

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>Policy owner is due to provide verbal update to PDP in November</p> <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>	Marc Whelan /Richard Hodgson		
ICT Incident Management	Non-Statutory	Yes	21-Jan-2020	Annual	19-Feb02021	In Review	<p>This policy is in final draft having had Data protection officer input and will be submitted to SHDC management team for approval this month, it is then intended this will be presented to PDP in January 2022. This will also allow time for the new Senior Leadership Team from the S&ELCP Partnership to also sign off the policies based on the new governance arrangements recently introduced.</p>	Jackie Wright (PSPS)		Policy Development Panel
Employee Access Policy	Non-statutory	Yes	21-JAN-2020	Annual	19-FEB-2021	In review	<p>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 in January 2022. This will also allow time for the new Senior Leadership Team from the S&ELCP Partnership to also sign off the policies based on the new governance</p>	Jackie Wright (PSPS)		Policy Development Panel

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							arrangements recently introduced.			
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 will be bringing to upcoming November PDP	Kirsty Mallett		
Corporate Enforcement Policy	Non Statutory	Yes	29-May-2018	3 years	29-May-2021	In Review	Policy has been updated/amended, policy owner will be bringing to upcoming November PDP	Donna Hall		
Freedom of Information Policy	Statutory	No	26-Jun-2018	3 years	26-Jun-2021	Due for review	South Holland District Council will be taking part in the opportunity to review a suite of Legislative and Statutory Policies such as the FOI Policy to ascertain the advantage of having aligned policies across all 3 councils in the S&ELCP Partnership. That review is likely to be completed during Q4 of 2021/22 financial year. A progress update will be provided at the next PDP panel in January 2022 with regards to either a new or refreshed FOI Policy for South Holland District Council.	Mark Stinson		
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	Policy owner is due to provide verbal update to PDP in November	Richard Hodgson		
Safeguarding Policy	Statutory	No	20-Nov-2018	3 years	01-Nov-2021	Approved		Emily Holmes		
Unreasonable Behaviour and vexatious requests	Non Statutory	Yes	21-Nov-2017	3 years	21-Nov-2021	In Review	South Holland District Council will be taking part in the opportunity to review a suite of Legislative and Statutory Policies such as the Vexatious Policy to ascertain the advantage of having aligned policies across all 3 councils in the S&ELCP Partnership. That review is likely to be completed during Q4 of 2021/22 financial year. A progress update will be provided at the next PDP panel in January 2022 with regards to either a new or refreshed FOI Policy for	Mark Stinson		

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							South Holland District Council.			
Gambling Policy - Statement of Principles	Constitutional	Yes	28-Nov-2018	3 years	28-Nov-2021	In Review	This policy is going to the Committee of the Licensing Authority Mid November and full Council in December. It has been agreed this policy doesn't need it to go to PDP, mainly because its only minor changes and is being scrutinised by Licensing Committee.	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	Approved		Kirsty Mallett		
HR Policy Handbook	Non Statutory	Yes	18-Jan-2021	3 years	18-Jan-2022	Approved	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	Corey need a new owner	
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		
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

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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		
AHM Collections Development Policy	Non Statutory	No	01-Nov-2020	2 years	01-Nov-2022	Approved		Julia Knight		
AHM Collections Care and Conservation Policy	Non Statutory	No	01-Nov-2020	2 years	01-Nov-2022	Approved		Julia Knight		
Health & Safety Policy	Statutory	No	15-Dec-2020	3 years	15-Dec-2023	Approved	This has been agreed by PSPS to be a 3 yearly policy review cycle in line with other organisations.	Emily Ferrier; Nick 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/Policies-Policies-and-Strategies	Governance and Audit
Whistleblowing	Statutory	Yes	11-Mar-2021	3 years	01-Mar-	Approved		Faye Haywood	https://www.sholland.gov.uk/	Governance and

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Policy - Confidential Reporting Code					2024				article/5273/Plans-Policies-and-Strategies	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
Street Naming and Numbering Policy	Statutory	Yes	01-Nov-2021	3 years	01-Nov-2024	Approved		Clinton Bell		
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		