency gains to the Council through a reduction in the cost of distribution of paper copies of all agendas to all elected members and a reduction in postage costs. Instead members will be able to view the information electronically.

### **Customer Services**

**Out of Hours** – The Lincolnshire County Council contact centre has been asked to develop detailed costed proposals to provide an out of hours contact service. South Holland District Council will be one of those interested in taking up this service, subject to the detailed costs.

**Customer Services generic training** – This project will deliver training and refresher training in generic customer facing skills at a reasonable cost and in an efficient manner. There is still a significant amount of development work to be done by the project leads, with input from the customer service managers through their own forum, but the initial thoughts will be shared courses at a local venue, so each authority can release small numbers of staff, with refresher training delivered through online modules.

**Telephone trial between Boston Borough Council and Lincolnshire County Council** – BBC environment calls will be handled by a dedicated team within the LCC contact centre. This trial will assess the benefits to Boston Borough Council in extending their service provision in a cost effective and efficient way, and also for Lincolnshire County Council in their ability to manage and deliver an effective service for district functions.

My key priority is to continually support the officers working within my areas of responsibility to maintain high standards in the delivery of their service areas and to encourage development and improvements in efficiency where possible.

## **The Council's Corporate Priorities**

- **Affordable homes**
- **Care of our villages and towns**
- **Secure and diverse employment**
- **Improved leisure facilities**
- **Access to services**
- **Democratic community leadership**

## **The Year Ahead – 2008/09**

The Year Ahead for South Holland District Council will be challenging but will result in benefits and improvements for the people living, working and visiting the area.

Each Portfolio Holder within the Cabinet has their own area of responsibility. This report has, hopefully, helped to clarify those individual roles and to demonstrate the involvement of your elected members in the delivery of services and ongoing development of the Council.

Both officers and elected members of the Council work closely on ensuring that South Holland is a good place to live, work and visit but we are never complacent with our achievements and always want to continue to improve. The elected members were voted for by you and therefore we work for you to ensure that your Council Tax money is spent in the most efficient and effective way possible. If you wish to make any comments or suggestions in relation to this document please feel free to contact the Member Services Manager – [lblue@sholland.gov.uk](mailto:lblue@sholland.gov.uk) or 01775 764791 or an individual Portfolio Holder who's contact details you will find on the final page of this report.

## New Portfolio Holders (after Annual Council 2008) – Who are they and what do they do?

**Councillor Gary Porter (Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of the Chief Executive and Assistant Chief Executive, and Portfolio Holder for the following specific functions - Strategic Housing, Community Leadership, and Pathfinder. Service delivery units of the Portfolio include - External Communications.

[gporter@sholland.gov.uk](mailto:gporter@sholland.gov.uk) or 07770 646432

**Councillor Nick Worth (Deputy Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of Rural Strategy, and Portfolio Holder for the following specific functions - Rural Strategy. Service delivery units of the Portfolio include - Land Charges, Leisure Services, Sports and Art Development, *Development Control, Planning Policy, Building Control, Environmental Health, Waste and Recycling, Street Cleaning, Economic Development, Community Development, and Housing Landlord.*

[nworth@sholland.gov.uk](mailto:nworth@sholland.gov.uk) or 01406 701420

**Councillor Paul Przyszlak (Deputy Leader of the Council)** - Portfolio Holder with overarching responsibility reflecting the functions of Financial Strategy, and Portfolio Holder for the following specific functions - Financial Strategy, Value For Money, Asset Strategy and Efficiency. Service delivery units of the Portfolio include - Finance, Revenues and Benefits, Legal Services, Asset Management, *Member Services, Customer Services, IT, Human Resources, Organisational Development, and Procurement.*

[pprzyszlak@sholland.gov.uk](mailto:pprzyszlak@sholland.gov.uk) or 01733 210936

**Councillor Roger Gambba-Jones - Portfolio Holder for Sustainable Communities** including the following specific functions - Local Plan/Local Development Framework, Climate Change, Flood Risk and Mitigation. Service delivery units of the Portfolio include - Planning Strategy, Conservation, and Heritage.

[rgambba-jones@sholland.gov.uk](mailto:rgambba-jones@sholland.gov.uk) or 01775 723818

**Councillor Howard Johnson - Portfolio Holder for Economic Development** including the following specific functions - Economic Development and Waste. Service delivery units of the Portfolio include - Economic Development, Waste and Recycling, and Street Cleaning.

[hjohnson@sholland.gov.uk](mailto:hjohnson@sholland.gov.uk) or 01775 767623

**Councillor Gary Taylor - Portfolio Holder for Stronger Communities** including the following specific functions - Community Cohesion, Community Engagement, Crime and Disorder, and Voluntary Sector. Service delivery units of the Portfolio include - Crime Reduction, Anti-Social Behaviour, and Community Development.

[gtaylor@sholland.gov.uk](mailto:gtaylor@sholland.gov.uk) or 01775 718086

**Councillor Amanda Puttick - Portfolio Holder for Healthy Communities** including the following specific functions - Health Improvement, Housing Landlord, Homelessness, and Supported Housing. Service delivery units of the Portfolio include - Housing Management, Property Maintenance, and Construction Services Unit.

[aputtick@sholland.gov.uk](mailto:aputtick@sholland.gov.uk) or 01775 820731

**Councillor Paul Espin - Portfolio Holder for Organisational Development** including the following specific functions - Human Resources, Performance, IT, Risk, and Procurement. Service delivery units of the Portfolio include - Procurement, Contracts, Risk Management, Audit, Human Resources, Training and Development, IT.

[pepsin@sholland.gov.uk](mailto:pepsin@sholland.gov.uk) or 07900 378073

**Councillor Mick Seymour - Portfolio Holder for Customer and Member Services** including the following specific functions - Customer Care, Service Standards, and Website. Service delivery units of the Portfolio include - Customer Services, and Member Services.

[mseymour@sholland.gov.uk](mailto:mseymour@sholland.gov.uk) or 01406 423835

**Councillor Steve Williams - Portfolio Holder for Regulatory Services** including the following specific functions - Enforcement and Street Scene. Service delivery units of the Portfolio include - Environmental Health, Building Control, Car Parking, Fly Tipping and Graffiti etc, and Planning Enforcement.

[stephenwilliams@sholland.gov.uk](mailto:stephenwilliams@sholland.gov.uk) or 01775 630375

Full contact details of the Portfolio Holders can be found on the Council's website [www.sholland.gov.uk](http://www.sholland.gov.uk)



***South Holland District Council's Cabinet***