

# AGENDA



- Committee - **POLICY DEVELOPMENT PANEL**
- Date & Time - Tuesday, 3 October 2017 at 6.30 pm
- Venue - Meeting Room 1, Council Offices, Priory Road, Spalding

## **Membership of the Policy Development Panel:**

Councillors: D Ashby, J R Astill, F Biggadike, M D Booth, R Clark, H Drury, L J Eldridge, A Harrison, J L King, J D McLean (Vice-Chairman), A M Newton, J L Reynolds, E J Sneath, J Tyrrell and A R Woolf (Chairman)

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

**Quorum: 6**

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

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

Date: 25 September 2017

## AGENDA

1. Apologies for absence.
2. Minutes - To sign as a correct record the minutes of the meeting of the Policy Development Panel held on 25 July 2017 (copy enclosed). (Pages 1 - 6)
3. Declaration of Interests. - Where a Councillor has a Disclosable Pecuniary Interest the Councillor must declare the interest to the meeting and leave the room without participating in any discussion or making a statement on the item, except where a councillor is permitted to remain as a result of a grant of dispensation.
4. Questions asked under Standing Order 6
5. Tracking of recommendations - To consider responses of the Cabinet reports of the Panel.
6. Items referred from the Performance Monitoring Panel
7. Key Decision Plan - To note the current Key Decision Plan (copy enclosed). (Pages 7 - 10)
8. Policy Register - Members are requested to note the current Policy Register (copy attached). (Pages 11 - 14)
9. Corporate Health and Safety Policy 2017 – To propose a revised Health and Safety Policy and to recommend its formal adoption and implementation (report of the Executive Manager People and Public Protection enclosed). (Pages 15 - 40)
10. Vexatious and Unreasonable Complaints Policy - To consider the draft Policy for dealing with Unreasonably Persistent Complaints and Customer Behaviour and Vexatious Requests (report of the Executive Manager Governance enclosed). (Pages 41 - 52)
11. Data Protection/Data Retention - The Executive Manager Governance will be in attendance to provide members with a verbal update on the current situation, in light of the forthcoming General Data Protection Regulation, due to come into force in May 2018, and the results of a consultant's report.
12. Officer Code of Conduct - To present an update of the Officer Code of Conduct (report of the Executive Manager People and Public Protection enclosed) (Pages 53 - 74)
13. Apprenticeship Programme - That the Apprenticeship Programme be approved (report of the Executive Manager People and Public Protection) (To Follow)

14. Policy Development Panel Work Programme - To set out the Work Programme of the Policy Development Panel (report of the Executive Manager Governance enclosed). (Pages 75 - 82)

15. 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.