

Minutes of a meeting of the **CABINET** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 29 May 2018 at 10.00 am.

PRESENT

G A Porter (Leader)
C N Worth (Deputy Leader)
M G Chandler (Deputy Leader)

A Casson
P E Coupland

R Gambba-Jones
C J Lawton

G J Taylor

Cabinet Support
Members:

T A Carter

The Chief Executive, the Executive Director Place, the Executive Manager People and Public Protection, the Executive Manager Governance, the Head of Finance (CPBS), the Interim Project Consultant, the Food, Health and Safety Manager and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors C N Johnson, G R Aley (Chairman, Governance and Audit Committee) and A M Newton (Independent Group Leader), together with the Executive Director Commercialisation (S151), the Executive Director Strategy and Governance, and the Welland Seniors Forum.

In Attendance: Councillor B Alcock (Chairman, Performance Monitoring Panel).

Community Representatives: Citizens Advice Bureau and Parish Councils.

1. MINUTES

The minutes of the Cabinet meeting held on 27 March 2018 were signed by the Leader as a correct record.

The Cabinet also received the minutes of the meeting of the Priory Road Community Hub Project Sub-Committee held on 19 March 2018.

2. DECLARATIONS OF INTEREST.

There were no declarations of interest.

3. QUESTIONS RAISED BY THE PUBLIC UNDER THE COUNCIL'S CONSTITUTION (STANDING ORDERS).

No questions were raised under the Council's Constitution (Standing Orders).

Action By

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4. TO CONSIDER ANY MATTERS WHICH HAVE BEEN SUBJECT TO CALL-IN.

There were no matters subject to call-in.

5. TO CONSIDER MATTERS ARISING FROM THE POLICY DEVELOPMENT AND PERFORMANCE MONITORING PANELS

There were no matters arising from the Policy Development and Performance Monitoring Panels.

6. 2017/18 FINANCIAL OUTTURN

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director Commercialisation (S151 Officer) which provided information on the outturn financial position of the Council as at 31 March 2018.

A number of variances were set out in the report, and attention was drawn to the following:

- The loss of car parking revenue was a projected figure, and was largely due to the theft of the machine in Vine Street car park. Delivery of a replacement machine was expected within the next few weeks. There had been some delay as the machine was not being replaced like for like, but would be an enhanced machine that could take additional forms of payment.
- There had been some slippage in certain areas, and the Cabinet would continue to monitor these actively.
- There had been an overspend on Grants for Growth and this had been as a result of assumptions within the 2017/18 budget and the element of staff time that could be re-charged to the project. There had been an under recovery of this staff cost. To avoid this going forward, future bids would be clearer with regard to which staff were part of the bidding programme.

The Leader requested that the Community Representative for Parish Councils communicate to all Parish Councils that they were invited to contact the Authority with details of areas of land that could potentially be used to develop Council-built homes.

RECOMMENDED TO COUNCIL:

- a) That the report and Appendix A be noted;
- b) That the contributions to and use of reserves be agreed in line with paragraph 5.5 and Appendix A, Tables 4 and 5 of the report; and

CM, GW

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- c) That the net General Fund underspend of £13,505 be transferred to the Council Tax Reserve.

(Other options considered:

- *To note the report and not approve the recommendations detailed in Appendix A; or*
- *To do nothing.*

Reasons for decision:

- *To provide members with information on the Council's overall financial performance in 2017-18 and to provide an updated financial position on reserves for 2018-19.)*

7. CARE LEAVERS - COUNCIL TAX DISCOUNT

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director – Commercialisation (Section 151 Officer), which asked members to consider provision of a discretionary Council Tax discount to support care leavers in the district.

The criteria for the proposed discount was set out in paragraph 4.1 of the report.

DECISION:

That a class of local discretionary Council Tax discount of up to 100% for care leavers aged 18 – 21 years be approved, to be administered under the provisions of Section 13A(1)(c) of the Local Government Finance Act 1992.

(Other options considered;

- *Administration by a simple application process, co-ordinated between the Council Tax team, the applicant and Barnado's Leaving Care Service. As set out in Option 1, but with variation on period or amount of discount; or*
- *Do nothing;*

Reasons for decision:

- *To demonstrate South Holland District Council's support for developing a culture of corporate parenting across all parts of the local authority.)*

8. CORPORATE ENFORCEMENT POLICY

Consideration was given to the report of the Portfolio Holder for Public Protection, which sought approval of a revised Corporate Enforcement Policy.

Members were advised that the performance of the Policy would

GW, SS

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be considered by the Policy Development Panel in six months time in order to review how enforcement, in line with the new policy, was progressing.

Members commented that success of the policy should not be measured solely by the number of fixed penalty notices issued. Education should also be part of the process.

DECISION:

That the revised Corporate Enforcement Policy be approved.

(Other option considered;

- *Do nothing, and retain the previous published Regulatory Services Enforcement Policy dated 2004, contrary to current regulatory requirements and statutory guidance.*

Reasons for decision:

- *To ensure legal compliance and to ensure that enforcement action taken by the Council is better able to resist a challenge in the courts.)*

9. DATA PROTECTION POLICY

Consideration was given to the report of the Portfolio Holder Governance and Customer and the Shared Executive Manager Governance (Data Protection Officer), which presented a draft Data Protection Policy, Data Security Breach Procedure and Response Procedures for Data Subject Requests.

DECISION:

- a) That the new draft Data Protection Policy, Data Security Breach Procedure and Response Procedures for Data Subject Requests be approved and adopted; and
- b) That the Shared Executive Manager and Data Protection Officer be authorised, in consultation with the Portfolio Holder for Governance, to make amendments to the Policy and Procedures so far as is necessary to reflect legislative changes, emerging guidance and to incorporate links to other relevant documents.

(Other options considered:

- *Approve the Policy and Procedures with amendments; or*
- *Do nothing.*

Reasons for decision:

- *To ensure that the Council has a fit-for-purpose Policy to assist in compliance with GDPR.)*

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10. QUARTER 4 2017-18 PERFORMANCE OVERVIEW REPORT

Consideration was given to the report of the Executive Director Strategy and Governance which provided an update on Council performance for the period 1 January 2018 to 31 March 2018.

DECISION:

That the report be noted.

(Other options considered:

- *Do nothing;*

Reasons for decision:

- *No recommendations are made. The report is presented for consideration in order that members are aware of how the Council is delivering its services and how it is progressing against its Corporate Priorities.)*

11. ANY OTHER ITEMS WHICH THE LEADER DECIDES ARE URGENT.

There were no urgent items.

(The meeting ended at 10.33 am)

(End of minutes)

These minutes are published on 30 May 2018. In accordance with the Council's Constitution the DECISIONS detailed above will, unless otherwise stated, come into force and may then be implemented on 7 June 2018 (i.e. after the expiry of 5 working days from the date of publication of these minutes), unless during that period a notice which is signed by at least one member of the Council and complies with the requirements of the Council's Constitution is served on the Executive Manager Governance requesting that the decision be called-in and the Executive Manager Governance approves the request for call-in. Where a decision is called-in it will firstly be considered by the Performance Monitoring Panel on a date to be fixed.

Any FINAL DECISIONS and any URGENT DECISIONS take effect immediately.

Any RECOMMENDATIONS TO COUNCIL detailed above will be submitted for consideration to the meeting of the full Council on 11 July 2018.