

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 21 January 2020 at 6.30 pm.

PRESENT

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

J R Astill  
F Biggadike  
M D Booth  
H Drury

R A Gibson  
J L King  
A M Newton  
P A Redgate

J L Reynolds  
E J Sneath  
S C Walsh

In Attendance: Councillors , IT Manager (Shared) and ICT Manager

Apologies for absence were received from or on behalf of Councillors M Hasan, G T D Rudkin and S-A Slade

**43. APOLOGIES FOR ABSENCE**

Notification had been received that Councillor A M Newton was replacing Councillor M Hasan for this meeting only.

**44. MINUTES**

Consideration was given to the minutes of the Policy Development Panel meeting held on 6 November 2019.

**AGREED:**

That the minutes be signed as a correct record.

**45. DECLARATION OF INTERESTS.**

Councillor Newton informed the meeting that in relation to agenda item 9, in the interests of transparency, she was a Director of PSPS.

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

There were no questions asked under Standing Order 6.

**47. TRACKING OF RECOMMENDATIONS**

There were none.

Action By

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

There were no items referred from the Performance Monitoring Panel.

**49. KEY DECISION PLAN**

Consideration was given to the Key Decision Plan dated 8 January 2020.

**AGREED:**

That the Key Decision Plan be noted.

**50. POLICY REGISTER**

The Panel gave consideration to the Policy Register dated 7 January 2020.

Members were advised that work on the Asset Management Strategy was almost complete, and that officers would attend the next Panel meeting to provide an update.

**AGREED:**

That the Policy Register be noted.

**51. INFORMATION SECURITY FRAMEWORK AND POLICIES**

Consideration was given to the report of the Portfolio Holder Governance and Customer, which sought member feedback and comments on a new Information Security Framework, which aimed to ensure that a robust and secure ICT service was provided to the Council through its delivery partner, PSPS. Feedback on the Employee Access Policy, in particular, was sought as this would cover not only employees, but also members.

The following issues were raised:

- User Access Policy – a member appendix would be helpful as members and officers were covered by different codes.
- Members were not employees, but elected Councillors. Guidance was required that was specific to them.
- The document currently addressed all users however, some sections may be more appropriate to different audiences. Better signposting was required.

RB

SB, JT

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- Members requested that a condensed version of the policy, specifically addressing members and their requirements, be produced.
- The document, as it related to officers, was generally felt to be good.
- In response to whether members could use their devices for private work, officers confirmed that this was acceptable, but that care was required around personal data while using the devices. Although this issue fell slightly out of the remit of the policies under discussion, specific, relevant guidance could be produced for members, to include useful information such as safe ways to use IT and use of Council devices. However, the main focus should still be on Council data, management and safe usage.
- Members asked whether, with regard to resourcing of non copyright material/ images, there was a way for this to be sourced safely. Officers confirmed that there was a brand guide that the Council could use, but that this detail would need to be confirmed. This information could also be included in any member guidance.
- How would adherence to the policy be verified, and would there be any training available? Officers advised that there is on-line training available for staff. Training could also be made available to members and consideration would be given to the best way in which this training could be delivered. Training would need to be provided for members of the current administration, and would then be delivered to all members following District Council elections.
- Signing up to the policies ensured that all users had received guidance and were aware of issues around information security, to support them in carrying out their role as a councillor, safely and securely.
- Where legislation changed, training would be provided where appropriate.

**AGREED:**

- a) That the contents of the report, together with the attached Information Security Framework be noted and be supported;
- b) That a condensed version of the document, pertinent to member requirements, be recommended; and
- c) That training to members to support the information provided within the document be recommended.

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**52. POLICY DEVELOPMENT PANEL WORK PROGRAMME**

The Panel considered a report by the Executive Manager Governance, which set out the work programme of the Panel. The work programme consisted of two sections, the first setting out the 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.

CM

Members considered the report, and the following issues arose:

- Members were advised that the Planning Design Task Group would be holding its first meeting on 28 January 2020.
- There was a debate regarding the Community Infrastructure Levy (CIL) Task Group, and whether it should be a Task Group in its own right, or whether it should be combined with the Planning Design Task Group. Agreement was reached that both task groups should remain separate however, they should both run at the same time and their findings feed in to the Supplementary Planning Document, which was currently being drafted by officers.
- The Community Infrastructure Levy (CIL) and Supplementary Planning Document (SPD) Task Group should be re-named the Community Infrastructure Levy (CIL) Task Group.
- Membership of the Task Group would be Councillors Drury, McLean and Woolf. Councillor Avery was also suggested as a member and, as he was not at the meeting, his agreement would be sought.
- Appendix A of the report stated that the Panel would consider the Long Term Empty Homes draft strategy when it was available. Members requested that a timeframe for consideration of the strategy be sought, and the item programmed into the Panel's Work Programme at the appropriate time.

**AGREED:**

- a) That the Work Programme be noted;
- b) The work commence on the CIL Task Group, independently but alongside the Planning Design Task Group, with both Task Groups' recommendations feeding into the Supplementary Planning Document;
- c) That the CIL Task Group be composed of Councillors Drury, McLean and Woolf, and that Councillor Avery be asked to confirm if he also wished to be a member of the Task Group; and

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- d) That confirmation of a timeframe for the Long Term Empty Homes draft strategy be sought, and the item be programmed into the Panel's Work Programme accordingly.

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

There were no urgent items.

(The meeting ended at 8.11 pm)

(End of minutes)