

AGENDA



MEETING VENUE:

**Council Chamber Council Offices,
Priory Road, Spalding**

Contact: Lynn Eldred
Direct Dial: 01775 764626
e-mail: leldred@sholland.gov.uk
Date: 12 May 2015

Dear Councillor,

A meeting of the **DISTRICT COUNCIL** will be held in **Council Chamber, Council Offices, Priory Road, Spalding** on **Wednesday, 20 May 2015**, commencing at **6.30 pm** at which your attendance is requested.

Yours faithfully,

A handwritten signature in black ink that reads 'Anna Graves'.

Anna Graves
Chief Executive

AGENDA

1. Election of a Chairman
The Chairman / Monitoring Officer will invite nominations for the election of a Chairman for the ensuing year. A Chairman will then be elected and sign the acceptance of office.
2. Election of a Vice-Chairman
The Chairman will invite nominations for the election of a Vice-Chairman.
3. Apologies for absence.
4. Minutes (Pages 1 - 12)
To sign as a correct record the minutes of the meeting held on 25 March 2015 (copy enclosed).
5. Election of Leader of the Council
To elect a Leader for the four year period ending at the Annual Council following the District Council elections.

6. Declarations of Interest.
Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item to which they have a Disclosable Pecuniary Interest. In the interests of transparency, Members may also wish to declare any other interests that they have, in relation to an agenda item, that supports the Nolan principles detailed within the Code of Conduct.
7. Chairman's Announcements.
8. Announcements by Leader and Members of the Cabinet.
9. Annual Appointment of Committees, Panels and Working Parties (Pages 13 - 18)
To appoint members to Committees, Panels and Working Parties (report of the Democratic Services and Legal Manager is enclosed).
10. Appointment of Members to Outside Bodies (Pages 19 - 100)
To give consideration to the appointment of members to outside bodies (report of the Democratic Services and Legal Manger is enclosed).
11. Committee Minutes
To receive the minutes of the following Committees and Panels:-
 - a) Licensing Committee - 12 March 2015 (Pages 101 - 108)
 - b) Committee of the Licensing Authority - 12 March 2015 (Pages 109 - 110)
 - c) Planning Committee - 18 March 2015 (Pages 111 - 120)
 - d) Special Joint Meeting of the Performance Monitoring Panel and Policy Development Panel - 23 March 2015 (Pages 121 - 130)
12. Questions asked with notice under Council Procedure Rule 10.2.
13. Questions asked without notice under Council Procedure Rule 10.8.
14. Key Decision Plan (Pages 131 - 134)
To receive the current Key Decision Plan (copy enclosed).
15. Items called-in from Cabinet
To consider any matters referred to the full Council under the call-in procedure (Rule 15 of the Overview and Scrutiny Procedure Rules) (Council Procedure Rules 14.1 – 14.5 (Rules of debate) do not apply to this item).
16. Other issues arising from the Policy Development Panel and Performance Monitoring Panel (Council Procedure Rules 14.1 – 14.5 (Rule of Debate) do not apply to this item).

17. Councillor Development Charter – Charter Plus (Pages 135 - 142)
To seek approval to commit to achieving Charter Plus status of the East Midlands Councils Councillor Development Charter and to make amendments to the name and Terms of Reference of the Councillor Development Board (report of the Democratic Services and Legal Manager).
18. Pay Policy Statement (Pages 143 - 154)
To seek approval for the Pay Policy Statement (report of the Director of Commissioning and Governance).
19. Any other items which the Chairman decides are urgent -
- NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the items(s) should be considered as a matter of urgency.
20. Exclusion of the press and public
To consider resolving that, under section 100A94) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 4 of Schedule 12A of the Act.
21. Shared Management Team Restructure
To consider the restructuring of the Shared Management Team (report of the Chief Executive, to follow).

Please note that Councillors are requested to stay in the Council Chamber to be present for the following special meetings that will be held immediately following the Annual Council meeting:

- **Planning Committee**
- **Licensing Committee**
- **Committee of the Licensing Authority**
- **Performance Monitoring Panel**
- **Policy Development Panel**
- **Governance and Audit Committee**
- **Standards Panel**

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Minutes of a meeting of the **SOUTH HOLLAND DISTRICT COUNCIL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 25 March 2015 at 6.30 pm.

PRESENT

R Clark (Chairman)
R M Rudkin (Vice-Chairman)

A C Tennant	G J Taylor	R Perkins
P E Coupland	A Casson	G A Porter
F Biggadike	M G Chandler	P S Przyszlak
B Alcock	G K Dark	M D Seymour
G R Aley	R Gambba-Jones	S-A Slade
D Ashby	R Grocock	E J Sneath
J Avery	A Harrison	D J Wilkinson
M D Booth	H R Johnson	S Wilkinson
S M Booth	J L King	A R Woolf
C J T H Brewis	C J Lawton	C N Worth

Apologies for absence were received from or on behalf of Councillors M Howard and A M Newton,

In Attendance: Chief Executive, Democratic Services and Legal Manager, Planning Manager, Public Protection Manager, Corporate Improvement and Performance Team Leader, Housing Manager, Housing Landlord Manager, Strategic Housing Manager and Senior Business Partner CPBS.

136. MINUTES

Members considered the minutes of the meeting held on 25 February 2015. Councillor Brewis referred to Minute 135 regarding the Care Commissioning groups being invited to attend a future meeting of the Council. He wished to clarify that although he would provide the details of who to contact, he felt that the approach should come from the Council rather than him personally.

DECISION:

That, subject to the above clarification, the minutes of the meeting were agreed as a correct record and signed by the Chairman.

137. DECLARATIONS OF INTEREST.

There were no declarations of interest.

Action By

LE

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

138. CHAIRMAN'S ANNOUNCEMENTS.

The Chairman reminded members that the Civic Reception was being held on 17 April 2015.

139. ANNOUNCEMENTS BY LEADER AND MEMBERS OF THE CABINET.

The Leader referred to this being the last Council meeting before the election. Members remembered Councillors Tennant and Puttick who had sadly passed away during the administration, and paid tribute to their hard work even through ill health.

The Leader thanked the Independent Group and praised their collaborative approach to working. By all Councillors putting South Holland first and party second, great things had been achieved for the District. Officers were also thanked for their hard work and achievements.

The Leader wished everyone a good election campaign.

In response, Councillor Alcock thanked the Leader for his comments and for the courteous way in which the majority group had conducted business. He thanked the Independent Group and in particular Councillor S Booth who had indicated that he would not be standing at the next election. Officers were also thanked for their hard work.

140. COMMITTEE MINUTES

Performance Monitoring Panel – 3 March 2015

DECISION:

That the minutes are received.

Standards Panel – 4 March 2015

DECISION:

That the minutes are received.

Governance and Audit Committee – 10 March 2015

DECISION:

That the minutes are received.

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

**141. QUESTIONS ASKED WITH NOTICE UNDER COUNCIL
PROCEDURE RULE 10.2.**

There were no questions asked under Council procedure rule 10.2

**142. QUESTIONS ASKED WITHOUT NOTICE UNDER COUNCIL
PROCEDURE RULE 10.8.**

Question to: Councillor Lawton

Question from: Councillor Alcock

Subject: Gypsy and Traveller Site, Spalding

Councillor Alcock referred to the proposed Gypsy and Traveller site in Spalding and asked for an update.

Councillor Lawton replied that Officers had met with Lincolnshire County Council's Highways team to discuss the highway condition in place on the planning permission for the proposed Gypsy & Traveller site off Drain Bank North, Spalding. The condition was a pre-commencement condition which must be discharged prior to development work taking place on the site.

The meeting had been very worthwhile and enabled a full discussion of the relevant issues to take place.

The Highways team were now reviewing the condition of the road, obtaining further technical details and anticipated providing the Council with their informal views in the next 3 to 4 weeks. Once those views had been received and the relevant technical details prepared, an application would be submitted to discharge all pre-commencement planning conditions. It was currently anticipated that the application would be made during May 2015, with a start on site expected during the summer.

**143. REPORT FROM THE CABINET MEETING HELD ON 17
MARCH 2015**

Members noted that the Cabinet meeting due to be held on 17 March 2015 had been cancelled.

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

144. KEY DECISION PLAN

Members gave consideration to the Key Decision Plan.

DECISION:

That the Key Decision Plan is received.

145. SCHEDULE OF MEETINGS 2015/16

Members considered the proposed schedule of meetings for 2015/16.

DECISION:

That the schedule of meetings 2015/16 was noted.

146. ITEMS CALLED-IN FROM CABINET

There were no items called in from Cabinet.

147. OTHER ISSUES ARISING FROM THE POLICY DEVELOPMENT PANEL AND PERFORMANCE MONITORING PANEL (COUNCIL PROCEDURE RULES 14.1 – 14.5 (RULE OF DEBATE) DO NOT APPLY TO THIS ITEM).

There were no issues arising from the Policy Development Panel and Performance Monitoring Panels.

148. NOMINATIONS FOR COMMITTEES AND OTHER SEATS

There were no nominations from political groups for any changes to Committees and other seats.

149. PERFORMANCE OVERVIEW REPORT - QUARTER 3 2014/15

Members considered a report by Executive Director, Commissioning and Governance which provided an update on delivery against the 2011-2015 Corporate Plan for the period 1 October 2014 to 31 December 2014.

During consideration of the report a Member referred to the performance information relating to the inspection of licensed premises. The Portfolio Holder reported that since the last meeting 30 inspections had taken place and it was expected that the required number of inspections would take place by the year end.

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

The issue of roadside cafes was also raised, and whether the Council could seek authority to inspect these premises.

The Portfolio Holder informed the Council that there would be a report on this subject after the election.

JW

DECISION:

That the report was noted.

150. REVIEW OF HEALTH AND SAFETY POLICY

The Council considered a report by the Public Protection Manager which proposed the adoption of a revised Health and Safety Policy.

Members noted that the Health and Safety at Work Act 1974 imposed duties on South Holland District Council, as an employer. These included:

- Adoption and review of a written Health and Safety Policy Statement
- Ensure so far as is reasonably practicable, the health, safety and welfare at work of it's employees
- Ensure, so far as is reasonably practicable, the health and safety of others visiting South Holland DC's premises or using its services

South Holland's existing Health and Safety Policy had been in force since 2012 and was now due for review. The revised policy has been amended to take account of the changes in corporate structure and to unify the policy with Breckland District Council. This would assist shared management by having a common policy. The policy had also been reviewed to ensure it remained up to date, and was effective and relevant.

The Chief Executive had overall responsibility for implementation of the policy.

NK

DECISION:

That the Council approved the revised Health and Safety Policy as attached to appendix A to the Public Protection Manager's report.

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

151. PROTOCOL ON GOOD PRACTICE IN LICENSING FOR MEMBERS AND OFFICERS DEALING WITH LICENSING ISSUES

Members considered a report by the Licensing Committee seeking approval for an updated protocol on good practice in Licensing for members and officers dealing with licensing issues.

A Member referred to the final bullet point of the proposed protocol and questioned whether the word 'will' should be 'will not'?

The Portfolio Holder replied that clarification would be sought on this and reported back to Members.

DECISION:

That updated protocol attached at Appendix A to the Licensing Committee's report is approved and adopted as part of South Holland District Council's Constitution.

152. RECOMMENDATIONS FROM PERFORMANCE MONITORING AND POLICY PANEL FOR ESTABLISHING A COMPANY (VERBAL).

The Chairman informed the Council that this item would be taken with item 21.

153. PROPOSAL FOR THE COUNCIL TO JOIN THE GREATER CAMBRIDGESHIRE GREATER PETERBOROUGH (GCGP) LOCAL ENTERPRISE PARTNERSHIP (LEP)

Members considered a report which set out the advantages to the Council of a wider geographical collaboration with Local Enterprise Partnerships (LEPS) by securing membership of the Greater Cambridgeshire Greater Peterborough LEP in addition to the Council's membership of the Greater Lincolnshire LEP.

Working proactively with key LEPs would provide the Council with wider opportunities to represent the business interest and participate in wider range of collaborative opportunities than those associated with our current single LEP membership.

DECISION:

- 1) That the Council becomes a formal member of the Greater Cambridgeshire Greater Peterborough (GCGP) Local Enterprise Partnership (LEP) at a cost of £10,000 to be

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SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

funded from 14/15 efficiency savings via a specifically established earmarked reserve.

- 2) The Council works in close collaboration with two Local Enterprise Partnerships, Greater Lincolnshire (GLEP) and Greater Cambridgeshire and Greater Peterborough (GCGP), so that the District can benefit from the common strategic economic growth benefits that result from such relationships.
- 3) That the Economic Development Manager reviews the above arrangements and contribution in 12 months' time and provides the Council with a report to ensure the District is obtaining value from the Greater Cambridgeshire Greater Peterborough collaboration and membership.

154. PROPOSED LOCAL DEVELOPMENT ORDER ON LAND ADJACENT A17, HOLBEACH.

Council considered a report by the Portfolio Holder for Localism, Economic Development and Big Society which updated members on proposals to establish a Local Development Order on land adjacent to the A17, Holbeach.

DECISION:

That the report was noted.

155. SOUTH HOLLAND POSITION STATEMENT ON EXTRA CARE HOUSING

Members received a report by the Portfolio Holder for Housing setting out a proposed position statement on Extra Care Housing 2015-18.

The Council noted that South Holland was a district with an ageing population. The 2011 Census identified that around 27% of the population of the district was of pensionable age compared with 18% of the population nationally. Government population projections anticipate that there would be a 51% increase in the population of those aged 55 years or over by 2036, and that over the same period the population of those aged 85 years or older would increase by 175%. At the same time dementia rates in South Holland were anticipated by 109%, alongside an 88% rise in the number of individuals who were expected to suffer with mobility problems.

This picture of an ageing population, with increased dementia and mobility problem rates, brought with it some challenges around

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SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

housing, support and care. South Holland's challenge was one shared with many other areas across the UK. In many of these areas, work is underway to plan for and develop accommodation that will meet these needs going forward.

It was noted that the government had led on promoting the approach that local authorities needed to take in order to meet these needs through its 'Housing Our Ageing Population Panel for Innovation'. Extra Care Housing, which was a specialist form of accommodation for older persons with on-site support and managed care services, was seen by the government nationally as playing a major role in meeting the needs of the ageing population going forward.

MH

DECISION:

That Council adopted the 'South Holland District Council Position Statement on Extra Care Housing 2015-18'.

156. HOUSING COMPANY BUSINESS PLAN

Referring to agenda item 18 – Recommendations from the Performance Monitoring Panel and Policy Development Panel for establishing a company – Councillor Harrison informed the Council that a special joint Performance Monitoring Panel and Policy Development Panel meeting had been held to discuss the proposal for the Council to establish a housing company. The joint meeting supported the proposal.

Councillor Alcock reported that there was support for the principal of the establishment of a company and that the business case had been well set out. He had concerns however regarding the associated risks. As a number of the documents were labelled 'draft' he asked whether details were going to be reported back to the Council at a later date.

The Leader informed Council that the Business plan would always be emerging as markets and circumstances changed. As each site came forward it would be reported to Council for decision and would be subject to discussion at the meeting to which all parties were invited and any decision would be subject to call-in.

Members considered a report by the Portfolio Holder for Strategic Finance and Strategic Planning and Portfolio Holder for Housing and noted that the appendices contained exempt information and if members wished to discuss these then the press and public would need to be excluded from the meeting.

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

It was noted that the role of councils in meeting the housing needs of their districts was changing. Local authorities were increasingly looking at the role they can play in stimulating and delivering new local housing investment. The drivers for taking a leading role in housing investment were to directly address local housing supply shortfalls, and could be to help generate additional revenue to support other identified priorities.

The Localism Act 2011 had played a key role in shifting how local authorities viewed their role in meeting the broader strategic housing needs of their districts. The Act introduced a new 'General Power of Competence', which gifted councils the power to take reasonable action they needed 'for the benefit of the authority, its area or persons resident or present in its area'.

This general power of competence, along with an acknowledgement that house-building rates were not maintaining pace with the scale of household and population growth, had seen local authorities take increasingly proactive and innovative approaches to investing in and delivering new housing. This new role for councils was best defined within the influential government-commissioned House/Elphicke 'Review into the local authority role in housing supply' (2015), which makes the case that the role of local authorities needed to shift to a position of becoming an enabler of housing to meet the wider strategic housing needs of their districts.

South Holland was a district with a growing population. Over the next 20 years the number of households living within the district was projected to increase by over 27%. An estimated 600 homes are required to be built every year over this period to keep up with the demand from growth in the population and the economy. House prices were rising, the cost of renting in the private rented sector was increasing, and the need for more affordable housing continued to grow. Demand and need was increasing for different types of housing across all tenures.

Members noted that at the same time, and as is the case nationally, housing delivery in South Holland had not kept up with demand and need. Although several large housing providers and developers worked within the district, their efforts alone had not been sufficient to ensure that all of the housing that was needed within the district was provided.

This combination of new powers, along with a local challenge that required a proactive solution, presented a significant opportunity for South Holland District Council. South Holland was well placed to rise to this challenge; the council has access to land, finance

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SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

and considerable expertise. The council understood local housing needs, and was well placed to make the necessary decisions and investment that will contribute towards ensuring that these needs are met.

MM

In considering the proposals members discussed the proposed name for the company 'Woad Homes Ltd' and agreed that rather than proceeding with this name the press be invited to run a competition to choose a name for the company. Schools and colleges could be invited to enter.

DECISION:

- 1) That the housing company financial model and draft business plan be approved;
- 2) That the housing company be established in accordance with the decision by Council of 23 July 2014;
- 3) That the local media and local colleges and schools are invited to hold a competition in partnership with South Holland District Council to decide a name for the company and that a proposed name is brought back to the Council for approval and registration;
- 4) That the Council appoint the Portfolio Holder for Housing Landlord as Shareholder's Representative;
- 5) That any land appropriations for development purposes are agreed by Cabinet;
- 6) That the council makes a contribution to the Company from its general fund reserves at an optimum level to support the business plan, in line with the Council Treasury Management Strategy. The business plan for illustrative purposes includes a contribution from the Council at £2.621m;
- 7) That the Council will borrow on behalf of the Company in an arrangement in line with the assumptions included within the business plan;
- 8) That the Council delegates authority to the S151 Officer, to approve the final mix of use of reserves and borrowing in line with the business plan and Council Treasury Management Strategy.

**157. COMPLIANCE WITH PREVIOUS SCRUTINY
RECOMMENDATIONS**

SOUTH HOLLAND DISTRICT COUNCIL -
25 March 2015

Members considered a report by the Housing Manager that set out how the recommendations of the Community Interest and other Local Authority Companies Task Group had been addressed in the proposed establishment of a new housing company.

DECISION:

That the report was noted.

(The meeting ended at 7.28 pm)

(End of minutes)

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Democratic Services and Legal Manager

To: Council – 20 May 2015

(Author: Lynn Eldred, Principal Member Services Officer)

Subject: Annual Appointment of Committees, Panels and Working Parties

Purpose: The Council is requested to appoint members to Committees, Panels and Working Parties.

Recommendation(s):

1. That Council appoints for 2015/16 the Committees and Panels as set out in Appendix A, (to be circulated separately at the meeting);
2. That with regard to Working Parties the Council agrees:
 - (a) That the Spalding Town Forum be re-established for the municipal year comprising of Councillors elected to the Spalding wards without amendment to its terms of reference or composition, but its role, purpose and operation be kept under review;
 - (b) That the Councillor Development Steering Group be re-established for the municipal year without amendment to its terms of reference and that the Council appoints the members as shown in Appendix A (to be circulated separately at the meeting);
 - (c) That the Joint Constitution Working Group be re-established for the municipal year without amendment to its terms of reference, and that the Council appoints the members as shown in Appendix A (to be circulated separately at the meeting);
4. That the Cabinet be invited to consider whether to re-establish
 - the Pre-application Consultation Group
 - the Housing Allocations Appeal Panel;
 - the Discretionary Housing Payments Review Board;
 - ICT Member Working Group;and if so, their terms of reference and composition.

1.0 BACKGROUND

- 1.1 In accordance with the Constitution, the Council is required to make appointments to the following Committees and Panels:

- Standards Panel
- Planning Committee
- Licensing Committee
- Governance and Audit Committee
- Appointments and Disciplinary Panel
- Appeals Panel
- Grievance Panel
- Compromise Agreement Sub-Committee
- Joint Appointments Panel
- Joint Appointments Appeals Panel
- Policy Development Panel
- Performance Monitoring Panel

1.2 This report deals with the appointment of each Committee/Panel in turn.

1.3 The Council is also asked to give consideration to re-establishing Panels and Forums and details of these are also set out in paragraph 3.

1.4 On 7th May 2015, the District Council election was held and the election result was as follows: Conservative 28 seats, Independent 7 seats, UKIP 2 seats. Providing that political groups are formed in alignment with these results, the political group allocations will be as shown for each Committee of Panel.

2. APPOINTMENTS OF COMMITTEES AND PANELS

2.1 Standards Panel

2.1.1 Constitution: 6 members, **not** appointed in accordance with political group regulations

2.2 Planning Committee

2.2.1 Constitution: 15 members, appointed in accordance with political group regulations: Conservative 11 seats, Independent 3 seats, UKIP 1 seat.

2.3 Licensing Committee and Committee of the Licensing Authority

2.3.1 Constitution: 10 members, **not** appointed in accordance with political group regulations.

2.4 Governance and Audit Committee

2.4.1 Constitution: 7 members (excluding the Chairman of the Council), to be appointed in accordance with the political group regulations: Conservative 5 seats, Independent 1 seat, UKIP 1 seat.

2.5 Appointment and Disciplinary Panel

2.5.1 Constitution: 4 members, **not** appointed in accordance with political group regulations.

2.6 Appeals Panel

2.6.1 Constitution: 4 members who shall **not** be appointed in accordance with the political group regulations.

2.7 Grievance Panel

- 2.7.1 Constitution: 4 members, two members to be appointed from each of the two largest groups on the Council:
Conservative 2 seats, Independent 2 seats.

2.8 Compromise Agreement Sub-Committee

- 2.8.1 Constitution: 4 members; two members to be appointed from each of the two largest groups on the Council:
Conservative 2 seats, Independent 2 seats.

2.9 Joint Appointments Committee

- 2.9.1 Constitution: 8 members; consisting of 4 members from South Holland District Council and 4 members from Breckland District Council, appointments in accordance with the political group regulations:
Conservative 3 seats, Independent 1 seat.

2.10 Joint Appointments Appeal Committee

- 2.10.1 Constitution: 8 members; consisting of 4 members from South Holland District Council and 4 members from Breckland District Council, appointments in accordance with the political group regulations:
Conservative 3 seats, Independent 1 seat.

2.11 Performance Monitoring Panel (PMP)

- 2.11.1 Constitution: 15 members, to be appointed in accordance with political group regulations:
Conservative 11 seats, Independent 3 seats, UKIP 1 seat.

2.11.2 Policy Development Panel (PDP)

Constitution: 16 members, to be appointed in accordance with the political group regulations:
Conservative 12 seats, Independent 3 seats, UKIP 1 seat.

3. APPOINTMENT OF PANELS AND WORKING PARTIES

- 3.1 In accordance with the Constitution the Council at its annual meeting is required to decide, in addition to the Committees and Panels detailed in the previous paragraphs, which other Panels and Working Parties etc. to establish for the municipal year, and the size and terms of reference of those Panels and Working Parties.

3.1.2 Spalding Town Forum (separate body - neither Council nor Cabinet function)

COMPOSITION: 11 Councillors elected to Spalding wards.

TERMS OF REFERENCE: (No executive powers.) 1. To review the operation of, and expenditure on, the Spalding Special Expenses Account and to make recommendations on the Council's contributions to the Spalding Special Expenses Account. 2. To encourage and broaden consultation and participation in the Council's work on behalf of the Council.

SUBSTITUTIONS: All members of the Spalding Town Forum are Spalding members and therefore substitutions are not relevant.

RECOMMENDATION: That the Spalding Town Forum be re-established for the municipal year without amendment to its terms of reference or composition, but its role, purpose and operation be kept under review.

3.1.3 Councillor Development Board (Council function)

COMPOSITION: 7 members reflecting cross party membership

TERMS OF REFERENCE: (Executive powers) To develop councillor training and development that reflects the vision of South Holland District Council and the objectives it is trying to achieve ensuring

- A commitment to councillor development
- A strategic approach to councillor development
- Learning and development is effective in building capacity
- Councillor development promotes work life balance and citizenship

SUBSTITUTIONS: Substitution arrangements apply where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Assistant Director - Democratic Services by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

RECOMMENDATION: That the Councillor Development Board be re-established in accordance with the terms of reference set out above.

3.1.4 Joint Constitution Working Group (Council function)

COMPOSITION: 3 Members from South Holland District Council and 3 members from Breckland District Council (existing members comprised 2 Conservatives and 1 Independent)

TERMS OF REFERENCE: To review the current constitutional arrangements of South Holland District Council with the aim of aligning the two constitutions where possible.

SUBSTITUTIONS: None

RECOMMENDATION: That the Joint Constitution Working Group be re-established in accordance with the terms of reference set out above and that 3 members be appointed to the Working Group.

4. CABINET APPOINTMENTS

4.1 The following groups are appointed by Cabinet, and therefore Council is asked to recommended that they be referred to Cabinet for it to consider whether they are re-established and if so their terms of reference and composition:

- **Pre-application Consultation Group**
- **Housing Allocations Appeal Panel**
- **Discretionary Housing Payments Review Board**
- **ICT Member Working Group**

5.0 REASONS FOR RECOMMENDATION(S)

5.1 The appointments are made in accordance with the Constitution.

6.0 EXPECTED BENEFITS

6.1 Appointing to Committee will allow the Council to undertake its business.

7.0 IMPLICATIONS

7.1 Carbon Footprint / Environmental Issues

7.1.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.2 Constitution & Legal

7.2.1 The recommendations are in accordance with the constitution.

7.3 Contracts

7.3.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.4 Corporate Priorities

7.4.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.5 Crime and Disorder

7.6 .1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.6 Equality and Diversity / Human Rights

7.6.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.7 Financial

7.7.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.8 Health & Wellbeing

7.8.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.9 Risk Management

7.9.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.10 Staffing

7.10.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.11 Stakeholders / Consultation / Timescales

7.11.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

8.0 WARDS/COMMUNITIES AFFECTED

8.1 All.

9.0 ACRONYMS

9.1 None.

Background papers:- None.

Lead Contact Officer

Name and Post: Lynn Eldred, Principal Member Services Officer
Telephone Number: 01775 764626
Email: leldred@sholland.gov.uk

Key Decision: No

Exempt Decision: No

Appendices attached to this report: None

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Vicky Thomson – Democratic Services and Legal Manager

To: Annual Council – 20 May 2015

(Author: Shelley French - Democratic Services Support Officer)

Subject: Appointment of Councillors to Outside Bodies

Purpose: To critically review the benefits of making appointments to outside bodies now due and to make any appointments deemed appropriate

Recommendations:

- 1) That consideration be given to the attached schedules at Appendix A (outside body details), Appendix C (Councillor feedback) and additional recommendations as at paragraph 2.0 of this report and make appointments where deemed appropriate; and
- 2) That consideration is given to the schedule for Councillor Champions at Appendix B and that appointments are made, where deemed appropriate.

1.0 BACKGROUND

- 1.1 The Council currently appoints 70 representatives to over 40 organisations. Appointments are made to these outside bodies for various reasons, for instance following an invitation by the outside body; in accordance with statute or regulations; or to enable the authority to be represented on national forums and groups.
- 1.2 The Council's Constitution, which sets out how the Council operates, provides that appointments to outside bodies will be made at the annual meeting of the Council. The exception to this is when such appointments have been delegated by the Council or where appointments are exercisable only by the Cabinet and in some instances, should an appointment need to be added or altered during the municipal year, this would be done at an ordinary meeting of full Council.
- 1.3 Although no appointments have actually been delegated by the Council, the Cabinet does have responsibility for functions which relate to the aims of various outside bodies to which representatives are appointed. The Council's previous practice has not been to appoint representatives based on political group representation, which has allowed representation to be spread across all members of the Council. On that basis it is more practical for full Council to consider appointments.
- 1.4 In addition to appointments to outside bodies, the Council also currently appoints 3 member champions, details of which are attached at appendix B to this report. Members are requested to give consideration to member champion appointments alongside appointments to outside bodies.

1.5 Councillor Development Board

1.5.1 As part of its work the Councillor Development Board has developed and endorsed a set of councillor role profiles, highlighting the roles and responsibilities, as well as the skills, knowledge and training required to undertake each role. The role profile for the Councillor (Elected Member) acts as the foundation for all the other roles. A copy of the Councillor Champion and Elected Member role profiles are therefore attached as appendices D and E within this report, members are requested to consider these role profiles, when making appointments.

1.6 Recommendations of the Community Engagement Task Group

1.6.1 In July 2005, the Performance Monitoring Panel appointed the Community Engagement Task Group and one of the areas that the Task Group looked at was the appointment of members to outside bodies. The Task Group felt that the Council should only make appointments to outside bodies where there were clear benefits in doing so and that every prospective appointment should be considered critically and thereafter reviewed regularly. Their proposals which were accepted by Cabinet were:

- That the current appointments are evaluated critically, on the basis of members' feedback, prior to any further appointments being made; and
- That all future annual appointments to outside bodies be reviewed on the basis of feedback from members before every re-appointment.

1.6.2 A review of all appointments to outside bodies was carried out in 2007 and the results were appended to the annual report. Appointments were made to outside bodies in accordance with this information.

1.6.3 Members also agreed "that on a bi-ennial basis an evaluation process be undertaken in relation to the appointment of representatives to each outside body". The last evaluation took place at Annual Council 2013; therefore the next evaluation is now due, a copy of the evaluation is appended to this report at Appendix C, members are asked to give consideration to its results when making appointments.

1.7 Schedule

1.7.1 The schedule attached at Appendix A sets out the details of all those organisations to which the Council appoints representatives, and the schedule attached at Appendix B lists South Holland District Council's Councillor Champions which although not outside bodies are included so that annual appointments can be made. In most cases reappointments are now due; however some details have been submitted for information in the event that there is a wish to reconsider appointments which are not yet due to expire. The schedule includes the insurance liability of each outside body, if known, and the nature of the role of the representative(s).

1.7.2 The public and employers' liability insurance held by each organisation has, where appropriate been included within the schedule, but the following should be noted:

- Where the Council's representative is an adviser or observer only, the role does not include a decision making function so any risk is minimal and public and employers' liability cover are therefore marked on the attached schedule as N/A;
- Where the Council's representative serves in an executive capacity it is suggested that the appropriate indemnity insurance should amount to

£5,000,000 public liability and £5,000,000 employer's liability, the latter being, in any case, a statutory requirement where the organisation concerned is a company;

- Where the outside organisation is controlled or influenced by the Council the individuals serving on the body could look to the Council for indemnity, and details on insurance cover are therefore marked on the attached schedule as N/A;
- Where the outside organisation is established by two or more local authorities for the discharge of their functions the individuals serving on the body could look to the Council for indemnity, and the details of insurance cover are therefore marked on the attached schedule as N/A.

1.7.3 In most cases the recommendations on each schedule page strictly reflect the insurance requirements suggested in paragraph 1.6.2 above, although it is recognised that members may wish to deviate from such recommendations because the nature of some organisations means that the risks are minimal.

1.7.4 All appointments are for one year unless otherwise stated.

2.0 **ADDITIONAL RECOMMENDATIONS**

2.1 Each year all outside bodies are contacted and asked to provide information on any changes to their organisation. In some instances the information provided may only be minor, such as change of address. In some instances however, information may be provided informing the Council that the body has disbanded, no longer requires appointments or has changed their name. The information set out below provides details of any such changes that have been provided. This information may be of interest to councillors and may have an impact on appointments. Councillors are asked to consider these additional recommendations alongside appendix A, B and C.

2.2 **Internal Drainage Boards**

2.2.1 A Task Group of the Policy Development Panel (Internal Drainage Boards Liaison Arrangements Task Group) completed its work in March 2006 and made a number of recommendations relating to the appointment of representatives to Internal Drainage Boards (IDBs):

- That appointments to IDBs be made primarily on knowledge, interest and commitment of members and secondly preference be given to members from within the particular Board's area;
- That appointments to IDBs be made on a non political basis and if the need arises non-council members be considered for appointments where suitably qualified individuals are identified;
- That attendance by the Council's appointed members at the IDB meeting not be monitored in view of administrative work which would be involved compared to the limited benefit, but drainage boards be asked to draw it to the attention of the Council, where a members attendance is considered to be poor;
- That the Council's representatives on IDBs be encouraged to be more proactive in submitting information reports to Council in accordance with paragraph 2.0 (xv) of the Council Procedure Rules, where matters have an impact on the Council, subject to:

- Representatives on IDBs taking joint responsibility for reporting to full Council; and
- Representatives taking responsibility for ensuring that their reports are accurate and correct and, if possible, giving the IDBs an opportunity to comment on proposed reports.

2.3 King's Lynn Internal Drainage Board

2.3.1 Councillors have not wished to make appointments to the King's Lynn Internal Drainage Board since 2010. Members may make an appointment for 2015/2016 if they wish to do so.

2.4 Spalding Town Husbands

2.4.1 Members need to be aware that by virtue of the Spalding Town Husbands governing document, the Council is entitled to "nominate" two Trustees who serve for a period of four years, appointments made now will run until May 2019. Once appointed, the Trustees act in an individual capacity, and not as the Council's representative. The Council is unable to terminate appointments.

2.5 Sutton Bridge Power Station Liaison Committee

2.5.1 Appointments to the Sutton Bridge Power Station Liaison Committee are for a period of two years, any appointment made now will run until May 2017.

2.6 South East Lincolnshire Joint Strategic Planning Committee

2.6.1 Appointments made to the South East Lincolnshire Joint Strategic Planning Committee, full committee members and their substitutes, are for a period of four years, any appointments made now will run until May 2019.

2.7 Heritage Champion

2.7.1 Currently the role of Heritage Champion is linked to the work of English Heritage. As of 1 April 2015 English Heritage split into two organisations, Historic England (government advisory body) and English Heritage (National collection of historic sites). Future involvement for Heritage Champions will be through Historic England.

2.8 Wisbech Market Town Transport Strategy

2.8.1 The Wisbech Market Town Transport Strategy has now been adopted by members at Cambridgeshire County Council. There are currently no plans for the group to meet; therefore appointments are no longer required.

2.9 Lincolnshire Forum for Agriculture and Horticulture

2.9.1 Councillors did not wish to make an appointment to the Lincolnshire Forum for Agriculture and Horticulture at Annual Council in 2014. Councillors may make an appointment for 2015/2016 if they wish to do so.

2.10 Spalding and District Access Group

2.10.1 Councillors did not wish to make an appointment to the Spalding and District Access Group at Annual Council in 2014. Councillors may make an appointment for 2015/2016 if they wish to do so.

3.0 **OPTIONS**

- 3.1 That appointments are made to all outside bodies listed as at appendix A
- 3.2 That councillors do not appoint to any outside bodies;
- 3.3 That councillors appoint only to statutory outside bodies;
- 3.4 That councillors chose to not appoint to outside bodies that are viewed to bring no clear benefit to the district.

4.0 **REASON FOR RECOMMENDATIONS**

- 4.1 To ensure South Holland District Council appoints councillors to outside bodies, which are deemed appropriate for appointment.

5.0 **EXPECTED BENEFITS**

- 5.1 The expected benefits of appointments are that it ensures the Council has representation on outside bodies throughout the District. Councillors appointed also have the opportunity to update full Council meetings on the work of each outside body.

6.0 **IMPLICATIONS**

6.1 **Carbon Footprint / Environmental Issues**

- 6.1.1 Councillors are expected to travel to meetings of outside bodies, which can have an impact on the individual's carbon footprint. There may be an expectation of Councillors to print copies of paperwork for meetings, which could also potentially have an impact.

6.2 **Constitution & Legal**

- 6.2.1 Full Council has the authority to appoint, nominate or remove representatives to outside bodies, unless the appointment is a Cabinet function or has been delegated by the Council.

6.3 **Contracts**

- 6.3.1 The implication has been considered and it is in the opinion of the report author that there are none.

6.4 **Corporate Priorities**

- 6.4.1 Having representatives appointed to outside bodies ensures that the District is well represented at each organisation. Councillors can, where appropriate, ensure that South Holland's priorities are voiced, (which are detailed within the Corporate Plan 2015-2019) and help to achieve common goals.

6.5 **Crime and Disorder**

- 6.5.1 The implication has been considered and it is in the opinion of the report author that there are none.

6.6 **Equality and Diversity / Human Rights**

6.6.1 The implication has been considered and it is in the opinion of the report author that there are none.

6.7 **Financial**

6.7.1 Travel and subsistence allowances are payable in respect of attendance at meetings of all outside bodies and budget provision has been made for this. Details are set out in the Scheme of Payments of Members' Allowances at Part 6 of the Council's Constitution.

6.8 **Health & Wellbeing**

6.8.1 It may be considered that the appointments as a whole do not have any direct impact on Health and Wellbeing, however, one of the Councillor appointments is for the Lincolnshire County Council Health Scrutiny Committee for Lincolnshire.

6.8.2 The appointment of the Councillor on the body means that South Holland has representation at its meetings and could express the views and opinions of those constituents within South Holland which may have an impact on Health and Wellbeing for all.

6.9 **Risk Management**

6.9.1 Ensuring appointments are made eliminates any risk of the Council not having representatives at meetings where information discussed may have an effect on the district and its inhabitants.

6.10 **Staffing**

6.10.1 Officers are expected to maintain the database of Outside Bodies, make preparations for the annual report and general administration throughout the year.

6.11 **Member**

6.11.1 As stated in paragraph 1.6, the Community Engagement Task Group made recommendations in respect of the appointment of Councillors to outside bodies. Councillors should review critically the benefits of making such appointments, having regard not only to the capacity in which the Councillor would serve, but also the overall demands on Councillors' time.

6.11.2 Councillors will be aware that the Council's Constitution makes provision for full Council to receive written reports from councillors who represent the Authority on an outside body. Councillors who are appointed should note this responsibility and submit reports on matters which have an impact on the Council or the Council's stewardship of the district. It is not expected that representatives will report on all matters discussed at meetings of outside bodies.

6.11.3 Councillors must not disclose information which is confidential to the outside body, unless prior consent has been given. If unsure, councillors are asked to check with the outside body before submitting a report to full Council.

6.12 Stakeholders / Consultation / Timescales

- 6.12.1 All outside bodies listed within the Schedule at Appendix A are stakeholders and have requested that the authority make appointments, therefore they have a vested interest in the annual appointment of representatives.
- 6.12.2 Each year all outside bodies are written to and asked to provide any information that may have an impact on the appointments, any information that is deemed important is highlighted above in additional recommendations.
- 6.12.3 Once appointments are made each outside body is contacted shortly after Annual Council, with information on the appointed representatives. It is then in the gift of each organisation to make the first point of contact to advise of meetings and general information that may require, that has not already been passed onto representatives via Democratic Services.

6.13 Insurance

- 6.13.1 Following a court decision some years ago affecting the liability of another local authority's representative on an outside organisation, South Holland District Council requested bodies to which the Council appoints representatives to provide information concerning both the role of the Council's members on outside bodies, and the amount and nature of employer and / or public liability insurance held, to enable this authority to determine the insurance implications of members serving on outside bodies. The reasoning behind this is that the courts ruled it unlawful for a local authority to indemnify its members when carrying out duties relating to an external body.
- 6.13.2 Since March 1999 it has been the policy of the Council to appoint or reappoint representatives to outside bodies only in certain circumstances, namely;
- In the capacity of an adviser or observer only;
 - In an executive capacity where the organisation can produce evidence of adequate insurance to indemnify such representatives;
 - If the organisation is controlled or influenced by the Council; and
 - If the organisation was established by two or more local authorities for the discharge of their functions.
- 6.13.3 Companies have previously been prohibited from exempting directors from liability under legislation, which came into force on 6 April 2005, are now able to take advantage of specific exemption permitting indemnification of directors against liabilities to third parties.
- 6.13.4 Under the legislation, companies continue to be prohibited from exempting directors from liability but they will be permitted to take advantage of a specific exemption permitting indemnification of directors against liabilities to third parties. As a result, a company will be able to provide to its directors so called "qualifying third party indemnity provisions". These are essentially any provision to indemnify directors provided that they do not cover:
- A directors liability to the company itself or to other group companies (in other words it can only extend to third party claims e.g. from creditors, employees, investors etc.);
 - Fines imposed on a director in criminal proceedings or in respect of a sum payable to a regulatory authority by way of penalty for non-compliance with any requirement

of a regulatory nature; or

- Liabilities incurred by a director in defending criminal proceedings where convicted, or in defending any civil proceeding brought by the company, or an associated company in which judgement is made against such director.

6.13.5 The Act confirms (and continues) the right of a company to purchase insurance for the benefit of its directors against liability in connection with any negligence, default, breach of duty or breach of trust by him/her in relation to such company. However, indemnity is unlikely to be available where an individual has acted fraudulently or recklessly or for the consequences of a criminal act or omission.

7.0 **WARDS/COMMUNITIES AFFECTED**

7.1 Appointments may have an effect on South Holland as a whole district; however, it is not considered that the appointment itself would have a significant effect on the District, other than to ensure representation of the authority.

8.0 **ACRONYMS**

8.1 IDBs – Internal Drainage Boards

Background papers: - None

Lead Contact Officer

Name and Post: Shelley French (Democratic Services Support Officer)
Telephone Number: 01775 764451
Email: sfrench@sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report:

Appendix A	Outside Bodies Information Schedule
Appendix B	List of Councillor Champions
Appendix C	Outside Body Feedback from representatives
Appendix C (1)	Report from Mr Paul Walls (representative on South Holland I.D.B)
Appendix D	Role Profile (Councillor Champion)
Appendix E	Role Profile (Councillor (Elected Member))

APPENDIX A

Advisory and Liaison Committee to the Heritage Trust of Lincolnshire

AIMS

To protect, promote, enhance and use Lincolnshire's rich heritage for the benefit of local people and visitors.

MEETINGS

- a) **Venue:** Heckington and occasionally other District Council offices
b) **Frequency:** 4 times per year

ADDRESS

Chief Executive Officer, Liz Bates, Advisory Committee to the Heritage Trust of Lincolnshire, The Old School, Cameron Street, Heckington, Sleaford, Lincolnshire, NG34 9RW

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)

RECOMMENDATION

That 1 representative be appointed in an advisory capacity to the Advisory Committee to Heritage Lincolnshire.

Age UK Boston and South Holland

AIMS

About Age UK

Age UK is the UK's largest organisation working for and with older people to enable them to make more of life. Age UK Boston & South Holland are a local partner of Age UK, with common values and standards.

Our mission

We believe that ageing is a normal part of life, and that later life should be fulfilling, enjoyable and productive. We enable older people by providing services and grants, researching their needs and opinions, influencing government and media, and through other innovative and dynamic projects.

Helping people of all backgrounds

Every day we provide vital services, information and support to thousands of older people — of all backgrounds. Age UK and Age UK Boston & South Holland work with many older people from disadvantaged or marginalised groups, such as those living in rural areas or black and minority ethnic elders.

MEETINGS

- a) **Venue:** Boston and South Holland
b) **Frequency:** 4 times per year

ADDRESS

Barbara O'Neil, Age UK Boston and South Holland, William Garfit House, 116 High Street, Boston PE21 8TG

ROLE OF REP(S) OR NATURE OF ORGANISATION

Observer

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor S Slade (**May 2015**)

RECOMMENDATION

That 1 representative be appointed in an observer capacity to Age Concern Lincolnshire - Boston and South Holland Executive.

Air Training Corps - Civilian Welfare Committee (Spalding Squadron)

AIMS

To promote and encourage among young people a practical interest in aviation and the RAF. To provide training which will be useful both in the Services and civilian life. To foster the spirit of adventure and to develop the qualities of leadership and good citizenship.

MEETINGS

- a) **Venue:** Spalding
b) **Frequency:** 6-8 times per year

ADDRESS

Private address

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £20,000,000.00 |
| | Employers Liability: | None |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A R Woolf (**May 2015**)

RECOMMENDATION

As insufficient insurance cover has been provided, 1 representative be appointed to the Air Training Corps - Civilian Welfare Committee (Spalding Squadron) in an advisory capacity only.

Black Sluice Internal Drainage Board

AIMS

The Black Sluice Internal Drainage Board is an authority set up to control water levels and reduce the risks of flooding within the Board's area, which extends from Boston to South Kyme, Sleaford, Bourne, Pinchbeck and Sutterton. It operates 34 pumping stations and maintains 500 miles of watercourses within its area, and has a policy of undertaking this work with regard to protecting and enhancing the environmental features in these watercourses.

MEETINGS

- a) **Venue:** Board Offices, occasional meetings elsewhere
b) **Frequency:** 5 times per year

ADDRESS

Ian Warsap, Chief Executive, Black Sluice Internal Drainage Board, Station Road, Swineshead, BOSTON PE20 3PW

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £2,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor R Clark (**31 March 2015**)

Appointees do not have to be District Councillors. Terms of office are for Councillors to decide and can be for one year they so wish.

RECOMMENDATION

That 1 representative be appointed in an executive capacity to the Black Sluice Internal Drainage Board. Although public liability insurance cover of the amount previously determined is not provided it is considered that the insurance risk is minimal

Boston Women's Aid

AIMS

To provide advice, support and temporary accommodation for women and their children in Boston and the surrounding area, including South Holland, where those women and/or children have suffered domestic violence, including physical, emotional or sexual abuse.

MEETINGS

- a) **Venue:** Boston
b) **Frequency:** every 6 weeks/evenings

ADDRESS

Mrs Lynn Mitchell (BWA Manager), Boston Womens Aid, P O
Box 5 Boston, Lincs PE21 8JP

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £10,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor C Lawton (**May 2015**)

The Boston Women's Aid exists for the benefit of women and children with the aim of eliminating direct discrimination against women. Its statement of aims and principles provides that both staff and the management group should be women only.

RECOMMENDATION

That 1 female representative be appointed in an executive capacity to the Boston Women's Aid

Campaign To Protect Rural England - Lincolnshire Branch

AIMS

To protect the appearance of the countryside and its villages in a way that keeps the communities which it supports viable, and to minimise pollution.

MEETINGS

- a) **Venue:** Branch Council meetings held in Horncastle. AGM moves around the county, different venue each year.
- b) **Frequency:** 3 times per year. Branch Council meetings - one in March and one in September. AGM - July

ADDRESS

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £2,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)

RECOMMENDATION

Although insurance cover of the amounts previously determined are not provided, the risk is minimal and therefore 1 representative be appointed in an executive capacity to the Council for the Protection of Rural England - Lincolnshire Branch.

Childrens Champion

AIMS

To ensure that SHDC abides by its responsibilities under relevant legislation through the various Children's Acts, and in particular the Every Child Matters Agenda.

MEETINGS

- a) **Venue:** Not known
b) **Frequency:** Not known

ADDRESS

Clive Yates Children's Services - Business Manager, Children and Young People's Strategic Partnership, Orchard House, Room B, 4-11 Orchard Street, Lincoln LN1 1BA

ROLE OF REP(S) OR NATURE OF ORGANISATION

n/a

INSURANCE

- | | | |
|------------------------|----------------------|-----------|
| a) Requirements | Public Liability: | Not known |
| | Employers Liability: | Not known |
| b) Actual cover | Public Liability: | Not known |
| | Employers Liability: | Not known |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor S Wilkinson (**May 2015**)

This is not an outside body - it is included in the outside bodies booklet so that annual appointments can be made.

RECOMMENDATION

That 1 representative be appointed as the Childrens' Champion.

Citizens Advice Bureau - Board of Trustees

AIMS

The aims and principles of the CAB service are to provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities. The main areas of advice are benefits, debt, housing, employment, relationship issues and other legal issues. Clients are either seen on a 'one off' basis or if their issue is more complex we can provide casework to specialist level especially in the areas of welfare benefits and debt.

MEETINGS

- a) **Venue:** Spalding, Council Offices
b) **Frequency:** 5 times per year

ADDRESS

Mrs Lisa Barwell, Chief Officer, South Holland Citizens Advice Bureau, Council Offices, Priory Road Spalding Lincs PE11 2XE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £10,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor G J Taylor (**May 2015**)
- Councillor D Wilkinson (**May 2015**)

RECOMMENDATION

That 2 representatives be appointed in an executive capacity to the Citizens Advice Bureau - Management Committee.

Community Lincs

AIMS

Rural Community Development.

MEETINGS

- a) **Venue:** Various venues within Lincolnshire
b) **Frequency:** Once a year

ADDRESS

Company Secretary Community Lincs The Old Mart Church Lane, Sleaford, Lincs NG34 7DF

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- | | | |
|------------------------|----------------------|-----------|
| a) Requirements | Public Liability: | Not known |
| | Employers Liability: | Not known |
| b) Actual cover | Public Liability: | Not known |
| | Employers Liability: | Not known |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A Harrison (**May 2015**)
- Councillor C J T H Brewis (**May 2015**)

RECOMMENDATION

That 2 representatives be appointed in an advisory capacity to Community Lincs.

District Carers Champion

AIMS

A District Carer Champion will champion the carers agenda in their District. They will become a point of contact for council employees and the general public to ensure that their district is responsive to the needs of carers. They are all members of the Lincolnshire Carers Partnership and will undertake promotional work and attend events on behalf of the partnership.

MEETINGS

- a) **Venue:** Sleaford - The Source
b) **Frequency:** Bi-monthly

ADDRESS

Simon Murphy Room 3A, Orchard House Orchard Street
Lincoln LN1 1BA

ROLE OF REP(S) OR NATURE OF ORGANISATION

Non-executive - council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A Casson (**May 2015**)

RECOMMENDATION

That 1 representative be appointed as the Carers Champion.

East Community Safety Partnership

AIMS

To increase community safety and public reassurance by co-ordinating partner plans for reducing crime and disorder and the fear of crime. Partners to monitor compliance with Section 17 of the 1998 Crime and Disorder Act to ensure the partners are taking into account the crime and disorder implications of their own plans and functions.

MEETINGS

- a) **Venue:** South Holland District Council Offices, Spalding
b) **Frequency:** 4 times per year

ADDRESS

Riana Rudland, Community Development and Health Manager,
Council Offices, Priory Road Spalding, Lincolnshire PE11 2XE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established (under joint arrangements with South Kesteven District Council)

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Portfolio Holder for Localism and Big Society, Councillor C N Worth (**May 2015**)

As it is a statutory partnership, the constitution of the Community Safety Partnership states that District Councils will be represented by their respective Leaders and Chief Executives.

RECOMMENDATION

That the Portfolio Holder for Localism and Big Society be appointed in an executive capacity as representatives to the Community Safety Partnership.

East Midlands Councils

AIMS

East Midlands Council is the consultative forum for all 46 authorities in the region. It provides support to councils to improve their services and is a strong voice for the East Midlands.

MEETINGS

- a) **Venue:** Various locations within East Midlands
b) **Frequency:** Portfolio Holder for Localism and Big Society

ADDRESS

Lisa Bushell, East Midlands Councils, First Floor Office, South Annexe, Pera Business Park, Nottingham Road, Melton Mowbray, Leicestershire LE13 0PB

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory - council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability:
Employers Liability:
b) **Actual cover** Public Liability:
Employers Liability:

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Leader of the Council, Councillor G A Porter (**May 2015**)
- Substitute: Councillor P S Przyszlak (**May 2015**)

RECOMMENDATION

That the Leader of the Council and one substitute member be appointed to East Midlands Councils

East Midlands Museum Service

AIMS

To improve standards of care of museums and public access to them.

MEETINGS

- a) **Venue:** Various locations in the East Midlands
b) **Frequency:** 4 times per year

ADDRESS

Steve LeMottee, Executive Director, East Midlands Museums Service, Centre for Museum and Heritage Management, Nottingham Trent University, Clifton Campus, Clifton Lane, Nottingham NG11 8NS

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)

RECOMMENDATION

That 1 representative be appointed to the East Midlands Museum Service.

Fairtrade Steering Group

AIMS

To support Fairtrade in South Holland and maintain South Holland's status as a Fairtrade Zone.

MEETINGS

- a) **Venue:** Council Offices in Spalding
b) **Frequency:** 4 to 5 times per year

ADDRESS

Kay King, Fairtrade Steering Group, 37 Halmer Gate, Spalding,
Lincolnshire PE11 2EE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Observer/Advisory

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)
- VACANT SEAT (**May 2015**)

RECOMMENDATION

That 2 representatives be appointed to the Fairtrade Steering Group,

Health Scrutiny Committee for Lincolnshire

AIMS

To review and scrutinise the following services and their outcomes:

NHS Healthcare; and

Health and Well-Being Board

To review and scrutinise any matters relating to the planning, provision and operation of health services which affect the residents of Lincolnshire except for those under the remit of the Community and Public Safety Scrutiny Committee. To consider and respond to any consultations by any responsible NHS commissioner which constitute a substantial development or substantial variation in the provision of health services in Lincolnshire and where the substantial variation or development

Would not be in the interests of the health service in Lincolnshire; or

That the arrangements put in place by the responsible NHS commissioner for consultation have not been adequate in relation to content or time allowed; or

The reasons given for not consulting by the responsible NHS commissioner are not adequate; to make a recommendation to the County Council to refer the matter to the Secretary of State. To consider and respond to any other health consultations, which affect the residents of Lincolnshire. With the approval of the Overview and Scrutiny Management Committee, to establish time limited task and finish groups in relation to the above services. To make reports and recommendations to any relevant NHS body, to any relevant health service provider, the County Council, the Executive or relevant Executive Councillor in relation to any of the Committee's functions listed above.

To liaise with Healthwatch Lincolnshire in relation to the health care element of Healthwatch Lincolnshire's work programme and to consider referrals from Healthwatch Lincolnshire in relation to health care.

MEETINGS

- a) Venue:** Normally County Offices in Lincoln, but occasionally other venues in the County
- b) Frequency:** 11 main meetings a year

ADDRESS

Mr Simon Evans/ Cheryl Hall Democratic Services Lincolnshire
County Council, County Offices, Newland, Lincoln. LN1 1YL

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- a) Requirements**
- | | |
|----------------------|-----|
| Public Liability: | N/A |
| Employers Liability: | N/A |
- b) Actual cover**
- | | |
|----------------------|-----|
| Public Liability: | N/A |
| Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor C J T H Brewis (**May 2015**)

Provisions in the Local Authority (Overview and Scrutiny Committee Health Scrutiny Functions) Regulations 2002 apply to this appointment. These provisions mean that any member appointed by South Holland District Council must be a member of any one of Sou

RECOMMENDATION

That 1 non-cabinet representative be appointed to the Health Scrutiny Committee for Lincolnshire.

Heritage Champion

AIMS

Heritage Champions provide leadership, help join up policy and strategy across departments and, by encouraging a greater focus on the historic environment, bring significant benefits for a local authority and its community.

MEETINGS

- a) **Venue:** Various locations within the East Midlands, plus one national event.
- b) **Frequency:** 2-3 times per year

ADDRESS

Alice Stacey, English Heritage, 1 Waterhouse Square, 138-142 Holborn, London EC1N 2ST

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- a) **Requirements**
- | | |
|----------------------|-----|
| Public Liability: | N/A |
| Employers Liability: | N/A |
- b) **Actual cover**
- | | |
|----------------------|-----|
| Public Liability: | N/A |
| Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)

This is not an outside body - it is included in the outside bodies booklet so that annual appointments can be made.

RECOMMENDATION

That 1 representative be appointed in an advisory capacity as the Heritage Champion

Ivo Day Centre Management Committee

AIMS

To provide an affordable meeting place for groups within the area to meet, with special regard for those people who are disadvantaged or with disability, to meet with ease and with parking close by.

MEETINGS

- a) Venue: Spalding
b) Frequency: 3 times per year

ADDRESS

The Honorary Secretary, Ivo Day Centre, c/o 67a Albion Street,
Spalding, Lincs. PE11 2AU

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|-----------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £6,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor H R Johnson (**May 2015**)

RECOMMENDATION

Although insurance cover of the amounts previously determined is not provided the risk is minimal, and therefore 1 representative be appointed in an executive capacity to the Ivo Day Centre Management Committee.

Kings Lynn Internal Drainage Board

AIMS

1) Reduce the flood risk to both people and the developed and natural environment by providing technically, environmentally and economically suitable defence measures within the Drainage District; 2) Enable and facilitate land use for commercial, environmental and recreational purposes by providing a technically environmentally and economically sustainable system of drainage/water level management within the District; 3) Integrate public, private and voluntary sector drainage interests; 4) Guide and regulate activities in and alongside watercourses, discouraging inappropriate development in areas at risk from flooding; 5) Nurture, enhance and maintain the natural habitats, which exist in and alongside watercourses within the Drainage District; and 6) Seek to provide high quality services, cost effectively.

MEETINGS

- a) **Venue:** The Board Room at Kettlewell House, Austin Fields Industrial Estate, King's Lynn, Norfolk, PE30 1PH
- b) **Frequency:** 6 times per year

ADDRESS

Mr Phil Camamile, Water Management Alliance, Kettlewell House, Austin Fields, Industrial Estate, Kings Lynn, Norfolk. PE30 1PH

ROLE OF REP(S) OR NATURE OF ORGANISATION

Observer

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | £20,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- VACANT SEAT (May 2015)

The representative will act as an observer on the Kings Lynn Internal Drainage Board.

RECOMMENDATION

That 1 representative be appointed in an observer capacity to the Kings Lynn Internal Drainage Board

Lincolnshire Forum for Agriculture and Horticulture

AIMS

To work with people across all sectors; To be able to consult with the sector and its partners; To drive forward the changing agenda in a way that makes sense to the industry, public authorities and to consumers; To work on themes that help to bridge a gap or add to existing initiatives.

MEETINGS

- a) **Venue:** Various
b) **Frequency:** 3-4 times per year

ADDRESS

Sara Kendall, Lincolnshire Forum for Agriculture and Horticulture, Enterprise Growth Team, Economy and Culture Lincolnshire County Council, Floor Zero, City Hall, Beaumont Fee Lincoln, LN1 1DD

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive - Council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- VACANT SEAT. (May 2015)

RECOMMENDATION

That 1 representative be appointed to the Lincolnshire Forum for Agriculture and Horticulture in an executive capacity

Lincolnshire Community Safety Partnership

AIMS

To work together on strategic Issues in order to fulfill S17 of the Crime and Disorder Act 1998 obligations:

Priorities for 2015-2018:

- Anti-social behaviour;
- Domestic Abuse;
- Reducing reoffending;
- Substance misuse;
- Sexual violence;
- Serious organised crime.

MEETINGS

- a) **Venue:** various locations
b) **Frequency:** 4 times per year

ADDRESS

Sue Wilson, Safer Communities, Myle Cross Centre, Macaulay Drive, Lincoln LN2 4EL

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced established

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Portfolio Holder for Localism and Big Society, Councillor C N Worth (**May 2015**)

RECOMMENDATION

That the Portfolio Holder for Localism and Big Society be appointed.

Lincolnshire County Council Flood and Drainage Management Scrutiny Committee

AIMS

The Flood and Drainage Management Committee will be authorised to consider the following:

- How Lincolnshire County Council delivers its local leadership role in relation to flood and drainage management;
- The development and delivery of the Local Flood Risk Management Strategy;
- The work of all flood risk management authorities operating within Lincolnshire;
- The effectiveness of the partnership framework;
- The local implementation of the Environment Agency-led National Strategy for Flood Risk and Coastal Erosion; and
- Action plans for Shoreline Management Plans and Catchment Flood Management Plans (main rivers).

MEETINGS

- a) **Venue:** Lincolnshire County Council Offices
b) **Frequency:** 2/3 times per year

ADDRESS

Steve Blagg, Democratic Services Officer, Room 5, Lincolnshire County Council, County Offices, Newland, Lincoln LN1 2PT

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influences/established - full voting rights

INSURANCE

- a) **Requirements** Public Liability:
Employers Liability:
b) **Actual cover** Public Liability:
Employers Liability:

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor M D Seymour (**May 2015**)

RECOMMENDATION

That 1 Representative be appointed to the Lincolnshire County Council Flood and Drainage Management Scrutiny Committee

Lincolnshire Police and Crime Panel

AIMS

The Functions of the Police and Crime Panel:

The Police and Crime Panel has a number of powers and responsibilities, including:

- Scrutinising the actions and decisions of the Police and Crime Commissioner;
- Reviewing the draft Police and Crime Plan to ensure local priorities have been considered;
- Scrutinising and commenting upon the Annual Report of the PCC;
- Reviewing and reporting on the precept proposed by the PCC. The Panel has the right to veto the Commissioner's proposed policing precept (the money collected from Council Tax for Policing); and
- Holding confirmation hearings from the proposed appointment of a Chief Constable and senior support staff.

MEETINGS

- a) **Venue:** Venues across Lincolnshire
b) **Frequency:** 4-6 times per year

ADDRESS

Emma Baldwin, Lincolnshire Police and Crime Panel Officer,
East Lindsey District Council, Performance Governance and
Commissioning Team, East Lindsey District Council, Room
107, Tedder Hall, Manby Park, Manby Louth, LN11 8UP

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability:
Employers Liability:
b) **Actual cover** Public Liability: TBC
Employers Liability: TBC

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor P Przyszlak (**May 2015**)

RECOMMENDATION

That 1 member of the authority be appointed to the Lincolnshire Police and Crime Panel

Lincolnshire Sport (formerly Lincolnshire Sports Partnership)

AIMS

By 2020 we will create a successful county that leads a healthy sporting lifestyle.

MEETINGS

- a) **Venue:** various locations across Lincolnshire
b) **Frequency:** 2 times per year

ADDRESS

Janet Inman, Chief Executive Officer, Lincolnshire Sport Units
9&10, Allenby Business Village, Crofton Road, Lincoln LN3 4NL

**ROLE OF REP(S)
OR NATURE OF
ORGANISATION**

Advisory

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor C N Worth (**May 2015**)

RECOMMENDATION

That 1 representative be appointed to the Lincolnshire Sports Partnership

Lincolnshire Waste Partnership

AIMS

To establish a waste management strategy to promote sustainability and regional self-sufficiency in waste management practices; to promote best practicable environmental options and Best Value; to promote waste minimisation and recycling through practical means, information and education; to engage the community in waste management implementation; to integrate land use and waste management planning.

MEETINGS

- a) **Venue:** County Offices, Newland, Lincoln, LN1 1YS
b) **Frequency:** 4 times per year

ADDRESS

Mr Sean Kent, Lincolnshire County Council, City Hall, 4th Floor
Beaumont Fee, Lincoln, LN1 1DN

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Relevant Portfolio Holder to be determined by the Leader upon receipt of each agenda (**May 2015**)

RECOMMENDATION

A relevant officers and one other representative (the relevant portfolio holder, who will be determined by the Leader upon receipt of each agenda) be appointed to the Lincolnshire Waste Partnership.

Local Government Association - General Assembly

AIMS

To protect, promote and support democratic local government in England and Wales. The General Assembly is the only LGA decision making forum at which all authorities in membership are eligible to attend and vote. The General Assembly is the one gathering of the whole of local government in England and Wales, and the one opportunity for membership at large to determine LGA policy. The role of the General Assembly is to consider strategic policy of national significance to local government, as well as deal with membership issues such as the budget and Constitution of the Association.

MEETINGS

- a) **Venue:** The summer meeting is held at the same venue as the Annual Conference.
- b) **Frequency:** Once a year

ADDRESS

Cathy Boyle, Member Services Manager, Local Government Association, Local Government House, Smith Square, London, SW1P 3HZ

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Leader of the Council, Councillor G A Porter (**May 2015**)

RECOMMENDATION

That 1 representative be appointed to the Local Government Association - General Assembly.

National Association of British Market Authorities

AIMS

To constitute a medium of communication between Members and others, and between the Association and Departments of the government and other public bodies on matters of common interest affecting the administration of markets, fairs, abattoirs, etc.

MEETINGS

- a) **Venue:** Venues within the UK
b) **Frequency:** 6 times per year

ADDRESS

Mr David J Preston, Deputy Chief Executive, NABMA, The Guildhall, Oswestry, Shropshire SY11 1PZ

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A M Newton (**May 2015**)

RECOMMENDATION

That 1 representative be appointed to the National Association of British Market Authorities.

North Level District Internal Drainage Board

AIMS

To provide satisfactory drainage to 33,682 hectares of land within the North Level District. Drainage via a strategic network of watercourses and pumping stations protecting agricultural land, residential and industrial properties along with the general infrastructure necessary for habitation in the Fens. Water management providing water for irrigation, enhancement of the wildlife environment and for leisure activities.

MEETINGS

- a) **Venue:** Thorney
b) **Frequency:** 4 times per year

ADDRESS

Mr S H Morris, Clerk & Chief Executive, North Level District
Internal Drainage Board, Drainage Office, Thorney,
Peterborough, PE6 OQE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor M D Seymour (**31 March 2015**)
- Councillor A Harrison (**31 March 2015**)
- Councillor C J T H Brewis (**31 March 2015**)

RECOMMENDATION

That members give consideration to the appointment of 3 representatives to the North Level District Internal Drainage Board.

Rural Services Network - SPARSE Rural

AIMS

The Rural Services Network is an organisation devoted to safeguarding and improving services in rural communities across England.

Our mission is:

- To represent the case for a better deal for rural service provision (including for the Local Authorities who provide a lot of it);
- To facilitate the exchange of useful and relevant information; and
- To develop and share best practice.

MEETINGS

- a) **Venue:** 3 times per year at Local Government Association Offices, Smith Square, London and once per year at the venue for the Rural Conference
- b) **Frequency:** 4 times per year

ADDRESS

Nicola Busuttil, Administrator Rural Services Network, West Devon Borough Council, Drake Road, Kilworthy Park, Tavistock, Devon, PL19 0BZ

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
- b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor C N Worth (**May 2015**)

RECOMMENDATION

That 1 representative be appointed to the Rural Services Network - SPARSE Rural.

South East Lincolnshire Joint Strategic Planning Committee

AIMS

- (a) The formulation, submission, adoption, monitoring and review of joint local development documents identified in the joint development scheme;
- (b) The formulation, submission, adoption, monitoring and revision of the joint local development scheme in respect of joint local development documents; and
- (c) The formulation, submission, adoption, monitoring and review of joint local development documents identified in any revised joint local development scheme. Members of the Joint Committee and their nominated substitutes also sit on the South East Lincolnshire Local Planning Steering Group, which is a private meeting and meets, on average, 4 times per year.

The organisation is currently responsible for the preparation of the South East Lincolnshire Local Plan, which will cover the combined areas of Boston Borough and South Holland District.

MEETINGS

- a) **Venue:** South Holland and Boston
b) **Frequency:** 4 times per year

ADDRESS

Mr Gary Alexander, South East Lincolnshire Joint Policy Unit
Team Manager, Council Offices, Priory Road Spalding, Lincs
PE11 2XE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Council controlled/influenced/established

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor R Gambba-Jones (**May 2015**)
- Councillor H R Johnson (**May 2015**)
- Councillor B Alcock (**May 2015**)

Substitutes:

Councillor F Biggadike
Councillor R Rudkin
Councillor C J T H Brewis

RECOMMENDATION

It is recommended that the three SHDC appointments should be drawn from persons with experience of membership of SHDC's Planning Committee and/Pre-application Consultation Group. Members should be appointed in accordance with Political Group Regulations. Substitutions: Each appointed member shall have appointed a named substitute to act as a substitute member with full voting rights for individual meetings only.

South Holland in Bloom Advisory Committee

AIMS

To provide assistance and support in connection with the Britain in Bloom Competition.

MEETINGS

- a) **Venue:** Spalding
b) **Frequency:** 4 times per year

ADDRESS

Lindsey McCreddie, South Holland District Council, Council Offices, Priory Road, Spalding, Lincolnshire PE11 2XE

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive - Council controlled/influenced/established

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Chairman of the Council, Councillor R Clark (**May 2015**)
- Councillor S Wilkinson (**May 2015**)
- Councillor G J Taylor (**May 2015**)
- VACANT POST (**May 2015**)
- Councillor M Howard (**May 2015**)

RECOMMENDATION

That 5 representatives, 1 of which be the Chairman of the Council, be appointed to the South Holland in Bloom Advisory Committee.

South Holland Internal Drainage Board

AIMS

To achieve an efficient and acceptable standard of land drainage throughout the internal drainage district. Further information can be accessed from the website at – www.wlma/org.uk

MEETINGS

- a) **Venue:** Holbeach
b) **Frequency:** 4 times per year

ADDRESS

Mr Phil Camamile, South Holland Internal Drainage Board,
Kettlewell House, Austin Fields Industrial Estate, King's Lynn
Norfolk. PE30 1PH

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £20,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor F Biggadike (**31 March 2015**)
- Councillor A Casson (**31 March 2015**)
- Councillor A Harrison (**31 March 2015**)
- Councillor P S Przyszlak (**31 March 2015**)
- Councillor P Coupland (**31 March 2015**)
- Councillor M D Seymour (**31 March 2015**)
- Councillor E Sneath (**31 March 2015**)
- Councillor S M Booth (**31 March 2015**)
- Councillor D J Wilkinson (**31 March 2015**)
- Councillor M Howard (**31 March 2015**)
- Mr P Walls (**31 March 2015**)

Appointees do not have to be District Councillors. Terms of office are for members to decide and can be for one year if members so wish.

RECOMMENDATION

That members give consideration to the appointment of 11 representatives to the South Holland Internal Drainage Board.

South Holland Parish Voluntary Car Scheme

AIMS

To provide transport for the elderly people and handicapped people to visit hospital etc and to get to MIND and PHAB clubs.

MEETINGS

a) Venue:

b) Frequency: 3 times per year, in March, June and November

ADDRESS

Mr Greg Greene, Ashtree Cottage, Main Road, Deeping St.
Nicholas, Spalding, Lincs PE11 3BL

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

a) Requirements	Public Liability:	£5,000,000.00
	Employers Liability:	£5,000,000.00
b) Actual cover	Public Liability:	£5,000,000.00
	Employers Liability:	Nil

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A M Newton (**May 2015**)

RECOMMENDATION

That, as insufficient insurance cover has been provided, 1 representative be appointed in an advisory capacity only to the South Holland Parish Voluntary Car Scheme.

South Lincolnshire Blind Society

AIMS

To enable visually impaired people to lead independent lives. The committee aims to provide guidance and support to the employed and volunteer staff.

MEETINGS

- a) **Venue:** Boston
b) **Frequency:** 4 times per year

ADDRESS

Mr Malcolm Swinburn, Chief Executive Officer, South Lincolnshire Blind Society, Elmer House, Finkin Street, Grantham, Lincolnshire, NG31 6QZ

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor R Clark (**May 2015**)

RECOMMENDATION

That members give consideration to the appointment of 1 representative in an executive capacity to the South Lincolnshire Blind Society.

Spalding & District Access Group

AIMS

To improve "access" in Spalding and the District for the whole community, particularly for those with disabilities and to also help mothers with buggies have better access.

MEETINGS

- a) **Venue:** South Holland District Council Offices
b) **Frequency:** 12 times per year

ADDRESS

Ros Mulholland-Gullick, Chairman, Spalding & District Access Group, Gartef, 8 Halmer Paddock, Spalding, Lincs PE11 2HF

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- VACANT SEAT. (**May 2015**)

RECOMMENDATION

That consideration be given to the appointment of 1 representative in an executive capacity to the Spalding and District Access Group.

Spalding Energy Project - Community Liaison Group

AIMS

The prime purpose of the group is to facilitate communication and the flow of information between Spalding Energy Company Limited and the local community.

MEETINGS

- a) **Venue:** As close as possible to the power station site
b) **Frequency:** at least 4 times per year

ADDRESS

Mrs Carole Riley, Pendragon PR, 24 Exchange Quay, Salford
M5 3EQ

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- | | | |
|------------------------|----------------------|-----|
| a) Requirements | Public Liability: | N/A |
| | Employers Liability: | N/A |
| b) Actual cover | Public Liability: | N/A |
| | Employers Liability: | N/A |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Richard Fidler (**May 2015**)
- Councillor G J Taylor (**May 2015**)

RECOMMENDATION

That members give consideration to the appointment of a local ward member representative and a Senior Planning Officer to serve on the Spalding Energy Project - Community Liaison Group.

Spalding Town Husbands

AIMS

Provision of almshouse accommodation coupled with a relief in need charity.

MEETINGS

- a) **Venue:** Spalding
b) **Frequency:** 6 times per year

ADDRESS

Richard Knipe Solicitor & Clerk, Spalding Town Husbands,
Dembleby House, 12 Broad Street, Spalding, Lincolnshire,
PE11 1ES

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive - but SHDC has no liability for trustees

INSURANCE

- a) **Requirements** Public Liability: £5,000,000.00
Employers Liability: £5,000,000.00
b) **Actual cover** Public Liability: £5,000,000.00 (see below*)
Employers Liability: None

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor E Sneath (**May 2015**)
- Councillor A M Newton (**May 2015**)

**By virtue of the Spalding Town Husbands governing document the Council is entitled to "nominate" two trustees who serve for 4 year periods. Once appointed trustees act in an individual capacity and not as the Council's representative.*

RECOMMENDATION

That the position regarding the appointment of trustees, set out above, be noted. Appointments be made and stand until May 2019.

Spalding Water Taxi Company Limited

AIMS

To manage the operation of the Water Taxi service.

MEETINGS

- a) **Venue:** South Holland District Council Offices and Broadgate Homes offices
- b) **Frequency:** 2 times per year

ADDRESS

Mr I Canham, Chief Executive, Broadgate Homes Limited,
Broadgate House, Broadgate Weston Hills, Spalding
Lincolnshire, PE12 6DB

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- a) **Requirements**
- | | |
|----------------------|---------------|
| Public Liability: | £5,000,000.00 |
| Employers Liability: | £5,000,000.00 |
- b) **Actual cover**
- | | |
|----------------------|----------------|
| Public Liability: | £10,000,000.00 |
| Employers Liability: | £5,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor A Harrison (**May 2015**)

RECOMMENDATION

That 1 representative be appointed in an executive capacity to the Spalding Water Taxi Company Limited

Sutton Bridge Power Station Liaison Committee

AIMS

To provide a local focus for the development of the Sutton Bridge Power Station, in particular to ensure that the operation of the Power Station is carried out with due consideration to the local environment.

MEETINGS

- a) **Venue:** Sutton Bridge
b) **Frequency:** 4 times per year

ADDRESS

Mr Richard Sheardown, Sutton Bridge Asset Manager, Sutton Bridge Power Station, Centenary Way, Sutton Bridge, Spalding, Lincs PE12 9TF

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor D J Wilkinson (**May 2015**)

The constitution of the Liaison Group requires members to serve for a period of 2 years, after which they may be eligible for re-appointment for a further 2 year period.

RECOMMENDATION

That a Councillor be appointed to serve on the group for the next two years until, 2017.

The Wash and North Norfolk Coast European Marine Site Management Group

AIMS

To ensure that favourable conditions are maintained on the Wash and North Norfolk Coast European Marine Site. 1.1 Safeguarding marine wildlife and habitats designated under EU and UK law, in the Wash and North Norfolk Coast European Marine Site 1.2 Encouraging sustainable use Aim: meeting statutory obligation on relevant authorities to achieve favourable condition, or improving condition status, of designated features.

MEETINGS

- a) **Venue:** Kings Lynn
b) **Frequency:** 2 times per year

ADDRESS

Miss Sharron Bosley Project Manager, Eastern Inshore Fisheries and Conservation Authority, 6 North Lynn Business Village, Bergen Way, Kings Lynn, Norfolk PE30 2JG

ROLE OF REP(S) OR NATURE OF ORGANISATION

Statutory

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: £5,000,000.00
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor D J Wilkinson (**May 2015**)

RECOMMENDATION

That consideration be given to the appointment one representatives to serve on the Wash and North Norfolk Coast European Marine Site Management Group.

Wash Shoreline Management Plan - Elected Members' Forum

AIMS

Following the successful completion of the Wash SMP in December 2010, the focus of work has now shifted to implementing the actions set out in the SMP action plan. This is likely to involve supporting the Client Steering Group with prioritising actions, discussions on funding, and incorporating the new Flood and Watre Management Act.

MEETINGS

- a) **Venue:** Either Spalding or Kings Lynn
b) **Frequency:** 1 or 2 times per year

ADDRESS

Duncan Campbell, Coastal Advisor Partnerships and Strategic Overview Team, Anglian Regional Office, Kingfisher House, Goldhay Way, Orton Goldhay, Peterborough, Cambridgeshire, PE2 5ZR

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor D J Wilkinson (**May 2015**)
- M D Booth (**May 2015**)

RECOMMENDATION

That consideration be given to the appointment of two representatives to serve on the Wash Shoreline Management Plan - Elected Members' Forum, one of which must be the same representative which serves on the The Wash and North Norfolk Coast European Marine Site Management Group.

Welland & Deepings Internal Drainage Board

AIMS

The provision of land drainage

MEETINGS

- a) **Venue:** Spalding
b) **Frequency:** 5 times per year

ADDRESS

Mrs K M Daft, Welland & Deepings Internal Drainage Board,
Deeping House, Welland Terrace, Spalding, Lincs. PE11 2TD

ROLE OF REP(S) OR NATURE OF ORGANISATION

Executive

INSURANCE

- | | | |
|------------------------|----------------------|----------------|
| a) Requirements | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £5,000,000.00 |
| b) Actual cover | Public Liability: | £5,000,000.00 |
| | Employers Liability: | £10,000,000.00 |

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor G R Aley (**31 March 2015**)
- Councillor R Clark (**31 March 2015**)
- Councillor C J Lawton (**31 March 2015**)
- Councillor A Casson (**31 March 2015**)
- Councillor E Sneath (**31 March 2015**)
- Councillor A M Newton (**31 March 2015**)
- Councillor R Perkins (**31 March 2015**)

The Drainage Board has asked that knowledge of the following be considered when making appointments: a) The Developed Environment: domestic property; industrial and commercial property; highways; service infrastructure (eg power, gas etc);

RECOMMENDATION

That members give consideration to the appointment of 7 representatives to the Welland and Deepings Internal Drainage Board.

Wisbech Market Town Transport Strategy Member Steering Group

AIMS

The Member Steering Group has been established to assist in the review and development of the Wisbech Market Town Transport Strategy. The existing strategy for Wisbech has reached the end of its life span and therefore a new strategy is needed.

To reflect the localism agenda of the current government and to provide a more up to date and achievable strategy, the new strategy will have a different format and emphasis to the last one. A new formulation process has been agreed by Members and it is expected that the new strategy will take a more holistic approach, placing a greater emphasis on the accessibility of local services, and may include schemes that are not entirely transport based. This note sets out the roles that the Group will fulfil during this process.

The main role of the Group will be to provide guidance regarding the general direction of the Strategy, representing the concerns of their constituents within the limitations of the strategy remit. The group will also be asked to input their local knowledge of transport and other issues, particularly regarding access to services within Wisbech and the surrounding area.

The Group will comment and provide guidance on the content of the consultation material, draft strategy and final strategy but will not be responsible for decision making on the final Strategy. The Fenland Traffic Management Area Joint Committee will make recommendations on the strategy, which when completed, will be adopted as policy by the County Council's Cabinet.

To ensure that the County, District and Town Councils are all involved in the development of the Strategy, the Group will represent their respective authorities and play a role in disseminating information back to fellow Members where appropriate. A representative from CPALC, Norfolk County Council and West Norfolk and Kings Lynn Borough Council will also be invited to sit on the Group. The Group will have the remit to co-opt with members from other Authorities including Norfolk and Lincolnshire.

MEETINGS

- a) **Venue:** Wisbech or March
b) **Frequency:** Quarterly

ADDRESS

Jack Eagle Lead Transport & Infrastructure Officer Transport & Infrastructure Policy & Funding, Cambridgeshire County Council Shire Hall, Castle Hill Cambridgeshire CB3 0AP

ROLE OF REP(S) OR NATURE OF ORGANISATION

Advisory

INSURANCE

- a) **Requirements** Public Liability: N/A
Employers Liability: N/A
b) **Actual cover** Public Liability: N/A
Employers Liability: N/A

CURRENT REPRESENTATIVES (including date of expiry of appointment)

- Councillor C J T H Brewis (**May 2015**)

RECOMMENDATION

The work of the Wisbech Market Town Transport Strategy Member Steering Group has been agreed by Cambridgeshire County Council therefore is no need to make further appointments.

List of Current Member Champions

Champion Title	Role of Champion	Name of current member champion 2014/2015
Children's Champion	To ensure that SHDC abides by its responsibilities under relevant legislation through the various Children's Acts, and in particular the Every Child Matters Agenda.	Councillor S Wilkinson
District Carers Champion	A District Carer Champion will champion the carers agenda in their District. They will become a point of contact for council employees and the general public to ensure that their district is responsive to the needs of carers. They are all members of the Lincolnshire Carers Partnership and will undertake promotional work and attend events on behalf of the partnership.	Councillor A Casson
Heritage Champion	Heritage Champions provide leadership, help join up policy and strategy across departments and, by encouraging a greater focus on the historic environment, bring significant benefits for a local authority and its community.	Councillor E Sneath

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Councillors Outside Body Feedback

Appendix C

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Advisory and Liaison Committee to the Heritage Trust of Lincolnshire	Councillor E J Sneath	Yes	Yes	N/A	The aims of the Trust are to protect, promote and enhance Lincolnshire's rich Heritage for the benefit of local people and visitors. Having a representative on this board gives us a strong voice on Heritage matters in the county.
Age UK Boston and South Holland	Councillor S Slade	Yes	Yes	N/A	<ul style="list-style-type: none"> • Getting a feel for the needs of the elderly locally. • Keeping in touch with local voluntary organisations. • Knowing what we could do to help and who to contact. • Providing info re council services, in return.
Air Training Corps – Civilian Welfare Committee (Spalding Squadron)	Councillor A R Woolf	Yes	Yes	N/A	Good asset to community for the young.
Black Sluice Internal Drainage Board	Councillor R Clark	Yes	Yes	N/A	The interaction of IDBs and local Councils which govern the areas (or parts) is always useful.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Boston Women's Aid	Councillor C J Lawton	Yes	Yes	N/A	This charity is an essential partner in the provision of and to all victims of domestic abuse in South Holland and this appointment should – in my view – always sit with the Housing Portfolio Holder as it relates to our strategic housing priorities.
Campaign to Protect Rural England – Lincolnshire Branch	Councillor E J Sneath	Yes	Yes	N/A	As we are such a rural area it is very important we are represented on an organisation that solely exists to support and protect the countryside.
Children's Champion	Councillor S Wilkinson	Yes	No	N/A	In the four years I have been a representative of this body. I have never been contacted or consulted regarding The Every Child Matters Agenda. I therefore feel a representative is unnecessary although it is important for the authority to be regularly updated on any changes.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Citizens Advice Bureau - Board of Trustees	Councillor G Taylor				
	Councillor D J Wilkinson				
Community Lincs	Councillor C J T H Brewis	Do not know. Have never been informed of a meeting	No	Probably not	Not informed. No contact.
	Councillor A Harrison	Yes	Yes	Yes	It is important that South Holland District is represented as a part of the Lincolnshire Community and that their objectives are conveyed to the Council.
District Carers Champion	Councillor A Casson	Yes	Yes	N/A	I think there should be a representative from the Council, because they do an excellent job in referring carers with help and advice.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
East Community Safety Partnership	Councillor C N Worth	Yes	Yes	N/A	This local partnership between East Lindsey, Boston and South Holland decides via an annual survey the local priorities for community safety, over and above those made by the Lincolnshire CSP. This helps to prioritise the work of our own Community Safety Team.
East Midlands Councils	Councillor G A Porter				
	Councillor P S Przyszlak (Substitute)				
East Midlands Museum Service	Councillor E J Sneath	Yes	Yes	N/A	'EMMS' provides us with a vast amount of useful information regarding the care and promotion of our museums and heritage attractions. The heritage profile of South Holland is raised by the involvement of our Heritage Champion and her attendance at their meetings.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Fairtrade Steering Group	VACANT SEAT				
	Councillor E J Sneath	Yes	Yes	There has been a vacancy since last year. 1 is possibly enough	Recently the local group has worked hard to retain Fairtrade status for South Holland. We are the only Fairtrade Council in Lincolnshire and this reflects well for the Council at local and national levels. There is no direct cost to the Council and a lot of support locally and in senior schools and many churches.
Health Scrutiny Committee for Lincolnshire	Councillor C J T H Brewis	Yes Very much	Yes	N/A	This joint committee, 1 from each of the 7 Districts, Healthwatch and LCC, is now known regionally and nationally for its effective scrutiny of the many "arms" of the health agenda. Essential to send someone. Have been privileged to be Vice Chair for several years.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Heritage Champion	Councillor E J Sneath	Yes	Yes	N/A	Having a Heritage Champion ensures that we have strong and effective relationships with various local and national Heritage Groups. The Heritage Champion is able to share information and good practice from these bodies which helps improve the historic environment of South Holland and promotes out businesses and local Heritage attractions.
Ivo Day Care Centre Management Committee	Councillor H R Johnson	Yes	Yes	N/A	The Ivo Day Centre is providing a much needed and well used facility in the local community. Community groups use the facilities provided every day of the week. The benefit of appointing is that SHDC can continue to ensure that the community continues to receive the facilities that the Ivo Day Centre provides at a very affordable price.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
King's Lynn Internal Drainage Board	Currently no appointments				
Lincolnshire Forum for Agriculture and Horticulture	Currently no appointments				
Lincolnshire Community Safety Partnership	Councillor C N Worth	Yes	Yes	N/A	The partnership determines the priorities for community safety throughout Lincolnshire and draws down funding from partners to tackle the priorities, which include anti-social behaviour, domestic abuse, reducing re-offending, sexual violence, substance misuse and organised crime.
Lincolnshire County Council – Flood and Drainage Management Scrutiny Committee	Councillor M D Seymour	Yes	Yes	N/A	To get value and see South Holland not left out.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Lincolnshire Police and Crime Panel	Councillor P S Przyszlak				
Lincolnshire Sport	Councillor CN Worth	Yes	Yes	N/A	The benefits of the Sports Partnership are that they have access to considerable funding from Sport England and are quite influential in where the funding goes, particularly relevant if we are to consider building a new sports centre in Spalding. The representative is only able to attend the AGM, but will have a say on the small subscription that we pay to them for health related services that they provide in South Holland.
Lincolnshire Waste Partnership	No individual is appointed – attendance is only required when the agenda is relevant to South Holland.				

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Local Government Association – General Assembly	Councillor G A Porter (Leader of the Council)				
Rural Services Network – SPARSE Rural	Councillor C N Worth	Yes	Yes	N/A	The Rural Services Network (part of the LGA) is an invaluable lobbying group that lobbies directly the all Parliamentary Group on Rural Affairs and has made big inroads into getting a fairer funding formula from Government for (sparsely populated) rural authorities. Provides valuable statistics for individual rural authorities to lobby government directly.
National Association of British Market Authorities	Councillor A M Newton	NABMA send out a lot of publications and newsletters. They are	I forward some of the emails to the relevant Portfolio Holder and Economic Development Officer	N/A	I am not sure if they find them useful. If yes, the Council should continue the appointment, If not, save money.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
		<p>useful if the Council need legal advice. The organisation appears now to be dominated by officers working as consultants and members have less participation. I was Chairman of the Retail Markets Committee for many years but declined to be nominated</p>			

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
		at the last AGM because officers were taking decisions without consulting members.			
North Level District Internal Drainage Board	Councillor A Harrison	Yes	Yes	Yes	As a district of the fens our wards are affected by the work that is carried out by the drainage boards. Without them we would suffer from extreme flooding. We also need their advice during planning applications.
	Councillor C J T H Brewis	Yes Very much so	Yes Yes, essential	Yes Balance with FDC and PCC	North Level I.D.B has representatives from Fenland Council and Peterborough City. A well run organisation, we need our compliment of members (currently 3), vital for south east part of the District.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor M D Seymour	Yes	Yes	Yes	Protect tax payers money.
South East Lincolnshire Joint Strategic Planning Committee	Councillor B Alcock	Yes	Yes	Yes	Preparation of the local plan is a vital part of Council policy.
	Councillor F Biggadike	Yes	Yes	Yes	The work this committee is doing on planning the future of development of the district is vital.
	Councillor C J T H Brewis	Yes	Yes Absolutely vital	Yes Balance SHDC/BDC/LCC needed	Key document for South Holland District Council and Boston Borough Council being prepared. Need to expedite as "old" plan is antique. Will be the key document for the next two decades.
	Councillor R Gambba-Jones	Yes			The committee was formed, via an act of Parliament, with BBC to produce our new Local Plan,
	Councillor H R Johnson	Yes	Yes	Yes	This committee that has appointed representatives from Lincolnshire County Council, Boston Borough Council and South Holland District Council is ensuring that the strategic planning framework is relevant, up to date, and reflects our communities' long term

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
					<p>planning needs.</p> <p>The terms of reference include the preparation, submission, addition, monitoring and revision of joint local development documents identified in a joint local development scheme and the preparation, submission, addition, monitoring and revision of joint local development scheme, in respect of those documents.</p> <p>It prepares and validates the draft / revised local development scheme for South East Lincolnshire.</p>
	Councillor R M Rudkin	Yes	Yes		<p>Since so much is held in common by the 2 authorities, liaison is useful.</p> <p>Think the time taken to reach decisions is too long and the target dates often unrealistic.</p> <p>Have doubts as to the efficiency of such a committee in its present form.</p>

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
South Holland in Bloom Advisory Committee	Councillor M Howard	Yes	Yes	Yes	I believe that South Holland in Bloom play a great part in keeping our towns and villages looking clean and tidy, this helps with the look of our villages and towns, look to visitors that come to shop or just to see sites. We also have to remember that all this work is done by volunteers as councillors we must give them all the support that we can. I feel that this is an important committee and we should still send a representative to their meetings.
	Councillor R Clark (Chairman of the Council)	Yes	Yes	Yes	South Holland in Bloom represents much of the image of the area that representation from the Council (not necessarily the Chairman) is always appropriate.
	Councillor G J Taylor				

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor S Wilkinson	Yes	Yes	No	In Bloom is important across the District as volunteers are a great asset not only in brightening up our areas but keeping them clean and litter free. The Council representative is important in supporting these volunteers.
South Holland Internal Drainage Board	Councillor F Biggadike	Yes	Yes	Yes	The work done by SHIDB ensures that properties east of Halmergate in Spalding to Wingland on the boundary with Norfolk are protected from flooding in times of heavy rainfall. Board needs competent people to oversee its wellbeing.
	Councillor S M Booth				
	Councillor A Casson	Yes	Yes	Yes	I think it is necessary to have more than one representative so we have got more than 50% members.
	Councillor A Harrison	Yes	Yes	yes	SHIDB covers the majority of the drains throughout our district, so it is imperative that we continue to work closely with them.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor M Howard	Yes	Yes	Yes	I feel that it gives us an insight to what the drainage board are doing with regard to the watercourses within South Holland and to prevent flooding within South Holland it also gives us a councillor to report back to full Council.
	Councillor P S Przyszlak				
	Councillor P E Coupland	Yes	Yes	Yes	Drainage of the area is paramount – the SHDC must monitor and be able to influence the drainage boards.
	Councillor M D Seymour	Yes	Yes	Yes	Value of payers' money.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor E J Sneath	Yes	Yes	Yes	IDBs provide efficient and effective drainage to our low lying district. The public needs to see their elected members are closely involved in such important work. Monitoring changes in rateable values and subsequent financial implications for rate payers.
	Mr P Walls	Yes	Yes	Yes	<ul style="list-style-type: none"> • Changes in governance and flood risk funding are not necessarily appropriate in fenland areas. • Much of the existing water level management infra-structure dating from the 1950s is well past its design life and needs replacement. • Recent EU and UH directives involve investment in habitat and species protection. • There is an inherent potential conflict between agriculture and urban settlement. High water tables directly benefit the

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
					<p>agricultural interests – high water tables cause extensive damage to the built environment expensive to repair / restore. e.g. droves not defuse damages caused by rising ground water as a floodrisk.</p> <ul style="list-style-type: none"> • The insurance industry will not necessarily subsidise insurance in the fenlands forever. • An appendix to these comments is available upon request.
	Councillor D J Wilkinson				
South Holland Parish Voluntary Car Scheme	Councillor A M Newton	Yes	Yes		The service is well used right across the district. In the quarter from October to December 2-14 2156 clients were transported, total miles 46,500. For the quarter from July to September 2014 2113 clients were transported and 48,259 miles covered.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
South Lincolnshire Blind Society	Councillor R Clark	Yes	Yes	N/A	A connection between local Council and the Blind Society may be of advantage to some residents – also other authorities seem to feel that it is appropriate by continuing their representation.
Spalding and District Access Group	No appointments made 2014/2015				
Spalding Energy Project – Community Liaison Group	Councillor G J Taylor				
	Mr Richard Fidler (Development Manager)	Yes	Yes	Yes	Applications to renew the planning permission for the gas pipeline and a revised S36 application for the Spalding Energy Expansion are likely to be submitted shortly. These are likely to result in increased public interest in these developments and the Council needs therefore to be an integral part of the Community Liaison Group.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
Spalding Town Husbands	Councillor A M Newton	Yes	Yes	Yes	Spalding Town Husbands work closely with the Council at the moment. Using their call system. The 'Relief in Need' Charity often provided furnishings and furniture to people just allocated a Council property. Next to the Council, I believe Spalding Town Husbands are one of the biggest providers of accommodation in the district. We have 61 bungalows at the moment and a further 10 being built by Broadgate Builders on Wygate Park.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor E J Sneath	Yes	Yes	Yes	The Town Husbands provide 61 properties for (mainly elderly) local residents of limited means. These are quality purpose built bungalows in Pinchbeck and Spalding. Their 'Relief in Need' Charity gives away thousands of pounds a year in goods to struggling local families reducing their burden on the authority. 10 more properties are due to be completed later this year in Spalding.
Spalding Water Taxi Company Limited	Councillor A Harrison	Yes	Yes	N/A	This is a joint company set up between SHDC and Broadgate Homes therefore it is essential that there s an appointed representative of SHDC.
Sutton Bridge Power Station Liaison Committee	Councillor D J Wilkinson			N/A	

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
The Wash and North Norfolk Coast European Marine Site Management Group	Councillor D J Wilkinson			N/A	
Wash Shoreline Management Plan – Elected Members Forum	Councillor D J Wilkinson				
	Councillor M D Booth				
Welland and Deeping Internal Drainage Board	Councillor G R Aley	Yes	Yes	Yes	Without IDB we would have a greater possibility of flooding in South Holland.
	Councillor A Casson	Yes	yes	Yes	I think it is necessary to have more than one representative so we have got more than 50% members.
	Councillor R Clark	Yes	Yes	Yes	The interaction of ICBs and local Councils which govern all or part of the same areas is always useful.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor C J Lawton	Yes	Yes	Yes	Efficient drainage is the heart of our landscape it is vital work. Certainly necessary – voting on SHDC's policies important part of Board membership in view of our large financial input.
	Councillor A M Newton	Yes	Yes		The Council contribute a huge amount of money on behalf of Council residents and it is tight we have members there to scrutinise activities.
	Councillor R Perkins	Yes	Yes	Yes	To safeguard the expenditure of the I.D.B and therefore the costs to ratepayers. My opinion is that four councillors are insufficient to sit on this board.

	Name of appointee(s) to body	Is the work of the body relevant to this authority?	Should the Council continue to make appointments to this body?	More than one representative appointed by this Council to the body, do you think it's necessary?	What are the benefits of making appointments to this body?
	Councillor E J Sneath	Yes	yes	Yes	IDBs provide and maintain efficient and effective drainage to our low lying district. Having councillors on the Boards gives the public confidence because their elected members are involved in such important work as well as monitoring any changes to the drainage rates and ensuring they are kept at a reasonable level.
Wisbech Market Town Transport Strategy Member Steering Group	Councillor C J T H Brewis				<p>I was welcomed for my knowledge of public transport. It was a time limited body, issued its report and that was it!</p> <p>Councillors to note that this body no longer requires appointments.</p>

ROLE PROFILE

Councillor Champion

This is a Special Responsibility role profile.

1. Who is a Councillor Champion accountable to?

- South Holland District Council.

2. Role, Purpose and Activity

- **Within the Council**

- To promote the interest being championed within the Council's corporate and service priorities;
- To promote the needs of the group represented in the interest to the decision makers within the council;
- To work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest;
- To maintain an awareness of all matters connected with the interest;
- To contribute to good practice and the continuous improvement of services and functions related to the interest;
- To engage with councillors in matters related to the interest such as attending Overview and Scrutiny/Cabinet /full Council meetings etc; and
- Raising awareness of and taking a lead role in the development of all councillors and officers in relation to the interest.

- **In the Community**

- To raise the profile of the interest within the community;
- To engage with citizens and community groups in matters related to the interest; and
- To lead and support local initiatives related to the interest.

- **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council;
- To promote and support openness and transparency; and
- To adhere to the Members' Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office.

3. Values

- To be committed to the Council's values and corporate priorities.

PERSON SPECIFICATION

Councillor Champion

To fulfil the role as laid out in the role profile, an effective Councillor Champion requires the following:

Within the Council

- Understanding of the area of interest being championed in terms of Council strategies and policy, good practice, improvement and national agendas and the needs of the group;
- Ability to engage with a range of councillors and officers around the area of interest and listening to requirements;
- Ability to act on behalf of the area of interest within the Council; and
- Act as a proxy for the relevant Portfolio Holder.

In the Community

- Effective public speaking and presentational skills;
- Understanding of the needs of the community in relation to the interest;
- Ability to engage with citizens and community groups in matters related to the interest;
- Ability to lead and support local initiatives related to the interest; and
- Ability to represent the position of the Council to the community in relation to the interest.

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, councillors and external partners;
- Respect for different groups and individuals;
- An understanding of the Code of Conduct and Member/Officer Protocol.

ROLE PROFILE

Councillor (Elected Member)

1. Who do Councillors represent?

- Residents within their ward;
- South Holland District Council; and
- The District of South Holland in a wider capacity.

2. Role, Purpose and Activity

- **Representing and supporting communities**
 - To represent the community to the Council and the Council to the community;
 - To lead and champion the interests of the ward and its residents;
 - To represent individual residents and local organisations and work on their behalf; and
 - To liaise with other councillors, officers and partner organisations.
- **Making decisions and overseeing Council performance**
 - To contribute to and debate in full Council meetings;
 - To contribute to and debate in committee and panel meetings, to which they might be appointed, to make decisions and oversee performance;
 - To promote democracy and take collective responsibility for decisions; and
 - To encourage effectiveness and efficiency in the provision of Council services.
- **Representing the Council (externally)**
 - To represent the Council externally.
- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council;
 - To promote and support openness and transparency; and
 - To adhere to the Members' Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office.

3. Personal and Role Development

- To participate in opportunities for training and development.

4. Values

- To be committed to the Councils values and corporate priorities.

PERSON SPECIFICATION

Councillor (Elected Member)

To fulfil the role as laid out in the role profile, an effective Councillor requires the following:

Representing and supporting communities

- Good communication and listening skills;
- The ability to set aside own views and act impartially on behalf of others; and
- A willingness to challenge using well reasoned arguments.

Making decisions and overseeing Council performance

- To understand how a successful meeting is conducted;
- The ability to contribute positively to the scrutiny process; and
- A readiness to prepare fully for meetings.

Representing the Council (externally)

- Effective public speaking and presentational skills; and
- The ability to convince others and act with integrity.

Internal governance, ethical standards and relationships

- An understanding of the roles of officers, councillors and external partners;
- Respect for different groups and individuals;
- A knowledge of Equality and Diversity legislation; and
- An understanding of the Code of Conduct and Member/Officer Protocol.

NB: All other role profiles, in addition to the Councillor (Elected Member) profile, are special responsibility roles.

Minutes of a meeting of the **LICENSING COMMITTEE** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Thursday, 12 March 2015 at 6.30 pm.

PRESENT

M G Chandler (Chairman)
F Biggadike (Vice-Chairman)

A Casson
P E Coupland

G K Dark
C J Lawton

D J Wilkinson
R M Rudkin

In Attendance: Councillor Licensing and Business Support Manager and Food Health & Safety Manager, Democratic Services Support Officer and Mr Cousins

Apologies for absence were received from Councillors R Perkins and A Harrison.

13. DECLARATIONS OF INTEREST

There were none.

14. MINUTES

The minutes of the meeting held on 14 January 2015 were agreed as a correct record.

The Chairman drew members attention to item 10. of the minutes and asked that Craig Fowler (Food Health and Safety Manager) update members on the current situation. A copy of a draft document on the 'Provision of toilets in commercial premises open to the public' was circulated to those present, included within the document were changes members had suggested at the previous meeting on 14 January 2015.

Members were in agreement with the changes to the document that had been made and gave it their full approval.

DECISION:

- (a) That the minutes of the meeting held on 14 January were agreed as a correct record; and
- (b) That the 'Provision of toilets in commercial premises open to the public' be approved.

Action By

LICENSING COMMITTEE - 12 March 2015

15. LICENSING AND SAFEGUARDING UPDATE

The Chairman requested that item 5 of the agenda be considered as the first ordinary item on the agenda. Mr Cousins, a local Taxi Private Hire Driver, was in attendance at the meeting and the Chairman requested that his input be received during consideration of the item.

It was requested that members give consideration to the report of the Assistant Director – Community which provided an update on Licensing and Safeguarding.

The Licensing and Business Support Manager was in attendance to provide members with an update on Safeguarding and the proposed measures to strengthen safeguarding in the Licensing Department.

Over recent months there had been significant media interest about the role of taxi drivers and licenced premises in sexual exploitation over years of abuse noticeably in Rochdale and Rotherham, other cases reported in the press included Milton Keynes.

Some criticism had been directed at local authorities about the lack of confidence and arrangements to manage and deliver the licensing functions with the focus on taxi licensing and this failure was putting people at risk of exploitation.

Members were informed that the report provided an overview about Licensing and to provide an update on the main concerns coming out of Rotherham and what measures had been and were being implemented locally within South Holland.

The Licensing and Business Support Manager informed members that she had reviewed the procedures in place for safeguarding and believed that South Holland were currently in a good position and appropriate mechanisms were in place. There weren't currently any national mechanisms to share information on Taxi drivers, officers within Lincolnshire were currently working towards a system, the Licensing and Business Support Manager had spoken with The Rt Hon John Hayes MP, regarding the issue with the potential for it to be raised at central government.

It was believed that Taxi drivers should play a key role in safeguarding, to be helpful in protecting children and the vulnerable, reporting any incidents appropriately. Members were requested to consider appendix A to the report, Code of Conduct – Hackney Carriage and Private Hire Drivers. This provided taxi drivers with a clear view of what was expected from them with

LICENSING COMMITTEE - 12 March 2015

regard to their conduct.

The Chairman invited Mr Cousins to speak regarding the Code of Conduct, and to give his views on the proposed document.

Mr Cousins had concerns regarding the code of conduct prohibiting the use of social media as many clients and taxi firms used social media to book and advertise their services. In addition to this concern Mr Cousins advised that he and colleagues had of occasion accepted token gifts of a nominal value as a thank-you for excellent service, he was reluctant to support ban on this as many customer could perhaps be offended and it was important to highlight that the Code of Conduct was for drivers behaviour and not for clients.

It was agreed that the document should be clear and concise and that it reflected what was expected of Taxi drivers in their roles, some amendments were made to the document, to reflect those views taking into account the comments that Mr Cousins had kindly provided.

There were discussions around the potential for Safeguarding training for taxi drivers and to look at a basic English skills test for those drivers who English was not their first language. Members thought that it was of great importance that all taxi drivers had full knowledge of what was expected of them with regard to their own conduct, but to also spot the signs of safeguarding issues, but to be able to communicate appropriately.

Concerns were raised over unlicensed taxis it was being monitored and if any suspected unlicensed taxis had been reported. The Licensing and Business Support Manager advised that Taxi drivers were excellent at reporting any suspect unlicensed activity . There had been campaigns that made the public aware of those vehicles and to report any to the authority. There had not been any substantiated claims of unlicensed taxis during the past 2 years.

AGREED:

- (a) That the Code of Conduct – Hackney Carriage and Private Hire Drivers be approved subject to proposed amendments.

(Mr Cousins left the meeting at 7.17p.m. during consideration of the above item).

LICENSING COMMITTEE - 12 March 2015

16. AMENDMENT TO PROCEDURES POLICY IN RELATION TO THE LICENSING OF TAXIS AND PRIVATE HIRE

Consideration was given to the report of the Assistant Director – Community on Taxis and Private Hire Vehicles, an amendment to the current procedures and policy that were in place.

The Licensing and Business Support Manager was in attendance to update members of the Committee on the current 'Procedures Policy' in light of pending new legislation.

Within South Holland District Council when a dual Taxi and Private Hire Vehicle Licence was granted it was currently issued for a period of 1 year only, which was for the first 3 years and the subsequently at 3 yearly intervals. Single Private Hire Operator Licences were issues on an annual basis.

The deregulation Bill 2014, which had reached its third reading in the House of Lords on 4 March 2015 awaited Royal Assent. For this bill to take effect, Royal Assent must have taken place before the dissolution of Parliament on 30 March 2015.

Members were advised of clause 10 of the Deregulation Bill referred to in the Local Government (Miscellaneous Provisions) Act 1976 and what the various proposals stated.

It was highlighted to members within the proposals that; all driver licences should be issued for 3 years from grant, unless circumstances were appropriate to licence for a lesser period.

The proposal involved a more efficient administration process for applicants, which included the driver only attending the Licensing Authority every 3 years, which resulted in a lower cost for applicants. Officer time in processing applicants would also be greatly reduced. All Licences would now cost £90, for a 3 year licence, awaiting a full review of the taxi fees.

Some of the proposals within the Deregulation Bill, within the new Section 55, did not receive full support from the Licensing Team. These unsupported proposals were that all Operator Licences should be issued for 5 years, currently they were granted annually with a renewal fee of £90.

Currently the council's policy procedure stated that drivers of Hackney Carriage and Private Hire Vehicles were 'fit and proper' persons to be licenced. As part of the checks to ensure that drivers were 'fit and proper' they must from time to time pass a medical examination. The current procedure required all new applicants and those drivers at the age of 45, unless indicated as

LICENSING COMMITTEE - 12 March 2015

appropriate on a more frequent basis by a medical examiner, to undertake a medical exam.

Drivers who had reached age 45 must have been examined and passed fit every 5 years and from age 65, annual medical examination and certification was required. Any medical examinations carried out must be undertaken by the applicants/drivers GP, and at their own expense. The cost of such examinations could be in the region of £100.

It was the responsibility of each licenced driver to report to the Licensing Authority any variation to their medical condition and their fitness to drive. But under the current scheme an applicant who was approved as 'fit and proper' at age 19 would therefore not have to undertake another medical examination for another 26 years, until they were 45. It was therefore proposed, to ensure that all drivers were medically fit to drive, undertake a medical examination every 3 years from the grant of a licence. Members were informed of the current practices of authorities that were within Lincolnshire, in relation to medical examination requirements of their licenced drivers.

Licensed driver checks with the DVLA were currently carried out every 3 years, at a cost of £5.00 to the applicant, this was to ensure that the DVLA driving licence produced at the time of a renewal was correct and the most current. If a driver failed to inform the Licensing Authority about any points/disqualifications etc. that had been incurred was a breach of the licensing conditions. It was explained that, under the current policy, a driver could have accumulated more points on their licence than currently allowed (9), before referral to a Licensing Committee, or they could have served a period of disqualification during the 3 year period, and have their licence returned. It was therefore proposed that the current DVLA check within the policy be changed from every 3 years to an annual check.

Members raised concerns regarding convictions that a taxi driver may have, the Licensing and Business Support Manager explained that every applicant was subject to a DBS (Disclosure and Barring Service) check and all convictions and relevant information would be disclosed within that.

Members were in agreement that the recommendations supported the work of the Licensing Team and they provided them with more time to be able to undertake the necessary checks of vehicles.

LICENSING COMMITTEE - 12 March 2015

AGREED:

- (a) That the Dual Driver Licences currently issues on grant annually for the first three years, shall be issues unless for good reason, automatically for three years, and renewed every three years thereafter;
- (b) That a full medical examination questionnaire by an applicants own GP shall be submitted with every renewal application; and
- (c) That DVLA licence checks be changed from every three years to every year.

17. STREET TRADING

Craig Fowler (Food Health and Safety Manager) was in attendance to provide an update to members on the consultation in respect of Street Trading.

Members' attention was drawn to item 11 of the previous minutes, of the 14 January 2015, Review of Street Trading. The Food Health and Safety Manager circulated copies of the Draft Street Trading Policy to members and reminded them that is was agreed in principle as per the last minutes.

Members were requested to give the document full approval and once the necessary public notice period had expired it would come into force.

The draft document was considered and it was requested that any charitable activity be taken into account.

AGREED:

That the proposed Street Trading Policy be agreed, subject to an amendment regarding charitable activities, and to be enforced once the necessary public notice display period had expired.

18. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.

The Chairman advised the Committee that the Assistant Director Community had requested that the Licensing Committee give consideration to an urgent report on Protocol on Good Practice in Licensing for Members and Officers Dealing with Licensing Issues. The report sought approval for an updated version of the protocol.

LICENSING COMMITTEE - 12 March 2015

The Licensing and Business Support Manager was in attendance to present the report, at the request of the Chairman and answer members questions. A hard copy of the report was tabled to members of the committee and would be appended to the minutes of the meeting.

Part 5 – Section 6 of the Council’s Constitution dealt with the ‘Protocol on Good Practice in Licensing for Members and Officers Dealing with Licensing Issues’. Within that section of the Constitution it made reference to a number of matters which were now incorrect or inaccurate. For example references were made to ‘Standards Board for England’ and ‘prejudicial interests’ and Licensing Officers not being able to make representations at Licensing Committee hearings. All of which, it was explained, were out of date.

The document, which was appended to the report, had been updated accordingly to ensure that it remained fit for purpose. Further emphasis had also been added to outline training requirements for members of the Committee, making the requirements comparable to that of members sitting on the Planning Committee.

Part 3 – Section 3 of the Constitution outlined the responsibilities of functions of the Licensing Committee, this would be refreshed during the current year, 2015 to reflect changes in legislation.

It was agreed by the Committee that due to the nature of the work of the Licensing Committee and Committee of the Licensing Authority and the officers that supported their functions, that the update greatly reduced any risk that may become apparent from having an out of date protocol.

AGREED:

- (a) That the updated Protocol be recommended to full Council for approval and be amended within the Council’s Constitution.

(The meeting ended at 8.25p.m.)
(End of minutes)

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Minutes of a meeting of the **COMMITTEE OF THE LICENSING AUTHORITY** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Thursday, 12 March 2015 at 8.25 pm.

PRESENT

M G Chandler (Chairman)
F Biggadike (Vice-Chairman)

A Casson
P E Coupland

G K Dark
C J Lawton

D J Wilkinson
R M Rudkin

Apologies for absence were received from Councillors R Perkins and A Harrison

In attendance: Licensing and Business Support Manager, Food Health and Safety Manager and Democratic Services Support Officer.

7. **DECLARATION OF INTERESTS**

There were none.

8. **MINUTES**

That the minutes of the meeting held on 28 October 2014 were agreed as a correct record.

9. **ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.**

There were none.

(The meeting ended at 8.27 pm)

(End of minutes)

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Minutes of a meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 18 March 2015 at 6.30 pm.

PRESENT

R Gamba-Jones (Chairman)
J Avery (Vice-Chairman)

B Alcock	R Grocock	M D Seymour
D Ashby	H R Johnson	A C Tennant
C J T H Brewis	C J Lawton	D J Wilkinson
A Casson	R Perkins	
P E Coupland	R M Rudkin	

Planning Manager, Development Manager, Principal Planning Officer, Planning Officer, Democratic Services Officer and Planning Solicitor.

In Attendance: Councillors M D Booth, G A Porter, E J Sneath, G J Taylor and S Wilkinson (Ward Members), and the Press.

97. **MINUTES**

The minutes of the Planning Committee meeting held on 11 February 2015 were signed by the Chairman as a correct record.

(Moved by Councillor H R Johnson and seconded by Councillor M D Seymour.)

98. **DECLARATIONS OF INTEREST.**

No interests were declared.

99. **QUESTIONS ASKED UNDER COUNCIL PROCEDURAL RULE 10.3.**

No questions were asked under Council Procedure 10.3.

100. **WINGLAND ENTERPRISE PARK, CENTENARY WAY, SUTTON BRIDGE**

Plan No. and Applicant

H18-0723-12
Energy Park Sutton
Bridge Ltd

Proposal

Full - Proposed development of renewable energy park to include process building, fuel storage, vehicle stores, administration building/visitors centre, hard standing areas, weighbridges, tank farm zones, roads, car parking spaces and associated hard and soft landscaping

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

PLANNING COMMITTEE - 18 March 2015

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speakers. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be refused for the reasons listed at Section 9.0 within the report.

(Moved by Councillor C J T H Brewis and seconded by Councillor J Avery.)

(The Development Manager reported that some of slides within the presentation were not very clear and apologised for any inconvenience as a result.)

(Councillor M D Booth, as ward member, objected and spoke against the application.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

- Objectors:
- (i) Brian Collins-McDougall (Resident)
 - (ii) Shirley Giles (Sutton Bridge Parish Council)

(Councillor M D Booth left the meeting at 6.50 pm, following the consideration of the above application.)

101. **LUCKSBRIDGE NURSERIES, BROADGATE DROVE, MOULTON CHAPEL**

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H22-0908-14 Lucksbridge Horticulture Ltd	Full - Proposed new glasshouses and 2 new Biomass Plant Rooms

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to those Conditions listed at Section 5.0 within the report.

(Moved by Councillor D J Wilkinson and seconded by Councillor C J Lawton.)

PLANNING COMMITTEE - 18 March 2015

(Councillor R Grocock, as ward member, read a statement on behalf of the local residents.)

102. **LAND ADJACENT A17 LONG SUTTON SPALDING LINCOLNSHIRE**

Plan No. and Applicant

H10-0290-12
The Little Sutton
Energy Co Ltd

Proposal

Full - Erection of 500kWe wind turbine with access tracks, electricity switchroom and underground connection cables

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speaker. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to those Conditions listed at Section 9.0 within the original report and an additional condition requiring a planting scheme to be carried out, as follows:

No development shall take place until a scheme for screen planting; including position, species, height and age of specimen trees and plants has been submitted to and approved in writing by the local planning authority. The planting shall be carried out in its entirety within the first planting season after the commencement of development and any specimens dying or being removed during the first 5 years after planting shall be replaced with similar size specimens unless otherwise agreed in writing by the local planning authority.

(Moved by Councillor R Gambba-Jones and seconded by Councillor C J Lawton.)

(The Planning Officer reported that hard copies of the pictures relating to the application had been provided to councillors prior to the meeting.)

(The Planning Officer reported that an additional representation had been received from the owners of 144 Bridge Road in objection to the application.)

(The majority of councillors had been lobbied in respect of the above application.)

(Councillor B Alcock declared that he did not have a personal or pecuniary interest in the above application.)

PLANNING COMMITTEE - 18 March 2015

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Mark Hinnells (Applicant))

(Councillor S Wilkinson left the meeting at 7.07 pm and returned at 7.13 pm, during the consideration of the above application.)

103. **HALMER GRANGE, GRANGE DRIVE, SPALDING**

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H16-1083-13 Market Homes Ltd	Full - Proposed conversion of existing residential care home to residential flats

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speaker. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be refused for the reasons listed at Section 9.0 within the report and that an additional reason be added relating to the adverse impacts the scheme would have on the amenities of existing and future occupants by virtue of unacceptable levels of noise and disturbance associated with increased vehicular/pedestrian movements as a consequence of the proposed density of development, the restricted access to the site, and insufficient and poorly laid out on-site parking provision and amenity space .

(Moved by Councillor H R Johnson and seconded by Councillor M D Seymour.)

(Councillor G A Porter, as ward member, objected and spoke against the application.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Objector: (i) Nigel Mann (Resident))

PLANNING COMMITTEE - 18 March 2015

(Councillor R Grocock left the meeting at 7.34 pm and returned at 7.36 pm, during the consideration of the above application.)

(Councillor G A Porter left the meeting at 8.07 pm, following the consideration of the above application.)

104. **LAND OFF WARDENTREE LANE, PINCHBECK**

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H14-0156-14 Larkfleet Homes Ltd	Full - Erection of 169 residential dwellings with associated garages and infrastructure

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speaker. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to the applicant entering into a Section 106 agreement for the provision of 56 affordable housing units and a financial contribution of £200,000 towards local education provision and those Conditions listed at Section 9.0 within the report.

(Moved by Councillor C J Lawton and seconded by Councillor R Gambba-Jones.)

(Councillor E Sneath, as ward member, objected and spoke against the application and read out a statement on behalf of Pinchbeck Parish Council in objection to the application.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Mark Mann (Applicant)

(The Planning Manager left the meeting at 8.07 pm and returned at 8.11 pm, during the consideration of the above application.)

(The Chairman called a short recess, which commenced at 8.45 pm until 8.57 pm.)

PLANNING COMMITTEE - 18 March 2015

105. ADAM'S FARM, COMMON DROVE, CROWLAND

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H02-0019-15 Mr J Tansley	Full - Proposed small scale on farm Anaerobic Digestion Plant

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to those Conditions listed at Section 9.0 within the report.

(Moved by Councillor B Alcock and seconded by Councillor J Avery.)

(Councillor B Alcock declared that he knew the applicant, however he did not have a personal or pecuniary interest in the above application.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Lewis Smith (Agent))

(The Planning Officer reported that a correction was required with regard to Paragraph 3.1 within the report to state that the bungalow was not in the ownership of the applicant.)

106. FENLAND TOURISM CENTRE, CARRINGTON DROVE, CROWLAND

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H02-0026-15 Ruthkay Limited	Full - Alterations, extensions and replacement buildings to create new Fenland Tourism Centre including relocation of Crowland Caravans and Camping

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to those Conditions listed at Section 9.0 within the report.

PLANNING COMMITTEE - 18 March 2015

(Moved by Councillor C J T H Brewis and seconded by Councillor H R Johnson.)

(Councillor B Alcock declared that he was a relative of the applicant and therefore left the meeting at 9.12 pm and returned to the meeting at 9.16 pm, following consideration of the above item.)

107. **CHILTERN DRIVE SPALDING**

Plan No. and Applicant

H16-0508-11
South Holland
District Council

Proposal

District Council Reg 3 - Change of use to
create extension to Spalding Cemetery

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speaker. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, contrary to the recommendation of the Planning Manager, the application be refused for reasons relating to the unacceptable loss of recreational open space, notwithstanding the acknowledged need for additional cemetery accommodation, given the overall deficit of public recreational space within the town and the lack of provision for acceptable alternative open space of similar value to residents within a reasonable alternative location.

(Moved by Councillor R Grocock and seconded by Councillor B Alcock.)

(Councillor R Gambba-Jones declared an interest as the Portfolio Holder for Waste Management, Green Spaces and Operational Planning, due to his service area submitting the above planning application. However he did not consider himself as having a disclosable pecuniary interest and therefore remained in the meeting for the debate but did not take part in the vote.)

(Councillor A Casson declared an interest as the Junior Portfolio Holder, due to his service area submitting the above planning application. However he did not consider himself as having a disclosable pecuniary interest and therefore remained in the meeting for the debate but did not take part in the vote.)

(The Planning Officer reported that following publication of the agenda a petition had been received, which contained 100 signatures, in objection to the application.)

PLANNING COMMITTEE - 18 March 2015

(Councillor G J Taylor, as ward member, objected and spoke against the application.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

- Objectors:
- (i) Mr Kim Seston (Resident)
 - (ii) David Hill (Spalding Civic Society))

(The Planning Officer and Councillor G J Taylor left the meeting at 9.46 pm, following the consideration of the above application.)

108. **ALAMBRA, OLD MAIN ROAD, FLEET HARGATE**

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H05-0894-14 Mr S Stinders	Full - Conversion of gymnasium/fitness centre into 2 dwellings

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to those Conditions listed at Section 9.0 within the report

(Moved by Councillor C J Lawton and seconded by Councillor A C Tennant.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

- Supporter:
- (i) John Dadge (on behalf of Applicant))

109. **THE COBGATE BUILDING, COBGATE, WHAPLODE**

<u>Plan No. and Applicant</u>	<u>Proposal</u>
H23-1062-14 Green Steel & Cladding Ltd	Full - Proposed change of use in 3 bays to western end of existing building from B1 and/or B8 to B2 and/or B8 use, including soft planted area

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

PLANNING COMMITTEE - 18 March 2015

DECISION:

That, in accordance with the recommendation of the Planning Manager, Planning permission be granted, subject to the wording of Condition 8 being amended to replace the word façade with boundary and to those Conditions listed at Section 9.0 within the report.

(Moved by Councillor C J T H Brewis and seconded by Councillor R Gambba-Jones.)

(The Development Manager referred to the wording of Conditions 4, 5, 9 and 11 and clarified that they required amending due to Planning Application being retrospective.)

(Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Sarah Whitehurst (Agent))

110. **GRANITE HOUSE, CHAPELGATE, GEDNEY**

Plan No. and Applicant

H06-1085-14
Mr C Plumb

Proposal

Full - Construction of replacement storage barn, greenhouse and brick built shed with boundary wall

Consideration was given to the report of the Planning Manager upon which the above application was to be determined, including his recommendations, copies of which had been previously circulated to all members.

Members debated the matter and fully explored the details of the application in light of prevailing policies and guidance; which included taking into account the views expressed by the public speakers. That debate was not repeated here as Planning Committee meetings were web-cast and could be viewed in full at www.sholland.gov.uk for a limited period of time following which the recording could be made available by request.

DECISION:

That, contrary to the recommendation of the Planning Manager, the application be refused as, notwithstanding the amended plans, the proposal constituted an unsatisfactory form of development that would, due to its scale and nature, materially harm the amenity of neighbouring residents by reason of noise and disturbance created by activities upon the site. The proposal is therefore contrary to Policies SG14 and SG17 of the South Holland Local Plan, 2006, which indicate that new development should not cause material harm to residential amenity by reason of potential noise disturbance, overlooking or loss of privacy.

(Moved by Councillor C J T H Brewis and seconded by Councillor A C Tenant.)

PLANNING COMMITTEE - 18 March 2015

(The majority of councillors had been lobbied in respect of the above application.)

(The Principal Planning Officer reported that an additional representation had been received from Gedney Parish Council in objection to the application.)

(Councillor R Gambba-Jones reported that he had received a letter from the owners of the bungalow neighbouring the application and advised that their property had been taken into consideration by officers when making their recommendation.)

(Councillor D J Wilkinson read a statement on behalf of the applicant.)

Oral representations were received in respect of the above application in accordance with the Council's scheme of public speaking at Planning Committee meetings:

Supporter: (i) Ian Trundley (Agent)

Objector: (i) Donna Crowley (on behalf of Resident))

111. PLANNING APPEALS

Consideration was given to the report of the Planning Manager which provided an update on recent appeal decisions.

Members noted that since the last report 1 planning appeal decision had been received and dismissed. Since 1 April 2014 25 appeals had been determined, with 21 dismissed and 4 allowed which equated to a success rate of 84%.

DECISION:

That the report be noted.

(The meeting ended at 10.46 pm)

(End of minutes)

Minutes of a special meeting of the **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Monday, 23 March 2015 at 6.30 pm.

PRESENT

A Harrison (Chairman)

G R Aley
F Biggadike
M D Booth
M Howard

J L King
R Perkins
R M Rudkin
M D Seymour

B Alcock
P E Coupland

Apologies for absence were received from or on behalf of Councillors S M Booth, A Casson, R Clark, G K Dark, S-A Slade, E J Sneath, D J Wilkinson, S Wilkinson, A R Woolf and R Grocock

In Attendance: Councillor C J Lawton (Portfolio Holder for Housing Landlord), Councillor P S Przyszlak (Portfolio Holder for Strategic Finance and Strategic Planning), Julie Kennealy(Executive Director – Place), Duncan Hall (Housing Manager), Richard Scorthorne (Housing Landlord Manager), Matthew Hogan (Strategic Housing Manager), Alison Harrison-Wild (Senior Business Partner (CPBS Ltd)) and Shelley French (Democratic Services Support Officer)

17. ELECTION OF CHAIRMAN

Consideration was given as to who should preside over the special joint meeting of the Performance Monitoring Panel and Policy Development Panel.

AGREED:

That Councillor A Harrison be elected Chairman for the duration of the special joint meeting of the Performance Monitoring Panel and Policy Development Panel.

18. DECLARATIONS OF INTERESTS:

There were none.

19. ESTABLISHMENT OF A NEW HOUSING COMPANY

Julie Kennealy (Executive Director (Place)) was in attendance to present to the Special Joint Panel meeting the business case and accompanying information on the establishment of a new housing company.

Action By

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

The Executive Director introduced The Housing Manager, Housing Landlord Manager, Strategic Housing Manager and Senior Business Partner (CPBS) who had been working towards the establishment of the housing company.

The officers provided members of the Panel with a presentation, an overview of the work they had been doing. In addition to the presentation consideration was given to the report of the Portfolio Holder for Strategic Finance and the Portfolio Holder for Housing Landlord on the draft Housing Company Business Plan.

The role of council in meeting the housing needs of their districts was changing. Local authorities were increasingly looking at the role they could play in stimulating and delivering new local housing investment. The drivers for taking a leading role in housing development were to directly address local housing supply shortfalls and could help generate additional revenue to support other identified priorities.

The Localism Act 2011 had played a key role in shifting how local authorities viewed their role in meeting the broader strategic housing needs of their districts. The Act introduced a new 'General Power of Competence', which gifted councils the power to take reasonable action needed 'for the benefit of the authority, its area or persons resident or present within its area'.

The general power of competence, along with an acknowledgment that house-building rates were not maintaining pace with the scale of household and population growth had seen local authorities take increasingly proactive and innovative approaches to investing in and delivering new housing. The new role was best defined within the influential government commissioned House/Elphicke 'Review into the local authority role in housing supply' (2015), which made the case that the role of local authorities needed to shift to a position of becoming an enabler of housing to have met the wider strategic need of their districts.

South Holland was a district with a growing population. Over the next 20 years the number of households living within the District was projected to increase by over 27%. An estimated 600 homes were to be required to be built every year over that period to have kept up the demand from growth in population and the economy. House prices were rising, the cost of renting in private sector housing was increasing and the need for more affordable housing

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

continued to grow. Demand and need were increasing for different types of housing across all tenures.

At the same time and was the case nationally, housing delivery within South Holland had not kept up with demand and need. Although several large housing providers and developers worked within the District, their efforts alone had not been sufficient to ensure that all of the housing that was needed within the District was provided.

The combination of new powers, along with a local challenge that required a proactive solution presented a significant opportunity for South Holland District Council. South Holland was well placed to rise to that challenge; the councils had access to land, finance and considerable expertise. The Council understood local housing needs and was well placed to make the necessary decisions and investment that would contribute towards ensuring those needs were met.

A business plan had been prepared for the company following detailed work with the Council's appointed advisors, KPMG. The business plan set out how the Council, utilising a wholly-owned company vehicle, would seek to establish a key role in delivering new housing that met the needs of the District going forward whilst making sound financial investment which would support the provision of council-services going forward. The objectives of the company were as follows:

- To increase housing supply in the area to address existing demand and meet the needs of growing population, and help boost growth in the local economy;
- To act as a stimulus for change to improve the quality of rented sector accommodation across the district;
- To set standards for good housing design in the local housing market, helping to protect the character of the District; and
- To generate General Fund income for the Council through returns from Private Rented Sector ("PRS") housing and sales receipts from market housing sales and affordable homes.

The use of a wholly owned company has the advantage over developing property in-house in that:

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

- Housing held for market rent sat outside of the HRA (Housing Revenue Account), so returned followed to the General Fund; and
- Housing was not subject to the constraints of the Housing Act and secure tenancy regime.

The business plan set out the steps that Council would need to follow in setting up the company, key risks and considerations for the arrangements and, if it was successful, how the company could expand.

The business plan addressed the initial phase (“Phase 1”) activities of the company, which covered the financial years 2015/2016 and 2016/2017 and aimed to deliver;

- 13 new homes for market sale;
- 64 new homes for market rent;
- 40 new homes as Affordable Housing (to be sold either to the Council’s HRA or another registered provider);
- 25 homes to be acquired for letting a market rent during 2015/2016 (it should be noted that this number had been used for modelling purposes only, and could either be increased or decreased depending on opportunities which may occur).

A summary version of the business plan (non-financial) was attached at Appendix A to the report. It was important to note that the draft business plan reflected Phase 1 of the company’s activities only.

As part of the business plan work, KPMG had developed a detailed financial model which the company would be able to use for business planning of future phases. The financial model inevitably provided a large amount of detail, but also included a number of summary tables which demonstrated the financial impact of the company’s planned activities for Phase 1 and the impact that would have on the Council’s General Fund. These were reflected in the Tables, which were detailed within the report; Table 1 – illustrating the investment requirements and financing, Table 2 – showing the headline financial returns, Table 3 – showing the General Fund cash flows, and Table 4 – showing the annual return to the General Fund as a chart.

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

The Business Plan assumed the use of Council reserves of £2.621million and would borrow from the PWLB (Public Works Loans Board) in the form of short and long term loans. The business plan further assumed that the Council would receive a margin of 0.85% on the short term loan and 0.68% on the long term loan, that being the difference between PWLB rates and the interest rate charged to the company.

Key financial returns from the company to the Council were demonstrated in Table 2 within the report. The Council would have earned a return to the General Fund from the Company from three sources.

- A margin earned on services performed for the Company set at 10% on commercial rates of those services;
- A margin on interest charge to the Company for the long and short term loans in excess of the Council's cost of borrowing from the PWLB;
- A return on equity invested (through dividends), which reflected profits back to the Council from the Company's operation of the following activities:
 - Market sales from housing development;
 - Market rental from housing development;
 - Market rental from housing acquired; and
 - Sale of affordable housing development.

KPMG had also produced a summary document which covered the financial aspects for both the company and the Council's General Fund. This was attached at Appendix B to the report. Critically, the business plan (Phase 1) was based upon the Company buying existing sites from the Council, at full market value. Consequently, the business plan had been developed to provide a sustainable commercial model, which was not reliant on any specific sites or on land being acquired below market values. All of the Council's assets (both HRA and General Fund) had been considered for their suitability for development/redevelopment. Sales of any Council owned sites to the Company were subject to a report to Cabinet seeking formal approval for the sale at the appropriate time.

Full Council in July 2014 received a report that included the recommendations of the Community Interest and other Local Authority Companies Task Group. Those recommendations were presented and agreed by the Cabinet on 24 July 2014 and

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

related to the establishment of a Company. Those recommendations, which were agreed, were to be considered whenever the Council sought to establish a new company – members were advised that also included within the agenda pack there was another report which covered those recommendations.

It was agreed at a meeting of full Council in July 2014 that the company would be Teckal compliant, limited by shares and would have six directors:

- Councillor David Ashby;
- Councillor Michael Booth;
- Councillor Peter Coupland;
- Councillor Paul Przyszlak;
- Councillor Elizabeth Sneath; and
- Councillor D Wilkinson.

The Chairman reminded members that the appendices accompanying the Business Plan were not to be considered in open session and should discussions be required to take place members should agree to exclude the press and public.

Members of the Panel raised the following points and questions:

- Why 'Woad Homes Ltd'? What was the meaning behind the name?

The Portfolio Holder for Housing Landlord explained that there had been many suggestions for appropriate names. Woad was a plant that was grown within South Holland and was widely used as a dye.

- Six board members were to be appointed, what were to happen if those members did not get re-elected at local elections?

The Strategic Housing Manager explained that some work was being done to look at the possibility of a caveat within directorship that they must be an elected member.

- There were concerns about the use of Council Reserves and would there still be sufficient funds left after the use of the proposed £2.621m?

The Executive Director explained that sufficient funds would be left within Council Reserves. The rate of the return from the investment would be much larger than the interest earned from

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

holding the funds within a bank.

- What if the New Homes Bonus were to cease?

The Executive Director advised that this had been taken into account and confirmation of that could be found within the confidential appendices, which accompanied the report.

- Members were concerned about the rates given to the Housing Company on lending, and asked if that could be considered as state aid?

A sensitivity test had been undertaken to look at the risk, it was explained that Eversheds had provided legal advice that stated the plans satisfied risk.

- Would all sites that were acquired be paid for immediately or would there be a delay?

The sites that were acquired would be paid for on completion, should there be any delay interest would be paid. The Executive Director stated that it was important for members to note that the Company business plan was robust and the Company would stand up in the open market. Should full Council decide they were unhappy with the scale of the plans, they could decide to recommend work commenced on a smaller scale. The Portfolio Holder for Housing Landlord explained that the figure provided was very considered and evidenced based, other authorities were also taking that innovative step.

- Clarification was requested on the percentage of homes the Housing Company would build that were affordable?

The Strategic Housing Manager advised that local policy was that 33% of new homes built should be affordable and it was planned that the housing company would adhere to that policy.

- Concerns were raised over South Holland District Council employees undertaking the management of the Housing Company as well as their day to day roles.

The Executive Director explained that some more technical resources, such as architects would be brought in and not resourced in house. South Holland was in a unique position as unlike many other authorities, the Districts housing stock was still managed 'in-house'. Meaning that there were already a great deal of officers with knowledge and abilities to help run the

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

housing company to be a success, throughout Phase 1. Once the company was well established and Phase 1 nearing completion the situation regarding staffing would be re-considered as part of a review.

The Chairman asked for members to consider the report at item 4 c) of the agenda (compliance with previous scrutiny recommendations). The Chairman welcomed any questions on the report and requested that members give consideration to the report alongside the presentation that officers had provided.

AGREED:

That the Special Joint Performance Monitoring Panel and Policy Development Panel supports the following recommendations to full Council.

- 1) That the housing company financial model and draft business plan be approved;
- 2) That the housing company be established in accordance with the decision by Council of 23 July 2014;
- 3) That the company name "Woad Homes Ltd" be registered
- 4) That the Council appoint the Portfolio Holder for Housing Landlord as Shareholder's Representative
- 5) That any land appropriations for development purposes are agreed by Cabinet.
- 6) That the council makes a contribution to the Company from its general fund reserves at an optimum level to support the business plan, in line with the Council Treasury Management Strategy. The business plan for illustrative purposes includes a contribution from the Council at £2.621m.
- 7) That the Council will borrow on behalf of the Company in an arrangement in line with the assumptions included within the business plan.
- 8) That the Council delegates authority to the S151 Officer, to approve the final mix of use of reserves and borrowing in line with the business plan and Council Treasury Management Strategy.

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 23 March 2015**

- 9) That the report on 'Compliance with previous Scrutiny Recommendations' be noted.

(Councillor R Perkins entered the meeting at 6.41p.m. during consideration of the above item).

20. EXCLUSION OF THE PRESS AND PUBLIC

AGREED:

It was resolved that, under section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Schedule 12A of the Act.

21. BUSINESS PLAN AND FINANCIAL SUMMARY DATA

Members considered the Business Plan and Financial Summary data and its accompanying appendices A – D.

22. FINANCIAL MODEL

Members gave consideration to the Financial Model which accompanied the Business Plan for the establishment of a new Housing Company.

23. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

(The meeting ended at 8.21 pm)

(End of minutes)

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KEY DECISION PLAN

Issued – 15 April 2015

Representations in respect of all the matters shown should be sent in writing, at least one week before the date or period the decision is likely to be made, to:

*Amanda Taylor, Democratic Services Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764837 Fax: 01775 711253 Email: member.services@sholland.gov.uk*

The Key Decision Plan shows all Key decisions that the Council is likely to make over the next **twelve months**

The Key Decision Plan is updated on a rolling basis and shows the decisions that will be considered and the date when the decision is expected to be made.

Key decisions are: *“A decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council and / or is likely to result in the Authority incurring expenditure, generating income or making savings in any single financial year above the threshold of £72,000 in respect of revenue expenditure and £178,000 in respect of capital expenditure.”*

Significant decisions are: *1. A decision made in connection with setting the Council Tax; 2. A decision to approve any matter relating to a Policy or Strategic Plan; 3. Any non-Executive decision which significantly affects the community in two or more wards or electoral divisions. Some of the decisions will be recommendations to full Council, particularly if they impact on the Budget and the Policy Framework (comprising of statutory plans and strategies)*

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>Portfolio Holder for Housing Landlord</p> <p>Amendments and alterations to the South Holland Common Housing Allocations Policy</p>	<p>To approve amendments and alterations to the South Holland Common Housing Allocations</p>	<p>Registered Providers with whom the council holds nomination rights</p> <p>Written correspondence</p>		<p>Portfolio Holder for Housing Landlord 16 Apr 2015</p>
<p>Portfolio Holder for Housing Landlord</p> <p>New roofing renewal contract for council housing stock</p>	<p>To award new roofing renewal contract for the housing stock.</p>	<p>Portfolio Holder for Housing Landlord, Housing Manager.</p> <p>Informal meetings and discussions.</p>		<p>Housing Manager Between 1 Apr 2015 and 30 Apr 2015</p>

<p>Portfolio Holder for Housing Landlord</p> <p>Spalding Gypsy and Traveller Site</p>	<p>To award the works contract.</p>	<p>Portfolio Holder for Assets and Property, Procurement Lincolnshire.</p> <p>Portfolio Holder briefings – ongoing.</p>		<p>Housing Manager Between 1 Jun 2015 and 30 Jun 2015</p>
<p>Portfolio Holder for Housing Landlord</p> <p>New sewerage maintenance contract for council housing stock</p>	<p>To award new sewerage maintenance contract for the housing stock.</p>	<p>Portfolio Holder for Housing Landlord, Housing Manager.</p> <p>Informal meetings and discussions.</p>		<p>Housing Manager Between 1 Dec 2015 and 31 Dec 2015</p>

If you have any comments or queries regarding any of the entries in the Key Decision Plan please contact:

Amanda Taylor, Democratic Services Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
 Telephone: 01775 764837 Fax: 01775 711253 Email: member.services@sholland.gov.uk

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Democratic Services and Legal Manager

To: South Holland District Council – 20 May 2015

(Author: Amanda Taylor – Democratic Services Officer)

Subject: Councillor Development Charter – Charter Plus

Purpose: To seek approval to commit to achieving Charter Plus status of the East Midlands Councils Councillor Development Charter and to make amendments to the name and Terms of Reference of the Councillor Development Board.

Recommendations:

- 1) That South Holland District Council commit to achieving Charter Plus status of the East Midlands Councils Councillor Development Charter;
- 2) That a Statement of Commitment be signed by the Leader of the Council and the Chief Executive;
- 3) That the revised Terms of Reference, as detailed in paragraph 1.8 within the report, be approved; and
- 4) That the Councillor Development Board be renamed as the Councillor Development Steering Group.

1.0 BACKGROUND

- 1.1 A Councillor Development Charter is a statement by the Council of its commitment to develop and supporting its elected councillors.
- 1.2 On 28 February 2007, South Holland District Council agreed to sign up to the East Midlands Councils Regional Councillor Development Charter, the purpose being to illustrate a commitment to strengthen the skills and abilities of individual councillors. Following work undertaken by the Councillor Development Board (formerly known as the Member Development Steering Group) and the Democratic Services Team, Charter status was successfully accredited to South Holland District Council on 15 March 2010 and re-accredited on 27 March 2013.
- 1.3 The process for achieving the Councillor Development Charter is clear and guidance is available as to what needs to be done to maintain charter status. Work has continued in order to maintain charter status, since its review, and progress is continually being made in line with the suggested areas for improvement identified by the Assessment Team in 2010 and 2013, which are detailed within Appendix A. The Assessment Team have also highlighted a number of strengths, which are detailed within Appendix B.
- 1.4 The national charter framework has recently been updated and East Midlands Councils has provided its authorities with a copy of the revised charter framework. The suggested areas for improvement highlighted within the March 2013 assessment report for South Holland District Council have been updated as a result of this. The key points include:

- Principles and 4 key areas of the charter remain the same.
- The benefits of the charter have been linked to the context and challenges currently faced by councillors and some relevant publications, e.g. Local Government Association Rewiring Public Services in July 2013 and the House of Commons Committee Report in December 2012 on Councillors on the Frontline which helps raise the importance and benefits of councillor development more widely.
- Some of the individual elements have been removed due to duplication and some have been incorporated into other elements.
- This will make it easier for councils when compiling “portfolios of evidence”.

1.5 At its meeting on 27 February 2014, the Councillor Development Board considered the requirements of the Councillor Development Charter in addition to the requirements for Charter Plus status. The Charter Plus standard is only available to those Councils that already hold Charter status.

1.6 The Councillor Development Board has agreed that the next logical step for South Holland District Council would be to apply for Charter Plus status. The next reassessment is due in March 2016 and therefore allows sufficient time to make progress on the Charter Plus requirements.

1.7 At its meeting on 10 July 2014, the Councillor Development Board reviewed its Terms of Reference with a view to refreshing and updating them for clarity and relevance. The current terms of reference, as agreed by Annual Council on 14 May 2014, reads as follows:

(Executive powers) To develop Councillor training and development that reflects the vision of South Holland District Council and the objectives it is trying to achieve ensuring:-

- *A commitment to Councillor development;*
- *A strategic approach to Councillor development;*
- *Learning and development is effective in building capacity; and*
- *Councillor development promotes work life balance and citizenship.*

1.8 The Councillor Development Board has proposed an amended Terms of Reference, as follows:

- *To develop a councillor training programme that reflects the vision and objectives of South Holland District Council;*
- *To set a councillor development policy and strategy with a view to ensuring that:*
 - *There is a clear commitment to councillor development;*
 - *The Council has a strategic approach to councillor development;*
 - *Learning and development is effective in building capacity; and*
 - *The Councils processes support councillor in their role as leaders of their local communities.*
- *To provide a personal development planning process giving councillors the opportunity to complete self assessments and 360° assessments;*
- *To ensure that councillors have access to an effective method for determining their individual learning styles;*
- *To provide an evaluation process to ensure the continuous improvement of learning and development provisions which provide value for money;*
- *To monitor and prioritise the councillor development budget to ensure it is used to the maximum effect;*

- *To treat councillors fairly in respect of learning and development opportunities; and*
- *To champion and raise the profile and importance of councillor development both individually and within political groups.*

1.9 The reference to the Councillor Development Board having Executive Powers had been removed, as it should have never been included when the group was first established. As a result it is suggested that the name of the Councillor Development Board be renamed as the Councillor Development Steering Group.

2.0 **OPTIONS**

2.1 Do nothing.

2.2 To continue working towards the Councillor Development Charter – Charter Status only and not make amendments to the name and Terms of Reference of the Councillor Development Board.

3.0 **REASONS FOR RECOMMENDATIONS**

3.1 By choosing to apply for Charter Plus status, South Holland District Council shows continued commitment to strengthening the skills and abilities of its councillors to enable them to carry out their role.

3.2 Amending the name and Terms of Reference of the Councillor Development Board provides clarity and relevance.

4.0 **EXPECTED BENEFITS**

4.1 Councillors will be focussed on helping South Holland District Council to deliver its corporate priorities and will become more efficient and engaged with their local communities.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 Councillor Development involves the occasional need to travel to training sessions that are being provided externally. However, steps have been taken to ensure car sharing is encouraged and there is the availability of facilities such as video conferencing to reduce the need to travel where possible.

5.1.2 South Holland District Council is working in liaison with other Lincolnshire Authorities in order to share resources where possible and therefore make efficiency savings.

5.2 **Constitution & Legal**

5.2.1 The Councillor Development Board feels that this level of commitment requires the buy-in of all councillors and officers within South Holland District Council.

5.3 **Contracts**

5.3.1 A signed Statement of Commitment is required in order to apply for Charter Plus status. However, this is not contractually binding.

5.4 Corporate Priorities

5.4.1 By assisting councillors to fulfil their roles, the Councillor Development Charter works to promote all of South Holland District Council's corporate priorities.

5.5 Crime and Disorder

5.5.1 It is the opinion of the Report Author that there are no Crime and Disorder implications.

5.6 Equality and Diversity / Human Rights

5.6.1 Maintaining Charter status ensures that councillors receive the necessary training in order to strengthen their skills and abilities to enable them to carry out their role.

5.7 Financial

5.7.1 Resources have been allocated, within the Democratic Services Team, to focus specifically on Councillor Development in liaison with the Councillor Development Board.

5.7.2 The cost of the assessment can be met from the Councillor Development Budget.

5.7.3 South Holland District Council is working in liaison with other Lincolnshire Authorities, in addition to Breckland District Council with whom its management team is shared, in order to share resources and therefore make efficiency savings where possible.

5.8 Health & Wellbeing

5.8.1 It is the opinion of the Report Author that there are no Health and Wellbeing implications.

5.9 Risk Management

5.9.1 It is the opinion of the Report Author that there are no Risk Management implications.

5.10 Staffing

5.10.1 Resources have been allocated, within the Democratic Services Team, to focus specifically on Councillor Development in liaison with the Councillor Development Board.

5.11 Stakeholders / Consultation / Timescales

5.11.1 Reassessment of the Councillor Development Charter is due in March 2016 and this allows sufficient time to make progress on the Charter Plus requirements.

5.11.2 East Midlands Councils will be involved in the process to ensure that South Holland District Council is able to achieve Charter Plus status.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 This report will not result in any significant effects. Therefore, this is not considered to be a key decision.

7.0 ACRONYMS

7.1 No acronyms have been used within this report.

Background papers:- None

Lead Contact Officer

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Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report:

Appendix A Recommendations for improvement and development in March 2013 and Recommendations for Improvement in March 2010

Appendix B Areas of greatest Strength

Recommendations for improvement and development in March 2013

With a view to building on and improving the existing councillor learning, support and development provided and in order to achieve charter re-accreditation in 3 years time, the recommendations listed below and any others not addressed from the 2010 report, will need to be implemented to ensure that the Council demonstrates continuous improvement in key areas, specifically:

- The Member Development Strategy would be further strengthened by a clearer identification of the priority development needs linked to the council's priorities. Ensuring the ethos and principles of the strategy are widely communicated and understood would add further value.
- To build on the good work already established in developing the wide range of role profiles, it is recommended that these profiles become more widely communicated and embedded, in order to add further value to the individual learning and development planning process.
- To have a clear process in order to identify individual learning and development needs to allow the Council to provide an informed member learning and development programme. In addition, some further actions for improvements to this process are:
 - ensuring that the linkage between corporate priorities, individual learning and development needs, and the development provided is clear, so that the wider benefits and impact of member learning and development is understood and promoted throughout the council.
 - using the Personal Development Planning process, or similar, as one opportunity to evaluate previous learning and development.
 - that the appropriate members, (e.g. champions, group leaders etc) actively encourage their members to undertake the personal development planning process and take an active interest in the needs identified and how this feeds into the annual programme of member development.
- What ever mechanism is used to identify individual councillor learning and development needs, the facilitators **MUST** have a clear understanding of the process and what outcomes they are trying to achieve.
- To ensure there is a programme of regular development that supports both the political and managerial leadership working together effectively. Also a programme is put in place, informed by the development need outcomes of the individual personal development process, to develop current and future political leadership capacity. This would add focus and rigour.
- There is an annual programme of learning and development opportunities for councillors that brings together all the individual, committee and political leadership learning and development plans. To ensure that within this programme, the linkage between the corporate priorities, individual learning and development needs analysis and the councillor learning and development provided, are explicit.
- Decisions about member development are taken by an established cross party Member Development Steering Group, which meets on a regular basis. Key strengths are having links to the Cabinet via the Chair of the Group and the Portfolio Holder for Member Development and their ongoing interest and commitment. Ensuring a focus on key areas of

member development and undertaking effective communications with all members in a variety of ways will be important to the success of member led councillor development at South Holland District Council.

- There is a very clear need for the evaluation process to be further communicated and embedded to demonstrate how the authority is evaluating the cost and benefits of councillor learning and development and the impact that it has had on performance for the individual councillor, the authority and the community. The Member Development Steering Group needs to ensure they have a good level of understanding of the evaluation strategy as they play a critical role in this respect.
- To encourage a wider organisational culture of sharing member learning and development, embedding a more appropriate formal mechanism to share learning and development across the whole council, is recommended. This would also better demonstrate the benefits that the shared learning has provided.

Recommendations for Improvement in March 2010

In order to improve the existing councillor development programme and with a view to maintaining full charter status, South Holland District Council needs to address the areas for improvement and recommendations listed below, specifically:

- To continue to undertake the personal development review process using the role profiles to help identify development needs. Strengthening the link of learning and development to corporate priorities and using the process to help with succession planning.
- To define and implement a structured process and development programme approach for the political leadership and executive team.
- To develop the evaluation process further to ensure a focus on the impact and benefits learning and development and on the individual councillor, the council and the community.
- To develop a robust analysis of the cost and benefits of the learning and development undertaken by councillors as appropriate.
- More formal process for sharing learning and development to build a culture of learning across all councillors.
- The development of a corporate member development programme that takes into account individual, committee and cabinet needs.

Areas of greatest Strength

- Clear commitment from senior managerial and political leadership who clearly understand the importance and benefits of continuously developing councillors appropriately.
- Through the cross party Member Development Steering Group, councillors are involved in the formulation and monitoring of the strategic documents, e.g. member development strategy and policy, role profiles and an evaluation toolkit.
- There are named councillors and a designated officer responsible for member development of which all councillors are aware.
- The authority has an up to date member development strategy and policy.
- In the current climate there is still a designated budget for member development, together with specific officer support.
- There are a wide range of role profiles in place.
- There is a culture of openness to feedback, listening and flexibility in approach to the delivery of councillor learning and development.
- Good member/officer relationships with members also giving excellent feedback on the value they placed on the support provided by officers.
- Councillors feel they can feed in improvements to learning and development provision.

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Director of Commissioning and Governance
To: Council - 20 May 2015
(Author: Claire Burton, Senior HR Business Partner)
Subject: Pay Policy Statement
Purpose: To seek approval of the Pay Policy Statement

Recommendation

- 1) To adopt the Council's Pay Policy Statement.

1.0 BACKGROUND

- 1.1 Under section 38 of the Localism Act, a pay policy statement is required to be produced annually. This has been a requirement since 2012/13.
- 1.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:
 - the remuneration of chief officers
 - the remuneration of the lowest paid employees
 - the relationship between chief officers remuneration and that of other officers
- 1.3 The Pay Policy Statement is for financial year 15/16 however, the financial aspects describe 14/15 figures.
- 1.4 The Pay Policy Statement for 2015/16 must be approved by Council hence the reason for this report. The Authority may amend the policy during the period that the policy covers.
- 1.5 The statement must include the authority's policies relating to:
 - a) the level and elements of remuneration for each chief officer
 - b) remuneration of chief officers on recruitment
 - c) increases and additions to remuneration for each chief officer
 - d) the use of performance related pay for chief officers
 - e) the use of bonuses for chief officers
 - f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - g) the publication of and access to information relating to remuneration of chief officers.
- 1.6 The term 'remuneration' covers:
 - a) the chief officers salary or, in the case of chief officers engaged by the authority under a contract for services,
 - b) payments made by the authority to the chief officers for those services
 - c) any bonuses payable by the authority to the chief officers
 - d) any charges, fees or allowances payable by the authority to the chief officers

- e) any benefits in kind to which the chief officers are entitled as a result of the chief officer's office or employment
- f) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- g) any amounts payable by the authority to the chief officers on the chief officers ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

1.7 A pay policy statement for a financial year may also set the Authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

1.8 'The Code of Recommended Practice for Local Authorities on Data Transparency', published by the Secretary of State, enshrines the principles of transparency and asks councils to follow three principles when publishing data they hold; responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of their workforce. The pay policy statement has been written using these principles.

2.0 **OPTIONS**

2.1 A Pay Policy Statement must be published. However, amendments may wish to be made to the Policies adopted.

3.0 **REASONS FOR RECOMMENDATION**

3.1 To comply with the Localism Act 2011 requirements.

4.0 **EXPECTED BENEFITS**

4.1 It is a legal requirement to ensure that a Local Authority has a published Pay Policy Statement.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 It is the opinion of the Report Author that there are no implications.

5.2 **Constitution & Legal**

5.2.1 It is a legal requirement to ensure that the Authority has a Pay Policy Statement and that this is published as near to 31 March as possible.

5.3 **Contracts**

5.3.1 It is the opinion of the Report Author that there are no implications.

5.4 **Corporate Priorities**

5.4.1 It is the opinion of the Report Author that there are no implications.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the Report Author that there are no implications.

5.6 Equality and Diversity / Human Rights

5.6.1 It is the opinion of the Report Author that there are no implications.

5.7 Financial

5.7.1 Implications on finance have been considered. It is a legal requirement to ensure a Pay Policy Statement is published. It does not have any financial implications.

5.8 Health and Wellbeing

5.8.1 It is the opinion of the Report Author that there are no implications.

5.9 Risk Management

5.9.1 It is the opinion of the Report Author that there are no implications.

5.10 Staffing

5.10.1 Implications on staffing have been considered. It is a legal requirement to ensure a Pay Policy Statement is published. It does not have any implications for staff.

5.11 Stakeholders / Consultation / Timescales

5.11.1 It is the opinion of the Report Author that there are no implications.

5.12 Other

5.12.1 It is the opinion of the Report Author that there are no other implications.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 It is the opinion of the Report Author that there are no implications

7.0 ACRONYMS

7.1 None used in this report.

Background papers:- None

Lead Contact Officer

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Key Decision: No

Exempt Decision: No

Appendices attached to this report: Pay Policy Statement 2015/16

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Pay Policy Statement 2015/16

Status of this statement

A pay policy statement is required to be produced annually under section 38 of the Localism Act. Regard is to be had to any guidance from the Secretary of State in producing this statement.

Any decision under powers delegated in the Council's Constitution with regard to remuneration to be taken during 2015/16 will be bound by and must comply with this Statement.

The Head of HR must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

Coverage

This statement sets out the Council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

The Council regards the following as its "Chief Officers":

- Chief Executive
- Executive Director of Commissioning & Governance
- Executive Director of Place – Section 151 Officer

For the purpose of the pay policy statement the post of Assistant Director (Commissioning) will also be referred to as "Chief Officer".

The role of Chief Executive is a shared role with Breckland District Council.

The employing body for the Chief Officers is Breckland District Council.

In this policy statement the term "Chief Officers" refers to the Chief Executive, 2 Executive Directors and 1 Assistant Director in that where there are any differences in terms of the policy it is between this group and all other employees.

At the time of writing, the Senior Management structure is currently under review.

The Policy for 2015/16

Objectives of the policy

(a) to ensure a capable and high performing workforce

In respect of the Chief Executive, Chief Officers and all other employees the Council's policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council's priorities.

(b) simplicity, clarity and fairness between employees and between the Council and the community

The Council aims to be transparent on pay to its staff, prospective staff and the wider community.

(c) To differentiate between remuneration and other employee related expenses

The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non pay operational costs. This policy is applied consistently to the Chief Executive, Chief Officers and other employees.

Remuneration subject to national and local determination

❖ Pay bargaining

For Chief Officer posts only, the Council follows Breckland District Council's Remuneration and Reward policy which includes a Performance Related Pay scheme. This means an Officer's salary will not be subject to incremental salary increases and will be increased on a percentage basis, depending on how their performance has been rated throughout the year. This is agreed by the Corporate Management team and Breckland District Council's General Purposes committee following consultation with the recognised Union.

At the time of publication the award values for 2015/16 are unconfirmed.

The scheme is applied consistently to the Chief Officers and other employees.

The Council's Pay bands were last increased in April 2014.

❖ Car Allowances

The Council pays car allowances for use of private vehicles on council business in accordance with the National Joint Council agreement on pay and conditions of service. The current rates (which were last increased in April 2010) are:

Essential User Rates	451 - 999cc	1000 - 1199cc	1200 & Above*
Lump sum per annum (Monthly payment pro rata)	£846 £70.50	£963 £80.25	£1,239 £103.25
Per mile - first 8,500 miles	36.9p	40.9p	50.5p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p
Casual User Rates			
Per mile - first 8,500 miles	46.9p	52.2p	65.0p
Per mile - after 8,500 miles	13.7p	14.4p	16.4p

* Chief Executive and 3 Executive Directors/Assistant Director only.

Benefits

The value of car allowances are categorised as 'Benefits in Kind' and are reportable to HM Revenues and Customs. The estimated values of these benefits in kind for 2015/16 in respect of Chief Officers will be:

Post	Benefit in Kind 2015/16 (estimated)
Chief Executive	£1239
Executive Director (Place)	£1239
Executive Director (Commissioning & Governance)	£1239
Assistant Director Commissioning	£1239

The Local Government Pension Scheme and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package.

All employees may join the local government pension scheme. The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the local government pension scheme see;

<http://www.lgps2014.org/>

Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Chief Executive, Chief Officers and other staff.

The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council's principle is to not enhance benefits for any of its employees. This policy statement reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. It is the Council's policy to allow Flexible Retirement (where the business case permits) where no costs are payable by the employer. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees.

Job Evaluation and Pay Bands

All employees, covered by the National Joint Council (NJC) for Local Government Services, as set out in the 'Green Book' have their basic pay grade determined by a job evaluation scheme (using the Gauge system) which ensures that different jobs having the same value are paid at the same rate / within the same pay band. The "job score" determines the pay band for the post within which there is provision for progression by way of annual increments, until the top of the pay scale is reached.

The Chief Officer roles have been graded according to Breckland District Council's job evaluation scheme (the Inbucon scheme).

Allowances on appointment

The Council's policy is to not pay any form of "signing on" fee or incentive payment when recruiting. Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

This policy applies to the Chief Executive, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area.

Details of the full scheme can be found in the Council's Local Conditions of Service.

Termination payments

Redundancy

The Council has a single redundancy scheme which applies to all employees without differentiation.

The redundancy payment is based on the length of continuous local government service which is used to determine a multiplier which is then applied to actual pay; the Council uses the Statutory Redundancy pay calculation method, but bases weekly pay on contractual pay rather than the capped statutory method. The maximum number of years' service taken into account is 20 and the resulting maximum potential payment is 30 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council's Managing Change Policy.

Other termination

The Council does not provide further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving, or other contractual entitlement.

The Council does however recognise that situations may arise, and where the need for expediency is such, that it may be in the best interests of the authority to make individual payments relating to termination of employment. In such cases these will be approved in accordance with the Council's constitution.

Professional fees and subscriptions.

All employees shall be reimbursed one subscription arising out of membership of a national, regional or area organisation of professional employees which is of direct benefit to the work of the Council.

Returning Officer Fees

The Council's appointed (Deputy) Returning Officer receives a (Deputy) Returning Officer fee in respect of County, District and Parish Council Elections. The fee for undertaking this role in Lincolnshire is calculated in accordance with a formula approved annually by the Lincolnshire Chief Executives' Group, based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument.

Setting Salaries

For the post of Chief Executive:

- the Council will set the starting salary by way of Full Council agreement, as per the Council's constitution. Where an independent recruitment partner is contracted to deal with the recruiting of a Chief Executive, advice will be taken as to an appropriate starting salary level.

For Chief Officer posts:

- The Council's 'Joint Appointments Committee' will agree terms of employment as per the Council's constitution (Section 8 – Officer Employment Procedure Rules)

Pay ceilings

For 2015/16 the basic pay ceiling for Chief Officer posts is the maximum of the respective pay band. The pay bands and pay ranges for 2015/16 are as follows:

Chief Officers:

	MIN	MAX	SHDC's contribution to salary
Grade 1	£102,907	£126,498	50 % (£51,453 - £63,249)
Grade 2	£83,714	£102,907	50 % (£41,857 - £51,453)
Grade 3b	£55,404	£68,106	50 % (£27,702 - £34,053)

Other employees

Grade	MIN	MAX	SHDC's contribution to salary
A	£13,500	£13,714	100%
B	£13,871	£15,941	100%
C	£15,523	£17,372	100%
D	£16,969	£19,742	100%
E	£19,742	£22,937	100%
F	£23,698	£27,123	100%
G	£27,924	£31,846	100%
H	£30,978	£35,662	100%
I	£36,571	£40,217	100%
J	£39,267	£44,026	100%

Chief Officer Pay bands

Job Title	Grade
Chief Executive	Grade 1
Executive Director (Place)	Grade 2
Executive Director (Commissioning & Governance)	Grade 2
Assistant Director Commissioning	Grade 3b

Pay floor

The pay floor is the remuneration of the lowest paid employees. For the purpose of this statement “Lowest paid” is defined as the average pay of the 2% (5 individuals) of the Council’s employees with the lowest full-time equivalent (FTE) annual salary.

As at 31 March 2015 this average was £16,481.

The Council will not pay basic pay less than the amount applicable to the bottom point of the Grade A pay band. Employees in this group will be entitled to all other benefits – fringe payments, car allowances, pension, relocation, redundancy as all other employees.

Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages the Council’s principle is to differentiate by setting different levels of basic pay to reflect differences in responsibilities but not to differentiate on other allowances, benefits and payments it makes.

The relationship between remuneration of the highest paid officer in the Council, the Chief Executive, and the remuneration of the lowest paid employee (as defined in the ‘Pay Floor’ paragraph above), is within a 10:1 ratio.

Future appointments and interim arrangements

In the event of a vacancy – Chief Executive, Chief Officer or other employee – the arrangements set out above will apply in respect of permanent appointments.

If the need arises to provide agency or interim cover the principle is to seek to cap the cost of that appointment at no more than that of the permanent appointment taking into account additional employment costs – pension contributions, national insurance, paid leave etc. However, where necessary a higher “market rate” will be paid to secure a suitable individual and market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers will be set out in this document and published on the Council’s website.

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