

SHDC Policy Register



Rows are sorted by End Date

Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Latest Update	Policy Owner	Policy Location	Final Approval Panel
Asset Management Strategy	Constitutional	Yes	18-Jun-2014	5 years	18-Jun-2019	Due for review	<p>A revised date for commencing the drafting of the full Asset Management Strategy (AMS) was to be Q1 2021 delayed on the basis that COVID has impacted many of our assets. Data collection has commenced and the proposed structure of the document developed. However, with lockdown and various regulations continuing through the Summer, some operational assets have remained closed, in the case of South Holland Centre until late July and Ayscoughsee Museum September. Given this the time has not been right to progress a meaningful AMS.</p> <p>There was a proposal to prepare an interim AMS in November 2020 on the basis that over the Summer of 2020, Covid case numbers were falling and facilities starting to reopen but still too much uncertainty to rewrite the full strategy.. However, with the continued uncertainty brought about by the move to tiering, then 2nd national lockdown in November 2020 and further lockdown in January 2021, it was decided that there was little merit writing an interim statement when so much uncertainty remained. In addition, proposals were being developed for a potential separation of sharing arrangements with Breckland District Council and the rewriting of a new Corporate Plan both of which would have a bearing on the content of the strategy in addition to the pandemic response and subsequent recovery phases. This separation took place in May 21 followed by a restructure placing "Assets" under a New Assistant Director so all asset</p>	Marc Whelan /Richard Hodgson		

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							and property project related matters were within one team. All these changes will need to be reflected in the rewrite. On 29 th July Council agreed to form a new strategic partnership with Boston and East Lindsey. The AMS will need to reflect these new management arrangements. A new target date and resource plan for drafting of the AMS will be agreed in September so that the revised AMS can be completed this calendar year (2021)			
AHM Collections Development Policy	Non Statutory	No	01-Feb-2018	2 years	01-Feb-2020	In Review	Policies were brought forward to the November meeting of PDP and noted. Final approval is now being sought for PFH sign off, this is expected to be signed off by the end of Sep	Julia Knight		
AHM Collections Care and Conservation Policy	Non Statutory	No	01-Feb-2018	2 years	01-Feb-2020	In Review	Policies were brought forward to the November meeting of PDP and noted. Final approval is now being sought for PFH sign off, this is expected to be signed off by the end of Sep	Julia Knight		
ICT Incident Management	Non-Statutory	Yes	21-Jan-2020	Annual	19-Feb02021	In Review	This policy is in final draft having had Data protection officer input and will be submitted to management team for approval this month, it is then intended this will be presented to PDP on the 16 th November	Jackie Wright (PSPS)		Policy Development Panel
Employee Access Policy	Non-statutory	Yes	21-JAN-2020	Annual	19-FEB-2021	In review	This policy is in final draft having had Data protection officer input and will be submitted to management team for approval this month, it is then intended this will be presented to PDP on the 16 th November	Jackie Wright (PSPS)		Policy Development Panel
Corporate Plan	Constitutional	Yes	08-Mar-2018	1 year	01-Mar-2021	In Review	The work to review the corporate plan has started and the proposed document will be coming forward for member consideration in due course. The work on the corporate plan is being pursued with an eye to the emerging work around the wider strategic partnership.	Matthew Hogan		
Data Protection Policy	Statutory	No	29-May-2018	3 years	29-May-2021	Ready for approval	Policy has been updated/amended, policy owner is happy to bring to next PDP if required.	Kirsty Mallett		
Corporate Enforcement Policy	Non Statutory	Yes	29-May-2018	3 years	29-May-2021	In Review	Policy currently under review, on forward plan to be brought to PDP on 16 th November	Donna Hall		
Freedom of Information (Fol)	Statutory	No	26-Jun-2018	3 years	26-Jun-2021	In Review	Policy currently under review, on forward plan to be brought to PDP on 16 th November	Jenny Stephens/Corey		

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Policy								Gooch		
Corporate Debt Policy - Accounting Services	Non Statutory	Yes	25-Jul-2017	3 years	25-Jul-2021	Due for Review	This will be reviewed in the next 6 months, with implementation for any revised policy from April 2022. The current policy remains valid.	Samantha Knowles/Sharon Hammond		TBC
Industrial Units Letting Policy	Non Statutory	No	27-Oct-2020	1 Year	01-Sep-2021	Due for Review		Richard Hodgson		
Street Naming and Numbering Policy	Statutory	Yes	01-Nov-2018	3 years	01-Nov-2021	Approved		Clinton Bell		
Safeguarding Policy	Statutory	No	20-Nov-2018	3 years	01-Nov-2021	Approved		Donna Hall		
Unreasonable Behaviour and vexatious requests	Non Statutory	Yes	21-Nov-2017	3 years	21-Nov-2021	Approved		Sarah Wolstenholme-Smy		
Gambling Policy - Statement of Principles	Constitutional	Yes	28-Nov-2018	3 years	28-Nov-2021	Approved		Donna Hall		
Housing Tenancy Management Policy	Statutory	Yes	15-Dec-2020	1 Year	15-Dec-2021	Approved		Vikki Cherry		
Records Management Policy		Yes		3 years	01-Jan-2022	Pending Approval		Kirsty Mallett		
HR Policy Handbook	Non Statutory	Yes	18-Jan-2021	3 years	18-Jan-2022	In Review	The policy handbook will be reviewed early 2022, a clause states in this handbook that unless significant changes are made then this policy handbook does not need to be reviewed by Committee, as there will be no significant changes the HR manager does not feel a review will be required. However the panel will be notified when the review is complete.	Claire Burton		
Strategic Tenancy Policy	Statutory	No	01-Feb-2019	3 years	01-Feb-2022	Approved	Caroline Hannon Attended PDP in Feb where it was agreed to go to Senior Officers to determine the appetite for reviewing, the Panel were satisfied that officers would determine if there was an appetite for this. All councils are told to have a strategic tenancy policy, but this isn't one that needs a formal review at this stage	Matthew Hogan		

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Anti-Social Behaviour Policy	Statutory	Yes	01-May-2019	3 years	01-Mar-2022	Approved	The ASB Policy has been approved, as it is currently that of the Lincolnshire County Council one. The County one is currently out for consultation as it has been updated in line with new recommendations from the victims commissioner, any updated on this will be fed through to PDP	Dee Bedford		
Capital Strategy	Constitutional	Yes	03-Mar-2021	1 year	03-Mar-2022	Approved	Approved by full council in March 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Part of council papers	Full Council
Fees and Charges Policy	Constitutional	Yes	03-Mar-2021	1 year	03-Mar-2022	Approved	Approved by full council in Feb 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Part of council papers	Full Council
Medium Term Financial Strategy	Constitutional	No	03-Mar-2021	1 year	03-Mar-2022	Approved	Approved by full council in Feb 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Part of council papers	Full Council
Treasury Management Strategy (Includes Statement and Clauses)	Constitutional	No	03-Mar-2021	1 year	03-Mar-2022	Approved	Approved by full council in Feb 2020 (Annual review as part of budget setting Process)	Samantha Knowles	Part of council papers	Full Council
Minimum Revenue Provision Policy Statement	Constitutional	No	03-Mar-2021	1 year	03-Mar-2022	Approved	Approved by full council in Feb 2020 (Annual review as part of budget setting Process)	Samantha Knowles	Part of council papers	Full Council
Affordable Housing Policy	Non Statutory	Yes	01-Jan-2009	3 years	01-Apr-2022	Approved	This Policy has approved within the Local Plan, It has been agreed there doesn't need to be a separate housing strategy, this has now been formally adopted in line with the Local Plan	Matthew Hogan		
Taxi Licensing Policy	Non Statutory	Yes	01-Jun-2019	3 years	01-Jun-2022	Approved		Donna Hall		
Housing Allocations and Letting Policy	Statutory	Yes	27-Apr-2021	1 years	27-Apr-2022	Approved	This policy has been approved by PDP and Cabinet	Vikki Cherry		Cabinet
Sexual Establishments Policy Statement	Non Statutory	Yes	06-Sep-2017	5 years	06-Sep-2022	Approved		Donna Hall		
Constitution	Statutory	No	18-Jan-2018	1 year	Ongoing	Approved	Changes continue to be made when and where necessary and agreed at Council on a regular basis.	Rhonda Booth		
Health & Safety	Statutory	No	15-Dec-2020	3 years	15-Dec-	Approved	This has been agreed by PPS to be a 3 yearly	Emily Ferrier; Nick		

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Policy					2023		policy review cycle in line with other organisations.	Kendrick		
Counter Fraud and Corruption Policy	Non Statutory	Yes	11-Mar-2021	3 years	01-Mar-2024	Approved		Faye Haywood	https://www.sholland.gov.uk/article/5273/P lans-Policies-and-Strategies	Governance and Audit
Whistleblowing Policy - Confidential Reporting Code	Statutory	Yes	11-Mar-2021	3 years	01-Mar-2024	Approved		Faye Haywood	https://www.sholland.gov.uk/article/5273/P lans-Policies-and-Strategies	Governance and Audit
Empty Homes Strategy	Statutory	Yes	27-Oct-2020	1 year	01-Mar-2024	Approved		Jason King		Cabinet
Housing Assistance Policy	Statutory	Yes	27-Oct-2020	1 year	01-Mar-2024	Approved		Jason King		Cabinet
Statement of Licensing Policy	Constitutional	Yes	07-Jan-2021	5 years	07-Jan-2026	Approved	The statement of licensing policy has been revised and republished. Not due now until Jan 2026	Donna Hall		