

AGENDA



- Committee - **POLICY DEVELOPMENT PANEL**
- Date & Time - Tuesday, 25 June 2019 at 6.30 pm
- Venue - Council Chamber, Council Offices, Priory Road, Spalding

Membership of the Policy Development Panel:

Councillors: J R Astill, J Avery, F Biggadike, M D Booth, H Drury, R A Gibson, M Hasan, J L King, J D McLean (Vice-Chairman), A M Newton, P A Redgate, J L Reynolds, G R D Rudkin, S-A Slade, E J Sneath 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: 17 June 2019

AGENDA

1. Apologies for absence.
2. Minutes - To sign as a correct record the minutes of the following meetings:
 - a) Policy Development Panel - 5 March 2019 (copy enclosed). (Pages 5 - 10)
 - b) Joint Performance Monitoring Panel and Policy Development Panel - 1 November 2018 (copy enclosed). (Pages 11 - 16)
 - c) Joint Performance Monitoring Panel and Policy Development Panel - 9 January 2019 (copy enclosed). (Pages 17 - 24)

(To agree minutes with change agreed by Performance Monitoring Panel at its meeting on 20 March 2019).
 - d) Joint Performance Monitoring Panel and Policy Development Panel - 12 February 2019 (copy enclosed). (Pages 25 - 30)
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 31 - 38)
8. Policy Register - To note the current Policy Register. (Pages 39 - 44)
9. Review of HMO Licensing Policy - The Housing Services Manager will provide the Panel with a verbal update on the current position.
10. Review of Contaminated Land Strategy - To consider the revised Contaminated Land Strategy as part of the 5-yearly cycle of review, ahead of consultation and approval by the Cabinet Portfolio Holder for Public Protection (report of the Portfolio Holder for Public Protection and the Executive Director Strategy and Governance (Monitoring Officer)). (To Follow)

11. Policy Development Panel Work Programme - To set out the Work Programme of the Policy Development Panel (report of the Executive Manager Governance (Deputy Monitoring Officer) enclosed). (Pages 45 - 52)

During consideration of this item, the Panel will be asked to consider its Work Programme, how it can be progressed, and issues the Panel or its Task Groups should be involved in scrutinising. The Executive Director Place will be in attendance to facilitate this item.

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 **POLICY DEVELOPMENT PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 5 March 2019 at 6.30 pm.

PRESENT

J D McLean (Vice-Chairman)

D Ashby
J R Astill
F Biggadike
M D Booth

L J Eldridge
P C Foyster
A Harrison
A M Newton

J L Reynolds
E J Sneath
J Tyrrell

In Attendance: Democratic Services Officer, Executive Manager - Governance, Operational Benefits Manager, Revenues and Benefits, Strategic Housing Manager, Housing Landlord Services Manager and Place Manager

Apologies for absence were received from or on behalf of Councillors J L King, S-A Slade and A R Woolf

52. APOLOGIES FOR ABSENCE.

Apologies were received on behalf of Councillors King, Slade and Woolf

53. MINUTES

Consideration was given to the minutes of the Meeting of the Policy Development Panel held on 15 January 2019.

AGREED:

That the minutes be signed as a correct record.

54. DECLARATION OF INTERESTS.

There were none.

55. QUESTIONS ASKED UNDER STANDING ORDER 6

There were none.

56. TRACKING OF RECOMMENDATIONS

There were no tracking of recommendations.

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**57. ITEMS REFERRED FROM THE PERFORMANCE MONITORING
PANEL**

There were none.

58. KEY DECISION PLAN

Consideration was given to the Key Decision Plan dated 22 February 2019.

AGREED:

That the Key Decision Plan be noted.

59. POLICY REGISTER

Consideration was given to the Policy Register dated 18 February 2019.

AGREED:

That the Policy Register be noted.

60. RECORDS MANAGEMENT POLICY

Consideration was given to the report of the Portfolio Holder for Governance and Customer which sought to present the proposed Records Management Policy to the panel for consideration.

The Executive Manager - Governance introduced the report stating that it had been brought before the Panel previously but it had been requested that it be presented again before it went to Cabinet for approval.

The Vice-Chairman stated that. He was pleased to see how simple and easy to read the report was.

AGREED:

That the contents of the report be noted.

61. ADDRESSING LONG TERM EMPTY HOMES

Consideration was given to the report of the Executive Director Place which updated the Panel on the current position of Empty Homes and the work being undertaken to increase performance.

The Housing Options Manager stated that this was the latest 6-

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monthly update.

Areas to note were changes to council tax – an increase of 50% for owners of long term empty homes was due to be implemented

Although performance had gone slightly backwards in that there were more empty homes than the same period in the previous year, the banding had remained the same meaning that properties were not remaining empty for any longer than they were beforehand.

The Housing Options Manager was looking for guidance on what direction the policy on empty homes should take in the future. The Vice-Chairman stated that he felt there was an issue related to officers identifying potential long term empty properties. He stated that in the interest of promoting this there could be the potential of a guidance group on this in the new administration.

Members queried the reasons why properties had been empty for so long. The Housing Options Manager stated that there were multiple reasons why this could be the case, such as the resolving of 'no-will' deaths or simply difficulty selling a property.

Members asked whether officers reached out to Parish Councils for support with reporting Long Term Empty Homes. The Housing Options Manager stated that lists were gathered from Council Tax data.

Members asked if the increased Council Tax bands applied to empty homes were discretionary if there were circumstantial reasons why payment would be difficult. The Housing Options Manager stated that it wasn't the intention to put anyone into financial hardship, but that ultimately, that element of the policy was managed by Council Tax arrangements. He agreed that he would clarify whether there would be any alternative arrangements available. Members further stated that they felt that the policy should take into account the difficulties and need for flexibility within levying such tax increases.

PS

The Chairman stated that he agreed and wanted officers come back to the Panel after clarifying that tax increases could be discretionary to allow for circumstance.

AGREED:

- 1) That the Panel noted the contents of the report; and

2) That the Panel receive a further update in 6 months time.

PS

62. STRATEGIC TENANCY POLICY

Consideration was given to the report of the Executive Manager – Growth which provided the Panel with an update on SHDC’s approach to tenancies and its Strategic Tenancy Policy.

The Strategic Housing Manager introduced the report. She stated that the requirement of this policy came from the Localism Act 2011, but also that circumstances had changed significantly since the Government introduced the requirement. Legal advice was being sought on whether the changed circumstances would require an adjusted approach and the Executive would be informed what the outcome of that would be.

The Housing Landlord Services Manager stated that a new tenancy agreement was agreed in February 2019. All tenants, regardless of whether they were new or long-standing would be moving onto the new agreement soon, allowing for a much more robust position.

Members felt that the information regarding sub-letting featured in the policy ought to be made more detailed, meaning it was clarified that tenants should ask for permission if they wished to sub-let.

CH, JK

Members queried what the procedure was around one party in a multiple person tenancy agreement being able to cancel the tenancy agreement without the other party’s consent. The Housing Landlord Services Manager responded that this was a feature of the Housing Act, but that the Council would always notify both parties and assess the circumstances – it wouldn’t ever be the case that the Council would immediately evict the other party.

AGREED:

That the Panel note the contents of the report

63. BENEFITS VERIFICATION POLICY

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director – Commercialisation which sought to present the proposed Benefits Verification Policy for consideration. It was the aim of the policy to define the standards of verification for evidence required in respect of Housing Benefit

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claims and Local Council Tax Support Applications, to help protect public funds from fraud and error.

The Operational Benefits Manager introduced the report. The digital performance agenda had been taken into account, meaning that the processing of claims via the Council website was a priority service and works were underway to ensure that the technology was suitable.

Members stated that they had concerns over vulnerable people's ability to apply for benefit. The Operational Benefits Manager responded that there was a function to allow for visiting officers to be deployed to assist with vulnerable peoples' applications. He also stated that unfortunately, there was nothing that could be done to adjust the application process, as this was statutory.

The Vice-Chairman stated that he felt that the policy was just too operational to be scrutinised.

AGREED:

- a) That the Panel notes the content of the report and recommends its approval to Cabinet on 12 March 2019.
- b) That subsequent annual reviews and revisions be delegated to Executive Director Commercialisation (and S151) and Portfolio Holder for Finance.

64. 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 Vice-Chairman stated that there was a possibility of setting up a task group in the new administration to look at cross-department working opportunities. It was agreed that this be recommended as a potential option to the new PDP administration

CM

The Chairman of the Public Open Spaces Task Group stated that, in relation to Public Open Spaces, a letter had been sent out to all Parishes and the Task Group was waiting for feedback before a new meeting would be arranged. The letter asked Parishes what

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their opinion on the adoption of open spaces would be.

AGREED:

That the Policy Development Panel Work Programme be noted.

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

There were none.

66. EXCLUSION OF THE PRESS AND PUBLIC

DECISION:

That the meeting not enter exempt session.

67. BENEFITS VERIFICATION POLICY (EXEMPT APPENDICES)

The meeting did not have to go into exempt session for the agreement of this item as it was agreed without divulging exempt information, during discussion of item 12 of the agenda.

(The meeting ended at 7.37 pm)

(End of minutes)

Minutes of a meeting of the **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Thursday, 1 November 2018 at 6.30 pm.

PRESENT

A R Woolf

B Alcock	C J T H Brewis	A M Newton
G R Aley	G K Dark	J L Reynolds
D Ashby	L J Eldridge	A C Tennant
J R Astill	P C Foyster	J Tyrrell
F Biggadike	A Harrison	A R Woolf
M D Booth	J L King	S Wray

Apologies for absence were received from or on behalf of Councillors J D McLean, E J Sneath and J Whitbourn

In Attendance: Portfolio Holder – Finance, Portfolio Holder – Governance and Customer, Executive Director Strategy and Governance, Shared Executive Manager Information, Corporate Improvement and Performance Manager, Digital and Customer Access Manager, Shared ICT Manager and Democratic Services Officer.

7. ELECTION OF CHAIRMAN

Councillor A Woolf was elected as Chairman for the duration of this meeting.

8. DECLARATION OF INTERESTS

There were none.

9. CUSTOMER ACCESS STRATEGY AND ICT & DIGITAL STRATEGY

It was agreed by the Chairman of the Joint Panel of the Performance Monitoring Panel and Policy Development Panel, that agenda items 4 and 5 would be discussed together, due to the similarities between the reports and their interlinked nature.

Consideration was given to the reports of the Portfolio Holder for Governance and Customer and the Executive Director – Strategy and Governance which sought to receive the Joint Panel’s feedback on two new strategies which aimed to improve residents’ experience of contacting South Holland District Council while also increasing the efficiency of the overall operating

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arrangements.

Councillor Carter was in attendance as the Portfolio Holder for Governance and Customer, and introduced the two reports. It was agreed that digital strategies should aim to focus digital resources on those who would / were likely to use digital services but that non-digital access routes were maintained too for those who struggled with digital interaction, with saved resources and time dedicated to such customers.

Members asked what input CPBS had, had on the strategies. The Executive Manager for information replied that both of the reports had been to the Council's ICT and Customer Governance Board for feedback on multiple occasions and that CPBS Managers sat on this board.

Members asked why the reports did not include a business case. They felt that officers should be mindful to ensure the strategy was tailored to South Holland District Council. They also brought up the quotes from personas on page 7 of the appendix to the Customer Access Strategy. They felt that these quotes seemed unnecessary. On that point, the Executive Manager for Information stated that the strategy was in fact aimed at reaching out to a greater proportion of residents and that it was hoped it would allow the Council to be able to fulfil more complex requests, which were hard to carry out due to the limitations with the current system.

Regarding the business case, The Executive Manager for Information stated that the quoted amounts may have seemed to be larger than the quotes provided by CPBS to replace the Customer Relationship Management system because of the size of the regenerative works that the Council wanted to undertake to improve its wider business processes. It was stated that when the report went to its final decision maker, there would be checks and balances put in place to ensure that the Council would not be made out of pocket by the changes.

Members also stated that they felt that with the current age demographic of the district, the change was premature until there was a properly reasoned business case for such a change. They felt that the strategy should not yet be adopted.

Members questioned the quotes and personas on page 7 of the appendix to the report of the Customer Access Strategy, feeling that they were unrealistic. They also wanted to establish where the budget for the strategies was coming from. Members felt that

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the strategy should go to further scrutiny before it went to its final decision maker. The Executive Director for Strategy and Governance stated that it had not been determined where the allocation budget would come from and that work would be done to define this over the coming weeks and months.

Councillors mentioned that they had noticed that CPBS were not mentioned within the Customer Access Strategy document and could not see the reason for not mentioning the Council's Strategic partner in the document. The Executive Director for Strategy and Governance answered that this was the case in the Customer Access Strategy document, only because it was a public facing document, but that CPBS had been involved in the creation of the documents.

Members further questioned where the budget was coming from for both strategies. The Executive Manager for Information stated that work had been done with the Finance Partner to find money in the transformation fund but that more work would be done in the coming months to locate the additional monies.

Members stated that they were worried that the strategy may not be particularly beneficial. The Executive Manager for Information stated that the benefit would come from the fact that the public interaction services would be streamlined, easier to work with and that it would be easier to guarantee that requests were followed up on in a more effective and timely fashion. The Digital and Customer Services Manager stated that the changes allowed the authority to spend more time and resources with people who had difficulties engaging digitally.

Members said they would have liked to have seen more supporting evidence behind the quotes, figures and information. They requested that officers carry out work to generate a risk assessment linked to the document in order to plan for any outcome. Members mentioned that on Page 11 of the appendix to the report of the ICT & Digital Strategy there was inclusion of Breckland District Council office locations which they felt suggested the report was not tailored specifically to South Holland District Council. At that point several members stated that they could not vote to approve the report until more had been done to generate a risk assessment, business case and costing details. The Digital and Customer Services Manager stated that the personas featured in the Customer Access Strategy were actually based upon real data gathered from the public of South Holland.

The Executive Director for Strategy and Governance stated that it

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could be possible to go back with the Councillors' feedback to address the issues raised and that the reports be brought back to further scrutiny.

Fears were raised that a media and public opinion issue could occur upon the implementation of these strategies if it was not made perfectly clear that non-digital routes of interaction were not being cut. The Portfolio Holder for Governance and Customer stated that people would not be 'forced' to adopt online-only interaction and that the non-digital communication routes would always be available. The Executive Manager for Information further stated that they did not want to disadvantage anyone and reassured members that there was no intention to remove non-digital interaction under these strategies and the authority would support people in using ICT if they wished to learn.

Some members believed that the same increase in customer satisfaction could be achieved by improving funding to services instead of making the reporting processes better. The Executive Manager for Information explained that the intention behind the streamlining of these services was to free up resources that could be used and reinvested in frontline services.

Councillor Coupland spoke as the Portfolio Holder for Finance, saying that he was under the impression that CPBS hadn't seen the two strategies and that he had hoped that CPBS would be let into the arrangement. He agreed with the previously expressed sentiment that this should be treated as an introductory document and be taken away for further work. He felt there was a lot of work to be done on the costs and believed that he was yet to be convinced that the two strategies would present a cost benefit.

The Chairman asked why a date of April 2019 had been given for implementation of the two strategies. He asked why this date seemed to be required. It was stated that this was due to an audit requirement for CPBS due to the need to replace the current Customer Relationship Management System and to coincide with the launch of the Council's Corporate Plan.

Members asked that if the report were to be re-presented, there should be a properly detailed section on risk and that the reports should be re-presented in good time.

The Portfolio Holder for Finance asked that all costings relating to these strategies would be presented to him in the future.

AGREED:

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- a) That the content of the Customer Access Strategy report and attached draft Customer Access Strategy be noted.
- b) That the contents of the ICT & Digital strategy report, together with the attached draft ICT and Digital Strategy and Digital Work Programme, be noted.
- c) That both reports be strengthened with the inclusion of further supporting evidence.
- d) That officers take away both strategies to add further details, with special attention made to including details on costing, the business case, risk assessment and ensuring that all documents are tailored specifically for SHDC.
- e) That the potential of re-presenting both reports to further scrutiny Committees in the future before the final decision is made, be examined by officers.
- f) That all future costing matters on the topic of these two strategies be passed to the Portfolio Holder for Finance.

10. CORPORATE PLAN 2019-23

Consideration was given to the report of the Executive Director of Strategy and Governance which sought to consult with the Joint Performance Monitoring Panel and Policy Development Panel on the content of the new draft corporate plan for the period 2019-2023.

AGREED:

That the content of the draft Corporate Plan be noted.

11. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

(The meeting ended at 8.26 pm)

(End of minutes)

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Minutes of a meeting of the **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 9 January 2019 at 6.30 pm.

PRESENT

B Alcock	P C Foyster	S-A Slade
G R Aley	R Grocock	A R Woolf
D Ashby	A Harrison	S Wray
G K Dark	J D McLean	
L J Eldridge	M D Seymour	

Apologies for absence were received from or on behalf of Councillors J R Astill, M D Booth, J L King, A M Newton, J L Reynolds, E J Sneath, A C Tennant and J Tyrrell

In Attendance: The Executive Director Commercialisation (S151), the Strategic Finance and Compliance Manager, the Strategic Business Partner (Finance) and the Democratic Services Officer.

	<u>Action By</u>
<p>12. ELECTION OF CHAIRMAN</p> <p>Councillor B Alcock was elected as Chairman for the duration of this meeting.</p>	
<p>13. DECLARATION OF INTERESTS</p> <p>There were none.</p>	
<p>14. DRAFT BUDGET 2019/20, MEDIUM TERM FINANCIAL PLAN</p> <p>Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director Commercialisation (S151) which asked the Joint Panel to consider and scrutinise the Draft General Fund, Housing Revenue Account and Capital Programme Budgets and the Draft Financial Medium Term Plan.</p> <p>The Joint Panel was provided with a presentation by the Executive Director Commercialisation which covered the following areas – Revenue Budget and the Medium Term Financial Plan (MTFP); the Housing Revenue Account (HRA); Capital; the General Fund Capital Programme; HRA Capital and Reserves. It also highlighted key challenges, the future and key dates in the progression of the budget to its consideration by the Council on 27 February 2019.</p> <p>Following consideration of the report and the presentation, the following issues were raised:</p>	

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- Would the Authority be bidding again for a higher percentage of retention of Business Rates collected. If so, what was the likelihood of this being successful?
 - The Authority had put in a bid however, this had not been successful. The result of the bid had not been known when the original draft budget had been set however, it had been assumed that it would not be successful.

- A lot of reliance had been placed on the new leisure contract – would this be as successful as stated at the recent meeting of Council?
 - The leisure contract was a contractual position and the Authority should therefore expect to see the results promised. The sums built into the budget were seen as certain. However, the contract was for five years contract so it was more likely that the Authority would be seeking a longer position.

- With Brexit in mind, how sure was the Authority that it held its investments in the right place?
 - A Treasury Management report was shortly due to be presented to the Governance and Audit Committee, which showed where monies were invested. Not more than £5million was placed with any one party, and investments were spread all over the world. When placing investments, a party's robustness was always considered. The Authority would always look for the best and most robust position. In addition, it had to comply with the SLY guidelines – Security, Liquidity, Yield.

- In respect of fees and charges increases, was any research undertaken to determine whether this was the best way of increasing income?
 - Officers agreed that fees and charges should not be put up too quickly or by too much. In some cases, the Authority needed to enhance the offer alongside the increase, and the two could be done hand in hand whilst also giving due consideration to the market. It was stated that the cost base was now increasing e.g. staffing costs and income were not keeping in line.

- Could spending from business rates be more active than reactive? E.g. when business rates stopped being payable on public toilets, could the money saved by ring fenced to bring

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the assets up to a better standard?

- What was essentially a small sum could not be ring fenced. A more holistic view would be taking by bringing all assets together and considering them as a whole which would be easier than managing them on an asset by asset basis.
- How would Councillors be able to scrutinise decisions made under delegated powers in respect of acquisitions, before they took effect? If the spend amount on delegated decisions increased, would members be able to effectively scrutinise decisions?
 - Consideration needed to be given about how members should be consulted, and they would be asked how they would wish this to happen. The current process would make it very difficult to make decisions on relatively modest acquisitions. Officers stated however that there should be no major acquisitions that members would not be aware of.
- Members responded that sometimes the decision making process was not quick enough when a speedy decision was required. The Authority needed the opportunity to react but there had to be a clear process in place to ensure that there was robust scrutiny by members in place.
- With regard to the HRA, there was currently an increase in the amount of properties purchased under the Right To Buy scheme. Looking forward, was the Authority prepared for this by sourcing more land, and building more properties. Was there enough social housing stock?
 - The Authority needed to plan to replace what was in the HRA. The main issue was the supply of land and whether the Authority could build within budget. It currently held some land, but there was an issue with the cost of development, and consideration needed to be given to the amount of debt taken on. Business case processes had to be refined in order to look at better sites and whether any grant funding could be drawn in.
- Members responded that in the past, slippage had been seen in projects undertaken. There was now a great reliance on being able to deliver on the HRA account, and the Authority's homes building company to contribute to the General Fund. It was difficult for the Authority to keep pace with delivery, and Scrutiny had a role in ensuring that any issues, such as ensuring adequate staffing provision, were raised in order to provide a seamless delivery.

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- There were a number of untidy sites and land in South Holland – how could these be dealt with?
 - In order to move forward on this issue, there needed to be a plan for the area concerned. The total sum of all the untidy sites needed to be considered, in order to prioritise opportunities and then proceed on this basis. There was now a five year programme relating to this issue, with a broad scoping opportunity.
- Due to the slow progress at a Government level with the Brexit process, did the Authority have a Plan B?
 - The Authority was planning as much as it could in the circumstances, trying to consider any possible interventions. It was looking at working with businesses, considering how to keep town centres buoyant and addressing any decrease in house building. The Authority's HRA was currently well-off – this was a huge facilitator and could be helpful in the market if required.
- Members commented that SHDC was in a better position than many authorities, due to holding good reserves.
- The table at section 3.6.3 of the report showed a significant rise in staff costs. How was the difference between the original and revised estimates justified when this was larger than the proposed pay rise?
 - The difference was due to a number of reasons – within Housing, there had been some one off funding for temporary issues; the Housing Development Team had been charged to the HRA as there was a cost to them coming in, and they needed to grow; some internal staff were no longer contractors and had been insourced; staffing for District Elections; there were some shared posts for staff employed at South Holland District Council and not at Breckland Council; there were HRA and General Fund adjustments; the incoming pay award of 2%; there were pension and National Insurance contribution uplifts; and there were some budget adjustments relating to Environmental Services.
- The table at section 3.6.3 of the report showed a prediction for an increase in rents and service charges of 14% - was this realistic?
 - Letting part of the building out to the DWP was cited as one of the reasons for the increase. There were also some adjustments that would feed in with regard to new

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tenants. It was agreed that further information was required on this item.

- What was the intended use for the Community Reserve, and how had it come about?
 - The New Homes Bonus had been set up to reward areas where new homes were built. As these monies were no longer needed for Revenue Account, and the funds could be used within the community, consideration was to be given to how this could be best used. If members supported the concept, a further report would come forward with suggestions for how these monies could be spent on. It would be a more significant sum to invest in local communities than the current member budgets.
- Members commented that enforcement remedies should be used more effectively in the future than they had been in the past.
 - Enforcement had to be used appropriately and the Authority needed to track fees to ensure that they kept pace with costs. To avoid chasing debt where a service had already been provided, some payments should be taken in advance. There were various ways of ensuring that enforcement and income protection were sufficient.
- An assumption had been made that Compass Point Business Services would continue to make savings – was this realistic?
 - CPBS was currently undergoing its own transformation programme which it would need to work through over a period of time. In the meantime, assumptions had to be made.
- With regard to Parish precepts, how could parishes find out how many new properties had been built in the area?
 - Officers advised that this information was available to parishes as part of the tax base calculation – this was normally distributed towards the end of the year.
- The Authority would hold a £500,000 surplus in respect of the 19/20 deficit in Business Rates – could this not be used to avoid an increase in Council Tax or be used in some other way for the benefit of residents or to stimulate growth?
 - Officers commented that not increasing Council Tax could sometimes have a detrimental impact on the

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Authority – if it did not increase Council Tax, it could be penalised via other systems and this therefore would not future proof the Authority going forward.

- Members commented that historically, there had been several examples of this being the case. The Authority had been penalised for being prudent and it was therefore import to give careful consideration to holding down any increases.
 - In response to the suggestions for alternative use of the Authority's surplus, officers commented that with regard to Council Tax collection and discounts e.g. care leavers discounts, these were reviewed every single year. Consideration was given annually to who in the collection fund was receiving benefits and reliefs, and this piece of work was ongoing as Universal Credit was rolled out. With regard to Business Rate discretion, it was good to have this set up, but it was hard to implement.
 - Officers also commented that the New Homes Bonus would not be available in the future – this was likely to be a one-off amount, there was an opportunity to put money back into the community now, but the Authority could not bank on this in the future.
- Councillor McLean was advised that it was too late in the current budget setting process to take forward is suggestions however he questioned whether some of the initiatives could be considered in the future.
- Councillor Alcock responded that some of the suggestions had merit – the way forward would be for a working party to consider this issue and see if there was a consensus by members that use of money was undertaken in a slightly different way.

Following the discussion, it was felt that the Cabinet should consider the following issues:

- Uncertainty within the area of business rates – this could have a big impact the Authority.
- The dependency of the Authority upon delivery of additional housing, with regard to the HRA and General Fund.
- Concerns with regard to Brexit – whatever the final outcome, it would affect the country quite considerably, and the Government's ability to fund local authorities.

Members thanked the Executive Director Commercialisation for the good and thorough report and presentation.

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PANEL AND POLICY DEVELOPMENT
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AGREED:

- a) That the report be noted; and
- b) That the Cabinet should consider the following issues going forward:
 - i. Uncertainty within the area of business rates, and the impact that this could have on the Authority.
 - ii. The dependency of the Authority upon delivery of additional housing, with regard to the HRA and General Fund.
 - iii. Concerns with regard to Brexit – whatever the final outcome, it would affect the country quite considerably, and the Government’s ability to fund local authorities.

15. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

(The meeting ended at 8.10 pm)

(End of minutes)

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Minutes of a meeting of the **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 12 February 2019 at 6.30 pm.

PRESENT

B Alcock	H Drury	J L Reynolds
D Ashby	L J Eldridge	S-A Slade
F Biggadike	P C Foyster	E J Sneath
M D Booth	R Grocock	J Tyrrell
C J T H Brewis	J L King	J Whitbourn
G K Dark	A M Newton	A R Woolf

Apologies for absence were received from or on behalf of Councillors G R Aley, J R Astill, A Harrison, J D McLean and S Wray

In Attendance: Executive Director – Strategy and Governance, Executive Manager for Information, Digital and Customer Services Manager, ICT Manager, Innovation and Change Business Partner, Housing Landlord Services Manager, Head of Operations (CPBS), Head of Service – ICT (CPBS) Head of Service – Customer Contact (CPBS).

The Portfolio Holder for Governance and Customer and the Portfolio Holder for Strategy, Governance and Transformation were also present.

- | | <u>Action By</u> |
|---|------------------|
| <p>16. ELECTION OF CHAIRMAN</p> <p>Councillor Woolf was elected Chairman for the duration of the meeting.</p> | |
| <p>17. DECLARATION OF INTERESTS</p> <p>There were no declarations of interest.</p> | |
| <p>18. CUSTOMER ACCESS STRATEGY, ICT & DIGITAL STRATEGY AND DIGITAL WORK PROGRAMME</p> <p>The Panel agreed to take the two reports on the agenda together as one item.</p> <p>Consideration was given to a report by the Portfolio Holder for Strategy, Governance and Transformation and Executive Director – Strategy and Governance which set out details of a new strategy which aimed to improve residents’ experience of contacting South Holland District Council while also increasing the efficiency of its overall operating arrangements.</p> | |

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 12 February 2019**

Members also considered a report by the Portfolio Holder for Governance and Customer and the Executive Director for Strategy and Governance which set out details of a new strategy which aimed to improve residents' experience of contacting South Holland District Council while also increasing the efficiency of our overall operating arrangements.

Members recalled that at the meeting of the Joint Performance Monitoring Panel (PMP) and Policy Development Panel (PDP) held on 1st November 2019, the Panel raised a number of questions and/or concerns relating to the strategies and work programme:

With specific regard to the Customer Access Strategy, further information and reassurance was sought on:

- How/if the strategy has been tailored to the specific needs of SHDC
- The involvement of CPBS, as the Council's service delivery partner, in the strategy's development
- Consultation with East Lindsey District Council, as a shared client of CPBS, on the strategy's content – with particular regard to the proposed Customer Charter service standards The level of support that would be available to those who cannot access digital services and concern that telephone and face-to-face may not be available to those that need it

With specific regard to the ICT and Digital Strategy further information and reassurance was sought on:

- The involvement of CPBS, as the Council's service delivery partner, in the strategy's development
- Consultation with East Lindsey District Council, as a shared client of CPBS, on the strategy's content
- The business case for the Digital Work Programme, including:
 - Costs and budget
 - Benefits
 - Return on Investment
 - Risk analysis

**JOINT PERFORMANCE MONITORING
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- The relevance of the Council's customer personas/insight – and how these help us to design more relevant services that people want as well as need.

In response to this feedback, a series of Member engagement sessions were held from 14-16 January 2019, which aimed to provide further detail and reassurance. The above points were also addressed in the two reports under consideration which were introduced by the Portfolio Holder for Governance and Customer and Portfolio Holder for Strategy, Governance and Transformation.

The Panel received a presentation by the Digital and Customer Services Manager which covered the following key areas:

- Initial Digital Priorities
- An illustration of how reporting a fly tip could work
- Information about how the proposals would be funded
- The governance arrangements for the proposals
- Examples of the benefits involved in the proposals in terms of cost avoidance
- An illustration of a tenant portal which would allow the automation of many manual housing processes
- A comparison of a current process and new process in relation to housing rent account management
- A PEST (Political, Economic, Social and Technical) risk assessment

A copy of the presentation is attached as an appendix to these minutes.

Councillors asked questions, discussed the draft documents and the following key points emerged:

- Councillors stressed the importance of any new systems being able to communicate with other local authorities, public bodies and government departments. It was noted that this had been built into the system and the strategy would seek to ensure that different teams would not be able to build their own incompatible systems.

**JOINT PERFORMANCE MONITORING
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PANEL - 12 February 2019**

- Councillors also discussed whether moving to more automated systems would lead to more fraudulent activity and questioned what safe-guards would be put in place, particularly with regard to housing and the issue of tenancies. The Panel heard that whilst fraudulent activity could not be eradicated it could be mitigated. In the instance of tenancies, this would be done by the requirement of a log-in and password for any details to be changed. If notice had been given by someone purporting to be a tenant then a letter would be sent to the true tenant confirming the online statement at which point the fraudulent activity would come to light. There was also an officer visit built into the process which provided a further safeguard. It was acknowledged that automated systems could sometimes better support equality and diversity principles.
- The Panels were reassured that existing communications pathways would continue to be available, but it was stressed that they also needed to be just as accessible as present with telephone numbers still being prominently displayed on literature and websites for those who cannot or do not wish to engage with the Council digitally. It was acknowledged that the aim was to reduce telephone contact by 50% but that this would be achieved by being able to solve problems at the first point of contact so that further telephone calls were unnecessary. This would help to deliver financial savings. Implementation of modern systems would also provide the opportunity to redeploy staff to more meaningful work. However, it was acknowledged in the documents that telephone would remain the Council's largest source of contact. This would be closely monitored by scrutiny in the future to make sure that systems were not developed that would make telephone contact so difficult that people didn't use it. It would also be important to make signing up to 'My Account' as straightforward as possible with a simple guide for customers.
- Councillors discussed that the digital agenda was based in a large part on the use of broadband. A fast and reliable broadband connection was still not available in parts of the District. The Council needed to make sure that everyone had the opportunity to use its digital services. The Portfolio Holder for Strategy, Governance and Transformation

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PANEL - 12 February 2019**

stressed that the Council continued to try to facilitate the availability of broadband to everyone in the District.

- The Panels discussed the development process for the new systems and noted that this was done in a staged process with features being added incrementally so that there was never anything substandard available to the public.
- It was noted that CPBS, as the Council's provider of services, also provided services to East Lindsey District Council who had their own strategies. CPBS would continue to look at how the services provided to the two authorities could be better aligned.
- Councillors explored whether there were potential commercial opportunities for the Council from the software being developed. Although the software was not unique, the supplier, GOSS, had a system whereby newly developed software was put into their library to be shared and the Council was credited with development time in return.
- With regard to the Council's out of hours service, this would continue to be provided for emergencies, but it was expected that as more services were available digitally for those that wished to use them, an increasing number of customers would make contact with the Council outside of core working hours in this way. It was important however to acknowledge that whilst digital reporting was 24 hour, expectations would need to be managed regarding response times.
- With regard to Governance, Councillors referred to the £300,000 implementation costs and asked for a clear idea of how this would be monitored so that the public could be assured that it was value for money. It was agreed that progress reports would be made to the Performance Monitoring Panel every six months or as appropriate.

The Panels thanked the Officers for their work on addressing their concerns and suggestions.

**JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 12 February 2019**

AGREED:

That the Joint Performance Monitoring Panel and Policy Development Panel:

1. Notes the draft Customer Access Strategy, draft ICT and Digital Strategy and Digital Work Programme;
2. Provides comment and feedback as set out in these minutes;
3. Recommends the documents to Cabinet and Council; and
4. That progress of the strategies and work programme is reported to the performance Monitoring Panel on a six monthly basis or as appropriate.

19. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were no urgent items.

(The meeting ended at 7.40 pm)

(End of minutes)



KEY DECISION PLAN

Issued – 17 June 2019

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
Portfolio Holder for Housing and Health Materials Contract	Supply of building materials contract for Housing Repairs service.			Housing Landlord Manager Not before 5th Apr 2019
Portfolio Holder for Housing and Health Purchase of additional Northgate Housing Software	Officer decision to advise on the purchase of additional Northgate Software in accordance with the HRA Capital programme.			Housing Landlord Manager Not before 13th May 2019
Acquisition Opportunity to expand the Housing Revenue Account	To set out details of a commercial opportunity relating to the potential for the council to acquire 9 units of affordable rented housing and 3 units of shared ownership over two development sites within the district.			Portfolio Holder for Corporate Delivery and Strategic Oversight Not before 7th Jun 2019

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 CSU Building Materials Contract	To award a contract.	Portfolio Holder for Housing. Meetings and discussions.		Housing Landlord Manager Before 30 Jun 2019
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 30 Jun 2019
Portfolio Holder for Place Fleet Maintenance	To consider the options for ongoing fleet maintenance for environmental services			Cabinet 18 Jun 2019 South Holland District Council 31 Jul 2019

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 Growth and Commercialisation Welland Homes Business Plan Update incorporating Bentley Court	To present to the Council, as sole shareholder for Welland Homes Ltd, an updated Welland Homes Business Plan and a proposal from the company to purchase five houses for the purposes of market rental investment at Bentley Court, Spalding. To put in place the necessary arrangements to enable the company to move towards contract on the proposed acquisition, subject to the necessary shareholder approvals.			Cabinet 23 Jul 2019 South Holland District Council 31 Jul 2019
Portfolio Holder for Place Car Parking Review	To review and consider the current car parking charges in Spalding			Cabinet 23 Jul 2019

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 Place Review of Depot Provision	To understand the current and future depot provision requirements			Cabinet 23 Jul 2019 South Holland District Council 31 Jul 2019
Portfolio Holder for Housing and Health Flat Roof replacement and repairs Contract	For the replacement of various types of flat roofs to Council Dwellings, outbuildings and garages, which have reached the end of their lifespan and require replacement or repairs.			Housing Landlord Manager Before 31 Jul 2019
Portfolio Holder for Housing and Health Chimney repairs, repointing and removal Contract	For the Chimney repairs, repointing and removal including Pitched roof repairs to various council dwellings as identified in reaching the end of their lifespan, or the chimney is no longer required.			Housing Landlord Manager Before 31 Jul 2019

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 General Repairs - Maintenance of footpaths, roadways and boundary walls.	For the external general repairs for concrete footpaths, roadways and boundary walls, serving council dwellings and garages, which have reached the end of their lifespan and require replacement or repairs.			Housing Landlord Manager Before 31 Jul 2019

***Cabinet Membership**

The Lord Porter of Spalding CBE (Leader)
 Councillor C N Worth (Deputy Leader of the Council)
 Councillor G J Taylor (Deputy Leader)
 Councillor T Carter (Portfolio Holder)
 Councillor A Casson (Portfolio Holder)
 Councillor P E Coupland (Portfolio Holder)
 Councillor R Gambba-Jones (Portfolio Holder)
 Councillor C J Lawton (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: 14 June 2019



Rows are sorted by End Date

Policy Title	Policy Type	Policy Review Cycle	End Date	Policy Status	Latest Note	Assigned To
Asset Management Strategy	Constitutional	5 years	18-Jun-2019	Under Review	The Strategic Asset Management Policy (and Corporate land policy) will be reviewed and written by an external company called NPS Peterborough, a fee quote for this work will be received by the 7th June with NPS set to commence work before the end of June subject to receiving a reasonable fee quote. The Housing Manager will attend PDP in June to discuss this upcoming Policy review and how the Panel can influence this Policy	Jason King
Health & Safety Policy	Statutory	2 years	22-Nov-2019	Approved	This has been completed and reviewed by EMT, will be reviewed again in Nov 2019	Emily Ferrier; Nick Kendrick
Constitution	Statutory	1 year	18-Jan-2020	Approved	Changes continue to be made when and where necessary and agreed at Council on a regular basis.	Rhonda Booth
HR Policy Handbook	Non Statutory	3 years	18-Jan-2020	Approved		Claire Burton
AHM Collections	Non Statutory	2 years	01-Feb-2020	Approved	These policies are required for	Julia Knight

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Policy Title	Policy Type	Policy Review Cycle	End Date	Policy Status	Latest Note	Assigned To
Development Policy					the Museum to continue to be Accredited by Arts Council England. If Ayscoughfee Hall were to lose Accreditation, this would have a significant impact in terms of professional support available, funding opportunities and the reputation of the Museum and by extension SHDC.	
AHM Collections Care and Conservation Policy	Non Statutory	2 years	01-Feb-2020	Approved	Will be reviewed in 2020 in line with the AHM Collections development policy	Julia Knight
Corporate Charging Policy - Accounting Services	Constitutional	1 year	01-Mar-2020	Approved		Samantha Knowles
Medium Term Financial Strategy	Constitutional	1 year	01-Mar-2020	Approved		Samantha Knowles
Treasury Management Strategy Statement	Constitutional	1 year	01-Mar-2020	Approved		Samantha Knowles
Treasury Policy Statement & Clauses to be Adopted	Constitutional	1 year	01-Mar-2020	Approved		Samantha Knowles
Minimum Revenue Provision Policy Statement	Constitutional	1 year	01-Mar-2020	Approved		Samantha Knowles
Capital Strategy	Constitutional	1 year	31-Mar-2020	Approved		Samantha Knowles
Corporate Debt Policy - Accounting Services	Non Statutory	3 years	25-Jul-2020	Approved	This will be reviewed as per the schedule	Samantha Knowles
Sexual Establishments Policy Statement	Non Statutory	3 years	06-Sep-2020	Approved	This policy will be reviewed in 2020, existing policy is on the	Donna Hall

Policy Title	Policy Type	Policy Review Cycle	End Date	Policy Status	Latest Note	Assigned To
					internet for South Holland	
Unreasonable Behaviour and vexatious requests	Non Statutory	3 years	21-Nov-2020	Approved	Approved by Council. Now on SHDC intranet and website. This policy is currently used to identify vexatious and unreasonable behaviour. Next review Nov 2020	Sarah Wolstenholme-Smy
Counter Fraud and Corruption Policy	Non Statutory	3 years	14-Dec-2020	Approved	This is due to Gov & Aud committee in December 2020	Faye Haywood
Whistleblowing Policy - Confidential Reporting Code	Statutory	3 years	14-Dec-2020	Approved	This is due to Gov & Aud committee in December 2020	Faye Haywood
Statement of Licensing Policy	Constitutional	5 years	07-Jan-2021	Approved	Statutory requirement to review every 5 years	Donna Hall
Data Protection Policy	Statutory	3 years	29-May-2021	Approved	Agreed at 29th May Cabinet, will be reviewed May 2021	Mark Stinson
Corporate Enforcement Policy	Non Statutory	3 years	29-May-2021	Approved		Sarah Shipley
Equalities Policy	Non Statutory	3 years	26-Jun-2021	Being Reviewed	Equalities policy is being presented and reviewed at the June 2021 PDP	Greg Pearson
Freedom of Information (Fol) Policy	Statutory	3 years	26-Jun-2021	Being Reviewed	FOI policy is being presented and reviewed at the June 2021 PDP	Greg Pearson
Street Naming and Numbering Policy	Statutory	3 years	01-Nov-2021	Approved	Draft received and approved for sign off at PDP in September 2018	Clinton Bell
Hate Crime Policy	Non Statutory	3 years	01-Nov-2021	Approved	superseded by county policy - internal procedures will be	Dee Bedford

Policy Title	Policy Type	Policy Review Cycle	End Date	Policy Status	Latest Note	Assigned To
					updated as per agreement with policy panel	
Safeguarding Policy	Statutory	3 years	01-Nov-2021	Approved	Policy approved at SHDC cabinet 20/11/18	Donna Hall
Gambling Policy - Statement of Principles	Constitutional	3 years	28-Nov-2021	Approved	Approved at SHDC full council 28/11/18	Donna Hall
Records Management Policy		3 years	01-Jan-2022	Pending Approval		Kirsty Mallett
Strategic Tenancy Policy	Statutory	3 years	01-Feb-2022	Approved	<p>Caroline Hannon Attended PDP in Feb where it was agreed to go to Senior Officers to determine the appetite for reviewing, the Panel were satisfied that officers would determine if there was an appetite for this.</p> <p>All councils are told to have a strategic tenancy policy, but this inst one that needs a formal review at this stage</p>	Matthew Hogan
Anti-Social Behaviour Policy	Statutory	3 years	01-Mar-2022	Approved	The ASB Policy has been approved as it is currently that of the Lincolnshire County Council one. The County one is currently out for consultation as it has been updated in line with new recommendations from the victims commissioner, any updated on this will be fed through to PDP	Dee Bedford
South Holland Common Housing Allocations	Statutory	3 years	01-Mar-2022	Approved	This policy has been approved by PDP and is now going	Phil Stacey

Policy Title	Policy Type	Policy Review Cycle	End Date	Policy Status	Latest Note	Assigned To
Policy					through the final process of approval	
Affordable Housing Policy	Non Statutory	3 years	01-Apr-2022	Approved	This Policy has approved within the Local Plan, It has been agreed there doesn't need to be a separate housing strategy, this has now been formally adopted in line with the Local Plan	Matthew Hogan

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SOUTH HOLLAND DISTRICT COUNCIL

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

To: Policy Development Panel – 25 June 2019

(Author: Christine Morgan - 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:	Christine Morgan Democratic Services Officer
Telephone Number	01775 764454
Email:	cmorgan@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 2019/20

Policy Development Panel – Calendar of Work Programme items

Date of Meeting	Agenda items
25 June 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. • Review of the HMO Licensing Policy (verbal update) – Phil Stacey • Review of Contaminated Land Strategy (Richard Boole) • Consideration of PDP Work Programme – Rob Walker to attend to facilitate
16 July 2019 (Joint meeting of Performance Monitoring Panel and Policy Development Panel)	<ul style="list-style-type: none"> • Corporate Enforcement Policy – Sarah Shipley
24 September 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. • Addressing Long Term Empty Homes (6 monthly update) – Phil Stacey
6 November 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. • Housing Allocations Policy review - Housing Landlord Services Manager
9 January 2020 (Joint meeting of Performance Monitoring Panel and Policy Development Panel)	<ul style="list-style-type: none"> • Budget Scrutiny
21 January 2020	<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.
3 March 2020	<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 2019/2020

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(Chairman) 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 (Chairman) A Harrison	To PDP 1 May 2018 To Cabinet 29 May 2018
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	

<p>Leisure Facilities Task Group</p> <p>Joint Task Group incorporating members of the Performance Monitoring and Policy Development Panels</p>	<p>To make recommendations, regarding the present and future leisure provision in South Holland.</p> <ol style="list-style-type: none"> 1. By establishing what leisure provision the District Council presently provides, examining costs, resident satisfaction and competitiveness in order to identify ways of increasing income or reducing expenditure; 2. To understand what the District Council wishes to provide and what the public and major employers need; 3. To examine the options for future provision either to be supplied by the Council, the private sector or shared management. <p>Agreed at PMP 25 November 2014 – A date for completion of the Business Plan looking at Leisure Services provision, being drawn together by the Community Development and Health Manager, be confirmed by the Assistant Director Community, and that a joint meeting of the Performance Monitoring Panel and Policy Development Panel, for consideration of the document, be arranged.</p> <p>Following consideration of the update to PMP on 3 March 2015 (PDP members were invited to attend), it was agreed that leisure provision must be a priority for the Council, and must be considered as a priority by the next administration following the District Council election.</p>	30 April 2013	21 January 2014	<p>G Aley (Chairman) D Ashby A Casson G Dark R Perkins (Vice-Chairman) S Slade E Sneath S Wilkinson</p> <p>Lead Officer: Phil Adams</p> <p>* Membership to be considered following District Council Election</p>	<p>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>
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Reduction of Paper and Postage Task Group	<ul style="list-style-type: none"> • To review the use of printed material and postage throughout the authority for members, officers and residents; • To formulate a policy on the usage of paper and postage, for members; • To make recommendations for proposals of a policy for paper and postage usage for officers and residents 	20 September 2018	27 September 2016	J Astill (Chairman) H Drury A Woolf	No date to report agreed. Task group to be kept active indefinitely.
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