

# AGENDA



- Committee - **PERFORMANCE MONITORING PANEL**
- Date & Time - Wednesday, 16 September 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: 8 September 2015

## AGENDA

1. Apologies for absence
2. Declaration of Interests  
(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, councillors 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.)
3. Procurement  
At the last meeting of the Panel, Councillors discussed a number of issues regarding procurement and in particular procurement and tendering in the Construction Services Unit (minute 9 refers). It was agreed that the relevant officer and Portfolio Holder would be invited to attend the meeting to ascertain the current position.  
  
Councillor Lawton (Portfolio Holder for Housing) and Councillor Slade (Portfolio Holder for Legal, Performance and Democratic Services) will be in attendance along with the Executive Manager - Governance and the Housing Landlord Manager.
4. Spalding Gypsy & Traveller Site (Pages 1 - 4)  
At the last meeting of the Panel, Councillors expressed concern regarding the delay in starting work on the Spalding Gypsy and Traveller site and requested further information (minute 9 refers) (report of the Housing Landlord Manager is enclosed).  
  
The Portfolio Holder for Housing and the Housing Landlord Manager will be in attendance.
5. Crime and Disorder update (Pages 5 - 6)  
Councillor Taylor (Portfolio Holder for Community Development) will be in attendance to provide an update report on community safety and how it is being delivered through the various tiers of Groups and Panels (including the East Lincolnshire Community safety Partnership and newly formed Lincolnshire Community Safety Partnership). (A copy of the minute of the Panel meeting of 3 March 2015, where the last update was received, is enclosed).
6. Minutes (Pages 7 - 12)  
To sign as a correct record the minutes of the meeting held on 30 June 2015 (copy enclosed).
7. Questions asked under Council Procedure Rule 10.3
8. Tracking of Recommendations  
To consider responses of the Cabinet to reports of the Panel (if any).

9. Items referred from the Policy Development Panel  
To consider items referred from the Policy Development Panel (if any).
10. Key Decision Plan (Pages 13 - 16)  
To note the current Key Decision Plan (copy enclosed).
11. Ayscoughfee Hall  
In response to questions raised at the last meeting (minute 9 refers), the Place Manager will be in attendance to give an update on Ayscoughfee Hall.
12. Performance Monitoring Panel Work Programme (Pages 17 - 28)  
To set out the Work Programme of the Performance Monitoring Panel. In particular, Councillors are invited to give consideration to arrangements for annual inspection of the planning files (postponed a year from September 2014) (report of the Executive Manager - Governance is enclosed).
13. 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.

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## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Housing Landlord Manager  
**To:** Performance Monitoring Panel – 16 September 2015  
**(Author:** Richard Scorthorne, Housing Landlord Manager)  
**Subject:** Spalding Gypsy & Traveller Site  
**Purpose:** To provide an update on progress

### **Recommendation:**

- 1) This report is for information only

### **1.0 BACKGROUND**

- 1.1 In January 2013, Cabinet approved recommendations to acquire an area of land off Drain Bank North, Spalding, subject to planning permission being granted for the development of a Gypsy & Traveller site for permanent occupation. The purchase was to be achieved by means of an option agreement.
- 1.2 Planning permission for the site was granted in May 2014, and the purchase of the site completed in July 2014. Since that time, work has taken place to discharge the pre-commencement planning conditions attached to the planning permission, which were as follows:

*“Condition 6 – Before the commencement of the development hereby permitted, the applicant shall submit to and have approved in writing by the Local Planning Authority details of any lighting to the access roadway and other hard surfaced areas within the site. The development shall be carried out in accordance with the approved details, and no other lighting shall be installed.*

*Condition 8 – Before the commencement of the development hereby permitted, and notwithstanding the submitted details, full details of the proposed means of foul and surface water disposal to separate systems shall be submitted to and approved in writing by the Local Planning Authority and the details so approved shall be implemented in full before there are any flows into the receiving systems. The systems thereafter shall be so maintained.*

*Condition 9 – Before the commencement of the development hereby permitted, the approval of the Local Planning Authority is required to a scheme of boundary landscaping and tree planting for the site indicating, inter alia, the number, species, heights on planting and positions of all the trees, together with details of post-planting maintenance. Such scheme as is approved by the Local Planning Authority shall be carried out in its entirety within a period of 12 months beginning with the date on which development is commenced. All trees, shrubs and bushes shall be maintained by the owner or owners of the land on which they are situated for the period of 10 years from the date of this permission and all losses shall be made good as and when necessary during that period.*

*Condition 10 – Prior to the commencement of the development hereby permitted, details shall be submitted to and approved in writing by the Local Planning Authority for the*

*provision of passing places and the execution of structural repair work to Drain Bank North. The works, as approved, shall be completed prior to commencement of the use of the permitted development.”*

- 1.3 The most difficult of these conditions to resolve has been Condition 10 which relates to the highway (Drain Bank North).
- 1.4 In the report to Cabinet of January 2013, comments from the Highways Officer were included in which it was said that Drain Bank North would require “a lot of work, probably total rebuilding, to bring it up to the required standard”. It was also stated that any costs associated with reconstruction work to the highway were not included within the cost estimates within the report.
- 1.5 In March 2015 Paul Jackson (Planning Manager) and Richard Scorthorne (Housing Landlord Manager) met with senior highway officers to discuss work required to satisfy Condition 10. That meeting proved very useful and, following some further design work by the Council’s engineers, a satisfactory scheme was agreed in principle. The scheme involves resurfacing the highway as opposed to rebuilding it, as well as the provision of passing places.
- 1.6 Following receipt of this, work was completed to provide more detailed estimates of the costs of delivering the site. It is now anticipated that the costs of the highway work can be accommodated, as the total costs do not exceed the figures agreed within the Cabinet report of 15 January 2013, so work is continuing to deliver the site as soon as possible.
- 1.7 In order to conclude matters, a formal planning application was submitted on 22 July 2015 to discharge the above conditions.
- 1.8 In the meantime:
  - The specification for the site work is nearing completion
  - Tenders will be sought from contractors for the development of the site
  - Western Power Distribution have finalised their quotation for the provision of an electrical supply to the site – the quotation has been accepted, but is subject to a 20 week lead-in period from acceptance
- 1.9 Given all of the details above, it is currently anticipated that work will commence on site during November/December 2015 with completion of the site in February/March 2016. It should be noted, however, that these dates cannot be confirmed until Western Power Distribution have provided their programme of work, and a contractor has been appointed to undertake the site development work.

## 2.0 **OPTIONS**

- 2.1 This report is for information only.

## 3.0 **REASONS FOR RECOMMENDATION(S)**

- 3.1 This report is for information only.

## 4.0 **EXPECTED BENEFITS**

- 4.1 This report is for information only.

## 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 the opinion of the Report Author that there are no implications.

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

**5.8 Health & Wellbeing**

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

**5.9 Risk Management**

5.9.1 This report is for information only.

**5.10 Safeguarding**

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

**5.11 Staffing**

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

**5.12 Stakeholders / Consultation / Timescales**

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

**6.0 WARDS/COMMUNITIES AFFECTED**

6.1 This report affects the Spalding St Mary's Ward.

**7.0 ACRONYMS**

7.1 None

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Background papers:- [See The Committee Report Guide](#)

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**Lead Contact Officer**

Name and Post: Richard Scorthorne, Housing Landlord Manager  
Telephone Number: 01775 761161  
Email: [rscorthorne@sholland.gov.uk](mailto:rscorthorne@sholland.gov.uk)

**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service / Discretionary Service**

**Appendices attached to this report:**

None

## **Performance Monitoring Panel 3 March 2015**

### 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.

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.

#### 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 to 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) <1><2>That the Lincolnshire Community Safety Partnership's 14/15 Annual Report be shared with the Panel when it became available;
- c) <3>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) <4><5>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.

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 30 June 2015 at 6.30 pm.

## 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 D McLean  
A C Tennant

In Attendance: The Public Protection Manager, the Principal Democratic Services Officer and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors G K Dark, A M Newton and J Tyrrell.

### 3. MINUTES

The minutes of the meeting held on 3 March 2015 were signed by the Chairman as a correct record.

The Panel received updates on items arising from the last meeting, and a number of issues were raised:

- Minute 52, page 3 (Transformation Programme timescale) – The Panel was advised by the Public Protection Manager that due to the ongoing implementation of the new management structure, there had been some slippage in the timescale. The project would be taken up later in the year, and the Panel would be updated on how long the delay was likely to be;
- Minute 52, page 3 (Leisure contract) – The Panel was advised by the Public Protection Manager that the contract was due to expire in 2018, and the Authority therefore had to consider how to take this issue forward before this date;
- Minute 52 (b) (Leisure Task Group) – Appropriate Portfolio Holders had been advised of the Panel's views;
- Minute 52 (b) (Sir Halley Stewart Playing Field Task Group) – A response was being sought, and the Work Programme would be circulated to Panel member shortly;
- Minute 52 (c) (Sir Halley Stewart Playing Field Task Group) – A progress update had been scheduled for both Panels at their meetings in September 2015;
- Minute 53 (c) – The Portfolio Holder was aware of the Panel's views;
- Minute 54 (b) – The Lincolnshire Community Safety Partnership's 14/15 Annual Report was expected mid-August

#### Action By

## PERFORMANCE MONITORING PANEL -

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2015. Panel members would be provided with this once it became available;
- Minute 54 (c) – The Panel was advised that no information or intelligence had recently been received from the Police in connection with licensed scrap dealers;
    - Councillors questioned whether the Police were actively visiting scrap yards to inspect books/records/vehicles etc. They were advised by the Public Protection Manager that Lincolnshire Police did not have a dedicated team to do this and would only visit if there were identified issues to address;
  - Minute 54 (d) – The relevant Portfolio Holder would provide an update to the Panel on delivery of community safety at its meeting in September 2015;
  - Minute 55 (c) – Following the meeting on 3 March 2015, Councillors had been advised of the outcome of the meeting held on 18 March 2015 between South Holland District Council (SHDC) and Lincolnshire County Council (LCC), regarding issues around the access road at the Spalding Gypsy and Traveller Site.
    - In response to this information, councillors commented that they understood the ramifications of discussions between the County Council and SHDC, but that it was now in the Council's best interests to sort the issue out and arrive at an agreement.
    - It would be difficult to move gypsies and travellers on from unauthorised encampments when an official transit site could not be provided. Therefore, a resolution needed to be sought with regard to providing the site in Spalding. It was felt by the Panel that officers at a high level should liaise with LCC to resolve the issues, and that if there were further delays, that consideration be given to setting up a Task Group to look into areas of concern.
  - Minute 59 (b) – An update report would be provided to the Panel at its meeting on 1 December 2015;
  - Minute 60 (b), (c) and (d) – A number of issues had been raised in response to the Performance Overview Report. Responses had been received from relevant officers on each of these items, and councillors were provided with this information.

### AGREED:

- a) That the minutes of the following meetings be signed by the Chairman as a correct record:
  - Performance Monitoring Panel - 3 March 2015

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- Special meeting of the Performance Monitoring Panel – 20 May 2015
- b) That the Panel be updated on revised timescales for the Transformation Programme;
- c) That the Work Programme to address the recommendations of the Sir Haley Stewart Playing Field Task Group be circulated to members;
- d) That the Lincolnshire Community Safety Partnership's 14/15 Annual Report be circulated to members when it became available; and
- e) That senior officers be requested to liaise with Lincolnshire County Council to resolve issues around the access road at the Spalding Gypsy and Traveller Site, to ensure no further delay to provision of the site, and that if a resolution could not be arrived at within a reasonable time, that consideration be given to the creation of a task group to look into areas of concern;

**4. DECLARATIONS OF INTEREST.**

There were none.

**5. QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3.**

There were none.

**6. TRACKING OF RECOMMENDATIONS**

There were none.

**7. ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL.**

There were none.

**8. KEY DECISION PLAN**

Consideration was given to the Key Decision Plan issued on 22 June 2015.

**AGREED:**

That the Key Decision Plan issued on 22 June 2015 be noted.

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**9. 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.

As this was the first meeting of the municipal year, councillors were invited to give consideration to any new issues that they wished to address over the forthcoming year. This was in addition to the regular performance monitoring reports, following up progress on previous task group recommendations and any other items of business that may be dealt with under the Panel's remit.

The following issues were raised:

- Biennial Review of Implemented Planning Decisions – it was felt that this would be a useful process for new members however, it should be delayed and undertaken during the spring of 2016. A process to undertake the review should be drawn up and then agreed by the Chairman;
- Future reports on progress of the restructure of the CSU – in view of the fact that there were a number of new councillors on the Panel, it was agreed that the recommendations of the CSU Task Group be circulated. Performance at the CSU had improved, and the Panel, through the CSU Task Group, had assisted in this. Councillors were advised that the CSU General Manager had left and it was therefore requested that the new manager provide an update on progress to the Panel meeting in December 2015;
- The Panel discussed a number of issues concerning procurement / tendering, particularly in relation to the CSU. It was agreed that this could be an area for a task group to examine however, in the first instance, an officer and the relevant Portfolio Holder would be invited to the next meeting to ascertain the current position;
- Bandstand and aviary at Ayscoughfee Gardens – Councillors asked what the position was with regard to these projects. Questions had not been answered, and no update had been received by the Spalding Town Forum. Councillors re-iterated the point that these projects should be delivered for the amount of money agreed. An update to all councillors was requested.

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- Could the Panel be involved with regard to the development of apprenticeships in conjunction with Boston College? It was felt that this was an area of work more suited to the Policy Development Panel. The Public Protection Manager advised that he and the Executive Director of Commissioning and Governance were due to meet a representative from Boston College. It was agreed that an update on progress be provided to Councillor McLean, who had initially raised this issue;
- Gypsy and Traveller sites – Issues regarding the site in Spalding had been during discussion of the previous minutes earlier in the meeting. It had been agreed that a task group could be set up if matters did not progress quickly enough. Councillor Grocock questioned what would happen to sites currently occupied once residents had been moved to new sites – an answer to this was not yet known.
- Councillors had received a presentation at the last Council meeting from Dr Tony Hill on future provision of health services within the area. Panel members raised concerns regarding the withdrawal of some health services from local hospitals and commented that this seemed to contradict what they had had reported to them at the last Council meeting. Councillor Brewis advised that as the Authority's representative on the Lincolnshire Health Scrutiny Committee, he would be submitting a report to the meeting of Council in July, which would provide an update from the most recent meeting of the Scrutiny Committee. It was agreed that this report would be circulated to Performance Monitoring Panel councillors before the Council meeting. He advised that if anyone had any questions, they could contact him.

**AGREED:**

- a) That both sections of the Panel's Work Programme, as set out in the report of the Democratic Services and Legal Manager, be noted;
- b) That the biennial review of Implemented Planning Decisions be undertaken during the spring of 2016, and that process to undertake the review of drawn up and then agreed by the Chairman of the Panel;
- c) That the recommendations of the CSU Task Group be circulated to all members of the Panel, and that the new CSU General Manager provide an update on progress to the Panel meeting in December 2015;
- d) That the relevant Portfolio Holder and officer be invited to

**PERFORMANCE MONITORING PANEL -**  
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attend the next meeting of the Panel to explain the current situation with regard to procurement/tendering, particularly in relation to the CSU, and that should the Panel not be satisfied with the response, a task group be formed to examine these issues;

- e) That an update on the current situation with regard to the bandstand and aviary at Ayscoughfee Gardens be provided to Panel members;
- f) That an update on progress be provided to Councillor McLean in respect of the development of apprenticeships in conjunction with Boston College;
- g) That Councillor Brewis's Health Scrutiny report be circulated to members of the Performance Monitoring Panel ahead of the Council meeting in July.

(The meeting ended at 7.45 pm)

(End of minutes)



**KEY DECISION PLAN**

**Issued – 26 August 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](mailto: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. In accordance with the Council's Constitution the DECISIONS detailed within this document, unless otherwise stated, come into force and may then be implemented on the expiry of a 5 working day call-in period from the date of publication of any decision.*

**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
Roofing renewal contract for council housing stock	To award new roofing renewal contract for the housing stock.	Portfolio Holder for Housing Landlord, Housing Manager.  Informal meetings and discussions.		Duncan Hall Between 1 Sep 2015 and 30 Sep 2015
Portfolio Holder  Spalding Gypsy and Traveller Site	To award the works contract.	Portfolio Holder for Assets and Property, Procurement Lincolnshire.  Portfolio Holder briefings – ongoing.		Housing Manager Between 1 Sep 2015 and 30 Sep 2015
Portfolio Holder for Place  The provision of Fleet Maintenance for Environmental Services	To provide long term financial benefits and flexibility  <i>Exempt Item:</i>  <i>Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information) and Paragraph 5 – Information in respect of which claim to legal professional privilege could be maintained in legal proceedings.</i>	Portfolio Holder and Director  Meetings and discussions		Portfolio Holder for Place 22 Sep 2015

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>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>

<b>*Cabinet Membership</b>
<p>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 P Coupland (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)</p>

**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](mailto:memberservices@sholland.gov.uk)

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## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Mark Stinson – Executive Manager - Governance

**To:** Performance Monitoring Panel – 16 September 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, and identify and prioritise any issues to be included in the 2015/16 Work Programme.

### **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.

### **1.2 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.

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Background papers:- None

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### Lead Contact Officer

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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
16 September 2015	<ul style="list-style-type: none"> <li>• 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 for Community Development</li> <li>• Annual Inspection of Planning Files (postponed a year from September 2014)</li> <li>• Relevant officer and Portfolio Holder to explain the current situation with regard to procurement/tendering, particularly in relation to the CSU. Should the Panel not be satisfied with the response, a task group to be formed to examine these issues.</li> <li>• Spalding Gypsy and Traveller Site</li> <li>• Ayscoughfee Bandstand and Aviary</li> </ul>
1 December 2015	<ul style="list-style-type: none"> <li>• 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).</li> <li>• The CSU General Manager to provide update on progress at the CSU, following restructure of the CSU (from recommendations of the reformed CSU Task Group).</li> </ul>
26 January 2016	
5 April 2016	

**For consideration later in the year**

- **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. At meeting 30/6/15 it was felt that this would be a useful process for new members however, it should be delayed and undertaken during the spring of 2016. A process to undertake the review should be drawn up and then agreed by the Chairman.**

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- **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).**

## 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.</p> <p><b>The Task Group will remain in operation to scrutinise performance and will start to do this once the information becomes available.</b></p>	6 November 2012	21 November 2012	B Alcock M Howard R M Rudkin D J Wilkinson (Chairman)  * <b>Membership to be considered following District Council Election</b>	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"> <li>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;</li> <li>2. To understand what the District Council wishes to provide and what the public and major employers need;</li> <li>3. To examine the options for future provision either to be supplied by the Council, the private sector or shared management.</li> </ol> <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>*</p> <p><b>Membership to be considered following District Council Election</b></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).	<b>June/September 2014???</b> – 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.	<p><b>Outline Purpose of Review...</b></p> <p>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.</p> <p><b>.....based on the following Terms of Reference:</b></p> <ul style="list-style-type: none"> <li>To establish the situation with regard to finances in relation to the Sir Halley Stewart Playing Field;</li> <li>To establish what activities could be undertaken at the Sir Halley Stewart Playing Field, and what they would cost;</li> <li>To establish how the community could be</li> </ul>	11 December 2013	12 February 2014	G R Aley P E Coupland G K Dark (Chairman) A Harrison R Perkins E Sneath  * <b>Membership to be considered following District Council Election</b>	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"> <li>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</li> </ul> <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.