

AGENDA



- Committee - **PERFORMANCE MONITORING PANEL**
- Date & Time - Tuesday, 30 June 2015 at 6.30 pm
- Venue - Meeting Room 1, Council Offices, Priory Road, Spalding

Membership of the Performance Monitoring Panel:

Councillors: B Alcock (Chairman), G R Aley, J R Astill, M D Booth (Vice-Chairman), C J T H Brewis, T A Carter, R Clark, G K Dark, P C Foyster, R Grocock, J L King, J D McLean, A M Newton, A C Tennant and J Tyrrell

Substitute members on the Performance Monitoring Panel may be appointed only from members who are not on the Cabinet. Substitutions apply for individual meetings only.

Persons attending the meeting are requested to turn their mobile telephones to silent mode

Democratic Services
Council Offices, Priory Road
Spalding, Lincs PE11 2XE

Date: 22 June 2015

AGENDA

1. Apologies for absence
2. Minutes - To sign as a correct record the minutes of the following meetings:
 - a) Performance Monitoring Panel - 3 March 2015 (copy enclosed) (Pages 1 - 16)
 - b) Special meeting of the Performance Monitoring Panel - 20 May 2015 (copy enclosed) (Pages 17 - 18)
3. Declarations of Interest. - (Councillors 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.)
4. Questions asked under Council Procedure Rule 10.3.
5. Tracking of Recommendations - To consider responses of the Cabinet to reports of the Panel.
6. Items referred from the Policy Development Panel.
7. Key Decision Plan - To note the current Key Decision Plan, published 22 June 2015 (copy enclosed). (Pages 19 - 22)
8. Performance Monitoring Panel Work Programme - To set out the Work Programme of the Performance Monitoring Panel, and identify and prioritise any issues to be included in the 2015/16 Work Programme (report of the Democratic Services and Legal Manager enclosed) (Pages 23 - 34)
9. 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 item(s) should be considered as a matter of urgency.

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 3 March 2015 at 6.30 pm.

PRESENT

B Alcock (Chairman)
D J Wilkinson (Vice-Chairman)

G R Aley
S M Booth
C J T H Brewis

R Clark
R Grocock
M Howard

R Perkins
E J Sneath
S Wilkinson

In Attendance: The Planning Manager, the Community Development Manager, the Corporate Improvement and Performance Manager, the Corporate Improvement and Performance Team Leader and the Democratic Services Officer

Apologies for absence were received from or on behalf of Councillors J L King, R M Rudkin and M D Seymour

51. **DECLARATIONS OF INTEREST.**

There were none.

52. **JOINT TASK GROUP UPDATES**

Both the Leisure Task Group and the Sir Halley Stewart Playing Field Task Group had comprised members of both the Performance Monitoring Panel and the Policy Development Panel. Policy Development Panel members had therefore been invited to attend this meeting to receive updates on the current position of both Task Groups.

Leisure Task Group

Consideration was given to the report of the Assistant Director Community which provided an update on the work undertaken regarding the future provision of Leisure Services.

The Task Group had presented an interim report to Cabinet on 7 October 2014, where it was resolved:

- That at present, the interim report of the Leisure Task Group be noted for the work undertaken to date, but the recommendations not be accepted; and
- That the Corporate Management Team (CMT) look at the

Action By

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interim report and the issues raised within the discussion of it, that this be fed into the work of the Task Group, and that a further report be presented to the Cabinet in due course.

CMT considered a report identifying strategic issues relating to future provision of leisure services, and its view was that the development of a full Business Case should form part of a wider transformation programme that was currently being developed for the Council, and that an analysis of new and existing data should be completed immediately.

Local media had expressed an interest in surveying the public to gauge their views on leisure provision, and this was undertaken in November 2014. The outcome of this work was summarised within the report,

- 127 responses were received, 111 of which were current members of the facilities;
- Questions asked related to:
 - Satisfaction – Levels of satisfaction relating to customer service; value for money; programming/activities on offer, facilities/equipment on offer; and cleanliness.
 - Usage – which of the facilities were used
 - Desired changes – respondents were given the opportunity to identify 'desired changes'
 - Additional comments – respondents were given the opportunity to make additional comments to the points covered in the survey.

Members had been keen to understand how previous research conducted in the district could be utilised. This information had been used as a comparison for the more recent data. However, comparing this data to previous data collected by the Authority in August 2007 was problematic for a number of reasons:

- The sample size in the recent survey was not great enough to produce statistically significant values and therefore may not represent an accurate picture;
- The data was collected from specific groups of people, i.e, those who received and read the local paper and users of the facilities who were also encouraged to respond;
- Data collected previously by the Authority was almost 8 years old and therefore may also be unreliable. However, the sample size used in 2007 was 728 and this research, whilst dated, did provide a wider opinion of the community as the methodology used ensured a mix of feedback from a broader cross section of the population, different age groups, users and non-users.

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The difference in data received from both surveys did however suggest changes in usage of the facilities, what the public expected, and that an increased number of respondents felt that it was important to provide a new leisure centre in South Holland.

Members considered the information provided, and the following issues were raised:

- How would leisure be reflected within the Transformation Programme?
 - The Community Development and Health Manager responded that with regard to leisure provision, there were a number of projects and initiatives, some included within the Corporate Plan and some that were larger in resource needs. High level objectives would be included within the Transformation Programme, which was currently in its infancy, and would ultimately be presented to Council to be ratified.
- What timescales were involved with the Transformation Programme? Was leisure provision no longer a priority?
 - The Portfolio Holder for Localism, Economic Development and Big Society responded that a number of projects had come forward within the new Corporate Plan, including provision of leisure facilities. High level objectives were being considered, these could be built on and prioritised in June/July 2015. Leisure provision was still a priority – the Chief Executive had wanted to ensure that the Corporate Plan was in place first.
- What had the CMT involvement with the Task Group's recommendations contributed to the process? It did not appear to have moved the issue forward in any way.
 - The Community Development and Health Manager responded that CMT had advised that leisure provision would be looked at urgently once the Transformation Programme had been agreed. It had highlighted the risk of the impending expiration of the current contract at the leisure centre.
- What was the next step?
 - The Portfolio Holder for Localism, Economic Development and Big Society responded that the information provided by the Task Group and from the survey had produced a small baseline. The issue would be taken forward after the District

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Council elections when it would be decided if this was a priority. Information would have to be gathered, the work of the Task Group had been valuable and had provided some of the base work already.

- Who would set future priorities?
 - The Portfolio Holder for Localism, Economic Development and Big Society advised that the new administration, following the District Council elections, would set future priorities. The issue was not currently a priority as base information was needed before funding could be applied for. Priorities within the new Corporate Plan were wide ranging and needed to be channelled into more detail.
 - With regard to Leisure, intelligence was continually being gathered. Information gathered to date would be held in a 'Knowledge Hub' ready for the new administration. As Leisure was within the Corporate Plan, it would ultimately be prioritised.
- If the Cabinet had felt that the cost of a fuller survey, as recommended by the Task Group, was too high, could LEP money not have been used to fund this?
 - The Portfolio Holder for Localism, Economic Development and Big Society felt that it may not be possible to link the leisure facilities issue to LEP funding as this funding was linked to economic growth. It could be possible to apply funding from other sources such as Lottery or European funding.

AGREED:

- a) That the report of the Assistant Director Community be noted; and
- b) That leisure provision must be a priority for the Council, and must be considered as a priority by the next administration following the District Council Election.

A G, JK,
MO, RR,
RW CM

Sir Halley Stewart Playing Field Task Group

The Community Development and Health Manager provided members with an update on how progress would be made with the recommendations of the Sir Halley Stewart Playing Field Task Group.

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A Work Programme had been drawn up with 26 actions to address the 15 recommendations made by the Task Group. These were all to be completed by the end of April 2015. Each action had been allocated to an appropriate officer with a deadline date. Some actions had already been completed, others were underway. The Work Programme would be circulated to all members of the Performance Monitoring and Policy Development Panels.

With regard to the gates to the Field, members were advised that an amount had been included within the budget figures, and that a tender process would have to be undertaken for the works. The best value for the work required had to be secured.

AGREED:

- a) That the update report be noted;
- b) That the Work Programme to action recommendations of the Sir Halley Stewart Playing Field Task Group be circulated to all members of the Performance Monitoring and Policy Development Panels; and
- c) That a further update on progress be provided to the Performance Monitoring Panel and Policy Development Panel in six months time.

RW CM

RW CM

53. PORTFOLIO HOLDER UPDATE

At the meeting of the Performance Monitoring Panel on 8 April 2014, it had been agreed 'that Portfolio Holders, including the Leader of the Council, be invited to attend Panel meetings, to provide updates on the work that their departments were undertaking, and that financial issues should also be included in the updates'.

At the meeting of the Performance Monitoring Panel held on 25 November 2014, it was agreed that the Panel wished to speak to the Portfolio Holder responsible for Communication. Alongside this, they also requested an update on his portfolio in general, and the current position. To this end, the Portfolio Holder for Internal Services, Performance and Business Development attended to provide the update requested. The following information was provided:

Communications

- Usage of the website was very good. There had been 17,000

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users last month.

- The Portfolio Holder felt that shared management arrangements with respect to Communications were not sufficient. Since the Joint Communications Team Leader had left, a consultant and junior officer were currently in place. However, he was not happy with this shared arrangement and wished instead for a senior officer to be in position at each of the authorities (Breckland Council and South Holland District Council).
- Use was being made of social media e.g. Twitter and Facebook.
- A number of press releases had been made however, there could have been more and he felt that this could be improved once dedicated communications staff were in place.
- Members' Designated Budgets was an area that could receive more high profile communication.

Other areas of Portfolio

- There was some concern with regard to Human Resources data
- Zero-hour contracts – some staff at the Authority were on zero-hours, which he advised they were happy with.
- A lot of work had recently been undertaken in respect of the Corporate Plan.

Members raised the following issues:

- If the website was being used so well, would this have not been an ideal platform to undertake the Leisure survey?
 - The Portfolio Holder agreed that it would have been.
- Recently, there had been some articles in the local newspaper featuring Council Officers, explaining areas of work being undertaken. This was felt to be a good idea. Would this be happening more?
 - The Portfolio Holder agreed that this was a good initiative as it provided more information to the public on Council services.
- Were any statistics held regarding user-satisfaction with the website. The Authority needed to know this information, and if there was any reason why some members of the public were not using it, e.g. difficulty in finding particular information.
 - The Portfolio Holder agreed that the website was not user-friendly. He commented that there needed to be more consistency and Plain English should be used.

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- Communications included communicating with members of the Council, other Councils and Parish Councils. Was there any information on how satisfied others were with this. District Council members felt that this was not always as good as it should be e.g. members were not always advised beforehand of Press releases.
 - The Portfolio Holder responded that lack of resource could sometimes be a reason for poor communication. With regard to Press releases, it could be possible to send this information out to Councillors.

The Portfolio Holder thanked the Panel for inviting him to the meeting and advised that if members had any further questions, that they could contact him with them.

AGREED:

- a) That the update provided by the Portfolio Holder for Internal Services, Performance and Business Development be noted;
- b) That the SHDC website was not user-friendly, and should be modernised and made easier to use and navigate; and
- c) That the comments of the Panel be taken back by the Portfolio Holder for consideration in any future changes and improvements to Communications.

SL, MM,
MO, GT

54. CRIME AND DISORDER UPDATE

The Portfolio Holder for Localism, Economic Development and Big Society was in attendance to provide an update report on community safety and how it was being delivered through the various tiers of Groups and Panels (including the East Lincolnshire CSP and Lincolnshire CSP). He advised on the following additional issues:

Lincolnshire Community Safety Partnership

The Lincolnshire Community Safety Partnership had met in January for a priority-setting event. The County-wide priorities had been set to address: 1) Anti-Social Behaviour and Hate Crime; 2) Domestic Abuse; 3) Reduction in re-offending; 4) Serious organised crime; 5) Sexual violence; and 6) Substance abuse.

Work was also to be undertaken on information sharing and analysis.

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A previous priority, Road Safety, had dropped off the list of priorities for the current year. The Road Safety Partnership had been very successful in reducing injuries and deaths and as a result, this was no longer an area of priority. However, it would still be monitored.

A Community Safety Agreement and delivery plans were being developed, and the Portfolio Holder would receive more feedback on this at the next meeting on 5 March 2015.

The 14/15 Annual Report was currently being drawn up, and the Portfolio Holder advised that this would be shared with the Panel once it had been finalised.

East Lincolnshire Community Safety Partnership

Priorities had been set to address: 1) Anti-Social Behaviour; 2) violent crime and domestic abuse; 3) alcohol abuse; and 4) theft.

- Members questioned how the Police managed the priorities of each of the bodies, as they were not the same.
 - The Portfolio Holder responded that all priorities were important and that the bodies were given a lead member who reported into the Police.

County-wide designation of powers

At the Panel meeting on 25 November 2015, Inspector Tyner had advised that the Chief Constable was considering a final decision on the County-wide designation of powers, and that members would be advised of the outcome of the decision. A response had been received and the Chairman advised the Panel of this. The following issues were raised:

The Community Development and Health Manager commented that the delegation had arisen following the introduction of new legislation. Discussions were taking place between local authorities and the Police as to how this would work. It had originally been thought that PCSOs would have all delegations passed down to them however, it would appear that currently only some had been passed down.

Members felt that PCSOs should not lose their community role by having too much delegated down to them.

The Community Development and Health Manager responded that the Authority was working with the Police to consider how this should be dealt with locally.

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Other issues

- Concern was raised regarding the continued operation of unlicensed scrap dealers. Since the Police had taken over enforcement in the area of scrap dealers' licenses, had any been challenged?
 - The Portfolio Holder responded that he was not aware of the Police having to undertake any enforcement in this area however, it would be useful of find out this information.
 - The Community Development and Health Manager advised that information could be sought from the Licensing Department as to whether there had been any feedback from the Police linked to those dealers that had been issued with licences.

AGREED:

- a) That the update provided by the Portfolio Holder for Localism, Economic Development and Big Society be noted;
- b) That the Lincolnshire Community Safety Partnership's 14/15 Annual Report be shared with the Panel when it became available;
- c) That information be sought from the Licensing department as to whether there had been any information from the Police with regard to irregular behaviour by licensed scrap dealers; and
- d) That the Portfolio Holder for Localism, Economic Development and Big Society be requested to provide a further update to the Panel in six months time.

EH, CW
CM

CM, ES

CW CM

55. MINUTES

The minutes of the meeting held on 27 January 2015 were signed by the Chairman as a correct record.

At the meeting, members had requested that an update be received on the current situation with regard to the bandstand and aviary at Ayscoughfee Gardens, and issues around the access road at the Spalding Gypsy and Traveller Site. These updates were provided as follows:

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Bandstand and aviary at Ayscoughfee Gardens

The Community Development and Health Manager provided members with an update on the current situation:

- With regard to timescale, the project was not as advanced as it could be however, progress was now being made.
- A planning application had been submitted on 10 February 2015. Documents were available on the SHDC website.
- The amount of £57,000 for the project had come from Section 106 monies.
- The specification had exceeded the original provisional budget.
- A competitive tender process would be entered into, with the aim of arriving at a cost as close to the original budget as possible.
- Work would start on the project, subject to planning approval.

Members raised the following issues:

- By how much and why had the amount of £57,000 been exceeded?
 - The officer was not aware of the exact figure. It was understood that the specification had caused a higher figure.
- Why was the specification not constrained to the amount of budget available for the project?
 - It had been the ambition of the design to see if a higher specification could be achieved.
- The officer commented that the original estimate for the work had been exceeded however, it was likely that the actual final quote for the work would be on budget.
- It had to be made clear that a certain amount was available to spend on the project, and that all bids should be within this budget.
 - The amount budgeted would be the amount that would be spent on the project.

Access road at Spalding Gypsy and Traveller Site

The Planning Manager outlined the current situation. He clarified that, with regard to the planning application, LCC Highways comments had been taken on board at both the pre-application and application stages. Highways had raised no issues with regard to safety.

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Members commented that they were aware of the planning issues however, their concern was that the matter of conditions being applied to the site should have been resolved prior to the planning application being submitted.

The Planning Manager replied that issues relating to both the structural integrity of the highway and the need for passing places had been addressed throughout the process. Both were the subject of conditions. Upgrade work on the road needed to be directly proportional to the proposed use. Ultimately, SHDC (as the local planning authority) would discharge the conditions. With regard to timescales, members were advised that a meeting would be held with the County Council on 18 March 2015. Members would be advised of the outcome of this meeting when known, and the information would also be made available to the general public.

AGREED:

- a) That the minutes of the meeting held on 27 January 2015 be signed by the Chairman as a correct record; and
- b) That the update provided on the current position with regard to the bandstand and aviary at Ayscoughfee be noted, and that members monitor its progress.
- c) That members be advised of the outcome of the meeting being held on 18 March 2015 between SHDC and Lincolnshire County Council, regarding issues around the access road at the Spalding Gypsy and Traveller Site.

RW

PJ CM

56. QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3.

There were none.

57. ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL.

There were none.

58. KEY DECISION PLAN

Consideration was given to the Key Decision Plan issued on 9 February 2015.

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AGREED:

That the Key Decision Plan be noted.

59. RESOURCING WITHIN THE PLANNING SERVICE

Consideration was given to the report of the Executive Director (Place), which updated the Performance Monitoring Panel on resourcing within the Planning Service.

Following the update provided to the Performance Monitoring Panel on 25 November 2014, to address concerns raised with regard to completion of the South East Lincolnshire Local Plan, and delivery of the Planning service, a report had been presented to the Strategy Board on 16 December 2014, detailing the current situation with regard to insufficient staffing levels within the Planning Service, and the risks that this posed to the Department and the Authority in relation to service delivery. The provision of a £235,000 resource within the departmental budget had been sought to recruit to the following three temporary posts: Senior Planning Officer (2 years), Conservation Officer (part-time, 3 years) within the Development Management Team, and a Local Plan Project Management Officer (18 months). The Strategy Board had been entirely supportive of these proposals and had agreed to immediately provide funds for all three posts for the temporary periods outlined above.

The Planning Services immediately and successfully recruited to all three of the posts as follows:

- The additional Senior Planning Officer commenced work on 5 January 2015;
- The Conservation Officer role was also filled on 5 January 2015; and
- Local Plan Project Management resource was sourced and began working with the Joint Policy Unit Manager on 5 January 2015 (this was a supportive role that, whilst on-going, had been added to provide focus and project management skills to complement the existing resource).

In addition, two vacant Policy Officer posts were both filled in December 2014, leaving only one full-time vacancy within the Planning Service, which would be re-advertised shortly.

A marked improvement in performance had been seen in January and February within the Development Management Team. The longer-term benefits were harder to predict as income and application numbers remained high, and there still remained a

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single full-time vacancy. However, this post would be re-advertised shortly and when filled, should deliver greater resilience to meet with future demand.

With regard to the Local Plan team, the introduction of dedicated project management had enabled a thorough review of workload, work streams and project timescales to be undertaken. This had highlighted that the 6 month gap in staff resource had had an adverse effect upon work associated with the production of the Local Plan. Whilst existing work streams were maintained with the assistance of Boston colleagues, the consequence had been further down the line. Tandem work on other policy areas could not be begun and, as a consequence, there had been some slippage in the anticipated timescales. In addition, the Council's viability consultants had expressed the clear view that the next iteration of the Local Plan should be subject to the process of 'whole plan viability assessment'. This was a matter that, nationally, had caused delays in Local Plan production and impacted upon the evidence base, and the likelihood of site delivery. These issues would be considered when the South East Lincolnshire Joint Strategic Planning Committee next met on 6 March 2015. The report would set out the issues and seek agreement to a revised Local Development Scheme.

Members considered the information provided, and the following issues were raised:

- Members were happy to hear that that the situation within the Planning Department was improving.
- With regard to the situation around the one full-time vacancy, detailed within section 4.3 of the report, it appeared that the gap in capacity had been covered well. Was there any flexibility in capacity to deal with the backlog?
 - The Planning Manager responded that this was the ambition. The main drive would be to improve applications, that turnaround may not be quick, but that it was preferable to arrive at a positive first application.
- Members requested that a further update be provided to the Panel in six months time. The Planning Manager commented that the forthcoming elections could have an impact on performance and requested that the update be provided in eight months time. Members agreed with this request.

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AGREED:

- a) That the report of the Executive Director (Place) be noted; and
- b) That a further update report on the position regarding resourcing within the Planning Department be provided to the Panel in 8 months' time.

PJ CM

60. PERFORMANCE OVERVIEW REPORT - Q3 2014/15

Consideration was given to the report of the 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.

The covering report represented a summary of the status of the Council's key projects and indicators, as well as the direction of travel since the previous quarter.

Areas of success, where performance had improved since the last report, were also brought to members' attention, as were areas of concern where performance was below anticipated outcomes or was worsening. These items were discussed at Performance Board on 29 January 2015 and were highlighted to the Corporate Management Team on 16 February 2015. Actions agreed were included in the summary within the covering report, and in the commentary of Appendix A to the report.

The Corporate Improvement and Performance Team Leader reported that the Quarter 4 report would be scaled back in order that preparations for the period 2015/16 onwards could be made. The Quarter 3 Performance Report would be reported to the Cabinet in March.

Members raised the following issues:

Paragraph 1.10 within the covering report – Average time to re-let SHDC property. Members' frequently had concerns regarding the re-letting of properties. How were figures arrived at? Some properties were left empty for a long period. It would be useful to see a sample of re-lets over a period of 6-12 months in order to see the range of re-lets. Averages were helpful however, there needed to be a focus on the reasons behind exceptions.

- Averages were generally reported however, this did obscure the full picture, and ranges would be better. The Corporate Improvement and Performance Team Leader advised that she would liaise with the Housing Department to provide the data that

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members required.

Pie charts were an easier way of representing changes in performance. Could more use be made of these within future performance reports, specifically to show both the previous and current period?

- Improvements in the presentation of performance information were often considered, in order to provide more meaningful information.

Was the Authority responsible for the inspection of licensed premises located in lay-bys? Were there issues around the business being on County Council property, being licensed by the Authority and payment of Business Rates?

- The Corporate Improvement and Performance Team Leader advised that she would request a response on the issues from the Licensing Team.

Members agreed that the presentation of performance within the quarterly reports was improving.

Was any action taken on poor performance?

- Performance was assessed internally, and Service Managers were called in to explain poor performance and how it would be addressed.

With regard to missed collections per 100,000, did this figure reflect the number of collections simply missed, or did it include ones that could not be collected?

- Sometimes non-collection could be as a result of contamination or access issues. Staff in the Customer Contact Centre were to be trained to ensure that they asked the right questions of customers, in order that issues could be filtered and thus, clearer performance information be gathered.

AGREED:

- a) That the report of the Executive Director, Commissioning and Governance, be noted;
- b) That the Corporate Improvement and Performance Team Leader liaise with the Housing Department in order to provide members with data regarding a range of re-lets over a 6-12 month period, showing the reasons behind exceptions, in order to provide a fuller picture than averages could give;
- c) That the use of pie charts and graphics within Performance

JW CM

JW

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Monitoring reports be considered and further developed, in order to provide more meaningful information in the presentation of performance information;

- d) That the Corporate Improvement and Performance Team Leader liaise with the Licensing Team regarding a response to members on their queries regarding licensed premises in lay-bys, specifically the fact that businesses were located on County Council property, were licensed by the Authority and any issues regarding the payment of Business Rates.

JW CM

61. PERFORMANCE MONITORING PANEL WORK PROGRAMME

Consideration was given to the report of the Democratic Services and Legal Manager which set out the Work Programme of the Performance Monitoring Panel. The Work Programme consisted of two separate sections, the first setting out the dates of the future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

The Chairman commented that any items on the Work Programme would roll forward to the next municipal year, to be considered by the Panel following the District Council election.

LE CM

AGREED:

That both sections of the Panel's Work Programme, as set out in the report of the Democratic Services and Legal Manager, be noted.

(The meeting ended at 8.55 pm)

(End of minutes)

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 20 May 2015 at 7.31 p.m.

PRESENT

B Alcock (Chairman)
M D Booth (Vice-Chairman)

G R Aley
J R Astill
C J T H Brewis
T A Carter

R Clark
P C Foyster
R Grocock
J L King

J D McLean
A M Newton
A C Tennant
J Tyrrell

Apologies for absence were received from or on behalf of Councillors G K Dark

1. **ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**

DECISION:

That Councillor Alcock be elected Chairman for the ensuing year.

2. **ELECTION OF VICE-CHAIRMAN FOR THE ENSUING YEAR**

DECISION:

That Councillor Booth be elected Vice-Chairman for the ensuing year.

Action By

(The meeting ended at 7.32 pm)

(End of minutes)

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KEY DECISION PLAN

Issued – 22 June 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:

*Shelley French, Democratic Services Support Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: memberservices@sholland.gov.uk*

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

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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
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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 with responsibility for Housing</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 Between 1 Jul 2015 and 31 Jul 2015</p>
<p>Portfolio Holder with responsibility for Housing</p> <p>Spalding Gypsy and Traveller Site</p>	<p>To award the works contract.</p>	<p>Portfolio Holder with responsibility for Assets and Property, Procurement Lincolnshire.</p> <p>Portfolio Holder briefings – ongoing.</p>		<p>Housing Manager Between 1 Jul 2015 and 31 Jul 2015</p>

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 with responsibility for Housing</p> <p>Roofing renewal contract for council housing stock</p>	<p>To award new roofing renewal contract for the housing stock.</p>	<p>Portfolio Holder with responsibility for Housing, Housing Manager.</p> <p>Informal meetings and discussions.</p>		<p>Duncan Hall Between 1 Sep 2015 and 30 Sep 2015</p>
<p>Portfolio Holder with responsibility for Housing</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 with responsibility for Housing, Housing Manager.</p> <p>Informal meetings and discussions.</p>		<p>Housing Manager Between 1 Dec 2015 and 31 Dec 2015</p>

***Cabinet Membership**

Councillor G A Porter (Leader of the Council)
Councillor C N Worth (Deputy Leader of the Council)
Councillor M G Chandler (Deputy Leader)
Councillor A Casson (Portfolio Holder)
Councillor R Gambba-Jones (Portfolio Holder)
Councillor C J Lawton (Portfolio Holder)
Councillor S Slade (Portfolio Holder)
Councillor G J Taylor (Portfolio Holder)

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

Shelley French, Democratic Services Support Officer, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: memberservices@sholland.gov.uk

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Vicky Thomson – Democratic Services and Legal Manager
To: Performance Monitoring Panel – 30 June 2015
(Author: Christine Morgan – Democratic Services Officer
Subject: Performance Monitoring Panel Work Programme
Purpose: To set out the Work Programme of the Performance Monitoring Panel

Recommendation:

That the Panel gives consideration to the report and identifies any issues for discussion.

1.0 INTRODUCTION

1.1 Background

- 1.1.1 This report records the issues for consideration that have been identified by the Panel for inclusion on its Work Programme.
- 1.1.2 As this is the first meeting of the municipal year, councillors are invited to give consideration to any new issues that they wish to address over the forthcoming year. This is in addition to the regular performance monitoring reports, following up progress on previous task group recommendations and any other usual items of business that may be dealt with under the Panel's remit.
- 1.1.3 In identifying issues at this stage, a Work Programme can be drafted that allows time for proper planning of councillor and officer resources. Whilst providing a framework for the Panel, the Work Programme should be put together to allow flexibility to incorporate other items at short notice, such as an urgent issue facing the Council, any issues identified from the Key Decision Plan or a referral from Council or Cabinet (if the Panel wishes to accept it).
- 1.1.4 In identifying issues, councillors are invited to look at the suitability of the subject, taking into account such consideration as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes (i.e. is it something that the Panel can actually influence?) Councillors should also be mindful not to duplicate any other work that may be underway within the Council.
- 1.1.5 As the Work Programme is intended to cover a 12 month period, a timescale for undertaking the work is also to be agreed.
- 1.1.6 Due to the investigatory nature of task groups, it can sometimes be difficult to guarantee start and finish dates. It is therefore proposed that once the Panel has agreed the issues it wishes to examine in 2015/16, it gives consideration to the order in which it would like to undertake task groups. As previously agreed by the two Scrutiny Panels, unless there are exceptional circumstances, only up to two task groups per Panel will be in operation at any one time.

1.1.7 When an issue has been agreed for the Work Programme, the Panel is invited to give consideration to how it wishes to investigate the matter, This could be by discussing it at a future meeting of the Panel or by establishing a task group.

1.2 **Issues**

1.2.1 Appendix A sets out the dates of future Panel meetings along with proposed items for consideration. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. This appendix will be updated as new items are identified.

1.2.2 Appendix B sets out the task groups that have been identified by the Panel. The table shows:

- The name of the task group
- What it wants to achieve
- Key dates
- Membership of the task group
- When the task group will be reporting back to the Panel

1.2.3 It is hoped that in presenting the information in this way, and by having the report as a standing item on the agenda, it will record the issues identified by the Panel and provide the opportunity for councillors to monitor the progress of its Work Programme.

2.0 **OPTIONS**

2.1 To note and consider the current status of the Work Programme.

2.2 To do nothing.

3.0 **REASONS FOR RECOMMENDATION**

3.1 To allow councillors to feed into the Panel's calendar of Work Programme items and the Work Programme on a regular basis, to ensure that they stay relevant and up to date.

4.0 **EXPECTED BENEFITS**

4.1 The calendar of Work Programme items and the Work Programme will provide councillors with up to date and relevant information. Timelines for various calendar items and proposed task groups within the Work Programme are included within the appendices.

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 There are no direct carbon footprint and environmental issue implications associated with this report. As individual items are progressed through the work programme, their carbon footprint and environmental issue implications will be assessed.

5.2 **Constitution & Legal**

5.2.1 There are no direct constitution and legal implications associated with this report. As individual items are progressed through the work programme, their constitution and legal implications will be assessed.

5.3 **Contracts**

5.3.1 There are no direct contract implications associated with this report. As individual items are progressed through the work programme, their contract implications will be assessed.

5.4 **Corporate Priorities**

5.4.1 In identifying issues for inclusion on the Work Programme, councillors consider the suitability of the subject, taking into account such considerations as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes. One of the indicators against which each potential task group is scored identifies how strongly the topic links to the Council's key aims and priorities.

5.5 **Crime and Disorder**

5.5.1 There are no direct crime and disorder implications associated with this report. As individual items are progressed through the work programme, their crime and disorder implications will be assessed.

5.6 **Equality and Diversity / Human Rights**

5.6.1 There are no direct equality and diversity and human rights implications associated with this report. As individual items are progressed through the work programme, their equality and diversity and human rights implications will be assessed.

5.7 **Financial**

5.7.1 There are no direct financial implications associated with this report. As individual items are progressed through the work programme, their financial implications will be assessed.

5.8 **Health and Wellbeing**

5.8.1 There are no direct health and wellbeing implications associated with this report. As individual items are progressed through the work programme, their health and wellbeing implications will be assessed.

5.9 **Risk Management**

5.9.1 There are no direct risk management implications associated with this report. As individual items are progressed through the work programme, their risk management implications will be assessed.

5.10 **Safeguarding**

5.10.1 There are no direct safeguarding implications associated with this report. As individual items are progressed through the work programme, their safeguarding implications will be assessed.

5.11 **Staffing**

5.11.1 There are no direct staffing implications associated with this report. As individual items are progressed through the work programme, their staffing implications will be assessed.

5.12 Stakeholders / Consultation / Timescales

5.12.1 There are no direct stakeholder/consultation/timescale implications associated with this report. As individual items are progressed through the work programme, their stakeholder/consultation/timescale implications will be assessed.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 When a task group is considered for inclusion on the Panel's Work Programme, it is assessed against criteria covering 'Importance', 'Impact' and 'Value for Money'. The 'Impact' and 'Value for Money' score indicators consider how strongly the issue will affect a ward(s), customer group(s) or service area(s). Only issues scoring highly will be included on the Work Programme.

7.0 ACRONYMS

7.1 None.

Background papers:- None

Lead Contact Officer

Name and Post: Christine Morgan (Democratic Services Officer)
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Email: cmorgan@sholland.gov.uk

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix A Work Programme Calendar
Appendix B Task Group Work Programme 2015/16

PERFORMANCE MONITORING PANEL – CALENDAR OF WORK PROGRAMME ITEMS

Date of Meeting	Agenda items
30 June 2015	<ul style="list-style-type: none"> • Consideration of the Panel's Work Programme for the forthcoming municipal year – 2015/16
16 September 2015	<ul style="list-style-type: none"> • Update on progress of work programme set up to address recommendations made by the Sir Halley Stewart Playing Field Task Group (joint Task Group therefore update should be provided to the Performance Monitoring Panel and the Policy Development Panel) • Crime and Disorder – Update report on community safety and how it is being delivered through the various tiers of Groups and Panels (including the East Lincs CSP and newly formed Lincolnshire CSP) – Update to be provided every six months by the Portfolio Holder with special responsibility for Community Safety and CCTV. • Annual Inspection of Planning Files (postponed a year from September 2014)
1 December 2015	<ul style="list-style-type: none"> • Planning - Update report on the general position regarding the Planning department, and the outcome of the Planning Manager's proposals (following updates to Panel 25 November 2014 and 3 March 2015).
26 January 2016	
5 April 2016	

Consideration to be given at meeting following District Council election

- **At a meeting following the District Council elections in May 2015, consideration be given to the necessity for future reports on progress of the restructure of the CSU (from recommendations of the reformed CSU Task Group)**
- **Following the District Council elections in May 2015 – Biennial Review of Implemented Planning Decisions – To consider the following in respect of the tour in 2015: a) Members to decide if there were sufficient properties to visit; b) Members to provide suggestions of properties to visit; and c) Members to decide how the tour should be undertaken and how properties should be reviewed and scored. Panel to decide if the above items should be considered as part of the next scheduled meeting, or as an additional pre-meeting.**

- **Note: Following consideration of the Key Decision Plan, PMP and PDP have requested that a special Joint Meeting will be held to discuss the setting up of the South Holland Building Consultancy prior to it being considered by Cabinet (date to be confirmed).**

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PERFORMANCE MONITORING PANEL – WORK PROGRAMME 2015/2016

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
Effectiveness of CCTV Task Group	<p>Purpose of Review – To establish the current situation with regard to CCTV and make recommendations to Cabinet on the way forward.</p> <p>Terms of Reference – To examine the effectiveness of the SHDC CCTV service and prospects for future provision.</p> <p>Panel received update on 8 April 2014 from the Portfolio Holder for Localism and Big Society on the position regarding CCTV. Performance information will be available on the new system in the future, once it becomes operational. The Task Group will remain in operation to scrutinise performance and will start to do this once the information becomes available.</p>	6 November 2012	21 November 2012	B Alcock M Howard R M Rudkin D J Wilkinson (Chairman) * Membership to be considered following District Council Election	Interim report to PMP 29 January 2013
Leisure Facilities Task Group	To make recommendations, regarding the present and future leisure provision in South Holland.	30 May 2012	21 January 2014	G R Aley (Chairman) D Ashby A Casson	Interim report presented to joint PMP/PDP – 19 August 2014

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
<p>Joint Task Group incorporating members of the Performance Monitoring and Policy Development Panels.</p>	<ol style="list-style-type: none"> 1. By establishing what leisure provision the District Council presently provides, examining costs, resident satisfaction and competitiveness in order to identify ways of increasing income or reducing expenditure; 2. To understand what the District Council wishes to provide and what the public and major employers need; 3. To examine the options for future provision either to be supplied by the Council, the private sector or shared management. <p>Agreed at PMP 25 November 2014 – A date for completion of the Business Plan looking at Leisure Services provision, being drawn together by the Community Development and Health Manager, be confirmed by the Assistant Director Community, and that a joint meeting of the Performance Monitoring Panel and Policy Development Panel, for consideration of the document, be arranged.</p> <p>Following consideration of the update to PMP on 3 March 2015 (PDP members were invited to attend), it was agreed that leisure provision must be a priority for the Council, and must be</p>			<p>G K Dark R Perkins S Slade E Sneath S Wilkinson</p> <p>Lead Officer: Phil Adams</p> <p>* Membership to be considered following District Council Election</p>	<p>To Cabinet 7 October 2014 Tracking of recommendations to PMP 25 November 2014 Update on leisure options to PMP 3 March 2015 (PDP members to attend PMP meeting)</p>

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
	considered as a priority by the next administration following the District Council election.				
To review the development of sporting activities across the district (in light of the possibility of new leisure provision in the future).	June/September 2014???? – Leisure Task Group to report to PMP. If this item falls within the remit of the Task Group, remove this from the Work Programme.	31 May 2011			
Sir Halley Stewart Playing Field Task Group Joint Task Group incorporating members from the Performance Monitoring and Policy Development Panels.	Outline Purpose of Review... To look into whether it was possible for the Council to extend the use of the Sir Halley Stewart Playing Field to wider public access, within the scope of the deeds. based on the following Terms of Reference: <ul style="list-style-type: none"> To establish the situation with regard to finances in relation to the Sir Halley Stewart Playing Field; To establish what activities could be undertaken at the Sir Halley Stewart Playing Field, and what they would cost; To establish how the community could be 	11 December 2013	12 February 2014	G R Aley P E Coupland G K Dark (Chairman) A Harrison R Perkins E Sneath * Membership to be considered following District Council Election	Final report to Council 21 January 2015 Update from Council meeting to PDP received 10 February 2015. Update to PMP 3 March 2015, including PMP members.

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
	<p>included in a wider usage of the Sir Halley Stewart Playing Field</p> <ul style="list-style-type: none"> To consider the promotion of the booking and accessibility of the Sir Halley Stewart Playing Field in order to ensure that the Public Benefit test was met <p>Verbal update to PMP meeting 3 March 2015, including PDP members, on current situation. Following this, it was agreed to have a further update on progress of work programme set up to address recommendations made by the Sir Halley Stewart Playing Field Task Group to be provided to both Panels in September 2015.</p>				
Scrutiny of the Authority's Emergency Plan	<p>To scrutinise the robustness of the Emergency Plan.</p> <p>To be considered when there is more capacity in the Work Programme to undertake a new Task Group – agreed at PMP 25 November 2014 that Task Group be set up upon completion of the Sir Halley Stewart Playing Field Task Group.</p>	8 April 2014			
Corporate Communications Strategy	On 31 May 2012, the Panel had expressed its interest in undertaking a piece of work on	31 May 2012			

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
	<p>Communications, in particular communication and consultation by the County Council with the District and Parish Councils and communication by the District Council with Members. The Joint Communications Team Leader attended a meeting on 10 July 2012. The Assistant Director-Democratic Services provided a briefing on 15 October 2013, advised that there was a timeline for the Communications service review, a report would be available within the next few months, and a strategy would follow.</p>				
<p>The effectiveness of management companies set up to undertake maintenance on residential estates throughout the district past, present and for the future.</p>	<p>Scope to be confirmed.</p>	<p>25 November 2014</p>	<p>To be confirmed</p>	<p>To be confirmed</p>	<p>To be confirmed</p>
<p>The efficiency and effectiveness of the service given to the authority by Lincolnshire Legal Services.</p>	<p>Scope to be confirmed.</p>	<p>25 November 2014</p>	<p>To be confirmed</p>	<p>To be confirmed</p>	<p>To be confirmed</p>

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date of report to Panel
The value for money and effectiveness of minor procurement through the authority.	Scope to be confirmed.	25 November 2014	To be confirmed	To be confirmed	To be confirmed.