

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 1 May 2018 at 6.30 pm.

PRESENT

A R Woolf (Chairman)
J D McLean (Vice-Chairman)

D Ashby
J R Astill
F Biggadike

L J Eldridge
A Harrison
A M Newton

E J Sneath
J Tyrrell

In Attendance: The Portfolio Holder for Public Protection, the Food, Health & Safety Manager, the Shared Executive Manager – Governance, the Shared Executive Manager – People and Public Protection, the Democratic Services Manager and Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors M D Booth, J L King and J L Reynolds

| | <u>Action By</u> |
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| <p>48. MINUTES</p> <p>The minutes of the meeting of the Policy Development Panel held on 20 February 2018 were agreed as a correct record.</p> | |
| <p>49. DECLARATION OF INTERESTS.</p> <p>There were no declarations of interest.</p> | |
| <p>50. QUESTIONS ASKED UNDER STANDING ORDER 6</p> <p>There were none.</p> | |
| <p>51. TRACKING OF RECOMMENDATIONS</p> <p>There were no tracking of recommendations to consider.</p> | |
| <p>52. ITEMS REFERRED FROM THE PERFORMANCE MONITORING PANEL</p> <p>There were none.</p> | |
| <p>53. KEY DECISION PLAN</p> <p>Consideration was given to the Key Decision Plan published on 23 April 2018.</p> | |

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AGREED:

That the Key Decision Plan be noted.

54. POLICY REGISTER

The Panel gave consideration to the Policy Register that was dated 6 April 2018.

The Chairman stated that the register was developing well and items were being progressed.

AGREED:

That the Policy Register be noted.

55. CORPORATE ENFORCEMENT POLICY

Consideration was given to the report of the Portfolio Holder for Public Protection which presented a revised version of the Corporate Enforcement Policy.

The Portfolio Holder for Public Protection introduced the policy stating that it was important to have an up to date enforcement policy. The Portfolio Holder also mentioned that the current policy was outdated and in need of review. It was stated that the Policy was a joint Breckland-South Holland Policy.

Members stated that the Policy Development Panel had been attempting to streamline and simplify policies. They stated that they felt that some parts of the policy report could be summarised. However, they stated that the detail in the policy was good. The Food, Health and Safety Manager replied that the framework was taken from the Department of Business Innovation and Skills and was a template used by local authorities nationally.

Panel members questioned whether the Policy was strict enough and asked how the policy would be enforced. Officers replied that there were many possible avenues of enforcement including intervention work, but spanning all the way to Court. They stated that they felt that intervention work was best as it was cost effective and preventative. Officers stated that they were keen to continue assisting businesses to be compliant. The policy gave officers the full suite of possibilities for enforcement, but it was hoped a fair balance of enforcement could be struck.

Members advised that they looked forward to a more robust approach to everyday breaches such as littering, in order to stop

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such problems. Officers stated that the authority had an Enforcement Officer for such breaches, but that the ability to enforce was limited by logistical constraints. They also stated that they were keen to see that complaints from the public of issues such as littering, were kept under control.

Members asked that communications be used to raise awareness of the policy.

Members asked that the policy be reviewed in 6 months time. They also stated that they felt that changes in statistics of such things as fixed penalty notices could be used to measure success.

Officers confirmed that the policy template would most probably have been tested legally more than once. Officers recognised the Panel's desire to keep policies short. Whilst it might be possible to streamline policies, it was recommended that the document should not diverge much from the template.

Members agreed with Officers and stated that they felt the Authority needed the fuller version of the Policy.

AGREED:

- a) That the report be recommended to Cabinet.
- b) That the Corporate Enforcement Policy be reviewed in 6 months time, with statistics presented relating to enforcement of littering and fly-tipping.

PA, DS, SS

(The Portfolio Holder Public Protection and the Food, Health & Safety Manager left the meeting following discussion of the above item).

56. HOUSING ALLOCATION POLICY

With the agreement of the Chairman, this item was withdrawn from the agenda, to be discussed at the next meeting.

DS, GW

57. DATA PROTECTION POLICY

Consideration was given to the report of the shared Executive Manager – Governance and Data Protection Officer which outlined the details of the proposed Data Protection Policy.

Officers thanked the Data Protection and Data Retention Task Group for their help formulating the Policy. It was stated that the

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policy had been based upon a precedent and therefore was legally sound.

Officers requested that the Data Protection Task Group continue for another 12 months to oversee the implementation of GDPR.

AGREED:

- a) That the new draft Data Protection Policy, Data Security Breach Procedure and Response Procedures for Data Subject Requests be recommended to Cabinet for approval and adoption; and
- b) That the Data Protection and Data Retention Task Group continues to meet until May 2019 in order to provide oversight of progress towards compliance with the General Data Protection Regulation (GDPR) and to consider ancillary matters such as data retention.

DS, MS

58. COUNCILLOR DEVELOPMENT STRATEGY

Consideration was given to the report of the Portfolio Holder for Governance and Customer and the Executive Manager – Governance (Deputy Monitoring Officer) which presented the Councillor and Local Democracy Development Strategy.

The Strategy had been developed by the Councillor Development Steering Group and was designed to shape development needs and align with the corporate plan.

Members requested that feedback from previous training courses be examined to ensure there was not a repeat of some of the less well received training courses. Officers replied that there would be a training needs analysis of members to pinpoint what training was needed.

Officers stated that the Councillor Development Steering Group had been keen to investigate more forms of training, such as e-learning which would be more flexible.

Officers stated that it was hoped to include training resources for members, accessible at any time, on the planned members intranet. Additionally, the possibilities of further training innovation was mentioned. This included recorded training sessions posted online.

AGREED:

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- a) That the Panel review the draft Strategy;
- b) That the Panel consider the Strategy's alignment with the Corporate Plan and Transformation Programme;
- c) That the Panel make recommendations for change as appropriate to the Chairman of the Steering Group for its consideration and action.

59. 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.

Officers asked if the Panel was happy with the size of the next meeting. Members agreed that they were happy with the Work Programme's content. The Chairman of the Panel stated that the meeting should go ahead as planned with the full Work Programme.

Public Open Spaces Task Group

- The Task Group Chairman stated that its work was almost complete and would possibly require one more meeting.
- Members raised the issue that the date included on the appendix was wrong by a year, in that it should have been 2017, not 2016.

DS, GW

Data Protection and Data Retention Task Group

- The Task Group was still active and it had been agreed that it would continue for a further 12 months.

AGREED:

That the Work Programme be noted

60. 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)