

AGENDA



- Committee - **POLICY DEVELOPMENT PANEL**
- Date & Time - Tuesday, 20 February 2018 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, 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: 12 February 2018

AGENDA

1. Apologies for absence.
2. Minutes - To sign as a correct record the minutes of the Policy Development Panel held on 5 December 2017 (copy enclosed) (Pages 3 - 8)
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. Items referred from the Performance Monitoring Panel
6. Key Decision Plan - To note the current Key Decision Plan (copy enclosed). (Pages 9 - 16)
7. Policy Register - Members are requested to note the current Policy Register (copy enclosed). (Pages 17 - 20)
8. Tracking of recommendations - To consider responses of the Cabinet reports of the Panel.
 - a) Reduction in Printing and Postage Task Group - The Chairman of the Task Group, Councillor J Astill, will provide a verbal progress report (report detailing recommendations enclosed) (Pages 21 - 24)
9. Additions to the HR Policy Handbook: Career Break Policy; Stuck Not Sick Policy; Drugs and Alcohol Policy - To present new policies to the HR Policy Handbook (report of the Executive Manager People and Public Protection enclosed) (Pages 25 - 36)
10. Addressing Long Term Empty Homes - To present an update on the current situation (report of the Executive Director Place enclosed). (Pages 37 - 42)
11. Policy Development Panel Work Programme - To set out the Work Programme of the Policy Development Panel (report of the Executive Manager Governance enclosed) (Pages 43 - 50)
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.

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 5 December 2017 at 6.30 pm.

PRESENT

J D McLean (Vice-Chairman)

D Ashby
J R Astill
F Biggadike

M D Booth
A Harrison
J L King

A M Newton
E J Sneath
J Tyrrell

In Attendance: The South Holland Place Manager, the Housing Options Manager and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors R Clark, J L Reynolds and A R Woolf.

25. ELECTION OF VICE-CHAIRMAN

In the absence of the Chairman, the Vice Chairman, Councillor McLean took on the role of Chairman.

Councillor Harrison was elected as Vice Chairman for the duration of the meeting.

26. MINUTES

The minutes of the meeting of the Policy Development Panel held on 3 October 2017 were agreed as a correct record.

27. DECLARATION OF INTERESTS.

There were no declarations of interest.

28. QUESTIONS ASKED UNDER STANDING ORDER 6

There were no questions asked under Standing Order 6.

29. TRACKING OF RECOMMENDATIONS

There were no tracking of recommendations to consider.

30. ITEMS REFERRED FROM THE PERFORMANCE MONITORING PANEL

There were no items referred from the Performance Monitoring Panel.

Action By

POLICY DEVELOPMENT PANEL - 5
December 2017

31. KEY DECISION PLAN

Consideration was given to the Key Decision Plan published on 27 November 2017.

AGREED:

That the Key Decision Plan be noted.

32. POLICY REGISTER

The Panel gave consideration to the Policy Register that was dated 27 November 2017.

The following points were made:

- The Equalities Policy was reviewed on a three year cycle. Much of it included Government regulations which the Authority was required to follow. The Policy could be reduced in size by referencing regulations followed. Consideration should also be given to undertaking the same process with other policies where regulations were followed.
- Policy review cycles could change by only reviewing policies where government guidelines changed.
- Consideration should be given to how frequently non-statutory policies should be reviewed.
- The Chairman and Vice Chairman should continue to review the Policy Register with the appropriate officers at a separate meeting preceding each Panel meeting.
- The structure and monitoring of the Register had improved over the last year.
- The South Holland Common Housing Allocations Policy had to be reviewed every three years – it had last been reviewed in 2013, and its Risk Level was High. Members requested that an update on progress of the review be provided to Panel members.

AGREED:

- a) That the Policy Register be noted;
- b) That the issues raised by the Panel for reviewing individual policies be taken forward; and
- c) That an update on progress of the review of the South Holland Common Housing Allocations Policy be provided to Panel members in due course.

CP

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33. HOUSES IN MULTIPLE OCCUPATION

Consideration was given to the report of the Executive Director Place which explained the processes and issues around Houses in Multiple Occupation (HIMOs), which would assist in forming a clear terms of reference for a task group, should the Panel wish to set one up.

Appendix A to the report provided a summary of the current requirements for licensed HMOs (which the Authority had a statutory duty to licence), how this would change when the Government enacted legislation (Housing and Planning Act 2016) in April 2018, and issues around non-licensed HMOs. Information was also provided on current staffing arrangements, processes, inspections, licensing, enforcement and other considerations.

The following issues were raised:

- Inspections/surveillance – Members commented that by advising owners of HMOs when inspections would take place, those wishing not to operate within the guidelines could do so by providing a false impression at the visit. Officers advised that legally, the Authority was required to give notice of an inspection. However, where there was any intelligence around the operation of HMOs, officers could act on this. Officers were regularly ‘out and about’ in the process of doing their work, and where any issues were identified, action would be taken accordingly.
- Members were advised that there was a public register of licensed HMOs, and it was requested that this be added to the Council’s website.
- Members asked whether the Authority was ready for the proposed changes to legislation in 2018. Officers responded that two additional members of staff had been employed in order to deal with the extra work that would be involved.
- In view of the changes in regulations, and the additional work involved for officers, members felt that any involvement the Panel had should wait until the new regulations were in operation.
- Members highlighted that they were not overly familiar with the process surrounding HMOs and licensing as there was crossover with other functions, particularly planning. They confirmed that they would appreciate an update report providing more information on the legislative process surrounding HMOs.
- Members highlighted that their primary areas of concern relating to HMOs centred on parking and refuse issues;

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unscrupulous landlords; licensed and unlicensed HMOs; and the interface between licensing and planning permission.

It was agreed that officers report back to the Panel after new legislation had come into force next year, and that the report provided information on areas of concern raised by members, provided members with the knowledge required to understand the issues, and the current situation following implementation of the new legislation. The Chairman of the Panel would liaise with officers regarding a convenient date for the report to be presented to the Panel.

AGREED:

- a) That officers report back to the Panel after new legislation had come into force in 2018, the Chairman of the Panel to liaise with officers regarding a suitable date for this to take place;
- b) That the report provide information on areas of concern raised by members, provide members with the knowledge required to understand the issues, and that the position following implementation of new legislation be laid out; and
- c) That the public register of licensed HMOs be added to the Council's website.

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34. POLICY DEVELOPMENT PANEL WORK PROGRAMME

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

The Panel was advised that the work of the Open Spaces Task Group had now commenced, and was progressing well.

The first meeting of the Data Protection/Data Retention Task Group was to be held on 11 December 2017. It was agreed that Councillor Harrison replace Councillor Newton on the Task Group.

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Executive Manager – Governance, be

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noted; and

- b) That Councillor Harrison replace Councillor Newton on the Data Protection/Data Retention Task Group.

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

There were no urgent items.

(The meeting ended at 7.10 pm)

(End of minutes)

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KEY DECISION PLAN

Issued – 2 February 2018

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:

*Democratic Services, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: demservices@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 £75,000 in respect of revenue expenditure and £180,000 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
PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Lincolnshire Homelessness Strategy 2017-21	To consider the Lincolnshire Homelessness Strategy 2017-21 for adoption		Lincolnshire Homelessness Strategy 2017-21 Lincolnshire Homelessness Strategy 2017-21	Cabinet 13 Feb 2018
Portfolio Holder for Finance Welland Homes Business Plan Update	To update the Welland Homes Business Plan.		Welland Homes Business Plan Update	South Holland District Council 28 Feb 2018

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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 Housing and Health Award a contract for removal of Concrete Finlock Gutters and replacement to 216 Council owned dwellings				Officer Decisions Not before 5th Mar 2018
Options for commercial investment at Crease Drove, Crowland - to consider the final business case				Cabinet 27 Mar 2018

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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 Housing and Health Lincolnshire Wellbeing Service	Delivery of the Wellbeing Service	Meetings and Discussions		Portfolio Holder for Housing and Health Before 31 Mar 2018
Portfolio Holder for Housing and Health CSU Building Materials Contract	To award a contract.	Portfolio Holder for Housing. Meetings and discussions.		Housing Landlord Manager Before 31 Mar 2018

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 for Housing and Health CSU Electrical Materials Supply Contract (EMSC) 2017 - 2021	To award the EMSC to the successful supplier from the outcome of the procurement process	Meetings and discussions		Officer Decisions Before 31 Mar 2018
Portfolio Holder for Place Parking Enforcement	To propose new working arrangements.		Parking Enforcement	Cabinet 22 May 2018
Portfolio Holder for Public Protection Corporate Enforcement Policy	To review and update the Corporate Enforcement Policy creating one single policy for South Holland and Breckland Council		Corporate Enforcement Policy	Cabinet 22 May 2018

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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 Housing and Health New sewerage maintenance contract for council housing stock	To award new sewerage maintenance contract for the housing stock.	Portfolio Holder for Housing Landlord, Housing Manager. Informal meetings and discussions.		Housing Landlord Manager Before 30 Jun 2018

***Cabinet Membership**

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 P E Coupland (Portfolio Holder)
 Councillor R Gambba-Jones (Portfolio Holder)
 Councillor C Johnson (Portfolio Holder)
 Councillor C J Lawton (Portfolio Holder)
 Councillor S Slade (Portfolio Holder)
 Councillor G J Taylor (Portfolio Holder)

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

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

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SHDC Policy Register



Generated on: 08 February 2018

Rows are sorted by Approved Date

Policy Title	Policy Type	Approved Date	Policy Review Cycle	Policy Status	Policy Risk Level	Final Panel for Approval	Date to Final Approval Panel	Assigned To
Street Naming and Numbering Policy	Statutory	01-Jan-2005	3 years	Being Reviewed	Low	Cabinet	22-May-2018	Clinton Bell
Records Management Policy	Non Statutory	01-Jan-2005	3 years	Being Reviewed	High	Cabinet	24-May-2018	Mark Stinson
Affordable Housing Policy	Non Statutory	01-Jan-2009	3 years	Being Reviewed	Low	Cabinet	04-Apr-2018	Matthew Hogan
Strategic Tenancy Policy	Statutory	12-Sep-2012	3 years	Being Reviewed	Low	Cabinet		Matthew Hogan
South Holland Common Housing Allocations Policy	Statutory	01-Jun-2013	3 years	Being Reviewed	High	Full Council		Phil Stacey
Equalities Policy	Non Statutory	31-Jan-2014	3 years	Being Reviewed	Low	Full Council	31-May-2018	Greg Pearson
Corporate Debt Policy - Accounting Services	Non Statutory	08-Apr-2014	3 years	Being Reviewed	Low	Cabinet	27-Feb-2018	Mark Astbury
Data Protection Policy	Statutory	01-Jun-2014	3 years	Approved	High	Cabinet	22-May-2018	Mark Stinson
Freedom of Information (Fol) Policy	Statutory	01-Jun-2014	3 years	Being Reviewed	High	Cabinet	01-May-2018	Greg Pearson
Asset Management Strategy	Constitutional	18-Jun-2014	5 years	Approved	High	Full Council	20-Jun-2019	Gerry McKeivitt
Gambling Policy - Statement of Principles	Constitutional	16-Dec-2015	3 years	Approved	High	Full Council	20-Jan-2019	Donna Hall
Hate Crime Policy	Non Statutory	01-Jan-2016	3 years	Approved	High	County Strategy	31-Dec-2018	Dee Bedford
Statement of Licensing Policy	Constitutional	07-Jan-2016	4 years	Approved	High	Full Council	20-Jan-2020	Donna Hall
AHM Collections Development Policy	Non Statutory	01-Feb-2016	2 years	Approved	Medium	Cabinet	27-Mar-2018	Julia Knight
AHM Collections Care and Conservation Policy	Non Statutory	01-Feb-2016	2 years	Approved	Medium	Cabinet	27-Mar-2018	Julia Knight

Agenda Item 7.

Policy Title	Policy Type	Approved Date	Policy Review Cycle	Policy Status	Policy Risk Level	Final Panel for Approval	Date to Final Approval Panel	Assigned To
Corporate Asbestos Policy	Statutory	22-Jun-2016	2 years	Approved	High	Cabinet	20-Jun-2018	Sean Agar; Emily Ferrier1; Nick Kendrick
Anti-Social Behaviour Policy	Statutory	01-Jul-2016	3 years	Approved	High	Cabinet	01-Jul-2019	Dee Bedford
Capability Policy (HR Policy Handbook)	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Disciplinary Policy (HR Policy Handbook)	Statutory	18-Jan-2017	3 years	Approved	High	Full Council	20-Jan-2020	Claire Burton
Grievance Policy (HR Policy Handbook)	Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Bullying and Harassment (HR Policy Handbook)	Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Training & Development Policy (HR Policy Handbook)	Non Statutory	18-Jan-2017	3 years	Approved	Low	Full Council	20-Jan-2020	Claire Burton
Managing Attendance Policy (HR Policy Handbook)	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Parental Rights (HR Policy Handbook)	Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Recruitment and Selection Policy (HR Policy Handbook)	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	20-Jan-2020	Claire Burton
Managing and Supporting Change Policy (HR Policy Handbook)	Statutory	18-Jan-2017	3 years	Approved	High	Full Council	20-Jan-2020	Claire Burton
Corporate Plan	Constitutional	22-Feb-2017	1 year	Approved	High	Full Council	21-Feb-2018	Greg Pearson
Capital Strategy	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury
Corporate Charging Policy - Accounting Services	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury
Medium Term Financial Strategy	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury
Treasury Management Strategy Statement	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury

Policy Title	Policy Type	Approved Date	Policy Review Cycle	Policy Status	Policy Risk Level	Final Panel for Approval	Date to Final Approval Panel	Assigned To
Treasury Policy Statement & Clauses to be Adopted	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury
Minimum Revenue Provision Policy Statement	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	27-Feb-2018	Mark Astbury
Sexual Establishments Policy Statement	Non Statutory	06-Sep-2017	3 years	Approved	Medium	Licensing Committee	06-Sep-2020	Donna Hall
Unreasonable Behaviour and vexatious requests	Non Statutory	21-Nov-2017	3 years	Approved	Medium	Cabinet	01-Nov-2017	Sarah Wolstenholme-Smy
Health & Safety Policy	Statutory	22-Nov-2017	2 years	Approved	High	Cabinet	01-Nov-2019	Sean Agar; Emily Ferrier1; Nick Kendrick
Whistleblowing Policy - Confidential Reporting Code	Statutory	14-Dec-2017	3 years	Approved	High	Full Council	14-Dec-2020	Emma Hodds
Constitution	Statutory	18-Jan-2018	1 year	Approved	High	Full Council	17-Jan-2018	Rhonda Booth
Counter Fraud and Corruption Policy	Non Statutory	14-Dec-2020	3 years	Approved	Low	Cabinet	14-Dec-2020	Emma Hodds
Safeguarding Policy	Statutory		3 years	New	High	Cabinet	17-Jan-2018	Donna Hall

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POLICY DEVELOPMENT PANEL - RECOMMENDATION TRACKING

Title of Report: **Reduction in Printing and Postage Task Group Final Report**

Date of Panel: **28 February 2017**

Recommendations made to: **Cabinet**

Date: **28 March 2017**

Relevant Portfolio: **Portfolio Holder – Strategy, Governance and Transformation and Portfolio Holder – Governance and Customer**

Lead Officer: **Digital and Customer Access Manager**

Recommendations	Cabinet Response	Officer(s) responsible for action	Progress report back to Panel
<p>That the final reports of the Reduction of Paper and Postage Task Group be approved for presentation to the Cabinet as follow:</p> <p><u>Printing and Postage of Committee Agenda Packs</u></p> <p>That the following recommendations be agreed:</p> <p>a) That further training should be provided to members and officers on the use of the Mod.Gov application to review and annotate agendas;</p>	<p>Consideration was given to the final reports of the Reduction in Printing and Postage Task Group, containing recommendations which had been approved by the Performance Monitoring Panel.</p> <p>The Chairman of the Task Group, Councillor J Astill, was in attendance to present the reports and the Task Group’s recommendations to the Cabinet.</p> <p>The Task Group’s reports were welcomed by the Cabinet, and members considered the content and recommendations. The following points arose:</p> <ul style="list-style-type: none"> Members were in favour of the provision of training on the Mod.Gov application. Improved knowledge of the 		<p>Update by Task Group Chairman to Panel meeting 20 February 2018</p>

<p>b) That Meeting Rooms 1 and 2, plus the Council Chamber, should have fixed projectors or display equipment installed, and that use of these becomes commonplace within all meetings;</p> <p>c) That as part of the ICT refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in any location to be able to share information or video conference between their devices;</p> <p>d) That from 1 May 2017:</p> <ul style="list-style-type: none"> • Recipients should opt-in to receive paper copies of agendas; • Any agendas being posted are send second class; • Planning agendas are not automatically printed for those not on the Committee; • Democratic Services no longer produce spare copies of agendas for members use or copies for officers use; • The full Council agenda is reduced in size by including electronic links to committee minutes; and <p>That the following recommendation be</p>	<p>technology available would encourage greater use by members of electronic devices instead of paper.</p> <ul style="list-style-type: none"> • Members were in favour of recipients of agendas receiving electronic copies, unless they opted into receiving a paper copy. • There was a need in some instances to retain hard copies (such as viewing plans in Planning Committee), and a process was required to ensure that substitute members could obtain a hard copy in sufficient time. • Members did not support the use of second class postage for agenda dispatch. Concerns were raised regarding receipt in sufficient time for meetings. • The location of display equipment in the Council Chamber should be considered. • A delivery plan was needed, together with costed recommendations. • Many of the recommendations had links to the Authority's Moving Forward programme and should be incorporated within this. • During the Task Group's work, a problem had been identified relating to bookings at the South Holland Centre, where users of iPads and iPhones could not access seat plans. Improved on-line booking facilities should be addressed. <p>DECISION:</p> <p>a) That the recommendations detailed within each of the three Task Group reports be noted:</p> <p>b) That in order to move the Task Group recommendations forward, the following be undertaken:</p>		
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<p>added:</p> <p>e) That where possible, agenda and associated reports be produced in black and white in order to reduce the cost of colour printing.</p> <p><u>Printing and Postage of External Items</u></p> <p>That the following recommendations be agreed:</p> <p>f) That South Holland District Council actively pursues an online/paperless approach for Council Tax and Business Rate bills;</p> <p>g) That further investigation is required on how the eCitizen service can be configured to provide a more positive user experience;</p> <p>h) Further integration is required between the My Council and eCitizen service to provide a single customer logon; and</p> <p>i) That the South Holland Centre investigates implementing an up to date online booking system that offers better reporting/customer management and works across all types of web browser or device.</p>	<p>i. Councillors to receive training on the Mod.Gov application;</p> <p>ii. With effect from 1 May 2017, recipients will only receive electronic agenda papers unless they opt-in to receive paper copies;</p> <p>iii. Improved on-line booking facilities at the South Holland Centre to be investigated in order to make bookings available to users of all devices;</p> <p>iv. A delivery plan to be produced in order to cost out recommendations detailed within the Task Group's final reports; and</p> <p>v. Appropriate recommendations to be incorporated within the Authority's Moving Forward programme;</p> <p>c) That the recommendation to post paper agendas by second class post not be pursued.</p>		
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<p><u>Printing of Officer Agenda Packs</u> That the following recommendations be agreed:</p> <ul style="list-style-type: none"> j) That Portfolio Holders and senior managers encourage all areas under their control to move to a paperless agenda; k) That internal meeting rooms should have fixed projectors or display equipment installed, and that use of these becomes commonplace within all meetings; l) That a selection of internal meeting rooms have video conferencing equipment capable of connecting to external locations, or individuals using video/audio capability of their own devices; m) That as part of the ICT refresh, collaboration software is deployed (e.g. Microsoft Lync) to enable individuals in any location to be able to share information or video conference between their devices; and n) That from 1 May 2017, recipients should opt-in to receive paper copies of agendas. 			
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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Phil Adams, Executive Manager People and Public Protection

To: Policy Development Panel, 20 February 2018
South Holland District Council, 11 April 2018

Author: Claire Burton, HR Manager (Spalding)

Subject: Additions to the HR Policy Handbook;
- Career Break Policy
- Stuck Not Sick Policy
- Drugs and Alcohol Policy

Purpose: This report presents new policies to the HR Policy Handbook.

Recommendation(s):

That the following policies are approved;

- 1) Career Break Policy
- 2) Stuck Not Sick Policy
- 3) Alcohol, Drugs and Substance Misuse Policy

1.0 BACKGROUND

1.1 In January 2017, Full Council approved the Employee Handbook which contains a number of employee policies. In line with what was agreed at that meeting, three additional policies have been developed and this report seeks the approval of those additional policies.

1.3 Each policy outlines legal principles only and any specific details will fall within procedures. This is to enable longevity of the policies are sustainable for a longer period of time, therefore reducing the review periods and mitigate the risk of non-compliance. Where changes to legislation or constitution arise, the policies will be amended accordingly.

1.4 As new policies are adopted, all staff will be communicated with to raise awareness of its existence.

1.5 The new policies and a key summary of each are below:

Policy	Key summary
<p>Career Break Policy <i>Appendix 1 – Policy 3 - Special Leave, page 2</i></p>	<p>The development of a Career Break Policy/Procedure has stemmed from a request from a long serving staff member to take a Career Break. There is no scheme currently available hence the preparation of this new policy.</p> <p>An employee is required to have had 26 weeks' employment before they may request a career break. This is in line with statutory leave such as maternity, adoption and parental leave requests. Career breaks are unpaid and may be requested by any employee so long as they meet the length of service required.</p> <p>A benchmarking exercise has been carried out with neighbouring authorities. Out of the 6 surveyed, 5 of those have had Career break schemes in place between 6 and 10 years and on average have 2 requests per year.</p> <p>It is anticipated that the Career Break policy would enhance the benefits for current and prospective employees and enable an effective retention tool.</p>
<p>Stuck Not Sick Policy <i>Appendix 1 – Policy 3 - Special Leave, page 2</i></p>	<p>The Stuck Not Sick procedure gives employees access to two emergency days in the leave year where, with a genuine reason, they are able to take a leave of absence without prior agreement, but with the authorisation of their line manager. This leave of absence can be covered by annual leave, flexitime, or through leave without pay or where in the interest of the service by repayment of the time within an agreed period. This may cover times of emergency such as adverse weather</p>

	<p>conditions making it difficult to travel to work, or problems needing an employee's attention with little or no notice.</p> <p>The policy aims to address situations which are not covered by existing policies and procedures and where currently an employee might be tempted to telephone in sick when in fact they are not genuinely sick, but they are genuinely stuck</p>
<p>Alcohol, Drugs and Substance Misuse Policy <i>Appendix 2 – Policy 12 Alcohol, Drugs and Substance Misuse Policy</i></p>	<p>The policy addresses the principals by which the Council would like employees to operate by when addressing alcohol, drugs and substances.</p> <p>The recommendation is to test for Alcohol, Drugs and Substance Misuse on a 'just cause' basis rather than adopt random sampling.</p> <p>The Council seek to take a supportive stance where possible, but acknowledges this cannot always be the case when the safety of others is at risk. The approach the Council will take in the different situations is outlined in the procedure and stand by its commitment to act on their Duty of Care to all.</p>

2.0 OPTIONS

2.1 Do Nothing

2.2 Approve the new policies as part of the HR Policy Handbook for South Holland District Council.

3.0 REASONS FOR RECOMMENDATION(S)

3.1 To mitigate risk and ensure appropriate policies are in place to deal with employee related issues in a fair and consistent manner.

4.0 **EXPECTED BENEFITS**

- 4.1 To mitigate risk in the application of policies.
- 4.2 To provide transparent, consistent and fair policies across the Council.
- 4.3 To actively support culture and change in a positive way

5.0 **IMPLICATIONS**

5.1 **Carbon Footprint/Environmental Issues**

- 5.1.1 None

5.2 **Constitution & Legal**

- 5.2.1 Amendments to relevant policies will be made as and where dictated by any change to constitutional or legal requirements.
- 5.2.3 The Policy Handbook is designed with the intention to reduce the risk of litigation against the Council

5.3 **Contracts**

- 5.3.1 None

5.4 **Corporate Priorities**

- 5.4.1 The policy proposals are made with the intention of supporting the Councils' corporate priority of providing the right services, at the right time, in the right way by ensuring the recruitment of high calibre individuals are in place to help deliver the corporate vision.

5.5 **Crime and Disorder**

- 5.5.1 None

5.6 **Equality and Diversity/Human Rights**

- 5.6.1 The proposed policies are designed in compliance with Equality and Diversity as per the Equality Act 2010.

5.7 **Financial**

- 5.7.1. None

5.8 Health and Well-being

5.8.1 None

5.9 Reputation

5.9.1 None

5.10 Risk Management

5.10.1 These proposals are made (in part) with the intention of reducing the risk of litigation against the Council. These proposals are made with the intention of supporting the Councils strategic position by enabling effective policy management appropriately within the bounds of the law.

5.11 Staffing

5.11.1 These proposals are made in order to ensure the best possible infrastructure is in place to recruit, select, retain and performance manage employees across the Council.

5.11.2 These proposals are made to ensure both staff and management are clear on relevant legislation, best practice and risk mitigation.

5.12 Stakeholders / Consultation / Timescales

5.12.1 Consultation has taken place with Unison

5.13 Transformation Programme

5.13.1 These proposals are made to support the Councils Transformation programme

6.0 WARDS/COMMUNITIES AFFECTED

6.1 It is the opinion of the Report Author that there are no areas within the community which will be affected by the recommendation

7.0 ACRONYMS

7.1 None used

Background papers:- None

Lead Contact Officer

Name and Post: Claire Burton, HR Manager CPBS
Telephone Number: 01775 764458
Email: claire.burton@cpbs.com
Key Decision: No
Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix 1 Policy 3 - Special Leave

Appendix 2 Policy 12 - Alcohol, Drugs and Substance Misuse

POLICY 3: SPECIAL LEAVE

Additional leave, with or without pay, may be granted in special circumstances, for a limited period of time for example bereavement or other compassionate grounds or for jury service. Payment for such leave will be made at the discretion of the line manager and in consultation with the HR Department. Employees should always let their line manager know if they need to take special leave so that each individual situation can be considered fairly and consistently.

As a guide the following can apply;

- Death of immediate family member can be up to a maximum of 7 paid days, which includes the funeral day. Maximum amounts are normally given to executors of the estate to allow them time to organise the funeral and/or estate, additional time may be given where appropriate; this must be discussed with the HR Manager.

Immediate family member includes:

Spouse/Partner

Father/Mother including in-laws and step parents

Brother/Sister/Step Brother/Sister including in-laws

Son/Daughter/Step Son/Daughter including in-laws Grandparents or Grandchildren

In exceptional circumstances, other relatives may be considered but this must be discussed with the HR Manager.

Other special leave

- Serious domestic instances – one day's paid leave will be given in such cases e.g. house fire, flood or burglary
- Sporting events – up to 5 days' paid leave may be granted where an employee is participating in a national or international event as a representative of their country. Additional leave may be taken as annual leave or unpaid leave.
- Jury service – paid leave will be granted to an employee called for Jury Service, unless exemption is secured. An allowance for loss of earnings is payable by the court which the employee must claim. The court will send the employee a loss of earnings certificate and this should be provided to HR who will arrange for the amount of the allowance to be deducted from their pay.
- Acting as witness -
 - (a) In the case of an employee attending as a witness on behalf of the Council, leave with pay will be granted, on the understanding that witness fees received (excluding travel and subsistence expenses) are paid to the Council.
 - (b) In the case of an employee called by the Court as a witness leave with pay will be granted provided the employee applies to the court for loss of earnings which must be paid back to the Council. Employees should inform their managers as soon as they are informed that they are required to attend and should provide their manager with a copy of the notification.
 - (c) In all other cases where the employee is called to attend court as a witness, leave without pay will be granted. Employees can claim from the person citing them, the relevant amount in respect of loss of earnings.

- Reserve Forces – Employees who are a member of the Reserve or Territorial Army should advise their line manager at the earliest opportunity. Up to a maximum of 10 days paid leave will be granted in any one leave year. As the RA/TA pay for training, the Council will make up the difference in any lost pay. Details of training dates should be provided to the line manager.
- Religious Holidays – Any leave required for specific religious holidays may be taken through the usual annual leave or flexitime request.
- Fertility treatment – Up to 5 days' unpaid leave will be granted in any one year for an employee to undergo fertility treatment.
- Medical appointments – reasonable time off will be granted to attend medical/dental appointments. It is expected that employees will arrange their appointments outside of working hours, however, if this is impossible, employees should ensure that their appointments are at the beginning or end of the day to minimise disruption to their work. There is no statutory right for employees to be paid for this leave, however payment may be made at the discretion of their line manager, who may request evidence of the appointment.
- Any other leave – any leave required not specified in this policy must be discussed with the line manager and HR team.
- Career Break - Employees must have 26 weeks' or more continuous service before any request for a career break can be made. A career break may be any period of time of 3 months or more.

The career break scheme will be open to all employees with the requisite service, including part-time employees. Career Breaks will be unpaid. The granting of a career break and the length of the break will be entirely at the organisation's discretion and will depend on the needs of the business at the time in question having regard to any other issue, use of other special leave. Employees are not permitted to carry out paid work during a career break, unless in exceptional circumstances, after having been agreed by a Chief Officer/Deputy Chief Officer.

An employee **will normally be ineligible** if they are currently:

- subject to disciplinary action, investigation or an active warning
- subject to a performance improvement plan;
- subject to an investigation following a complaint or grievance, the resolution of which would be unreasonably delayed due to a career break;
- subject to formal action under the managing attendance procedure;
- subject to a service review, or;
- within 2 years of returning to work following a previous career break

Workers not directly employed by the council are not eligible to apply.

- Stuck not Sick – Employees have access to two emergency days in the leave year where, with a genuine reason, they are able to take a leave of absence without prior agreement, but with the authorisation of their line manager. This leave of absence can be covered by annual leave, flexitime, through leave without pay or where in the interest of the service by repayment of the time within a two month period. This may cover times of emergency such

as adverse weather conditions making it difficult to travel to work, or problems needing an employee's attention with little or no notice.

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POLICY 12: ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The Council is committed to the health and well-being of employees and the inappropriate use of alcohol or substances can have a negative impact on both. At work, alcohol, drugs or substance misuse can result in reduced levels of attendance, impaired work performance and increased risks to health and safety. The effects of alcohol, drugs or substances use may also be detrimental to the Council's reputation and image and its ability to deliver high quality services.

The main principles of this policy are:

- To maintain a safe, healthy and productive workplace
- The Council does not condone alcohol, drugs or substance abuse
- The Council will offer help and support to any employee with an alcohol, drug or substance misuse problem, as far as reasonably practicable
- The Council will not tolerate:
 - The misuse of substances, including alcohol or drugs, on Council premises
 - Intoxication at work through the misuse of alcohol, drugs or substances taken elsewhere
 - Supply, production or storage of illegal drugs on the premises

Substance Testing

Random drug and alcohol testing is not part of this policy.

Any employee may be required to undergo 'for cause' testing where an incident or accident at work occurs, or there is evidence of abnormal or unacceptable behaviour, and alcohol, drugs or substances are suspected to be involved.

Alcohol self-testing will be made available to certain groups of staff where capability is critical to the safety of themselves and others. Anyone who undertakes a self- test that indicates they are intoxicated may stand down from their duties without pay.

Testing forms one part of a capability or conduct investigation in line with the disciplinary procedure, where on reasonable grounds it may be suspected that substance abuse is involved, and confirmation of this is needed to identify the appropriate action.

Responsibilities

Managers have a responsibility to act promptly where there are reasonable grounds to believe that an employee is not complying with the principals of this policy.

Employees have a responsibility to ensure they comply with the principles of this policy. They are expected to present a professional, courteous and efficient image to those with whom they come into contact at all times. They therefore have a personal responsibility to adopt a responsible attitude towards the consumption of alcohol, drugs and other substances to which this policy relates.

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Rob Walker – Executive Director Place
To: Policy Development Panel – 20 February 2018
Author: Phil Stacey Housing Options Manager
Subject: Addressing Long Term Empty Homes
Purpose: Present an update on the current situation

Recommendation(s):

That the Policy Development Panel note the progress made on addressing long term empty homes

1.0 **BACKGROUND**

- 1.1 On 16 February 2017, Policy Development Panel received a report on Addressing Long Term Empty Homes.
- 1.2 In 2017 there was a significant review of Communities, Environmental Services, Housing and Operational Assets services. The process involved a diagnostic and functional review of how the services are currently operating to identify improved ways of working. The operational delivery of Empty Homes is delivered through this service.
- 1.3 Following on from this review, changes to the operational model to address Empty Homes have been identified. These include as follows:
 - Refreshing the Empty Homes Strategy – this work has already started. The vast majority of the 2014-16 Strategy has been delivered on and any remaining elements either require a change of direction or are no longer viable due to changes in legislation and/or funding. A revised Empty Homes Strategy will then be drafted and consulted upon with other partners, both internally and externally, and presented to Committee.
 - Council Tax – The autumn budget statement gave local authorities the power to increase the council tax empty homes premium from 50% to 100%. A decision has already been taken to make no increase to the premium for 2018/19.

This means the current Council Tax position is there is 100% discount for up to one month for unoccupied properties. This discount starts from the date the property became unoccupied and substantially unfurnished. Properties unoccupied and substantially unfurnished for longer than one month; there is no discount. So, 100% charge is due. Properties unoccupied and substantially unfurnished for two years or more, will be charged a Long Term Empty Dwellings Premium; meaning an extra 50 per cent will be added to the Council Tax bill. The amount payable will be 150 per cent of the usual Council Tax.

- Empty Homes Data – The Empty Homes team currently relies on data received from Council Tax as per above. This is delivered quarterly and is in a raw data format, via a spreadsheet. This data is reprocessed within our team to enable us to fulfill our aim to bring Empty Homes back into use.

Work has started to look to both simplify and repackage this data to be more usable. Although still (initially) relying on human manipulation, we are piloting delivering the data in a way that will allow us to share more accurate numbers of Empty Homes and to identify the wards in which these Empty Homes are situated. This part will address a long outstanding request from PDP to see this level of detail which until now we have not been able to deliver.

The longer term aim will be automate data processing to deliver accurate and timely Empty Homes information to better direct resources and to enable owners of Empty Homes to access both help and funding through on-line means. Deploying this channel shift forms part of the wider SHDC Transformation and Digital programs that is ongoing.

- **Performance-** In October 2017, SHDC had 264 empty properties; this was an increase of 32 from the previous 232 reported last year. The October date and figures are used by Government and on which we are required to formally report these figures. This is how Empty Homes contributes towards the Council New Homes Bonus. Of course, during the year these numbers may vary substantially due to various factors beyond the control of SHDC, and as these properties cycle in and then out of the reported figures.

There are a number of reasons why a property may be empty. While the Private Sector Housing Team continue to work hard to reduce the number of empty homes, by working with home owners and, if necessary taking enforcement action against those who appear to have no intention of bringing the properties back into use, there has been a number of factors which have contributed to the increase in numbers.

This year there were a number of new developments for example at Grange Court in Spalding, which at the time the figures were produced the new homes were still unoccupied and for sale. Under Council Tax regulations once a property has reached a certain stage in its build (first fixes), the regulations state that it is reasonable to expect that a property can be completed within a 3 month period. Therefore new build properties are monitored and are issued with a Completion Notice by the Council Tax team at the earliest point. The team are being more proactive in issuing these notices in order to get properties into the valuation list, therefore increasing the tax base and maximising revenue. These properties may be for sale for a number of months before they become sold and occupied thereby increasing the figures.

The team has also been more proactive this year in tackling poor standards of accommodation in the private sector, a number of prohibition orders have been served where properties have been sub-standard and the occupiers have been at risk if they were to remain in the property. Whilst it can be a quick process to remove someone from the risk of harm, the team then have the task to ensure the property is a satisfactory standard for re-occupation. This can be quite a lengthy process, especially if the owners do not have available funds or the intention to bring properties up to the Decent Homes Standard. It may well result in further notices being served and owners being prosecuted through the judicial system.

As at 31.01.18; SHDC has 356 properties empty. 264 properties have been empty for between 6 months and 2 years and 92 properties have been empty for over 2 years.

From 1st October 2017 to date; 45 properties have been bought back into use: of these, 6 were only bought back into use following the direct intervention of the team. Nationally: Empty Homes figures have increased for the first time since 2015- (See table below)

	2013	2014	2015	2016	2017
Empty Dwellings	480,322	460,881	448,999	443,197	454,586

The Empty Homes team is also aware of a number of properties (and land) which is empty that are not currently part of the data capture provided by Council Tax. This has been noted as an area of concern; due to questions being asked by members about the reliability of performance data reported by the Empty Homes Team. Further work will be required with Valuation and other partners in SHDC to better determine the numbers, whereabouts and offer possible solutions. There are no current financial incentives offered by either Central Government or SHDC to address this issue

- Incentives – SHDC operates a number of incentives designed around early intervention and working with owners to enable them to bring their Empty Homes back into use. Internal processes have been redesigned, following the review, and both shortened and simplified. An example of this is; that at the very earliest stage a specially designed postcard is being sent to all 'new' empty homes identified within the database offering a simple step by step guide on what SHDC can do to assist – this has proved successful and we are examining whether this can be done even more quickly and simply, via email or an interactive addition to the website.

Owners of Empty Homes can also access a range of financial initiatives to help them bring them back into use. This financial assistance ranges across a number of loans and grants. As part of the strategy review as mentioned earlier, we will be looking to see if it possible to add a Renovate Grant with a ceiling of £5000.00 similar to that currently used in Breckland.

Unsurprisingly, early intervention and proactive working with Empty Home owners by far and away delivers the most successful outcomes.

- Enforcement – SHDC has available to it a number of options to enforce when an owner is unwilling to see their dwelling returned to use. These include:

Compulsory Purchase Orders. A CPO enables a public body to obtain land or property without the consent of the owner. They are a common tool for addressing long term empty dwellings. Where these powers are utilised to return vacant property to use, it is common for an authority to undertake a CPO whilst having a buyer for the dwelling in place.

Enforced Sale. The authority can force an owner to sell their dwelling by placing a land charge on a property, usually following the completion of works on the dwelling in default (i.e. addressing serious structural issues that pose a risk, improving the visual amenity of the dwelling and so on). The owner is given the opportunity to repay to debt prior to sale. If the monies are not paid within a specified period of time the local authority can effectively act as a mortgagee and bring the property to sale on the open market at an auction or to a preferred buyer. All charges would be cleared from the proceeds of the sale, allowing the council to recover the cost of the works previously carried out and the remainder would be paid to the owner.

Empty Dwelling Management Order. EDMOs allow a local authority to take over the management of an empty dwelling for a period of up to seven years. The authority then uses this period of time to bring the property up to a decent standard, using rental income

from the dwelling to recuperate renovation costs. In order to obtain an EDMO, the authority must make a case to the Residential Property Tribunal, linking the use of the EDMO to wider issues caused by the dwelling within its immediate vicinity (i.e. Anti-Social Behaviour). For this reason their use is rare, but they remain a tool available at the hands of the local authority.

Prior to undertaking enforcement activity on the scale listed above, it is commonly held that an authority should first to address the matter using informal means.

Over the last 3 years, SHDC has undertaken steps to Compulsory Purchase one property and Enforce the Sale of two others. During the process, actions on all three ceased with a successful conclusion (i.e. the property being bought back into use) without a final legal sanction. However, in all three of these cases the timescales and costs involved have been high; for example: to resolve the property through the CPO route (which ultimately never happened) took over 5 years.

2.0 **OPTIONS**

2.1 Option 1: That the Panel considers the information and provides feedback.

2.2 Option 2:- Do nothing

3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 It is recommended that the contents of this report are noted and that members of the Performance Monitoring Panel have an up to date understanding of the changes to the approach in dealing with Empty Homes.

4.0 **EXPECTED BENEFITS**

4.1 To return the maximum numbers of empty homes back into to use per annum.

4.2 To maximise New Homes Bonus income to the authority.

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 There is a strong link between work around empty homes and our corporate priorities, notably 'to have pride in South Holland by supporting the district and residents to develop And thrive.

5.5 **Crime and Disorder**

- 5.5.1 There is often a link between empty dwellings and anti-social behaviour. Addressing the issue of long term properties should make a contribution to wider efforts to address anti social behaviour.
- 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 The additional resource committed retrospectively within the strategy has a financial implication for the authority.
- 5.8 **Health & Wellbeing**
- 5.8.1 There is a positive link between increasing the supply of housing, along with investing into the condition of private housing in the district and the broader Health and Wellbeing agenda.
- 5.9 **Risk Management**
- 5.9.1 There are risks to the authority associated with certain courses of action designed to bring Empty Homes back into use. For example, the use of non-mandatory enforcement powers (i.e. Compulsory Purchase, Empty Dwelling Management Orders etc.) carry with them certain degrees of financial risk. However, decisions to utilise these powers will be made on a case by case basis and only where enforcement action is deemed as the last option available to the authority to bring a dwelling back into use.
- 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 Two additional Private Sector Housing Officers had been added to the compliment of the team following the review. Part of these officers roles will be used to address bringing Empty Homes back into use.
- 5.12 **Stakeholders / Consultation / Timescales**
- 5.12.1 There are no known implications for stakeholders, but empty homes work will require the Council to adopt a partnership approach. There are no known implications in terms of timescales and consultation.
- 6.0 **WARDS/COMMUNITIES AFFECTED**
- 6.1 All Wards
- 7.0 **ACRONYMS**
- 7.1 None

Background papers: - **Addressing Long Term Empty Homes in South Holland.
February 2016**

Lead Contact Officer

Name and Post: Phil Stacey. Housing Options Manager
Telephone Number: 01775 764605
Email: philstacey@sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report: None

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Manager - Governance (Deputy Monitoring Officer)

To: Policy Development Panel – 20 February 2018

(Author: Gregory Watkinson Democratic Services Officer)

Subject Policy Development Panel Work Programme

Purpose: To set out the Work Programme of the Policy Development Panel

Recommendation:

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

1.0 BACKGROUND

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

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 Corporate Priorities

5.1.1 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 considered identifies how strongly the topic links to the Council's key aims and priorities.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 This report has no implications however, as individual items are progressed through the Work Programme, their impact on wards and communities will be assessed.

7.0 ACRONYMS

7.1 None.

Background papers:-	None
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Lead Contact Officer

Name and Post:	Gregory Watkinson Democratic Services Officer
Telephone Number	01775 764599
Email:	gwatkinson@sholland.gov.uk

Key Decision: No

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 2017/18

Policy Development Panel – Calendar of Work Programme items

Date of Meeting	Agenda items
20 February 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required. • Update on current situation around long-term empty homes (previous updates 22/7/15, 13/1/16, 5/7/16 and 28/2/17). • Update report on progress of recommendations of the Paper and Postage Costs Task Group (Task Group Chairman, Councillor Astill) • Stuck not Sick Policy (Addition to the Policy Handbook) (Claire Burton) • Drugs and Alcohol Policy (Addition to the Policy Handbook) (Claire Burton) • Career Break Policy (Addition to the Policy Handbook) (Claire Burton)
24 April 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required. • Data Protection Policy – To review the policy in light of the requirements of the General Data Protection Regulation (GDPR) (Mark Stinson)
26 June 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.
19 September 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.
6 November 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.
15 January 2019	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.
5 March 2019	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.

Note: Taxi Licensing Policy – this policy will now be considered at a future meeting when updates have been received on relevant legislation.

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POLICY DEVELOPMENT PANEL – WORK PROGRAM ME 2017/2018

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 to report back to Panel
Public Open Spaces Task Group	Scope to be agreed at first meeting To look at the Council's current policies on Public Open Spaces and what could be developed to help in the future. In addition, following the Performance Monitoring Panel's review of implemented planning decisions, some of the recommendations arising from this review to be addressed through the Task Group.	5 July 2016	23 November 2017	J Astill L Eldridge J Reynolds J Tyrrell B Alcock (PMP) A M Newton (PMP)	
Data Protection/Data Retention Task Group	To consider the implications of forthcoming changes to the Data Protection Policy as follows: <ul style="list-style-type: none"> To develop the new policy in light of issues raised in the gap analysis and legislative changes and that a more detailed suggested scope would be circulated prior to the first Task Group meeting. 	3 October 2017	11 December 2017	H Drury M D McLean A R Woolf A Harrison	
Planning Design	Scope to be agreed at a later date. Issues raised are detailed within PDP minutes of 25 July 2017.	25 July 2017	To commence 2018, after end of examination period of Local Plan.	To be confirmed	

Houses in Multiple Occupation (HMOs) and Homelessness	An officer of the Private Sector Housing Team attended meeting on 5 December 2017 to explain processes and issues around HMOs. Officer will report back after new legislation has come into force in 2018. Consideration to be then given to setting up a task group and scope. Issues raised are detailed within PDP minutes of 25 July 2017.	25 July 2017	To commence following completion of Planning Design Task Group	To be confirmed	
Leisure Facilities Task Group Joint Task Group incorporating members of the Performance Monitoring and Policy Development Panels	To make recommendations, regarding the present and future leisure provision in South Holland. 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. 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	30 April 2013	21 January 2014	G Aley (Chairman) D Ashby A Casson G Dark R Perkins (Vice-Chairman) S Slade E Sneath S Wilkinson Lead Officer: Phil Adams * Membership to be considered following District Council Election	Interim report presented to joint PMP/PDP – 19 August 2014 To Cabinet 7 October 2014 Tracking of recommendations to PDP 10 February 2015 Update on Leisure options to PMP 3 March 2015 (PDP members to attend PMP meeting)

	<p>arranged. 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 considered as a priority by the next administration following the District Council election.</p>				
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