

SHDC Policy Register												
Council	Partnership Policy	Theme	Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	Policy Review Date	Policy Status	Latest Update	Policy Owner	Final Approval Panel
SHDC	Yes	Assets	Asset Management Policy	Constitutional	Yes	18-Jun-14	5 years	18-Jun-19	Due for review	Policy owner provided a verbal update to PDP in November 21. A revised date for commencing the drafting of the full Asset Management Strategy (AMS) was delayed on the basis that COVID has impacted many of our assets. PDP have been notified data collection has commenced, in particular around planned maintenance and the proposed structure of the document developed. However, with lockdown and various regulations continuing through the Summer, some operational assets remained closed, in the case of South Holland Centre until late July and Ayscoughsee Museum September. Given this, the emergence of the Delta and Omicron variants meaning assets are being used in a different way and the planned refresh of the Corporate Plan the time has not been right to progress a meaningful AMS as part of this year's budget setting process. Further from 1st October 21 following the setting up of the S&ELCP there have been changes in management arrangements for assets and capital projects pertaining too. These changes will be reflected in the refresh of the AMS. PDP were advised in November that the option to prepare a single AMS covering the 3 Council's was under consideration. These discussions will be advanced during Q1 22.	Richard Hodgson/Andy Fisher	
SHDC	Yes	ICT	ICT Incident Management	Non-Statutory	Yes	21-Jan-20	Annual	19-Feb-21	In Review	The Portfolio holder for ICT is looking to reinstate the ICT Members Working Group to work with PSPS on amendments to specific policies that impact on usage of Members and Officers. It has been agreed that the policies will be deferred until the March PDP to allow time for portfolio holder and member input.	Jackie Wright (PSPS)	Policy Development Panel
SHDC	Yes	ICT	Employee Access Policy	Non-statutory	Yes	21-Jan-20	Annual	19-Feb-21	In review	The Portfolio holder for ICT is looking to reinstate the ICT Members Working Group to work with PSPS on amendments to specific policies that impact on usage of Members and Officers. It has been agreed that the policies will be deferred until the March PDP to allow time for portfolio holder and member input.	Jackie Wright (PSPS)	Policy Development Panel
SHDC	Yes	FOI	Freedom of Information Policy	Statutory	No	26-Jun-18	3 years	26-Jun-21	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.	Mark Stinson	
SHDC	Yes	Debt	Corporate Debt Policy - Accounting Services	Non Statutory	Yes	25-Jul-17	3 years	25-Jul-21	In review	This is in review and expected to be approved by April 2022, with implementation for any revised policy from April 2022. The current policy remains valid.	Samantha Knowles/Sharon Hammond	TBC
SHDC	Yes	Safeguarding	Safeguarding Policy	Statutory	No	20-Nov-18	3 years	01-Nov-21	In Review	Will be reviewed within the wider strategic partnership and will be brought forward Feb/March	Emily Holmes	

SHDC	Yes	Complaints	Unreasonable Behaviour and vexatious requests	Non Statutory	Yes	21-Nov-17	3 years	21-Nov-21	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.	Mark Stinson	
SHDC	Yes	Information Management	Records Management Policy	Non Statutory	Yes		3 years	01-Jan-22	In Review	Currently under review, looking to bring forward in Feb/March	Kirsty Porter	
SHDC	Yes	HR	HR Policy Handbook	Non Statutory	Yes	18-Jan-21	3 years	18-Jan-22	Approved	The policy handbook will be reviewed in early 2022 with an update to be provided in March 2022	Nikki Harding	
SHDC	No	Housing Strategy	Strategic Tenancy Policy	Statutory	Yes	01-Feb-19	3 years	01-Feb-22	Approved	This policy was taken to PDP previously and updated to reflect the fact that SHDC offers introductory to secure tenancies. This should also cover non-secure tenancies. As such the policy owner believes the policy exists to allow the council to grant the appropriate tenure types. There have been no changes to the tenancies we offer. Therefore It is suggested we re-date the review date to reflect this	Jason King	
SHDC	Yes	ASB	Anti-Social Behaviour Policy	Statutory	Yes	01-May-19	3 years	01-Mar-22	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	
SHDC	No	Finance	Capital Strategy	Constitutional	Yes	03-Mar-21	1 year	03-Mar-22	Approved	Approved by full council in March 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Full Council
SHDC		Finance	Fees and Charges Policy	Constitutional	Yes	03-Mar-21	1 year	03-Mar-22	Approved	Approved by full council in Feb 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Full Council
SHDC		Finance	Medium Term Financial Strategy	Constitutional	No	03-Mar-21	1 year	03-Mar-22	Approved	Approved by full council in Feb 2021 (Annual review as part of budget setting Process)	Samantha Knowles	Full Council
SHDC		Finance	Treasury Management Strategy (Includes Statement and Clauses)	Constitutional	No	03-Mar-21	1 year	03-Mar-22	Approved	Approved by full council in Feb 2020 (Annual review as part of budget setting Process)	Samantha Knowles	Full Council
SHDC		Finance	Minimum Revenue Provision Policy Statement	Constitutional	No	03-Mar-21	1 year	03-Mar-22	Approved	Approved by full council in Feb 2020 (Annual review as part of budget setting Process)	Samantha Knowles	Full Council
SHDC		Housing Strategy	Affordable Housing Policy	Non Statutory	Yes	01-Jan-09	3 years	01-Apr-22	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	

SHDC		Housing Strategy	Housing Allocations and Letting Policy	Statutory	Yes	27-Apr-21	1 years	27-Apr-22	Approved	This policy has been approved by PDP and Cabinet	Vikki Cherry	Cabinet
SHDC	No	Licensing	Taxi Licensing Policy	Non Statutory	Yes	01-Jun-19	3 years	01-Jun-22	Approved		Donna Hall	
SHDC	Yes	Industrial Units	Industrial Units Letting Policy	Non Statutory	No	27-Oct-20	1 Year	01-Sep-22	Approved	Policy owner provided a verbal update to PDP in November together with an update on numbers of units now let on terms consistent with the updated policy and the timetable for finalising the outstanding unit leases. The policy has only been in force for 14 months and renewals of leases have been managed sensitively given the potential impact on businesses as a result of the Covid pandemic.	Andy Fisher	
SHDC		Licensing	Sexual Establishments Policy Statement	Non Statutory	Yes	06-Sep-17	5 years	06-Sep-22	Approved		Donna Hall	
SHDC		Museum	AHM Collections Development Policy	Non Statutory	No	01-Nov-20	2 years	01-Nov-22	Approved		Julia Knight	
SHDC		Museum	AHM Collections Care and Conservation Policy	Non Statutory	No	01-Nov-20	2 years	01-Nov-22	Approved		Julia Knight	
SHDC	Yes	Environmental	Climate Change Strategy	Non-Statutory	Yes	14-Dec-21	1 Year	14-Dec-22	Approved		Sarah Baker	Cabinet
SHDC		Housing Strategy	Housing Tenancy Management Policy	Statutory	Yes	15-Dec-20	2 Year	15-Dec-22	Approved		Vikki Cherry	
SHDC	No	Corporate Strategy	Corporate Plan	Constitutional	Yes	08-Mar-19	1 year	01-Mar-23	Approved	This is a 4 year corporate plan, historically yearly reviews have taken place, but this is not required.	James Gilbert	
SHDC	Yes	H&S	Health & Safety Policy	Statutory	No	15-Dec-20	3 years	15-Dec-23	Approved	This has been agreed by PSPS to be a 3 yearly policy review cycle in line with other organisations.	Emily Ferrier; Nick Kendrick	
SHDC		Fraud	Counter Fraud and Corruption Policy	Non Statutory	Yes	11-Mar-21	3 years	01-Mar-24	Approved		Faye Haywood	Governance and Audit
SHDC	Yes	Whistleblowing	Whistleblowing Policy - Confidential Reporting Code	Statutory	Yes	11-Mar-21	3 years	01-Mar-24	Approved		Faye Haywood	Governance and Audit
SHDC		Housing Strategy	Empty Homes Strategy	Statutory	Yes	27-Oct-20	1 year	01-Mar-24	Approved		Jason King	Cabinet
SHDC		Housing Strategy	Housing Assistance Policy	Statutory	Yes	27-Oct-20	1 year	01-Mar-24	Approved		Jason King	Cabinet

SHDC	Yes	Enforcement	Corporate Enforcement Policy	Non Statutory	Yes	14-Dec-21	3 years	29-May-24	Approved		Donna Hall	
SHDC	Yes	DP	Data Protection Policy	Statutory	No	10-Dec-21	3 years	29-May-24	Approved		Kirsty Porter	
SHDC		Street naming	Street Naming and Numbering Policy	Statutory	Yes	01-Nov-21	3 years	01-Nov-24	Approved		Clinton Bell	
SHDC	No	Licensing	Gambling Policy - Statement of Principles	Constitutional	Yes	14-Dec-21	3 years	28-Nov-24	Approved		Donna Hall	
SHDC	No	Licensing	Statement of Licensing Policy	Constitutional	Yes	07-Jan-21	5 years	07-Jan-26	Approved	The statement of licensing policy has been revised and republished. Not due now until Jan 2026	Donna Hall	