

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 23 March 2022 at 6.30 pm.

PRESENT

A R Woolf (Chairman)

A C Beal  
F Biggadike  
H J W Bingham

M D Booth  
R A Gibson  
J D McLean

P A Redgate  
J L Reynolds  
G T D Rudkin

In Attendance: the Assistant Director – Corporate, the Assistant Director – Leisure and Culture, the Senior Change and Performance Business Partner, the Head of Delivery, the Head of ICT & Digital (PSPS), the Organisational Development Manager (BBC/ELDC), the Democratic Services Manager and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors J Avery, G P Scalese, S-A Slade and S C Walsh; and the Assistant Director – Governance (Monitoring Officer).

**46. MINUTES**

**AGREED:**

- a) That the minutes of the meeting of the Policy Development Panel held on 18 January 2022 were signed by the Chairman as a correct record; and
- b) That the minutes of the meeting of the Joint Performance Monitoring Panel and Policy Development Panel held on 27 January 2022 were signed by the Chairman as a correct record.

**47. DECLARATION OF INTERESTS.**

Councillor Booth declared an interest in relation to agenda item 12, as it related to a new delivery framework for Welland Homes, of which he was a Board Director.

**48. QUESTIONS ASKED UNDER STANDING ORDER 6**

There were none.

**49. TRACKING OF RECOMMENDATIONS**

There were none.

Action By

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

There were none.

**51. KEY DECISION PLAN**

Consideration was given to the Key Decision Plan dated 11 March 2022.

**AGREED:**

That the Key Decision Plan be noted.

**52. SHDC POLICY REGISTER AND THE S&ELC PARTNERSHIP POLICY REGISTER**

The Panel gave consideration to the SHDC Policy Register and the S&ELCP Policy Register.

The Senior Change and Performance Business Partner introduced the policies and highlighted the following key points:

- The Unreasonable Behaviour and Vexatious Policy had been identified as a key policy to be reviewed across the S&ELCP later in the year.
- The Information Management review was underway, and the policy would come forward to the Panel in the summer.

The Panel considered the registers and made the following comments:

- Members thanked the Senior Change and Performance Business Partner for his work on the registers.
- Members asked that the 'register *policy* owner' be updated where staff had left the organisation.
- Members asked if the Gambling Policy had been included.
  - The Senior Change and Performance Business Partner confirmed that the policy had been included on the S&ELCP register and was up to date. The Policy had been approved in December 2021 and would be reviewed in 3 years' time.
- Members sought clarification on review dates and asked whether all policies needed to be reviewed when no changes to regulations had taken place.
  - The Chairman clarified that the expiry date was a point in time when the policy could be considered for review. Where a review was not deemed necessary the review date would be rolled on.

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**AGREED:**

That the SHDC Policy Register and the S&ELCP Policy Register be noted.

**53. GRAFFITI AND STREET ART MANAGEMENT POLICY**

The Panel considered the report of the Deputy Chief Executive – Communities to consider the Graffiti and Street Art Management Policy 2022 to establish Street Art in South Holland to provide safe and welcoming public spaces for our local communities.

The Chairman of the Graffiti and Street Art Management Policy Task Group introduced the report and thanked the outgoing Interim Deputy Chief Executive – Communities, the Assistant Director – Leisure and Culture, Councillor Bingham, Councillor Gibson, Councillor McClean and Councillor Rudkin for their work on the production of the policy. The following main points were raised:

- the policy had been drafted and reviewed by all members of the Task Group and relevant officers;
- consultation had taken place with the relevant Portfolio Holder, the Civic Society and Spalding Town Forum;
- Spalding Town Forum had supported the proposed test artwork;
- the policy stated that testing of the street art would take place on boards erected on fencing at the rear of the Castle Complex, and at the public toilets on the Castle Complex site;
- proposed 'environmental' and 'mental health' artwork themes had received majority support by Spalding Town Forum and concept slides were presented to the Panel;
- consultation and engagement with members and residents of the district would follow, with feedback to be included in the document going forward to Cabinet and Council; and
- the policy would be reviewed in September 2022.

The Chairman thanked members and officers of the Task Group for their expeditious work on the new policy.

Members considered the policy and raised the following points:

- Members enquired about the course of action to be taken if a difference of opinion regarding the artwork occurred between the Parish Council and site owner.
  - The Assistant Director – Leisure and Culture replied that consultation and agreement of the Parish

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- and/or Spalding Town Forum would take place. The artists would be asked to produce visualisations to assist with the process. Should the artwork not conform to the concept, the right existed within the policy for it to be removed.
- The Chairman of the Graffiti and Street Art Management Policy Task Group stated that consultation feedback had confirmed that appreciation of art was subjective, and therefore acceptance of any such proposal would be an officer decision. As part of the decision-making process, the officer would consult with relevant individuals and organisations for their opinion. Any activity not approved as street art would be classified as graffiti and dealt with according to the policy.
  - Members referred to the steps of the policy and asked if project timeframes had been discussed.
    - The Chairman of the Task Group stated that project timeframes had not been set and would be dependent upon individual cases and sensitivities.
    - The Assistant Director – Leisure and Culture agreed and stated that as artwork scopes could be broad, a bespoke approach was necessary, and some cases would require increased consultation. Proposals could come forward from Transported Arts, part of Arts Council England’s Creative People and Places Programme, or other bodies, and every project would be different.
  - Members stated that the visual concepts presented to the Panel were positive.

**AGREED:**

That the Policy Development Panel:

- a) Recommend that the Cabinet approve the Policy and forward to Council for information;
- b) Recommend that authority to approve any final changes and to make future changes to the Policy be delegated to the Portfolio Holder for Communities and Facilities;
- c) Note the outcome of the Piloting phase which tested the draft policy; and

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- d) Approve a review by the Street Art Wall Task Group after 6 months to enable the proposed policy to be successfully implemented.

**54. ICT POLICIES**

The Panel considered the report of the Assistant Director – Corporate to seek the Policy Development Panel’s views on the proposed ICT Policies for Officers and Members.

The Assistant Director – Corporate introduced the report and raised the following main points:

- the current suite of 14 policies had been adopted in 2016 and a fundamental review had been necessary to ensure ICT compliance in line with best practice;
- the report proposed a new suite of 5 ICT policies for comment by the Panel, before going forward to Cabinet on 26 April 2022;
- the policies had been presented to the ICT Councillor Working Group which had not raised any concerns; minor amendments regarding points of clarity were being made;
- the policies were adopted by Boston Borough Council and East Lindsey District Council in 2021, and a common suite of policies for shared managers across the whole S&ELCP was deemed beneficial; and
- the opportunity existed for members of each authority to shape their respective member-based ICT area.

Members considered the report and made the following comments:

- Members thanked the Head of ICT and Digital (PSPS) for the work on the new policies.
- Members stated that approval had previously been granted for SHDC supplied computer equipment to be used for both personal and member business. Would this change under the new policies?
  - The Assistant Director – Corporate confirmed that this would not change.
- Members present from the ICT Councillor Working Group stated:
  - that technology had progressed since the adoption of the 2016 policies and that the new suite of policies provided greater clarity;

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- that the roll out of common ICT policies across the partnership would be beneficial for shared officers, and for the implementation of future changes; and
- that a questionnaire which sought views regarding the update of kit would be circulated to all members in due course.

### **AGREED:**

That comments regarding the S&ELCP ICT Policies be noted.

## **55. WORKFORCE DEVELOPMENT STRATEGY**

The Panel considered the report of the Assistant Director – Corporate to seek the Policy Development Panel’s views on the draft S&ELCP Workforce Development Strategy.

The Assistant Director – Corporate introduced the item by stating that:

- the business case for the new partnership in 2021 had identified the need for a single Workforce Development Strategy across the S&ELCP to create opportunities and offer career development;
- the strategy set out the approach to be taken until 2024 and would be a key point of reference for the LGA peer review process in October 2022.

The Organisational Development Manager for Boston Borough Council (BBC) and East Lindsey District Council (ELDC) had led on the production of the strategy and presented the Panel with the following main points:

- a brief outline of the strategy concept and adoption journey:
  - BBC/ELDC had adopted a Workforce Development Strategy in November 2020 which had involved extensive engagement with stakeholders;
  - South Holland District Council’s (SHDC) Workforce Strategy had been revised in July 2020;
  - the new joint strategy was based on the BBC and ELDC strategy and had been developed to incorporate SHDC;
  - the new strategy included engagement with:
    - the Joint Workforce Development Board;
    - the Senior Leadership Team;
    - Portfolio Holders across the partnership;
    - the Joint Stakeholder Board;
    - the Joint Strategy Board; and

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- SHDC's Policy Development Panel.
- the strategy would come forward for approval to Council on 11 May 2022.
- implementation would include workforce briefings; and
- the strategy would be underpinned by a Workforce Development action plan.
  
- strategic themes included:
  - the attraction and retention of talented employees;
  - a flexible approach to service delivery;
  - a healthy and active workforce;
  - to shape the organisational culture and maximise staff engagement;
  - to be efficient and effective in all aspects; and
  - to celebrate success and reward excellence.
  
- priorities of the Workforce Plan included:
  - communication and engagement of strategy for all;
  - staff survey;
  - joint policies and procedures;
  - resourcing strategy to include apprenticeships, graduates and professional pathways;
  - annual training plan and management development;
  - performance development; and
  - a health and wellbeing programme.
  
- success would be measured by:
  - tracked questions included in the staff survey;
  - accomplishment of successes outlined in the strategy; and
  - employee retention and attraction.
  
- accountability would take place through:
  - the Workforce Development Board;
  - quarterly progress reports to the Corporate Management Team; and
  - updates to scrutiny committees as requested.

The Panel considered the report and made the following comments:

- Members thanked the Organisational Development Manager for the strategy which was considered a modern and well-written document which would assist with the attraction and retention of staff.
  
- Members welcomed the focus on maximising

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apprenticeships.

- Members enquired about the type of questions which would be included in the staff survey.
  - The Organisational Development Manager confirmed that the survey carried out at BBC and ELDC had comprised tracker questions relating to:
    - how informed people felt;
    - how people felt about their development; and
    - employee health and wellbeing;
  - a phased approach to staff surveys would be taken which would be linked to the annual review process; and
  - staff survey results could be filtered by Council and Directorate levels.
  
- Members noted the strategy review of 2024 and suggested that interim six-monthly reviews take place by SHDC's Performance Monitoring Panel.

**AGREED:**

- a) that comments regarding the S&ELCP Workforce Strategy be noted; and
  
- b) that pending agreement of the respective Chairman, the Workforce Development Strategy be reviewed by the Performance Monitoring Panel in six months.

**56. WELLAND HOMES HOUSING DELIVERY FRAMEWORK**

The Panel considered the report of the Assistant Director – Strategic Growth and Development to introduce a Housing Delivery Framework to inform future investment decisions for Welland Homes relating to housing developments.

The Head of Delivery introduced the report and highlighted the following main points of the draft Housing Delivery Framework:

- SHDC had an approved capital budget for the delivery of 21 homes by Welland Homes;
- the report established a policy framework which allowed the Council to set the criteria for how the Capital Programme budget was allocated;
- approval of the Framework would mean that housing schemes which met the criteria would be approved by the Executive, whereas currently decisions were made by Council;

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- the criteria set out the delivery model types and expected property requirements;
- schemes which did not conform to the remit would be required to obtain approval at Council in order for them to be delivered; and
- the Framework would support Welland Homes to meet its business plan objectives

The Panel considered the report which was supported, and there were no questions.

**AGREED:**

That the Panel supported the progress of the Welland Homes Housing Delivery Framework.

*(Cllr Booth left the meeting at the start of consideration of this item, and re-joined the meeting following its completion)*

**57. ICT JOINT SCRUTINY BETWEEN BBC, ELDC AND SHDC**

The Panel considered the report of the Assistant Director – Governance (Monitoring Officer) to agree a protocol for joint scrutiny between the partner councils in the S&ELCP; to agree the scope for a Joint ICT Strategy Task and Finish Group; and to agree the appointment of three members to the Joint Task and Finish Group.

The Assistant Director – Corporate introduced the report and stated that the requirement for annual joint scrutiny was included in the S&ELCP Memorandum of Agreement.

Scrutiny Chairs and Vice-Chairs across the partnership had met and agreed a joint scrutiny approach, and a range of joint scrutiny topics, pertinent to the Annual Delivery Plan, had been proposed by officers (Appendix C).

The Performance Monitoring Panel had recently agreed to the joint scrutiny proposals and had appointed three members to a joint scrutiny Public Transport Task Group.

Three members of the Policy Development Panel were requested to join the joint ICT Strategy Task and Finish Group, to give feedback on the draft ICT Strategy prior to its submission to Cabinet.

**AGREED:**

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- a) That the proposals for joint scrutiny arrangements, set out in Appendix A, be approved;
- b) That the scope for the proposed Joint ICT Strategy Task and Finish Group, as set out in Appendix B, be approved;
- c) That Councillor P A Redgate and Councillor A C Beal be appointed to the Joint ICT Strategy Task and Finish Group; and that an invitation be forwarded to all members of the Policy Development Panel to seek a third member to join the ICT Strategy Task and Finish Group.
- d) That the Task and Finish Group be authorised to determine the detail of its remit and the required lines of enquiry and witnesses.

**58. POLICY DEVELOPMENT PANEL WORK PROGRAMME**

The Panel considered a report by the Assistant Director Governance and Monitoring Officer, which set out the Work Programme of the Panel. The work programme consisted of two sections, the first setting out dates of future Panel meetings along with proposed items for consideration, and the second setting out Task Groups that had been identified by the Panel.

Regarding Appendix A:

- the schedule of meetings for the following year was due to be finalised, and Work Programme items for Appendix A would be programmed in due course.

Regarding Appendix B:

- the Street Art Wall Task Group had completed;
- the South Holland Centre Task Group was due to present its final report to a meeting of the Joint Performance Monitoring Panel and Policy Development Panel on 11 April 2022;
- discussions were to take place regarding the revival of the Planning Design Task Group which had been on hold.

**AGREED:**

That the report be noted.

**59. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.**

There were none.

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(The meeting ended at 7.31 pm)

(End of minutes)