

ACTIONS

<u>ACTIONS FROM THE POLICY DEVELOPMENT PANEL MEETING HELD ON 3 FEBRUARY 2026</u>			
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
74. 25/26		<u>EXTENSION OF THE HOUSING LANDLORD STRATEGY</u>	
✓	a)	<p>Members asked if they could be provided with a geographical breakdown of panel applicants and the area where they are from.</p> <p>Minuted meeting response: The Housing Transformation (HRA) Manager confirmed that this could be provided to the members.</p> <p>UPDATE: The Tenant Engagement and Influence Lead provided the members with a geographical breakdown of the Tenant Panel - documents attached as an appendices to the actions.</p>	Adel Gardner/ Beverley Chapman
✓	b)	<p>Members asked if the housing officers supported tenants through the allocations policy and how was this assessed.</p> <p>Minuted meeting response: The Housing Transformation (HRA) Manager would report back to Members with further detail on how under-occupation/suitability assessments were being addressed.</p> <p>UPDATE: We currently prioritise households under occupying social housing on the housing register, and Housing Officers promote this as part of their ongoing discussions with tenants. Our new aids and adaptations policy also includes a clause allowing us to refuse adaptations where a household is under occupying and suitable alternative accommodation is available. We intend to establish a more proactive approach to addressing under occupation during 2026/27, however we are not legally able to require households to downsize.</p>	Adel Gardner/ Beverley Chapman
75. 25/26		<u>DATA PROTECTION AND RECORDS MANAGEMENT POLICY</u>	
✓	a)	<p>Members asked for clarification on what “port data” meant.</p> <p>Minuted meeting response: The Data Protection Officer explained that the term was unclear. It referred to data portability, meaning an individual’s right to request that their data be transferred to another organisation. This is not</p>	Richard Steele

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		<p>automatic; it requires a request. The Data Protection Officer would clarify the terminology in the policy.</p> <p>UPDATE: Actioned.</p>	
*	b)	<p>Members asked if training could be provided on data protection due to the complexity of the material.</p> <p>Minuted meeting response: The Data Protection Officer confirmed he had delivered such training at other councils and could provide sessions on request.</p> <p>UPDATE: Democratic Services were awaiting the 2026/27 schedule of meeting to be confirmed, once this is finalised some dates for training will be provided to the Data protection Officer.</p>	Richard Steele
✓	c)	<p>Members asked if there had been any data protection breaches and if so, how many, and had the breaches been reported to the Information Commissioners Office (ICO).</p> <p>UPDATE: A data breach profile had been shared with PDP members via email.</p>	Richard Steele
✓	d)	<p>Members referred to ‘data portability’ and requested that the policy wording be amended to reflect “right to request” rather than an unconditional right.</p> <p>UPDATE: Actioned</p>	Richard Steele
✓	e)	<p>Members queried the verification of identity processes for verbal SARs.</p> <p>Minuted meeting response: The Data Protection Officer agreed to produce enhanced written guidance outlining how identity checks were carried out for SARs.</p> <p>UPDATE: Actioned</p>	Richard Steele
✓	f)	<p>Members asked if the policy could be amended to explicitly state the six-year retention period for SARS requests.</p> <p>UPDATE:</p>	Richard Steele

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76. 25/26		<u>SHDC MARKETS POLICY REVIEW</u>																					
✓	a)	<p>Members requested a market-to-market breakdown of the occupancy increases.</p> <p>UPDATE: The quarterly figures for each market, for pitches occupied were as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Spalding Tuesday</th> <th>Spalding Saturday</th> <th>Long Sutton</th> <th>Holbeach</th> <th>Crowland</th> </tr> </thead> <tbody> <tr> <td>Q1 – 342</td> <td>Q1 – 256</td> <td>Q1 – 250</td> <td>Q1 – 76</td> <td>Q1 – 7</td> </tr> <tr> <td>Q2 – 345</td> <td>Q2 – 221</td> <td>Q2 – 262</td> <td>Q2 – 78</td> <td>Q2 – 3</td> </tr> <tr> <td>Q3 – 257</td> <td>Q3 – 180</td> <td>Q3 – 198</td> <td>Q3 – 76</td> <td>Q3 - 5</td> </tr> </tbody> </table>	Spalding Tuesday	Spalding Saturday	Long Sutton	Holbeach	Crowland	Q1 – 342	Q1 – 256	Q1 – 250	Q1 – 76	Q1 – 7	Q2 – 345	Q2 – 221	Q2 – 262	Q2 – 78	Q2 – 3	Q3 – 257	Q3 – 180	Q3 – 198	Q3 – 76	Q3 - 5	Phil Perry and David Smith
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✓	b)	<p>Members asked if the Markets Manager was first-aid trained</p> <p>Minuted meeting response: The first aid training status of the Markets Manager would be confirmed and training arrangements made if required.</p> <p>UPDATE: The Markets Manager was not first-aid trained.</p>	Phil Perry and David Smith																				
✓	c)	<p>Members asked whether buskers on the public highway who used amplified sound were subject to the same rules as stallholders.</p> <p>UPDATE: The Markets Team do not have any authority over buskers, as these performers operate independently on public pavements and come and go at their discretion. Since buskers do not register as traders, they are not bound by the same terms and conditions that apply to market traders.</p>	Phil Perry and David Smith																				
✓	d)	<p>Members noted that there was a significant repetition between the revised Market Policy and the Market Terms & Conditions and asked whether the documents could be merged.</p>	Phil Perry and David Smith																				

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		<p>Minuted meeting response; The Assistant Director, Leisure and Local Services Division would review any specific areas of unnecessary repetition before submission to Cabinet.</p> <p>UPDATE: Actioned</p>	
✓	e)	<p>Members asked whether the notice periods for weather-related cancellations could be included in the policy itself, not only in the Terms & Conditions.</p> <p>Minuted meeting response: The Assistant Director, Leisure and Local Services Division responded that the cancellation notice details would be included in the Markets Policy as well as the Terms & Conditions.</p> <p>UPDATE: Actioned</p>	Phil Perry and David Smith
✓	f)	<p>Members queried fee implications should a trader become ill during the trading day.</p> <p>Minuted meeting response: The Assistant Director, Leisure and local Services Division confirmed that a line could be added to the Policy to clarify that fee adjustments would be considered on a case-by-case basis</p> <p>UPDATE: Actioned</p>	Phil Perry and David Smith
77. 25/26		<u>TERMS AND CONDITIONS ALIGNMENT – NEXT PHASE</u>	
✓	a)	<p>Members referred to the car loan policy and asked for the wording to be clarified to reference “<i>interest and associated costs</i>” to accurately reflect the range of potential charges.</p> <p>UPDATE: Actioned</p>	Aileen Whatmore
78. 25/26		<u>SHDC HOUSING COMMENTS, COMPLIMENTS, COMPLAINTS AND COMPENSATION POLICY</u>	
✓	a)	<p>Members questioned the wording relating to timeframes as the policy referred to investigations being completed “as soon as possible,” which was unclear given prescribed statutory timeframes.</p> <p>Minuted meeting response;</p>	Bev Chapman

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		The Tenant Engagement and Influence Lead acknowledged the inconsistency and agreed to amend the wording to ensure alignment with statutory deadlines. UPDATE: Actioned	
✓	b)	Members queried the compensation calculation methods and whether a full breakdown of compensation costs were available for each case. Minuted meeting response: The Tenant Engagement and Influence Lead would review the new compensation framework and ensure clearer internal guidance and Member awareness. UPDATE: Actioned	Bev Chapman
✓	c)	Members requested that the compensation data be appended for context when the report next comes back to the panel UPDATE: Noted for future reports.	Bev Chapman

		<u>TRACKING OF OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS</u>	
MINUTE NO.		ITEM	RESPONSIBLE OFFICER
52. 25/26		<u>25 November 2025</u> <u>SHDC AND S&ELCP POLICY REGISTERS</u>	
✓	a)	Members raised concerns regarding the delay in reviewing the Data Protection Policy. UPDATE: The Data Protection Manager informed the Panel that due to the policy being aligned across the partnership the Policy was not ready for review.	Corey Gooch
53. 25/26		<u>25 November 2025</u> <u>ARTIFICIAL INTELLIGENCE (AI) POLICY</u>	
✓	a)	Members queried if AI tools such as ChatGPT and Google Gemini were blocked for officers.	Corey Gooch

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		<p>UPDATE: The Business Intelligence and Change Manger provided the following update to the members via email. <i>'At present the councils proxy solution has a block on "Generative AI" other than Co-Pilot. There is an exception group to bypass the block where required, copilot is bypassed from this for all users. This will apply anyone that is proxied by the ICT firewall, for example work devices, however councillor iPad's would not be impacted by this'.</i></p>	
✓	b)	<p>Members asked if Copilot could be automatically installed on members' devices. Minuted meeting response: The Business Intelligence and Change Manager agreed this would be ideal and would check with ICT and would report back to the members if this could be arranged.</p> <p>UPDATE The Business Intelligence and Change Manger provided the following update to the members via email <i>'ICT will look into pushing the application for members'.</i></p>	Corey Gooch
✓	c)	<p>Members questioned if it was safe to use ChatGPT on their council iPads for tasks like risk assessments. Minuted meeting response: The Business Intelligence and Change Manager would confirm the official position on ChatGPT access for members.</p> <p>UPDATE: The Business Intelligence and Change Manger provided the following update to the members via email <i>'ICT do not proxy traffic from members iPads and as such do not block their access to ChatGPT, however the recommended AI is licensed CoPilot where possible'.</i></p>	Corey Gooch
✓	d)	<p>Members asked if they could receive training and a demonstration on AI tools like Copilot. Minuted meeting response: The Business Intelligence and Change Manager confirmed that ICT had delivered staff training sessions and would check whether similar training could be arranged for members.</p> <p>UPDATE: A training session could be provided for members, however decisions on licensing and topics would need to be had prior to this and will be discussed.</p>	Corey Gooch

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✓	e)	<p>That an update of the Artificial Policy be presented to the Panel in 12 months.</p> <p>UPDATE: Added to Work Programme</p>	Democratic Services
58. 25/26		<u>25 November 2025</u> <u>NET ZERO ACTION PLAN</u>	
✓	a)	<p>Members asked how other local authorities were progressing with solar mats for fleet vehicles.</p> <p>UPDATE: The Environment and Sustainability Officer attached a case study from a waste management company and provided the following response: I have also spoken to WLDC as there were some concerns with their supplier which has left them with, in their words, a “sub optimal product” and have advised us to look elsewhere, they have recommended a company called Trailar. I have more information should we chose to investigate further including a business case and projections which WLDC have been happy to share. The procurement process would need to be very robust given WLDC’s experience. They haven’t monitored performance for quite some time which I think tells its own story. If we do take this forward, we should trial it on one or two vehicles.</p>	Dean Hemsall
✓	b)	<p>Members asked whether SHDC currently sourced green energy. Minuted meeting response: The Environment and Sustainability Officer would confirm with procurement and update the plan accordingly.</p> <p>UPDATE: The Environment and Sustainability Officer had reached out to both procurement and the energy supplier and it appears the contract for SHDC does not specifically state that electricity should be provided from renewable sources. I have asked for further clarity and to confirm the situation for ELDC and BBC as it appears they do receive “green” energy but waiting for confirmation. I will have a further chat with procurement once I know for sure and it’s something we can certainly look at once I know the terms of the contract. Noted for future action.</p>	Dean Hemsall

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✓	c)	<p>Members queried 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. Further investigations required and report/update will follow.</p> <p>UPDATE: Recycling isn't yet widespread, but things are improving. Batteries are usually sent back to the manufacturer via the dealership or garage and then passed on to one of the few recycling facilities provided by for example EcoBat and Veolia. EV batteries that are not recycled are classed as hazardous waste and disposed of accordingly with one of the major risks centred around thermal runaway, this is a scenario in which the battery catches fire due to a short circuit etc and can't be extinguished, it has to burn out on its own which can take days. Used batteries can also be repurposed for use as alternative energy storage devices such as storage for Solar. Other Whilst looking into EV battery disposal I have also discovered that recycling of solar panels, inverters and batteries is relatively easy, at a cost. Shouldn't be an issue for several years given the life expectancy of the panels, around 25 years, but worth noting should we ever need to do this.</p>	Dean Hemsall
65. 22/23		<p><u>28 February 2023:</u> <u>SPALDING CEMETERY</u></p>	
*		<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>	Marc Whelan, Andy Fisher

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		<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> <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</p>	
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