

ACTIONS

<u>ACTIONS FROM THE POLICY DEVELOPMENT PANEL MEETING HELD ON 25 NOVEMBER 2025</u>			
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
52. 25/26		SHDC AND S&ELCP POLICY REGISTERS	
		Members raised concerns regarding the delay in reviewing the Data Protection Policy. Minuted meeting response: It was explained that the policy was being aligned across the three councils and feedback on the delay would be provided. <ul style="list-style-type: none"> • Awaiting update 	Corey Gooch
53. 25/26		ARTIFICIAL INTELLIGENCE (AI) POLICY	
✓	a)	Minuted meeting response: The Business Change and Development Manager to confirm if AI tools such as ChatGPT and Google Gemini were blocked for officers. <ul style="list-style-type: none"> • Awaiting update 	Corey Gooch/Democratic Services
	b)	Members asked if Copilot could be automatically installed on members' devices. Minuted meeting response The Business Change and Intelligence Manager agreed this would be ideal and would check with ICT and would report back to the members if this could be arranged. <ul style="list-style-type: none"> • Awaiting update 	
	c)	Members questioned if it was safe to use ChatGPT on their council iPads for tasks like risk assessments. Minuted meeting response: The Business Change and Intelligence Manager would confirm the official position on ChatGPT access for members. <ul style="list-style-type: none"> • Awaiting update 	
	d)	Members asked if they could receive training and a demonstration on AI tools like Copilot. Minuted meeting response: The Business Change and Intelligence Manager confirmed that ICT had delivered staff training sessions and would check whether similar training could be arranged for members. <ul style="list-style-type: none"> • Awaiting update 	
	e)	That an update of the Artificial Policy be presented to the Panel in a year. UPDATE: Added to Work Programme	

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54. 25/26		SOCIAL MEDIA POLICY	
✓	a)	<p>A member highlighted a typographical error in the policy document on page 6 where Facebook was repeated instead of LinkedIn.</p> <p>Minuted meeting response: The Group Communications and Engagement Manager acknowledged the error and confirmed that the document would be corrected and reissued.</p>	Shaun Gibbons/ Democratic Services
✓	b)	<p>Members agreed that three working days might be too long for residents to wait for a response from Facebook comments.</p> <p>Minuted meeting response: The Group Communications and Engagement Manager agreed to check whether the Facebook page included a direct messaging link and would report back.</p> <ul style="list-style-type: none"> • The Group Communications and Engagement Manger confirmed that direct messaging was used on Facebook. 	
✓	c)	<p>Members referred to the objectives section, which stated that social media house rules would be shared in the file section of the social media pages. They asked whether it was possible to request that users should agree to these rules when following the page and suggested including a clause requiring passwords to be changed when staff with access leave the organisation.</p> <p>Minuted meeting response: The Group Communications and Engagement Manager agreed that passwords changes were already standard practice but confirmed this would be explicitly referenced in the policy. It was agreed to review whether pre-populated agreement questions could be implemented for pages, noting that if this was not possible, compliance would be implied through interaction with posts.</p> <ul style="list-style-type: none"> • The Group Manger confirmed that Password changes would be implemented when users with access left the organisation. • The Group Manager noted that compliance with Facebook House rules would be implied via posts. 	
✓	d)	<p>That an update be presented to the Panel one year from its adoption:</p> <p>UPDATE: Added to the Work Programme</p>	

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55. 25/26		HOUSING STANDARDS POLICIES	
✓	a)	<p>Members asked for confirmation that enforcement applied to private properties as well as rented accommodation as it was unclear in the report.</p> <p>Minuted meeting response: The Group Manager, Safer Communities confirmed that it would apply to both rented and private properties and agreed to review the wording in the report to make it clearer.</p> <ul style="list-style-type: none"> • Action completed; policy updated. 	Johnathon Challen
✓	b)	<p>Members commented that the policy should not only set standards but also ensure adequate resources to implement them.</p> <p>Minuted meeting response: The Group Manager, Safer Communities acknowledged this and confirmed that feedback would be provided to Cabinet regarding resource implications.</p> <ul style="list-style-type: none"> • Would report to Cabinet once resourcing requirements are established. 	
✓	c)	<p>Members noted that GDPR restricted the sharing of personal information and requested guidance on what could be disclosed to residents.</p> <p>Minuted meeting response: The Group Manager, Safer Communities would confirm GDPR compliance and what data could be shared with residents.</p> <ul style="list-style-type: none"> • We will work with the Council's Information Governance Team to ensure compliance in this area. 	
✓	d)	<p>That an update on the Housing Standards policy would be presented to the Policy development Panel and year after its adoption at Cabinet.</p> <p>UPDATE:</p> <ul style="list-style-type: none"> • Added to the Work Programme. 	
56. 25/26		PARTNERSHIP ENVIRONMENT POLICY	
✓		That an update on the Environment Policy would be provided for review in 2028/29.	Christian Allen

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		<p>UPDATE: Added to the Work Programme.</p>	
57. 25/26		TREE AND HEDGEROW STRATEGY ACTION PLAN	
✓		<p>A question was asked relating to the status of the Council-owned land near Pinchbeck that had been earmarked for tree planting.</p> <p>Minuted meeting response: The Environment and Sustainability Officer confirmed this would be investigated, and an update would be provided to the Panel.</p> <ul style="list-style-type: none"> • The Environment & Sustainability Officer has been advised that this piece of land is referred to as Belnie Meadows, and that the Strategic & Operational Property Manager (Marc Whelan) is currently exploring potential multi-use opportunities for the site, including an area of woodland. The Environment & Sustainability Officer will liaise with Marc on this work. 	Heather Prescott
58. 25/26		ZERO NET ACTION PLAN	
✓	a)	<p>Members asked how other local authorities were progressing with solar mats for fleet vehicles.</p> <p>Minuted meeting response: The Environment and Sustainability Officer confirmed that West Lindsey had trialled them, but early results were less positive than expected. Once further feedback was gained the members would be updated.</p> <ul style="list-style-type: none"> • WLDC contacted for an update and further enquiries made with other organisations using this technology once identified. Information will be shared once received. 	Dean Hemsall
✓	b)	<p>Members asked did SHDC currently source green energy.</p> <p>Minuted meeting response: The Environment and Sustainability Officer would confirm with procurement and update the plan accordingly.</p> <ul style="list-style-type: none"> • Enquiry sent direct to energy supplier and procurement, awaiting response. Plan will be updated as soon as information received. 	
✓	c)	<p>Members enquired what was the strategy for recycling or disposing of EV batteries.</p> <p>Minuted meeting response: The Environment and Sustainability Officer acknowledged this was a valid concern and committed to investigating regulatory requirements and best practice for battery disposal and would report back to the Panel.</p>	

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		<ul style="list-style-type: none"> • Further investigations required and report/update will follow. 	
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<u>TRACKING OF OUTSTANDING ACTIONS FROM PREVIOUS POLICY DEVELOPMENT PANEL MEETINGS</u>			
MINUTE NO.	ITEM	RESPONSIBLE OFFICER	
65. 22/23	<u>28 February 2023: SPALDING CEMETERY</u>	Marc Whelan, Andy Fisher	
*	<p>Members requested that councillor membership of the proposed working group be taken from the Policy Development Panel and that both the Portfolio Holder for Assets and Planning, and the Portfolio Holder for Health and Wellbeing, Conservation and Heritage be made aware that the matter required urgent attention. Members strongly recommended that the working group be set up as soon as the new administration was in place.</p> <p>MINUTED MEETING RESPONSE: The request was noted at the meeting by the Portfolio Holder for Health and Wellbeing, Conservation and Heritage and would be relayed to the Portfolio Holder for Assets and Planning.</p> <p>UPDATE: The Strategic Property Manager confirmed that the Working Group would need to be established after the 4 May 2023 Election.</p> <p>UPDATE 3/7/23: Working Group formation is underway and has been circulated to key members (Wellbeing, Health and Heritage & Assets) on the basis that they will look to find other interested members with the strategic Operational & Property Manager included as Council liaison with also potentially the Cemetery Manager (Keith Taylor) and Facilities Manager (Katie Potter) involved</p> <p>UPDATE 18/09/23: Cemetery Expansion Working Group - The formation of the group is currently on hold at present. Cllrs and officers involved are working on reviewing still further the charges for non-residents. The likely further substantial increase will help limit the number of enquiries from outside the South Holland area. This was as per the enquiry from Cllrs at the last PDP meeting. This will give the Strategic & Operational Property Manager / Facilities Manager and the Cemetery team more time to investigate potential areas that may become available over the coming months with a view to bringing a concrete proposal forward in the future.</p>		

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		<p>UPDATE 17/11/23: No further update to report at this stage. Work is still going on in the background.</p> <p>UPDATE 18/03/24: It's on the project list when resources allow but the new depot & Sheep Market projects took precedence.</p> <p>UPDATE 15/05/24: We are looking at a piece of land now owned by SHDC and setting up a dig to look at water tables etc. Progress over the next couple of weeks and we might know a bit more come PDP.</p> <p>UPDATE 29/07/24: Bore holes have been dug and water table not hit until over 5ft down in both locations. SOPM to talk to group about preferable site.</p> <p>UPDATE 4/11/24 Work currently on hold until first quarter next year to prioritise office moves</p> <p>UPDATE 16/01/25 Pursuant to the 2023 statutory guidance "Protecting Groundwater from Human Burials"; officers have commissioned an Environmental Consultant and Hydrogeologist to undertake a the necessary 'Tier 1' ground monitoring protocol to determine whether the Council's adjoining land is suitable for use as a cemetery extension. Depending on the ongoing monitoring results, a Tier 1 assessment can take up to 12 months.</p> <p>UPDATE 22/05/2025 Tier 1 assessment has progressed and looks positive. We have arranged to check until we have enough data. As of this week, SOPM has agreed that we revisit end of August for a continued overview. Once we have that data it will be down to the group to decide if we progress the site or not by appointing the next stage of the process to align with DEFRA 2023 guidance.</p> <p>UPDATE 04/09/25 Geo report being finalised shortly and will be circulated accordingly.</p> <p>UPDATE 29/10/25 Awaiting some further wet weather to help ensure data is as accurate as possible</p>	
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