

AGENDA



- Committee - **PERFORMANCE MONITORING PANEL**
- Date & Time - Tuesday, 1 December 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: 23 November 2015

AGENDA

1. Apologies for absence.
2. Minutes - To sign as a correct record the minutes of the meeting held on 16 September 2015 (copy enclosed). (Pages 1 - 12)
3. 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.)
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, issued 9 November 2015 (copy enclosed). (Pages 13 - 16)
8. Performance Overview Report – Quarter 1 & 2 2015/16 - To provide an update on Council performance for the period 1 April 2015 to 30 September 2015 (report of the Executive Director, Strategy and Governance enclosed) (Pages 17 - 22)
9. Resourcing within the Planning Department - To provide the Panel with an update on staffing levels, Development Management performance standards and Local Plan timetabling (report of the Executive Director Place enclosed) (Pages 23 - 28)
10. Update Report on new CCTV system - To provide an update to Councillors on progress with the new CCTV system (report of the Executive Director Place enclosed) (Pages 29 - 32)
11. Performance Monitoring Panel Work Programme - To set out the Work Programme of the Performance Monitoring Panel (report of the Shared Executive Manager, Governance enclosed) (Pages 33 - 44)

In addition to the report, the Panel will also consider the following items:

- The Panel to consider inviting a representative of Network Rail to a future meeting to discuss a number of issues
- The Panel to consider whether it wishes to set up a Task Group to address issues relating to the swimming pool in Spalding, and if so, to agree on a scope and membership for the Task Group.

12. 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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Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Wednesday, 16 September 2015 at 6.30 pm.

PRESENT

M D Booth (Vice-Chairman)

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

G K Dark
P C Foyster
R Grocock
J L King

J D McLean
A M Newton
A C Tennant
J Tyrrell

In Attendance: The Portfolio Holder for Housing, the Portfolio Holder for Legal, Performance and Democratic Services, the Portfolio Holder for Community Development, Councillor P A Williams, the Executive Manager - Governance, the Interim South Holland Place Manager, the Housing Landlord Manager and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors B Alcock and R Clark.

10. **DECLARATION OF INTERESTS**

In the interests of transparency, Councillor Brewis declared an interest in agenda item 5 (Crime and Disorder update), due to being Chairman of the Lincolnshire County Council Crime and Disorder Committee. However, he did not consider himself as having a disclosable pecuniary interest and therefore advised that he would remain in the meeting for the debate.

11. **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. It was agreed that the relevant officer and Portfolio Holder be invited to attend this meeting to discuss the current position. The Executive Manager Governance, the Portfolio Holder for Housing and the Portfolio Holder for Legal, Performance and Democratic Services were in attendance for this item.

The Executive Manager Governance provided Panel members with an overview of the procurement process at the Authority, and how contracting arrangements were governed by European Union legislation. Members considered the information and the following issues were raised:

- Even though the Authority had moved over to a process of

Action By

PERFORMANCE MONITORING PANEL -
16 September 2015

open invitation to tender, did it still have a preferred select list and was this still used?

- The Executive Manager Governance responded that he was unsure if this still happened and that he would advise members in due course. He did point out that although the Authority had moved to open invitation, using a preferred select list was still a valid way of selecting contractors.
- What was the cost of advertising contracts Europe-wide?
 - The Executive Manager Governance commented that the monetary cost was not substantial. The greater cost was with regard to timescales as it could sometimes take longer to reach a conclusion.
- The on-line contracts register appeared to be out of date. When would this be brought up to date?
- The online list of payments over £500 to suppliers was also not up to date. It had last been updated in June 2015.
 - The Executive Manager Governance advised that the Corporate Improvement and Performance Team was working on bringing the contracts register up to date and was also considering issues around openness.
 - The Portfolio Holder for Legal, Performance and Democratic Services advised that she was aware that information around contracts had to be updated on the website, and that she would liaise with the Corporate Improvement and Performance Manager.

The Panel requested that an update report be provided in six months time.

AGREED:

- a) That the Executive Manager Governance advise the Panel in due course whether the Authority still had, and used, a preferred select list of contractors; MS
- b) That the Portfolio Holder for Legal, Performance and Democratic Services liaise with the Corporate Improvement and Performance Manager with regard to updating information on the on-line contracts register; and GP, SS
- c) That the Panel receives an update report in six months time on the current situation regarding issues around contracts, in particular in relation to the on-line contracts register. GP, MS, SS

(The Executive Manager Governance, and the Portfolio Holder for

PERFORMANCE MONITORING PANEL -

16 September 2015

Legal, Performance and Democratic Services left the meeting following discussion of this item).

12. SPALDING GYPSY & TRAVELLER SITE

Consideration was given to the report of the Housing Landlord Manager, which provided the Panel with an update on the progress of the Spalding Gypsy and Traveller Site.

Land off Drain Bank North, Spalding had been acquired for the development of a Gypsy and Traveller site for permanent occupation, and planning permission for the site had been granted. Work had been undertaken to discharge the pre-commencement planning conditions attached to the planning permission. Condition 10 had been the most difficult to resolve and had been the cause of much of the delay. It stated that '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'.

In March 2015, the Planning Manager and the Housing Landlord Manager had met with senior highway officers to discuss work required to satisfy condition 10, and following further design work by the Council's engineers, a satisfactory scheme was agreed in principle. More detailed estimates of the costs of delivering the site were provided, and it was anticipated that the costs of the highway work could be accommodated as the total costs did not exceed the figures agreed within the Cabinet report of 15 January 2013.

The specification for the site was now nearing completion; tenders would be sought from contractors for the development of the site; and Western Power Distribution had finalised their quotation for the provision of an electrical supply to the site. The quotation had been accepted, but was subject to a 20 week lead-in period from acceptance (this timing would be the largest unknown factor in the process).

It was therefore currently anticipated that work would commence on site during November/December 2015 with completion of the site in February/March 2016. These dates could not be confirmed however until Western Power Distribution had provided their programme of work, and a contractor had been appointed to undertake the site development work.

PERFORMANCE MONITORING PANEL -

16 September 2015

The Panel considered the information, and the following issues were raised:

- Why could this not have been dealt with purely as a Planning issue? Why had Lincolnshire County Council (LCC) become involved?
 - LCC had been consulted at the outset as works had to be undertaken on land owned by them.
- Why had it taken so long to resolve the issue?
 - Officers agreed that it had taken a long time. It was hoped that the Authority would shortly be in a position to release the discharge.
- Following a breakdown of the costs, would there be any budget remaining to provide a transit site in the same location? Councillor Newton had made this suggestion at a Council meeting – had further consideration been given to this?
 - The budget position was still the same as detailed in the report to Cabinet. The position regarding a transit site was unknown and officers would therefore clarify this and report back to members.
- Was the cost to the Authority for the passing places only, or for the whole road?
 - Within Condition 10, it had always been clear that the applicant's expense (the Authority) would be not just for the passing places, but also for the execution of structural repair work.
- If completion of the site was anticipated to be in early 2016, this would suggest that the road would be re-surfaced around this time also. Members felt that this would not be the right time to be undertaking this work.
 - The road had to be re-surfaced prior to use of the permitted development. The work could be delayed however, this would then delay occupation of the site. This would ultimately be a decision for members/the Portfolio Holder. All parties, including the travellers would have to be involved in order to negotiate a date to occupy the site.
- Additional land at the proposed site had been purchased by the Authority to be used as necessary. Could the Authority be confident that residents could not occupy this additional land, and would remain in the area identified for their use.
 - Under legal agreements, the travellers could not

PERFORMANCE MONITORING PANEL -

16 September 2015

legally move onto this additional area.

- When would responsibility for the road no longer be the responsibility of the Authority?
 - The site and access road responsibilities would be conferred to travellers at an agreed time. Essentially, the majority of the area would be a land swap. This would all be agreed before the site was handed over.
- There had been a lot of negativity around the delay in resolving the road issue and occupation of the site. This had to be addressed.
 - The Portfolio Holder for Housing replied that the main concern now was to keep costs down, whilst fulfilling the Authority's obligations to the residents of Gosberton Clough. She would take note of comments made by Panel members, and commented that she was confident that the whole process would be completed within budget.

AGREED:

- a) That the position regarding whether a transit site would be incorporated on the site at Land off Drain Bank North be clarified; RS
- b) That members' concerns regarding the time of year that the resurfacing of the road could take place (potentially January/February 2016) be noted; RS
- c) That a date for occupation of the site be negotiated with the travellers, to take account of concerns regarding the roadworks as detailed at (b) above; RS
- d) That the Authority ensures that travellers should only occupy the area designated within the site, and that all detail of the conferring of responsibility for the land and the roadway to the travellers be agreed, prior to handover; and RS, MS
- e) That members noted that the Portfolio Holder for Housing would be responsible for negotiations.

(The Housing Landlord Manager and the Portfolio Holder for Housing left the meeting following discussion of this item).

PERFORMANCE MONITORING PANEL -
16 September 2015

13. CRIME AND DISORDER UPDATE

The Portfolio Holder for Community Development 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 issues:

- The Lincolnshire Community Safety Partnership's 14/15 Annual Report was still not yet complete however, when it was, it would be circulated to members.
- He confirmed that the Lincolnshire Community Safety Partnership's priorities for 2015-18 were – 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.
- Anti-social behaviour training had been undertaken by the Anti-Social Behaviour Officer and the Safer Communities Officer
- Mental health issues – a number of people in the area had been processed.
- Community Safety Survey – this survey was still underway and was available online on the Council's website
- An initiative to combat illegal sale of alcohol in Spalding was working well.
- One of the CSP's targeted areas in the past had been around road safety. Statistics around this were improving, which was a success for the CSP.
- Pressure was being put on the Home Office with regard to funding for policing in the area. Changes in the population of the area were having an impact on real communities, and this information was being used to make the case for increased funding.

Consideration was given to this information, and the following issues were raised:

- With regard to domestic abuse, was additional publicity having an impact on reporting levels?
 - People had to be encouraged to report domestic abuse and convinced that it could make a difference. Increased reporting would attract more funding.
- Now that the new CCTV system was in operation in certain parts of the South Holland area, were there any figures available regarding arrests/convictions?
 - The Portfolio Holder advised that he would look into

PERFORMANCE MONITORING PANEL -

16 September 2015

whether there was any data available. All cameras were now working and recording in Spalding, there were some issues with other cameras that were being refined.

- In the absence of a plentiful police presence, more reliance was being placed on CCTV. An assurance was needed that it was being used effectively.
 - The Portfolio Holder advised that there was a wish to use CCTV cameras to address issues that fell under the Council's jurisdiction. The Portfolio Holder was currently in discussions with the Portfolio Holder for Place with regard to using CCTV to address environmental crime.
- Councillors reiterated the point that had been made above, and at previous meetings, with regard to the lack of data showing the numbers of arrests, convictions etc linked to information gathered from CCTV. This information had to be provided to demonstrate that the cameras were producing results.
- When the CSPs met, was there any analysis of why certain actions were or were not taken when a crime was committed?
 - The Portfolio Holder advised that the reporting of crime, such as attempted break-ins, was an issue as this could become a greater problem further along the line. Enforcement was undertaken, but not in all instances and this was a question to ask of the Police.
- With regard to mental health issues, was this an issue of greater relevance nationally, or was it a significant issue in this area?
 - Matters relating to mental health and vulnerable people were an issue everywhere. Multi-agency working between bodies such as the Council, health authorities and the Police was required to address these areas.
- Councillor Brewis commented on issues around access to justice provided by Magistrate's Courts. There had been consultation regarding a reduction in service provided by the Court in Lincoln. Sufficient consideration should be given to all those involved in hearings and proceedings at the court. Should the area of jurisdiction necessarily be Lincoln for some parts of the South Holland area as other locations were more convenient for certain sections of the district? In the drive to

PERFORMANCE MONITORING PANEL -

16 September 2015

save money, had issues such as expenses, (including travel expenses if travelling further was necessary), for all those involved been considered?

- The Portfolio Holder requested that Councillor Brewis send him details of the issues raised and consultation undertaken.

A number of issues were raised which were policing matters, and the Portfolio Holder suggested that Inspector Jo Reeves be invited to the meeting in six months time, where he would be providing his next update, to answer these questions and any others that Panel members wished to ask:

- There was a perception that bodies such as the East Lincolnshire CSP and Lincolnshire CSP were ‘talking shops’, achieving little of any real substance, and that money would be better spent on a greater Police presence in the South Holland area. What evidence was there that bodies such as the CSPs provided any benefit or made a real difference?
- Councillors were concerned about the lack of data showing the numbers of arrests, convictions etc linked to information gathered from CCTV. This information had to be provided to demonstrate that the cameras were producing results.
- Data regarding moving traffic offences was requested – how many prosecutions had there been in this area?
- At what point were the Police alerted when an incident was viewed on CCTV? Was there a trigger level?
- Councillors raised concerns over the level of people committing offences and ignoring the law because it was felt that they could ‘get away with it’.
- Enforcement following attempted criminal incidents was undertaken in some instances, but not always. Why was this? Minor incidents should still be dealt with.

AGREED:

- a) That the update provided by the Portfolio Holder for Community Development be noted;
- b) That the Portfolio Holder for Community Development be requested to provide a further update to the Panel in six months time; and
- c) That Inspector Jo Reeves of Lincolnshire Police be requested to attend the same meeting to answer members’ questions regarding policing matters.

CM

CM

(The Portfolio Holder for Community Development left the

PERFORMANCE MONITORING PANEL -

16 September 2015

meeting following discussion of this item).

14. MINUTES

The minutes of the meeting held on 30 June 2015 were signed by the Chairman as a correct record.

The following issues were raised in relation to the minutes:

- Sir Halley Stewart Playing Field Task Group – The Chairman of the Task Group, Councillor Dark advised that he had met with officers recently and was satisfied that they now understood the intentions of the Task Group. Costs payable by the football club would be clarified and included within the fees and charges for the next season.
- Minute 3 (b) – That the Panel be updated on revised timescales for the Transformation Programme – The Panel was advised that this information would be emailed to members shortly.
- Minute 9 (b) – That the biennial review of Implemented Planning Decisions be undertaken during the spring of 2016, and that a process to undertake the review be drawn up and then agreed by the Chairman of the Panel – The Panel was advised that officers would shortly be considering the process for the review and would be liaising with the Chairman.
- Minute 9 (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 – The Panel was advised that arrangements were underway with regard to the December meeting, and that the Task Group's recommendations would be circulated.

CM, GP

LE, CM

CM

15. QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 10.3

There were none.

16. TRACKING OF RECOMMENDATIONS

There were none.

17. ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL.

There were none.

PERFORMANCE MONITORING PANEL -

16 September 2015

18. KEY DECISION PLAN

Consideration was given to the Key Decision Plan issued on 26 August 2015.

AGREED:

That the Key Decision Plan issued on 26 August 2015 be noted.

19. AYSCOUGHFEE HALL

At meetings of the Panel earlier in the year, Councillors had requested and received updates on the current situation with regard to the bandstand and aviary at Ayscoughfee Gardens. The Interim Place Manager was in attendance to provide the following update:

- At the end of 2014, Ayscoughfee Hall had been awarded Grade 1 listed status. The same process was being followed for the Lutyens Memorial. If the Memorial was also to be awarded Grade 1 listed status, the combined status of both buildings would have consequences regarding further development of the hall and gardens and funding streams.
- Consultation would take place with the Heritage Lottery fund around undertaking works to registered parks and gardens which would bring social cohesion benefits.
- Two previous schemes for a new bandstand/performance area had failed because of budget issues and not being supported by Heritage Lincolnshire. The applications had been withdrawn. Heritage Lincolnshire and Heritage England would be working together to produce some preliminary drawings.
- Rather than a bandstand, a performance area was being proposed. This would be a more multi-functional space and, it was hoped, would be less subject to vandalism.
- The Panel had previously raised concerns that the budget allocated from Section 106 monies for the bandstand and aviary should not be exceeded. The Interim Place Manager confirmed that the budget could not cover the cost of both. It would allow for a new pavilion to be constructed, but not for the aviary to be upgraded to complement the remainder of Ayscoughfee Gardens and Hall.
- It was suggested that Section 106 monies be used to secure a new pavilion within budget, and that it was likely that Heritage Lincolnshire would be in agreement with the approach.
- It was also suggested that minor works be undertaken on the aviary, and that more major improvements to it be included in a future lottery bid to include the whole gardens.

PERFORMANCE MONITORING PANEL -

16 September 2015

The Panel agreed that, although it was unfortunate that the aviary could not be improved upon in the immediate future, that the focus should be on the new performance space and that the aviary be dealt with separately as part of the gardens as a whole. Councillor Aley advised that the Spalding Town Forum would be meeting the next evening, that he would relay this information to its members and advise that the Panel was in agreement with the proposals.

The Interim Place Manager advised that he would be happy to attend the next meeting of the Spalding Town Forum following the one the next evening.

AGREED:

- a) That the identified Section 106 monies be used to fund the building of the bandstand/performance area at Ayscoughfee;
- b) That the Panel accepted that the Section 106 monies would not be sufficient to rebuild the aviary and that it should be temporarily repaired until funding from other sources could be identified to address the issue; PJ
- c) That the Chairman of the Spalding Town Forum, Councillor G Aley, advise the Forum of the information received by the Panel, and its views, at its meeting on 17 September 2015; and PJ
- d) That the Interim Place Manager attend the next meeting of the Spalding Town Forum, following 17 September meeting, to provide an update to the Forum. SF, PJ

(Councillors Newton and King left the meeting during discussion of the above item)

20. PERFORMANCE MONITORING PANEL WORK PROGRAMME

Consideration was given to the report of the Executive Manager, Governance, 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.

In view of continued issues around CCTV, Councillors considered whether it would be appropriate to reconvene the Effectiveness of CCTV Task Group. There were concerns over the delay in

PERFORMANCE MONITORING PANEL -

16 September 2015

implementing the scheme, why some Parish Councils had decided not to have the cameras, and why CCTV data was still not available. Councillors were advised that the Shared Executive Director Place had had involvement with CCTV, that there would shortly be significant movement and that some of the issues raised may be resolved. It was agreed that the Shared Executive Director Place attend the next Panel meeting to update Councillors on the current position and that following this update, consideration be given as to whether to re-instate the Effectiveness of CCTV Task Group.

Councillors also gave consideration to the Inspection of Planning Files, which had been undertaken regularly for a number of years, and whether this should still continue. It was agreed that the inspections had served their purpose, that there had been no changes in processes since the last inspection, and that the Panel should no longer undertake the inspection.

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Executive Manager Governance, be noted;
- b) That the Shared Executive Director Place be requested to attend its next meeting to provide an update on the current situation with regard to CCTV;
- c) That the re-instatement of the CCTV Task Group be considered should the Panel not be happy with developments as provided in the update; and
- d) That the Panel no longer undertake the annual inspection of planning files.

CM, RW

CM, RW

LE, PJ, CM

(The meeting ended at 9.00 pm)

(End of minutes)



KEY DECISION PLAN

Issued – 9 November 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**

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
<p>Portfolio Holder for Housing</p> <p>Spalding Gypsy and Traveller Site</p>	<p>To award the works contract.</p>	<p>Portfolio Holder for Assets and Property, Procurement Lincolnshire.</p> <p>Portfolio Holder briefings – ongoing.</p>		<p>Housing Landlord Manager Between 1 Nov 2015 and 30 Nov 2015</p>
<p>Portfolio Holder for Place</p> <p>The provision of Fleet Maintenance for Environmental Services</p>	<p>To provide long term financial benefits and flexibility</p>	<p>Portfolio Holder and Director</p> <p>Meetings and discussions</p>		<p>Portfolio Holder for Place</p> <p>Between 1 Dec 2015 and 31 Dec 2015</p>
<p>Portfolio Holder 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 for Housing Landlord, Housing Manager.</p> <p>Informal meetings and discussions.</p>		<p>Housing Landlord Manager</p> <p>Between 1 Dec 2015 and 31 Dec 2015</p>

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Portfolio Holder for Place Pride in South Holland	To provide continued support to the Pride in South Holland Campaign	Portfolio Holder for Place and Executive Director Place. Informal meetings and discussions.		Cabinet 16 Feb 2016
Portfolio Holder for Housing 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.		Housing Landlord Manager Between 1 Mar 2016 and 31 Mar 2016

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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***Cabinet Membership**

Councillor The Lord Porter of Spalding CBE (Leader)
 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: Maxine O'Mahony, Executive Director - Strategy & Governance

To: Performance Monitoring Panel – 1 December 2015

Author: Greg Pearson – Corporate Improvement and Performance Manager

Subject: Performance Overview Report – Quarter 1 & 2, 2015/16

Purpose: To provide an update on Council performance for the period 1 April 2015 to 30 September 2015

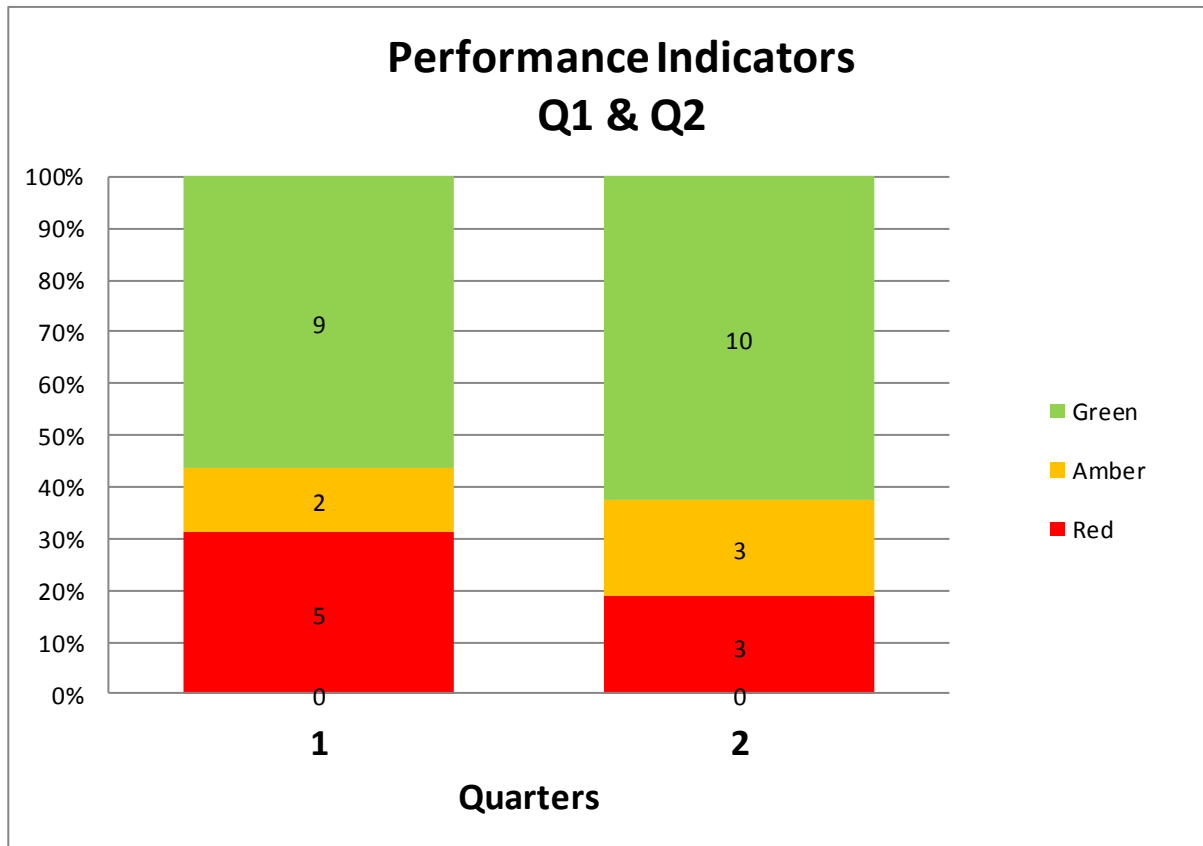
Recommendation:

- 1) To give consideration to the content of the report.

1.0 BACKGROUND

- 1.1 The Quarter 2 Performance Report (Appendix A) provides Members and residents with information about the Council's delivery against its Corporate Priorities, and on the Council's Corporate Health. This covering report presents a summary of the status of the Council's key projects and indicators.
- 1.2 Areas of success, where performance has improved since the last period (Q1, 2015/16) are also brought to Members' attention, as are areas of concern where performance is below anticipated outcomes or is worsening. These items were discussed at Performance Board on 22 October 2015 and highlighted to EMT on 23 November 2015. Actions agreed are included in the summary below.
- 1.3 **Transformation**
- 1.4 The Transformation Programme was adopted by Council on 14 October 2015. From next quarter this report will be used to give an update on the performance of the programme.
- 1.5 **Key Performance Indicators**
- 1.6 The Council has implemented a new performance management system known as 'Covalent'. This system allows us to more effectively monitor and track key performance issues. The first quarter of this year has been used to implement the performance indicators and risk modules of this system and to review the existing performance framework.
- 1.7 **Q1 status of key performance indicators:** Indicator performance in quarter 1 is assessed as 'fair', with 9 indicators (56%) marked 'Green', meaning that performance is very good and is meeting or exceeding the achievable standard. 2 indicators (13%) are 'Amber' meaning performance in these areas is at acceptable levels between the minimum and achievable standards. 5 indicators (31%) are 'Red', meaning performance is poor and not achieving the minimum standard.
- 1.8 **Current status of key performance indicators:** Indicator performance in quarter 2 is assessed as 'good', with 10 indicators (63%) marked 'Green', meaning that performance is very good and is meeting or exceeding the achievable standard. 3 indicators are 'Amber'

(19%) are 'Amber' meaning performance in these areas is at acceptable levels between the minimum and achievable standards. 3 indicators (19%) are 'Red', meaning performance is poor and not achieving the minimum standard.



1.9 AREAS OF SUCCESS

1.10 Q1 provided some areas of success including the missed collections which were 25.5 against a target of 33. Q2 showed Occupancy rates of commercial properties continuing to perform well at 93.3% occupied.

1.11 AREAS OF CONCERN

1.12 The following indicators are either not achieving minimum standards, or performance has fallen significantly since Q1.

1.13 **Housing Re-Let (Void) Time (Total Key to Key)** – Performance remains 'Red' at Q1 and Q2 - Commentary provided advised that delays in getting asbestos surveys completed before residents left the property were having a big impact on the total void times and that a new contractor was being sought and some improvements should be seen from Q3 and more so by Q4.

1.14 **% of Affordable Homes Granted Permission** – Performance is 'Red' with 0 permissions granted. Commentary given has advised that the appropriate applications have not been received.

2.0 OPTIONS

2.1 Members are asked to consider the information contained within the report.

3.0 REASONS FOR RECOMMENDATION

3.1 Report for consideration, in order to fulfil the Performance Monitoring Panel's remit.

4.0 EXPECTED BENEFITS

4.1 The Council's performance is properly scrutinised.

5.0 IMPLICATIONS

5.1 Constitution & Legal

5.1.1 The report is made within the terms of reference of the Performance Monitoring Panel.

5.2 Corporate Priorities

5.2.1 The report presents progress monitoring of performance of the corporate priorities.

5.3 Risk Management

5.3.1 Performance management is an important tool in Risk Management.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 No Wards or Communities are affected

7.0 ACRONYMS

7.1 EMT – Executive Management Team

Background papers:- None

Lead Contact Officer

Name and Post: Greg Pearson – Corporate Improvement & Performance
Manager
Telephone Number: 07500-030900
Email: Greg.pearson@breckland-sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report:







Appendix A - Quarter 2 Performance Report

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Appendix A – Quarter 2 Performance Report (July to September 15)



Portfolio Holder	Performance Indicator	Performance			
		Q2 2015/16			
		Value	Target	Status	Short Trend
Cllr Sally-Ann Slade	% of Calls Abandoned	10.22%	10%		
Cllr Sally-Ann Slade	Average Wait Time in Seconds	76.33	86		
Cllr Sally-Ann Slade	% of Customer Complaints Upheld - Stage 1	26%	25%		
Cllr Sally-Ann Slade	% of Customer Complaints Upheld - Stage 2	22.22%	25%		
Cllr Malcolm Chandler	% of household waste recycled or composted	29.85%	35%		
Cllr Malcolm Chandler	Missed Collection Rate	29.6	33.0		
Cllr Malcolm Chandler	Waste sent to 'Energy from Waste' per Household (kg)	132.9	135.0		
Cllr Anthony Casson	Commercial Property Occupancy	93.33%	90%		
Cllr Sally-Ann Slade	Staff turnover %	0.4%	4%		
Cllr Sally-Ann Slade	# of Working Days Lost to Sickness per FTE	0.81	2.5		
Cllr Christine Lawton	Housing re-let (void) time (total ave. key to key)	61	28		
Cllr Christine Lawton	Cases Prevented from Homelessness per 1,000 households	2.4			
Cllr Roger Gambba-Jones	% of all planning applications determined within time	80.77%	70%		
Cllr Sally-Ann Slade	Housing Benefit LA Error Rate	0.37%	0.48%		
Cllr Sally-Ann Slade	Net Business Rates receipts	57.16%	57.3%		

		Performance			
Portfolio Holder	Performance Indicator	Q2 2015/16			
		Value	Target	Status	Short Trend
Cllr Sally-Ann Slade	Net Council Tax receipts	58.51%	58.05%		
Cllr Peter Coupland	New Homes - Affordable	8			
Cllr Peter Coupland	% of affordable homes (permission)	0%	33%		

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Rob Walker - Executive Director Place

To: Performance Monitoring Panel – 1 December 2015

(Author: Paul Jackson – Place Manager

Subject: Resourcing within the Planning Department

Purpose: To provide the Panel with an update on staffing levels, Development Management performance standards and Local Plan timetabling.

Recommendation:

- 1) That the contents of the report be noted.

1.0 BACKGROUND

- 1.1 The former Planning Manager attended PMP on 25 November 2014 and thereafter on 3 March 2015.
- 1.2 At the 25 November 2014 meeting the former Planning Manager gave an update on timescales for delivery of the emerging Joint South East Lincolnshire Local Plan. He also gave Members an update on a piece of work being then undertaken to address performance standards and service delivery within the Planning Service generally. Members noted the updates, expressing support for then emerging proposals to address timeliness and performance. They requested that a report be presented to PMP by April 2015 on the outcomes.
- 1.3 On 3 March 2015 the former Planning Manager again attended PMP. He advised Members that a comprehensive report had been presented to Strategy Board in December 2014. This report had detailed the then situation regarding staffing levels within the Planning Service and the risks that this posed to both the department and the Council as Local Planning Authority in relation to overall service delivery. In essence, and in order to address these matters, the provision of a £235,000 resource within the departmental budget had been sought to recruit to the following three temporary posts:
 - a Senior Planning Officer (2 years) within the Development Management Team;
 - a part-time Conservation officer (3 years) within the same; and
 - a Local Plan Project Officer (18 months) within the Joint Local Plans Team
- 1.4 Strategy Board had been entirely supportive of these proposals and agreed to provide funding for all three posts. The former Planning Manager immediately and successfully recruited to all three of 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).

- 1.5 In addition, the two (previously) vacant Policy Officer posts had both been filled in December 2014, leaving only one full-time vacancy within the DM arm of Planning Service, that of Senior Planning Officer. This has since been filled temporarily through the use of consultancy. A part-time Compliance Officer post remains vacant.
- 1.6 At PMP held in March it was reported that a marked improvement in statistical performance within the DM team had been evidenced in January and February 2015. It was additionally reported that longer-term benefits were rather harder to predict as income and application numbers remained high and there still remained (at that time) a single full-time vacancy.
- 1.7 In relation to Local Plan work, it was noted that 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 being 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 earlier 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.
- 1.8 Members noted and endorsed the positive actions taken. They additionally noted the performance improvements. They requested that a further update report on the position regarding resourcing and performance within the Planning Department be provided in 8 months' time, this timescale taking into account then impending elections.
- 1.9 **Present Situation:**
- 1.10 In December 2014 it was reported that performance within the Development Management Team has steadily declined since 2011-12 as a consequence of increasing workload and a decreased staff complement. This had been exacerbated by a number of departures from key posts and a failure to effectively recruit permanent replacements in a difficult market. The table below was used to illustrate the decline in overall performance.

2007-08	88%	87%	94%	84%
2008-09	83%	80%	89%	76%
2009-10	77%	76%	82%	68%
2010-11	79%	75%	94%	77%
2011-12	74%	69%	84%	71%
2012-13	72%	62%	85%	64%
2013-14	61%	55%	71%	35%
Dec 2014	49%	44%	57%	47%

- 1.11 The recruitment of a range of permanent and temporary staff has facilitated an improvement in performance. Current statistical turnaround is shown below.

Year	All within 8 weeks	Minors in 8 weeks	Others within 8 weeks	Majors within 13 weeks
2014-15	55%	53%	64%	80%
2015-date	64%	59%	74%	78%

- 1.12 In short, performance across the board has improved since January 2015 and continues to do so in line with a managed approach to meeting with the increasing range of performance targets set by government. This includes the need to determine all applications within 26 weeks, or longer by agreement, in order to minimise the risk of repaying the associated fee. It also includes the need to now focus on ensuring that at least 50% of both 'Majors' and 'Minors/Others' are dealt with within the prescribed timescale in order to obviate against the risk of being placed in 'special measures'; and losing local control over planning decisions.
- 1.13 Members were also informed that appeal performance is now monitored nationally and that there is a need to ensure that at least 80% of decisions on all 'Majors' are successfully defended at appeal. Performance at appeal has traditionally been a significant strength of the department and is regularly and routinely reported to Planning Committee. There has been a decline recently. At Planning Committee held on 27 October 2015 it was reported that since 1 April 2015, 15 appeals had been determined of which 9 had been dismissed and 6 had been allowed. This equates to a success rate of 60%. This downturn in performance is largely down to both a reduced number of appeals being received and, more pertinently, a number of recently over-turned decisions. It is worth noting that two of these related to 'Major' schemes, these being a scheme for 14 dwellings at Little London, Spalding and a conversion scheme at Halmer Grange, Spalding. These decisions highlight the emphasis government is placing on housing delivery and the need to be able to demonstrate significant harm when refusing permission. The department will continue to advise Members accordingly when presenting schemes to Planning Committee as this element of performance remains a risk.
- 1.14 In relation to the emerging Local Plan, a revised Local Development Scheme was agreed by Members of the Joint Planning Committee on 6 March as highlighted above. This established the current delivery timetable. The timetable anticipates public consultation on the Draft Local Plan and consideration of the subsequent representations being concluded by February 2016. The preparation of the formal 'submission' document is thereafter scheduled to conclude by the end of May 2016. Further public consultation is timetabled for June/July 2016 with further consideration and formal submission to the Planning Inspectorate in August 2016. Thereafter the timetable for Examination in Public is largely a matter for the Inspectorate themselves. It is presently hoped that this will take place in November/December 2016. If this timetable is adhered to and the EiA concluded successfully it is presently anticipated that consideration of the Inspectors report would take place in February 2017 with adoption soon thereafter.
- 1.15 The current timetable is effectively being maintained. The Draft Joint Local Plan was presented to the South East Lincolnshire Local Plan Steering Group on 30 October 2015. It is being presented to the formal Joint Committee on 27 November 2015 for final approval. Members will be advised of the outcome verbally at PMP as the preparation of this report pre-dates Joint Committee. It is presently intended that, following the above meeting, the Draft Local Plan will be subject to a 6 week long public consultation exercise. This will begin on Friday 8 January 2016. It will include, in addition to widespread publicity, a series of public consultation events to be held throughout January and February and a permanent exhibition at both South Holland District and Boston Borough Councils' main offices during normal opening hours. The public consultation events are presently scheduled to take

place in Pinchbeck, Sutton Bridge, Long Sutton, Kirton, Donington, Sutterton, Gedney Hill, Holbeach, Surfleet, Cowbit, Crowland, Butterwick, Old Leake, Swineshead and Wyberton.

- 1.16 Finally, it needs to be highlighted that the Planning Service has been re-organised as a result of the recent senior management restructure. Development Management, together with Building Control and Land Charges, now sits with the Place Directorate. The newly introduced post of Planning and Building Control Manager remains to be filled. The Local Plans team now sits with the Growth and Prosperity arm of the Commercialisation Directorate. As the team, jointly with colleagues from Boston, is almost entirely focused on delivery of the emerging Local Plan their work has largely been unaffected given ongoing project officer support.

2.0 **OPTIONS**

- 2.1 That Members note the contents of the report and make comments as appropriate. The 'Do Nothing' option is not in this instance appropriate.

3.0 **REASONS FOR RECOMMENDATION**

- 3.1 This is a factual update report that does not require Members to make a formal decision.

4.0 **EXPECTED BENEFITS**

- 4.1 The benefits of managed performance, maintained staffing levels and adherence to the Local Plan timetable are self-evident and include robust and legally compliant reporting procedures, minimisation of financial and reputational risk, and the delivery of a statutory Local Plan to enable the Council as LPA to better deliver substantial and managed growth within the District.

5.0 **IMPLICATIONS**

5.1 **Corporate Priorities**

- 5.1.1 The delivery of a sound Local Plan meshes with each of the Councils key Corporate priorities of developing safer, stronger and more independent communities whilst protecting the most vulnerable; having pride in South Holland by supporting the district and residents to develop and thrive; providing the right services, at the right time and in the right way; and encouraging the local economy to be vibrant with continued growth. The delivery of a Planning Service which meets with the Councils statutory duties as local planning authority, and which additionally meshes with the need to ensure performance and service resilience, meets with our Corporate ambitions to provide the right services at the right time in the right way; particularly so in relation to ensuring our regulatory services are effective and legally compliant. These ambitions meets with the Councils stated aim to implement a planning and development structure that achieves substantial growth, particularly so in relation to the identification and maintenance of a 5 year housing land supply through successful delivery of a sound Local Plan.

5.2 **Financial**

- 5.2.1 It is the opinion of the Report Author that there are no implications other than referred to in the report set out above.

5.3 **Health & Wellbeing**

- 5.3.1 It is the opinion of the Report Author that there are no direct implications arising from this

report although it needs to be recognised that the timely delivery of a sound statutory Local Plan places the Council in a better position to meet with the Districts wider health, care and wellbeing agendas.

5.4 Risk Management

5.4.1 It is the opinion of the Report Author that there are no implications other than referred to in the report set out above.

5.5 Stakeholders / Consultation / Timescales

5.5.1 It is the opinion of the Report Author that there are no implications other than those referred to in the report set out above, particularly in relation to the wider consultative issues arising from the delivery of a sound Local Plan.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 All Wards affected.

7.0 ACRONYMS

7.1 PMP – Performance Monitoring Panel
DM – Development Management
EiP – Examination in Public (public inquiry)
DCLG – Department for Communities and Local Government
LPA – Local Planning Authority

Background papers:- Statistical Returns to DCLG

Lead Contact Officer

Name and Post: Paul Jackson
Telephone Number: 01775 764402
Email: Paul.jackson@breckland-sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report: None

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Rob Walker – Executive Director Place
To: Performance Monitoring Panel - 1 December 2015
(Author: Emily Holmes – Communities Manager)
Subject: Update Report on new CCTV system
Purpose: To provide an update to Councillors on progress with the new CCTV system

Recommendation:

- 1) That the content of this report is noted.

1.0 BACKGROUND

- 1.1 In February 2014 Cabinet considered the future provision of CCTV (Closed Circuit Television) Services in South Holland. This was informed by the Effectiveness of CCTV Task Group (May 2010). It was agreed to enter into a partnership with Boston Borough Council to transfer the operation of the CCTV service to Boston Borough Council for an improved monitoring service.
- 1.2 In order for the monitoring to be undertaken by Boston Borough Council's monitoring station, the existing equipment in South Holland, which was out dated and no longer fit for purpose, needed replacing. A contract was already in place with a provider who undertook this work in Boston and as such they were engaged by Boston Borough Council to prepare a proposal.
- 1.3 Parish Councils and local police teams were engaged to review the local need and location of the cameras within the scheme. A proposal was submitted in December 2014 and subsequently an order was placed.
- 1.4 A number of surveys were carried out to inform the proposals, determine the equipment needed and to identify installation locations to then get the necessary permissions to install the cameras on a mixture of private and publically owned buildings.
- 1.5 The main infrastructure links were installed between Spalding and Boston as the links needed to be operational for the cameras to then connect to in order to transmit images. Despite surveying and testing, once the link was installed and commissioned there was not adequate signal strength between the two locations and alternative solution was needed. This was resolved in May 2015 but did cause a delay to the scheme implementation. The main link from South Holland to Boston is now fully operational.
- 1.6 Camera installation work continued over the summer. 24 CCTV cameras are now installed. There are 18 in Spalding, 4 in Holbeach and 2 in Crowland.
- 1.7 15 of the 18 Spalding cameras are now monitored from the Boston Control Room. The remaining 3 have been delayed due to the need to reconfigure the signal transmission route and install additional transmitters. This is due to be resolved in the near future and footage from these cameras is available if needed.

- 1.8 Transmission of the images from the Holbeach cameras to Spalding is still to be resolved. The planned wireless infrastructure link was installed but did not have sufficient line of sight to maintain the signal strength needed. Contractors are investigating all alternative solutions.
- 1.9 The Holbeach system is operational. An interim local recording solution has been installed and footage from incidents is available and accessible. Holbeach Parish Council has been made aware.
- 1.10 The height required to transmit images from Crowland to Spalding to obtain line of sight has meant that wireless transmission is not possible. This was identified when all links were resurveyed following the initial challenges with the main link. As such, in June 2015 an order was placed with BT to install a BT Fibre connection to replace the Crowland to Spalding wireless link. A provisional date of 23 September for this work to take place was given by BT. To date BT has not confirmed when the work will take place due to additional works taking place further along the exchange which needs to happen first. They are asked weekly for updates. An interim local recording solution has been installed and footage from incidents is available and accessible. Crowland Parish Council has been made aware.
- 1.11 Both Holbeach and Crowland Parish Councils have full contact details for South Holland District Council officers and can request information or seek clarification at any time.
- 1.12 Sutton Bridge Parish Council did not wish to be part of the new scheme as they did not feel it would contribute to improved police response times. Long Sutton Parish Council is not currently part of the scheme but have indicated that they would like to have a look at the system and the control room at Boston Borough Council. This is being arranged.
- 1.13 Local Police colleagues have been kept regularly updated so that footage can be accessed by them where needed.
- 1.14 Once the system is fully operational and monitored in the control room, data on the number of incidents will be available. The CCTV coverage has already monitored and supported the investigation of suspicious activity, anti-social behaviour, cycle theft, public disorder, shop lifting and traffic collision and been used in missing person reports. It was also used to monitor crowd numbers and dynamics at the Pumpkin Festival.
- 1.15 All organisations involved in this scheme are working to resolve the outstanding issues and are in weekly contact to move things forward.
- 1.16 The cameras are operational in all 3 towns, providing coverage, recordings and available footage when needed.

2.0 **OPTIONS**

- 2.1 Do nothing.
- 2.2 Note the content of this report.

3.0 **REASONS FOR RECOMMENDATION**

- 3.1 Councillors requested an update on the scheme.

4.0 **EXPECTED BENEFITS**

4.1 Councillors will be fully briefed on the current situation.

5.0 **IMPLICATIONS**

5.1 **Constitution & Legal**

5.1.1 .It is in the opinion of the Report Author that there are no implications from this report. The scheme itself will be governed through partnership arrangements. It will also consider The Protection of Freedoms Act 2012, The Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000, the Criminal Justice and Public Order Act 1994 and Section 17 of the Crime and Disorder Act 1998.

5.2 **Contracts**

5.2.1 It is in the opinion of the Report Author that there are no implications from this report. The scheme itself will be governed by partnership arrangements which will take into account Boston Borough Council's existing contract and involve future service level agreements with parish councils.

5.3 **Corporate Priorities**

5.3.1 The scheme itself supports Corporate Priority 'To develop safer, stronger, healthier and more independent communities while protecting the most vulnerable'.

5.4. **Crime and Disorder**

5.4.1 The national CCTV Strategy maintains that CCTV plays a significant role in protecting the public and assisting the police in the investigation of crime.

5.5 **Equality and Diversity / Human Rights**

5.5.1 Article 8 of the European Convention on Human Rights protects an individual's right for a private and family life. When CCTV systems are operated by or on behalf of a public authority, the wider human rights issues and in particular article 8 will need to be considered.

5.6 **Financial**

5.6.1 The new CCTV Scheme has both capital and revenue costs to consider.

5.6.2 The capital investment will total £108,475

5.6.3 Revenue costs are for the monitoring of the footage and the maintenance of the cameras. Ongoing revenue costs for communications have been reduced due to the transfer to the wireless system. Parish Councils will contribute to the revenue costs once the system is fully operational.

5.6.4 No revenue costs for monitoring will be paid until the system is fully operational.

5.7 **Risk Management**

5.7.1 The scheme has not progressed as quickly as any stakeholder involved would have liked. There is a risk of disengagement of parish councils currently part of the scheme however, parish councils have been kept informed of progress and have direct contact details of officers if they have further queries. They will not be asked for a financial contribution to the revenue costs until the scheme is fully up and running.

5.8 Stakeholders / Consultation / Timescales

5.8.1 Lincolnshire Police colleagues have been kept informed of progress for operational reasons and access to footage for incidents.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 The Scheme currently operates in Crowland, Holbeach and Spalding.

7.0 ACRONYMS

7.1 CCTV - Closed Circuit Television

Background papers:- None

Lead Contact Officer

Name and Post:	Emily Kate Holmes
Telephone Number:	01775 764469
Email:	eholmes@sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service

Appendices attached to this report: None

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Mark Stinson - Shared Executive Manager, Governance
To: Performance Monitoring Panel – 1 December 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 BACKGROUND

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.

Background papers:- None

Lead Contact Officer

Name and Post: Christine Morgan (Democratic Services Officer)
Telephone Number: 01775 764454
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

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PERFORMANCE MONITORING PANEL – CALENDAR OF WORK PROGRAMME ITEMS

Date of Meeting	Agenda items
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). • Update on the current situation with regard to CCTV – to be provided by the Shared Executive Director Place • Performance report – Quarter 1-2
26 January 2016	
5 April 2016	<ul style="list-style-type: none"> • 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 • Inspector Jo Reeves of Lincolnshire Police to attend to answer members’ questions regarding policing matters • Relevant officer to provide an update report on the current situation regarding issues around contracts, in particular in relation to the on-line contracts register (following update to Panel 16 September 2015).

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.**

- **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 Interim report to Cabinet 19 February 2013. Tracking of recommendations to PMP 26 March 2013 Updates to PMP: 8 April 2014 16 September 2014 25 November 2014 16 September 2015
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	Interim report presented to joint PMP/PDP – 19

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</p>			<p>A Casson G K Dark R Perkins S Slade E Sneath S Wilkinson</p> <p>Lead Officer: Phil Adams</p> <p>*</p> <p>Membership to be considered following District Council Election</p>	<p>August 2014 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
	to attend), it was agreed 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.				
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 	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	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>Playing Field, and what they would cost;</p> <ul style="list-style-type: none"> • To establish how the community could be included in a wider usage of the Sir Halley Stewart Playing Field • 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>			Council Election	
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			

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
Corporate Communications Strategy	On 31 May 2012, the Panel had expressed its interest in undertaking a piece of work on 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.	31 May 2012			
The effectiveness of management companies set up to undertake maintenance on residential estates throughout the district past, present and for the future.	Scope to be confirmed.	25 November 2014	To be confirmed	To be confirmed	To be confirmed
The efficiency and effectiveness of the service given to the authority by Lincolnshire	Scope to be confirmed.	25 November 2014	To be confirmed	To be confirmed	To be confirmed

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
Legal Services.					
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.