

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in line with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020, on Wednesday, 4 November 2020 at 6.30 pm.

**PRESENT**

A R Woolf (Chairman)  
G P Scalese (Vice-Chairman)

J R Astill  
A C Beal  
R A Gibson

P A Redgate  
J L Reynolds  
G T D Rudkin

S C Walsh

In Attendance: The Director (Acting), the Executive Manager for Governance, the Licensing and Business Support Manager, the Health and Safety Advisor, the Manager - Ayscoughfee Hall Museum and Gardens, the Democratic Services Manager, the Democratic Services Officer and the Portfolio Holder for Public Protection.

Apologies for absence were received from or on behalf of Councillors F Biggadike, M Hasan, J L King and S-A Slade

**29. MINUTES**

Consideration was given to the minutes of the meeting of the Policy Development Panel held on 15 September 2020.

**AGREED:**

That the minutes be signed as a correct record as soon as practicable after the meeting.

**30. DECLARATION OF INTERESTS.**

There were none.

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

There were none.

**32. TRACKING OF RECOMMENDATIONS**

There were none.

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

**Action By**

**POLICY DEVELOPMENT PANEL - 4**  
November 2020

There were none.

**34. KEY DECISION PLAN**

Consideration was given to the Key Decision Plan dated 27 October 2020.

**AGREED:**

That the Key Decision Plan be noted.

**35. POLICY REGISTER**

The Panel gave consideration to the Policy Register dated 26 October 2020.

The Chairman advised that where any Policy review deadlines had not been met, a full explanation had been provided.

**AGREED:**

That the Policy Register be noted.

**36. AYSCOUGHLEE HALL MUSEUM COLLECTIONS DEVELOPMENT POLICY**

Consideration was given to the report of the Executive Director Commercialisation, which sought the views of the Policy Development Panel regarding Ayscoughlee Hall Museum's Collections Development Policy. Any feedback from the Panel would be considered by the Portfolio Holder when considering adopting the new policy.

Ayscoughlee Hall Museum was Accredited by Arts Council England. The Accreditation scheme was a national framework for museums that laid out best practice guidelines and standards to follow, to ensure professionalism and consistency. Accredited status allowed Ayscoughlee Hall Museum access to professional networks, training, support and funding.

A key requirement for Accreditation was the need for two policies – Collections Development and Care and Conservation. The Collections Development Policy described the existing collections held by the Museum, priorities for future collecting, and priorities for any disposal that could occur.

Arts Council England reviewed each museum's Accreditation on a regular basis, reviewing policies and ensuring that they had been

**POLICY DEVELOPMENT PANEL - 4**  
November 2020

discussed and approved by the relevant governing body. Ayscoughfee Hall Museum's policies were last formally approved in 2012, but had been updated with minor revisions as best practice and industry guidance was received. The Museum's Accreditation Review was due to take place in February 2021, having been paused during the Covid 19 pandemic.

Members considered the content of the report, and the following issues were raised:

- It was requested that any proposed changes within newer versions of all policies presented to the Panel be highlighted, to make it easier for members to scrutinise them more effectively.

CM

**AGREED:**

That the Ayscoughfee Hall Museum Collections Development Policy be noted.

**37. AYSCOUGHFEE HALL MUSEUM COLLECTIONS CARE & CONSERVATION POLICY**

Consideration was given to the report of the Executive Director Commercialisation, which sought the views of the Policy Development Panel regarding Ayscoughfee Hall Museum's Collections, Care and Conservation Policy.

Ayscoughfee Hall Museum was Accredited by Arts Council England. The Accreditation scheme was a national framework for museums that laid out best practice guidelines and standards to follow, to ensure professionalism and consistency. Accredited status allowed Ayscoughfee Hall Museum access to professional networks, training, support and funding.

A key requirement for Accreditation was the need for two policies – Collections Development; and Care and Conservation. The Care and Conservation Development Policy provided a generic framework within which all aspects of environmental management were deliverable at minimum sustainable levels and in accordance with agreed benchmark parameters, adhering to minimum standards of best practice in collections care.

Arts Council England reviewed each museum's Accreditation on a regular basis, reviewing policies and ensuring that they had been discussed and approved by the relevant governing body. Ayscoughfee Hall Museum's policies were last formally approved in 2012, but had been updated with minor revisions as best

**POLICY DEVELOPMENT PANEL - 4**

November 2020

practice and industry guidance was received. The Museum's Accreditation Review was due to take place in February 2021, having been paused during the Covid 19 pandemic.

**AGREED:**

That the Ayscoughfee Hall Museum Collections Care & Conservation Policy be noted.

**38. CORPORATE HEALTH & SAFETY POLICY 2020**

Consideration was given to the report of the Executive Director Commercialisation (S151), which proposed a revised Health and Safety Policy for consideration by the Policy Development Panel, prior to its submission to the Cabinet.

The Health and Safety at Work etc Act 1974 imposed duties on South Holland District Council, as an employer. These included:

1. Adoption and review of a written Health and Safety Policy Statement;
2. Ensuring, so far as was reasonably practicable, the health, safety and welfare at work of its employees; and
3. Ensuring, so far as was reasonably practicable, the health and safety of others visiting South Holland District Council's premises or using its services.

The existing Health and Safety Policy had been in force since 2017, and was now due for review. The revised policy had been amended to take account of the changes in the Corporate Structure. The Policy was still applicable to both South Holland District Council and Breckland Council and provided commonality. It had also been reviewed to ensure it remained up to date, was effective and relevant. The Head of Paid Service had overall responsibility for the implementation of the Policy.

**AGREED:**

That the Corporate Health and Safety Policy 2020 be noted, and taken forward to the Cabinet for approval and adoption.

**39. REVISED STATEMENT OF LICENSING POLICY**

Consideration was given to the report of the Licensing and Business Support Manager, which asked that the Panel consider the draft Statement of Licensing Policy (2021 to 2026).

The Council was required to have a 'Statement of Licensing

**POLICY DEVELOPMENT PANEL - 4**

November 2020

Policy' for their area to guide them when considering licence applications and controlling licensed premises. The previous policy was approved in December 2015 and took effect in January 2016. The policy was required to be reviewed at least every 5 years.

The draft policy, attached at Appendix A to the report, had been fully rewritten from the previous 2016 version, bringing it up to date and presenting it in a better, more user-friendly format. It had been prepared in accordance with the provisions of section 5 of the Licensing Act 2003, and the revised Home Office Guidance made under section 182 of the Act.

South Holland District Council was responsible for the licensing of all licensable activities under the Licensing Act 2003, and these were listed within the report. The policy was concerned with the regulation of these activities on licensed premises, qualifying clubs and at temporary events. It aimed to ensure a consistent approach to licensing in South Holland to assist officers and members in reaching a decision on a particular application or licence.

In addition, the policy sought to provide clarity for applicants, 'other persons' (any individual, body or business entitled to make representation to an application under the Act) and Responsible Authorities' to enable them to understand the objectives being promoted and the matters that would be considered when determining licences.

The report laid out how the new draft policy differed from the 2016 adopted policy. It also stated that a 6 week consultation had been carried out with the public, responsible authorities and licensed businesses. The feedback received was detailed within the report.

The Chairman thanked the officer for the report and commented that he fully supported the comments raised by the Lincolnshire Police Alcohol Licensing Team, and that with the support of the Panel, this be carried forward to the Committee of the Licensing Authority meeting, due to be held the following day.

**AGREED:**

- a) That the Revised Statement of Licensing Policy be noted; and
- b) That the consultation feedback provided by the Police be noted, and addressed within the new Policy.

DH

**POLICY DEVELOPMENT PANEL - 4**  
November 2020

**40. POLICY DEVELOPMENT PANEL WORK PROGRAMME**

The Panel considered a report by the Executive Manager for 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.

Members considered the report, and the following issues were raised:

- The Chairman had liaised with the Executive Manager for Governance with regard to the Data Protection Task Group re-grouping to consider implications as a result of the UK's exit from EU. He reported that this was not currently required but that members would be advised if and when the Task Group was required for this issue.
- Planning Design Task Group – It was noted that the remit for strategic planning now fell under a new portfolio. The Planning and Building Control Manager would be updating the Portfolio Holder for Finance, Strategy and Partnerships to update on the position with regard to the Task Group.
- With regard to the pending Devolution Task Group, members were advised that the publication of a White Paper had been expected. This had not yet happened, which prevented further progress.

**AGREED:**

That the Work Programme be noted.

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

There were no urgent items. However, the Chairman wished for his thanks to the outgoing Vice-Chairman of the Policy Development Panel, Councillor McLean, to be noted, and also welcomed Councillor Scalese as the incoming Vice-Chairman.

CM

(The meeting ended at 6.56 pm)

(End of minutes)