

## SOUTH HOLLAND DISTRICT COUNCIL

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

**To:** Policy Development Panel – 23 June 2020

**(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 reviews its work programme and the scheduled dates of outstanding reports.

## **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. As a result of the Council's emergency response to the Coronavirus pandemic, the previous meeting of the Panel was cancelled and work on a number of anticipated reports had to pause. The Panel is now asked to review the work programme and outstanding reports.

### **1.2 Issues**

1.2.1 Appendix A sets out the dates of recent and future Panel meetings along with items that were due for consideration at each. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. A number of items have been identified for re-allocation to new meeting dates. 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 The Panel is invited to consider whether the work programme remains appropriate and whether any additional areas for scrutiny should be identified.

## **2.0 OPTIONS**

2.1 To review the Work Programme and scheduled outstanding reports.

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.

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Background papers:-	None
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#### Lead Contact Officer

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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service**

**Appendices attached to this report:**

Appendix A  
Appendix B

Work Programme Calendar  
Task Group Work Programme 2020/21