

## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Assistant Director - Governance (Monitoring Officer)

**To:** Policy Development Panel – 16 November 2021

**(Author:** Andrea Tait - 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 gives consideration to the report and identifies any issues for discussion.

## **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.

### **1.2 Issues**

1.2.1 Appendix A sets out the dates of future Panel meetings along with proposed items for consideration. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. 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 It is hoped that in presenting the information in this way, and by having the report as a standing item on the agenda, it will record the issues identified by the Panel and provide the opportunity for councillors to monitor the progress of its Work Programme.

## **2.0 OPTIONS**

2.1 To note and consider the current status of the Work Programme.

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	Work Programme Calendar 2021/22
Appendix B	Task Group Work Programme 2021/22