

## ACTIONS

<b><u>ACTIONS FROM THE POLICY DEVELOPMENT PANEL MEETING HELD ON 13 DECEMBER 2022</u></b>			
<b>MINUTE NO.</b>			<b>RESPONSIBLE OFFICER</b>
<b>51.</b> 22/23		<b><u>REVIEW OF HR POLICIES (BATCHES 4 &amp; 5)</u></b>	
✓		<p>Members referred to section 10.2 and suggested that ‘all people’ who had met the minimum criteria would be shortlisted, whether or not a declaration of disability had been made.</p> <p>MINUTED MEETING RESPONSE: The Group Manager – Organisation Development responded that the wording used was industry standard however this would be reviewed in the managers’ guidance to ensure clarity of the policy that one group would not be directly or indirectly discriminated against.</p> <p><b>UPDATE:</b> The Council has signed up to “Disability Confident”, committing to encourage applications by offering an interview to an applicant who declares they have a disability, if the person meets the minimum criteria for the job, as defined by the Council. It is not direct discrimination to treat disabled people generally more favourably than non-disabled. Accompanying guidance and training will equip managers to ensure a meritocratic recruitment process takes place. Given the variance in roles offered by the Council and the wide range in number of applications received, it would be difficult logistically to guarantee ‘all people’ who meet the essential criteria for a role, an interview. It is also not best practice to offer such a guarantee. In cases, where a large number of applicants meet the essential criteria, recruiting managers have the option of undertaking a further step of long listing candidates before they decide on a final short list.</p>	<b>RACHEL ROBINSON</b>
<b>52.</b> 22/23		<b><u>FIRST DRAFT S&amp;ELCP ASSET MANAGEMENT STRATEGY 2023 – 2028</u></b>	
✓	(a)	<p>Members noted that the strategy term was 2023 to 2028 however the priority objectives were scheduled until 2025. What were the objectives beyond 2025?</p> <p>MINUTED MEETING RESPONSE: a paragraph would be included in the strategy which outlined the monitoring aims/purpose beyond 2025.</p> <p><b>UPDATE:</b> Duly included and set out within the updated version being presented to Boston and East Lindsey.</p>	<b>ANDY FISHER</b>

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✓	(b)	<p>A review of progress/implementation of the strategy was requested to come forward to the Panel by way of a briefing note, one year from adoption.</p> <p><b>UPDATE:</b> Noted on the Policy Development Panel Work Programme to schedule as agenda item one year from adoption.</p>	<b>ANDY FISHER</b>																														
<b>53.</b> 22/23		<b><u>SPALDING CEMETERY BRIEFING NOTE</u></b>																															
✓	(a)	<p>Members referred to the following statement within the briefing note: ‘The Council places no restriction upon who can be buried at the Cemetery in comparison with other ‘local’ cemeteries and has very low charges’ and asked whether Spalding residents were charged the same fees for burial in Spalding Cemetery as those who lived outside of Spalding.</p> <p>MINUTED MEETING RESPONSE: The Assistant Director – General Fund Assets would refer to the Fee Policy and report back to the Committee on this matter.</p> <p><b>UPDATE:</b> Non-residents are charged more than residents, please see table below, however, fees for 2022/23 and previous years are low in comparison to near neighbours as per the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #f2f2f2;">Spalding Cemetery</th> <th style="background-color: #d9ead3;">Spalding Cemetery</th> <th style="background-color: #d9ead3;">Peterborough</th> <th style="background-color: #d9ead3;">Rutland</th> <th style="background-color: #d9ead3;">West Norfolk</th> <th style="background-color: #d9ead3;">Boston</th> </tr> </thead> <tbody> <tr> <td style="background-color: #f2f2f2;"><u>Comparisons</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="background-color: #f2f2f2;">Adult parishioner with reserved space and 3ft headstone</td> <td>£772.13</td> <td>£2,545.00</td> <td>£3,645.00</td> <td>£1,975.00</td> <td>£2,090.00</td> </tr> <tr> <td style="background-color: #f2f2f2;">Adult non parishioner with no reserved space and 3ft headstone</td> <td>£1,365.79</td> <td>£3,251.00</td> <td>£6,989.00</td> <td>£2,970.00</td> <td>£4,180.00</td> </tr> <tr> <td style="background-color: #f2f2f2;">Ashes interment Parishioner</td> <td>£151.01</td> <td>£1,038.00</td> <td>N/O</td> <td>£249.00</td> <td>£651.00</td> </tr> </tbody> </table>	Spalding Cemetery	Spalding Cemetery	Peterborough	Rutland	West Norfolk	Boston	<u>Comparisons</u>						Adult parishioner with reserved space and 3ft headstone	£772.13	£2,545.00	£3,645.00	£1,975.00	£2,090.00	Adult non parishioner with no reserved space and 3ft headstone	£1,365.79	£3,251.00	£6,989.00	£2,970.00	£4,180.00	Ashes interment Parishioner	£151.01	£1,038.00	N/O	£249.00	£651.00	<b>ANDY FISHER</b>
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*	(b)(i)	<p>The Panel asked that the following information be shared:</p> <p>Current capacities of parish council cemeteries which included details of any future plans being considered when capacity was reached;</p> <p><b>UPDATE:</b>  This remains work in progress, all parishes have been contacted and the following replies had been received at the point of update:</p> <p>Gedney: 300  Sutton Bridge: 750  Long Sutton: 20  Gedney Hill: 176  Crowland: 60  Whaplode: 80  Holbeach: 2000  Gosberton: 60 burial (+potential extra 12) / 58 cremation  approximate capacity 5 years</p>	<b>ANDY FISHER</b>
*	(b)(ii)	<p>The number of burials at Spalding Cemetery over the last 5 years specifically distinguishing between those that were for residents of the South Holland district and those who lived outside of the district.</p> <p><b>UPDATE:</b>  The update below provides the total number of burials at Spalding Cemetery. A breakdown of the data to show burials for residents and non-residents would come forward to the Panel.</p> <p>2016/17: 36  2017/18: 35  2018/19: 42  2019/20: 46  2020/21: 42</p>	
✓	(c)	<p>Members requested that fees for the burial of non-residents of the district be reviewed/increased to manage capacity and safeguard availability of burial plots for South Holland residents.</p> <p><b>UPDATE:</b>  The service manager and Portfolio Holder are reviewing fees and charges for 2023/24 onwards that will be presented as part of the budget process.</p>	<b>ANDY FISHER</b>
✓	(d)	<p>It was requested that the relevant Portfolio Holder be invited to the 28 February 2023 Policy Development Panel meeting to discuss the plans for Spalding Cemetery.</p> <p><b>UPDATE:</b></p>	<b>ANDY FISHER  DEMOCRATIC  SERVICES</b>

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		An invitation to attend the meeting was extended to the Portfolio Holder for Cemeteries, Councillor Sneath, on 13/01/23.	
54. 22/23		<b><u>DRAFT LITTER AND FLY-TIPPING ENGAGEMENT AND ENFORCEMENT STRATEGY</u></b>	
✓	(a)	<p>Members stated a proactive approach to engagement and education was required, including with schools. The communication strategy needed to set out residents' responsibilities regarding:</p> <ol style="list-style-type: none"> <li>1. the illegal fly-tipping of privately collected waste; and</li> <li>2. adherence to new legislation regarding the separation and collection of different forms of waste to avoid contamination.</li> </ol> <p><b>UPDATE:</b> The contractual arrangements with the service provider include the obligation to support each sovereign council with education and engagement campaigns, including with schools. A communications plan is being developed alongside the strategy itself and in support of roll out of the enviro-crime enforcement contract and the points raised by members will be addressed through both of these mechanisms.</p>	<b>DONNA HALL CHRISTIAN ALLEN</b>
✓	(b)	<p>The Chairman requested a review of the strategy by the Policy Development Panel in November 2023</p> <p><b>UPDATE:</b> Review added to the Policy Development Panel Work Programme for November 2023</p>	<b>DONNA HALL CHRISTIAN ALLEN</b>
✓	(c)	<p>Members requested weekly updates of fly-tipping reports on their wards to include:</p> <ol style="list-style-type: none"> <li>1. number;</li> <li>2. location; and</li> <li>3. status of each case (from reporting stage through to prosecution).</li> </ol> <p>The inclusion of a regular feedback mechanism was recommended to Cabinet.</p> <p><b>UPDATE:</b> The comments relating to information sharing with both ward members and Cabinet in respect of fly tipping (and other enviro-crime data) have been noted. A common performance monitoring and reporting mechanism will be developed alongside roll out of the enviro-crime enforcement contract and strategy however the form this will</p>	<b>DONNA HALL CHRISTIAN ALLEN</b>

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		take has yet to be decided pending further scrutiny across the Partnership and subsequent adoption of the strategy.	
<b>56.</b> 22/23		<b><u>HOUSING COMPLIMENTS, COMPLAINTS AND COMPENSATION POLICY, TENANT ENGAGEMENT FRAMEWORK AND HOUSING ESTATE MANAGEMENT POLICY</u></b>	
✓	(a)	Members requested that the name of the 'Housing Compliments, Complaints and Compensation Policy' also include 'Comments'.  MINUTED MEETING RESPONSE: The Housing Services Manager noted this request. <b>UPDATE:</b> The policy name would be amended to the 'Housing Comments, Compliments, Complaints and Compensation Policy'.	<b>VIKKI CHERRY</b>
✓	(b)	Members referred to the Housing Estate Policy and asked how the responsible management company/party of a street could be identified.  MINUTED MEETING REPOSE: the Housing Services Manager would share a list of the HRA estates with members. <b>UPDATE:</b> A list of HRA streets was circulated to members on 4/01/23.	<b>VIKKI CHERRY</b>
✓	(c)	A concern raised by a resident regarding the lack of implementation of management company responsibilities on an estate was relayed by a member. MINUTED MEETING REPOSE: the Housing Services Manager responded that advice on the incident specified would be sought and a response reported directly to the member who had raised it. <b>UPDATE:</b> The Housing Services Manager met with the Community Safety and Enforcement Manger to discuss the matter. An email update was circulated to members.	<b>VIKKI CHERRY</b>

# ACTIONS

		<b><u>TRACKING OF OUTSTANDING ACTIONS FROM PREVIOUS POLICY DEVELOPMENT PANEL MEETINGS</u></b>	
<b>37.</b> 22/23		<b><u>4 OCTOBER 2022 SOUTH AND EAST LINCOLNSHIRE COMMUNITY SAFETY STRATEGY</u></b>	
<b>x</b>	(a)	<p>Members referred to the Safer Street section of the policy which looked at environmental issues such as poor street lighting, blind spots, and hidden areas and asked whether links were being made with the SHDC Planning department to shape improvements. Some new developments had faced community safety challenges.</p> <p>MINUTED MEETING RESPONSE: The Community Safety and Enforcement Manager confirmed that engagement with Planning was integral to the day-to-day work however some residential developments had presented community safety challenges. The implementation of mitigations, such as Safe Zones and the installation of CCTV, had been put in place to target issues experienced around the night-time economy. The Assistant Director – Wellbeing and Community Leadership welcomed Members’ feedback and stated that the consideration of utilising Planning tools to address issues of community safety across the Partnership would be beneficial.</p>	<b>EMILY SPICER</b>
*	(e)	<p>Members suggested that South Holland District Council lobby Lincolnshire County Council (L.C.C) to reverse the decision to turn off streetlights in housing estates at night, as this decision had resulted in feelings of vulnerability among residents.</p> <p><b>UPDATE:</b> A piece of work is currently being undertaken to look into Street Lighting and its impact on the District.</p>	<b>DEE BEDFORD EMILY SPICER</b>
x	(g)	<p>The Assistant Director – Wellbeing and Community responded that interrogation of data would establish whether increased reporting of issues had occurred during the period when streetlights were switched off. The Community Safety and Enforcement Manager would review the data and any intelligence would inform the consideration of future action.</p> <p><b>UPDATE:</b> To be looked at.</p>	<b>DEE BEDFORD EMILY SPICER</b>

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<b>38.</b> 22/23		<b><u>4 OCTOBER 2022</u></b> <b><u>CONSULTATION ON THE DRAFT LINCOLNSHIRE</u></b> <b><u>HOMELESSNESS STRATEGY</u></b>	
✓	(a)	<p>Members noted points 3 and 4 of the consultation summary (Appendix C) and queried whether the revised draft strategy had been recirculated for feedback. It was important to check whether the changes were considered effective.</p> <p>MINUTED MEETING RESPONSE: The Homelessness Reduction and Private Sector Improvement Manager was not aware that the document had been recirculated but would check with the Lincolnshire Housing Partnerships Manager and update the Panel after the meeting.</p> <p><b>UPDATE:</b> A copy of the most recent draft Lincolnshire Homelessness Strategy, incorporating tracked changes of the consultation responses, has been requested from the Lincs Housing Partnerships Manager and will be circulated to the Panel in due course.</p> <p><b>FURTHER UPDATE:</b> a consultation summary was compiled which listed comments grouped by themes and changes made to the document. The summary was circulated to PDP members on 18/01/23.</p>	<b>TOM MARSTERS</b>