

Minutes of a meeting of the **PERFORMANCE MONITORING PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Wednesday, 30 January 2019 at 6.30 pm.

PRESENT

B Alcock (Chairman)
M D Booth (Vice-Chairman)

J R Astill
C J T H Brewis
G K Dark

P C Foyster
R Grocock
J D McLean

A M Newton
M D Seymour
A C Tennant

In Attendance: County Councillor Sue Woolley, Executive Manager - Governance, Business Intelligence Officer, Democratic Services Officer, Executive Manager Growth, Community Safety & Enforcement Manager, Economic Development and Inward Investment Manager, Licensing and Business Support Manager and Building Consultancy Manager and Director of Public Health (Lincolnshire County Council)

Apologies for absence were received from or on behalf of Councillors G R Aley, J L King and S Wray

37 DECLARATION OF INTERESTS.

There were none.

38 HEALTH INEQUALITY AND JOINT HEALTH AND WELLBEING STRATEGY

The Panel received a presentation on the Joint Health and Wellbeing Strategy for Lincolnshire 2018 from County Councillor Sue Woolley (Executive Cllr NHS Liaison & Community Engagement) and Derek Ward, Director of Public Health Lincolnshire County Council).

After the Panel had received the presentation, the following points were raised:

The Chairman asked where the authority lay in relation to the delivery of the Health and Wellbeing strategy. County Councillor Woolley stated that priorities had been developed from the ground up by what Lincolnshire residents felt were concerns.

The Chairman stated that the issues surrounding the number of carers required in the district had been a problem for years and asked what could be done. The Director of Public Health for

Action By

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Lincolnshire County Council stated that a key first step would be to raise awareness of the issue and of related organisations.

Members stated that they felt that being more direct regarding health issues would be a good strategy. But that they needed also to be smart. Banning unhealthy products outright would make them more attractive.

Members stated that the issue of loneliness was in large part made worse by the area being a retirement area, wherein couples retire into the area, leaving the remaining person alone after one passes away and many miles away from family.

The Chairman thanked County Councillor Woolley and the Director of Public Health for their attendance and informative presentation and asked that an update be provided when further information became available.

39 MINUTES

PMP

Consideration was given to the minutes of the meeting of the Performance Monitoring Panel, held on 13 November 2018

AGREED:

That the minutes be signed as a correct record.

Joint Performance Monitoring Panel and Policy Development Panel

Consideration was given to the minutes of the meeting of the Joint Performance Monitoring Panel and Policy Development Panel, held on 1 November 2018.

AGREED:

That the minutes be signed as a correct record.

40 QUESTIONS ASKED UNDER STANDING ORDER 6

There were none.

41 TRACKING OF RECOMMENDATIONS

There were none.

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42 ITEMS REFERRED FROM THE POLICY DEVELOPMENT PANEL.

There were none.

43 KEY DECISION PLAN

Consideration was given to the Key Decision Plan issued on 17 January 2019

AGREED:

That the Key Decision Plan issued on 17 January 2019 be noted.

44 QUARTER 3 2018-19 PERFORMANCE OVERVIEW REPORT

Consideration was given to the report of the Executive Member for Strategy, Governance and Transformation, the Executive Manager for People and Public Protection, and the Portfolio Holder for Governance and Customer which provided an update on how the Council was performing for the period 1 October 2018 to 31 December 2018

Staff turnover and sickness figures were greatly reduced over Quarter 2. Both were the lowest recorded in their respective categories in a long time.

The longest void property was 27 days, with the average being 15 days

Freedom of Information request response times were slightly below target, but was still not at a concerning rate.

Members, regarding Environmental Health Consultancy Services, stated they felt that the consultancy was not generating income and being marketed to its fullest potential. The Licensing and Business Support Manager responded that there was work being done to improve the level of marketing. The Senior Business Intelligence Officer responded that it would be wise to take the revenue figures from Q4 as the more representative numbers.

The Chairman asked if there was a reason for the increase in complaints coming from the public. The Senior Business Intelligence Officer responded that the introduction of the online complaint system in the previous year had caused a slow increase in the amount of complaints received. He also further responded that recently an option had been added to contact services directly to raise concerns before getting to a formal

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complaint stage and that this was expected to reduce the number of formal complaints.

AGREED:

That the contents of the report be noted.

45 ENFORCEMENT UPDATE

Consideration was given to the report of the Executive Director for Place which provided members with an update on enforcement activity.

Community wardens had been introduced in the previous year and had been working hard to increase their presence in the area and also to raise awareness of their work.

Members asked if there was any way that the Council could do more to address fly-tipping. The Community Safety & Enforcement Manager responded that already a lot of work was done to address reported fly-tips, but that it was hard to identify the perpetrators in the majority of cases. This was another reason why it was important to raise awareness in local areas

The Chairman asked what the regularity of inspection at food businesses was. The Licensing and Business Support Manager responded that it was based on risk, but the longest period of time between inspections would be 3 years, with the shorted period being up to every 6 months.

The Vice-Chairman asked why the target for resolution of a fly-tipping case was 3 days when this was missed fairly often. The Portfolio Holder for Place responded that this was largely due to the existence of hazardous materials in fly-tips or a requirement for a third party to be present. But that the 3 day limit was in place as a performance target.

AGREED:

- a) That the contents of the report be noted.
- b) That a further update be provided to the Performance Monitoring Panel in six months' time.

SS

46 EMERGENCY PLANNING

Consideration was given to the report of the Portfolio Holder for Place and the Executive Director Place which provided the Panel

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with an update to the Terms of Reference with the Lincolnshire Resilience Forum.

The Building Consultancy Manager introduced the report, stating that it presented the terms of reference which the Panel had requested.

The Chairman asked how many incidents had been responded to in the previous year. The Place Manager stated that the previous years' weather issues in March had provided a good example of how the emergency planning system worked. Led by the Lincolnshire Resilience Forum, South Holland and other partners constantly engaged to provide an appropriate response.

The Chairman asked what issues were generally addressed by the Emergency Planning team. Officers responded that in the previous year there had been no serious incidents in South Holland. District Officers continue to proactively and reactively work on 'business as usual' incidents such as dangerous structures, fly tips on roads and so forth.

Members asked if any money was being spent on the planning for Brexit. The Building Consultancy Manager responded that national Government had made Brexit planning mandatory, but that was largely characterised by attendance at emergency planning meetings. The Executive Manager - Governance responded that members should contact relevant officers directly for further details.

AGREED:

That the panel note the information provided within the report.

47 ECONOMIC DEVELOPMENT

Consideration was given to the report of the Executive Director Commercialisation and Section 151 Officer which provided an update on how Economic Development and inward investment was undertaken and promoted in South Holland.

The Inward Investment Manager introduced the report, stating that since the last update there had been several meetings with businesses in order to assist with profitability and viability of local businesses.

Start-up workshops were being held regularly and were well attended.

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Members asked if there was any information to be had on high street retail and markets. The Inward Investment Manager responded that, unfortunately, that access did not sit within the Economic Development team. The Chairman suggested that the Panel examine whether retail and high street economic matters be brought under more close scrutiny.

The Place Manager stated that boosting high streets and town centres was a topical matter and that through the 'Future High Street Fund' Councils were being encouraged to put forward an expression of interest of how they may use such funds to revitalise town centres. Officers across the directorates were compiling information to put forward such an expression of interest. This would be shared with members in due course.

The Chairman asked the Panel if it was their opinion that the High Street economy should be a higher priority in economic development. There was general agreement.

AGREED:

- a) That the panel note the contents of the report.
- b) That the High Street Economy be made a larger focus of Economic Development

NB

48 CONSTITUTION

Consideration was given to the report of the Monitoring Officer which presented potential changes of the constitution to the Panel

The Executive Manager – Governance stated that the purpose of bringing the report to the Panel was largely to focus on explaining the need for Recommendation A.

The Executive Manager – Governance stated that the introduction of legislation had meant that all officer decisions required publishing even if they were not key decisions. This had meant that a large number of minor decisions were now subject to call-in. The recommendations would revert the situation to the previous stance where non-key decisions did not require a call-in.

The Panel were content with this and the remaining recommendations to Council.

AGREED:

That the following recommendations be accepted by the panel

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and recommended to Full Council for approval:

- a) **Call-in for Non-Key Officer Decisions** – That Call-in not apply to non-Key Decisions made by officers under delegated authority, and the Constitution be amended in accordance with appendix A of the report;
- b) **Senior Information Risk Officer (SIRO)** – That the Shared Executive Manager Information be appointed the Senior Information Risk Officer, and the Constitution be amended in accordance with Appendix B of the report.
- c) **Licensing Functions**
 - That the terms of reference of the Licensing Committee be amended to include reference to the Animal Welfare Functions, and to clarify the licensing functions for which it is responsible as shown in Appendix C of the report.
 - That the terms of reference of the Licensing Panel be amended to refer specifically to Regulation 2 of the of the Local Authorities (Functions and Responsibilities (England) Regulations 2000 as shown in Appendix C of the report.
 - That the Monitoring Officer be authorised to amend the Constitution to include reference to any future additional licensing matters which come under the above terms of reference, subject to a report being submitted to full Council for information.
- d) **Staffing Procedures / Appeals Panel and Grievance Panel**
 - That paragraph 12 of the table at paragraph 15(l) of part 3 Section F be amended to that shown in Appendix D of the report.
 - That existing Paragraphs 13 to 17 be deleted and the remaining section of Part 3 Section F be renumbered accordingly.
 - That the Appeals Panel and the Grievance Panel be replaced with one Appeals Panel comprising 4 members (excluding any members involved in the original decision which is subject to appeal), not appointed in accordance with the Local Government (Committees and Political Groups) Regulations 1990, with a Quorum of 3 members in accordance with standing order no. 38, and with the single term of reference detailed at Appendix D of this report.

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- The duplicate delegations in the Schedule of Delegation be deleted.

49 FINAL REPORT OF THE PUBLIC TOILETS TASK GROUP

Consideration was given to the report of the Chairman of the Public Toilets Task Group which presented the Task Group's Final report to the panel for consideration.

Councillor Dark, as the chairman of the Public Toilets Task Group introduced the report, stating that the toilets were currently not up to the standard of the council and were not fit for purpose.

The chairman wanted to thank the members and officers of the task group for the work done to reach this point.

AGREED:

That the Panel recommends the report to Cabinet for final consideration.

50 PERFORMANCE MONITORING PANEL WORK PROGRAMME

Consideration was given to the report of the Executive Manager Governance, which set out the Work Programme of the Performance Monitoring 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 chairman asked whether the reliable, constant information required to resume the CCTV Task Group was available. The Place Manager responded that this was available and that the Task Group could be re-convened.

AGREED:

That the Work Programme provided by the Executive Manager – Governance be noted.

51 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

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(The meeting ended at 8.51 pm)

(End of minutes)