

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber at the Guildhall, Gainsborough on Tuesday 10 November 2015 commencing at 6.30 pm.

Present: Councillor Tom Regis (Chairman)
Councillor Ian Fleetwood (Vice Chairman)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Alex Bridgwood
Councillor David Cotton
Councillor Michael Devine
Councillor Giles McNeill
Councillor John McNeill
Councillor Reg Shore
Councillor Anne Welburn

In Attendance:
Ian Knowles Director of Resources
Alan Robinson Strategic Lead Democratic and Business Support
Steve Anderson Information Governance and Systems Development
Officer
Dinah Lilley Governance and Civic Officer

Apologies: Councillor Adam Duguid
Councillor Jeff Summers

Membership: Councillor Giles McNeill substituted for Councillor Jeff Summers

44 PUBLIC PARTICIPATION

There was no public participation.

45 MINUTES

The Director of Resources read out an amendment to Minute 40 - PROGRESS AND DELIVERY - SERVICES - PERIOD 2 (CPR.27 15/16) and stated that it was important for these updated figures to be included for audit purposes.

The Chief Operating Officer then updated the Committee on the planning statistics given on page 10 of the report. Updated figures included the percentage of major applications determined within the statutory timescale of

13 weeks. Last year's baseline was 60% with a target of 40%. The actual cleansed figure was 64%, to the end of August 2015, which would be updated for the next Progress and Delivery report.

For minor applications, the baseline figure for last year was 21%, the target set for this year was 65% the actual performance until the end of August was 43%. Householder applications, which we don't specifically report against stood at 55% within the target time at the end of July 2015.

RESOLVED that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on 27 October 2015 be confirmed and signed as a correct record subject to the above amendment.

46 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

47 MATTERS ARISING SCHEDULE SETTING OUT CURRENT POSITION OF PREVIOUSLY AGREED ACTIONS AS AT 2 NOVEMBER 2015 (CPR.31 15/16).

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 2 November 2015.

RESOLVED that progress on the Matters Arising Schedule as set out in report CPR.31 15/16 be noted.

48 NEW INFORMATION POLICY - BRING YOUR OWN DEVICE (CPR.32 15/16)

The Information Governance and Systems Development Officer summarised the report stating that the council was committed to flexible working and provided staff with tablet computers and smartphones to enable them to work from a variety of locations and at hours to suit their personal circumstances. The council recognised that some staff wanted to use their own mobile devices to access council applications to rationalise the number of devices they needed to carry.

Elected members were given an allowance to purchase devices of their choice to carry out their council business and these devices could be permitted to access council services such as email. However, the council also recognised that this raised a number of information security and data protection concerns because the device was owned and managed by the user rather than the council.

The Mobile Device Audit 2015 recommended that the council implement a Bring Your Own Device Policy (BYOD) to support the council's existing Flexible Working, Remote Access, and Mobile Device policies. The report introduced a

new BYOD Policy to set out the framework in which a BYOD service was to be implemented and operated. The new policy would be incorporated into the Information Security Policy Framework.

The BYOD Policy set out the council's rules with respect to:

1. the technical solution for BYOD and the security controls required;
2. the devices that may be approved for connection;
3. the approval and access provision processes;
4. the council's responsibilities;
5. the user's responsibilities;
6. actions in the event of a security incident (i.e. a user-owned device is stolen);
7. acceptable use of a BYOD service; and
8. policy compliance.

The proposed policy had been discussed at the Chair's briefing prior to the Committee and had been subsequently amended to set out selective wiping which would not erase all data on a device.

Lengthy discussion ensued with regard to Data Protection training and compliance with the policy. Various training methods were proposed and certification required, whilst acknowledging that this was not mandatory, but records would be kept on file for audit purposes. The Information Governance and Systems Development Officer would devise appropriate systems of learning and certification.

Note Councillor Bridgwood joined the meeting at 6.53 pm.

Councillor Shore raised issues such as outdated devices and encryption systems which should be used. Officers' kit was due to be subject to a rolling programme of replacement but Members had a variety of devices of varying age and capability and were given a periodic allowance to purchase the kit of their choice. Members expressed concerns about the Policy's applicability to their devices and the Director of Resources acknowledged that a risk based approach would be used to assess individual Members' access and devices.

After further extended debate it was proposed that an amendment be made to the recommendation that the policy not apply to Members until such issues could be addressed. On being moved and seconded the amended recommendation was voted upon.

RESOLVED that:

- a) the Bring Your Own Device Policy be approved and formally adopted for staff, but not apply to Members until such time as all devices used by Members can be fully accommodated into the Policy;
- b) delegated authority be granted to the Senior Information Risk Owner (SIRO) (Director of Resources) to make minor house-keeping amendments to the policy in the future, in consultation

- with the Chairmen of the Joint Staff Consultative Committee and the Corporate Policy and Resources Committee; and
- c) relevant policy statements be communicated to all staff in accordance with Approved Code of Practice (ACoP) 19 – Application of Information Policies, and to Members in a format to be agreed .

49 IT STRATEGY AND ACTION PLAN (CPR.33 15/16)

The Director of Resources showed a brief Powerpoint presentation which set out the context of the proposed IT Strategy and Action Plan.

The Strategic Drivers were described as Economic; Political; Customers and other Stakeholders expectation; and New Technology. The Vision was effective and efficient technology which supported collaboration and self reliance. The Focus was Customer Self Service and Modern working practices.

The Aims and Principles were set out as

- For the Business
 - Benefits are maximised
 - Business Continuity
 - Compliant with legislation
 - Clear roles and responsibilities
- Information
 - Data is an asset which needs to be appropriately shared with trusted partners, be easily understood and kept secure.
- Software applications
 - Strong independent testing of new and existing systems
 - Technology
 - Fit for purpose solutions which meet the needs of the service and its customers who ever they are

The next steps were to be

- Customer First
 - New Website February 2016
 - Single Customer View
 - Improved Customer Relationship management
 - Increased choice of access channels with a focus on digital
- Modern Working Practices
 - Giving officers the right Tools for the job
 - Efficient cost effective ICT (Enterprise Architecture)
 - Appropriate Governance
- Good Practice
 - Alignment with the Corporate Plan
 - Future Thinking
 - Compliance and Business Continuity
 - Performance Management

It was noted that whilst a number of officers worked within this area the strategy was the responsibility of all. Systems were owned within service areas to ensure data quality and output and the intention was to lay the foundations to take the strategy forwards.

Enterprise Architecture Principles and a five year outlook 2015-202 were set out in Appendix 3 of the report. The Architecture Principles provided a framework within which West Lindsey District Council made conscious decisions about information management and supporting ICT. They acted as a guide to establishing relevant evaluation criteria for projects, thus exerting a strong influence on the selection of products and services that make up individual solution architectures in the later stages of managing Enterprise Architecture compliance.

Members asked questions regarding the application retrospectively to existing data as opposed to just that going forward, this would be addressed in due course. Overt consent would be required and work was needed to all data sets.

Concerns were expressed that 46% of the population did not have online access and this figure rose to 74% of over 65s. It was important not to exclude this section of the population, and to maintain existing methods. The Director of Resources acknowledged that Channel Choice was an appropriate approach.

The recommendations in the report were then moved, seconded and voted upon.

RESOLVED that it was agreed that:

- a) the actions set out would support the Corporate Plan;
- b) the principles set out in appendix 3 be implemented subject to development with the Service Leadership Team; and
- c) an update report be presented to committee after six months of implementation.

50 MTFP ASSUMPTIONS (CPR.34 15/16)

The Director of Resources presented the report which set out the Proposed Underlying Principles for the Development of the next MTFP and the challenge facing the organisation and sought agreement to a number of underlying principles. These principles would include that the MTFP for 2016-21 assume the following, and were set out in section 8 of the report:

Fees and Charges

- Above inflation increases are introduced to a level that align the district with it's neighbours and like Authorities but does not become the most expensive.
- That charges are introduced where no charge is currently being made,
- Whilst car parking income already makes a contribution to the net budget position, the new Car Parking Strategy is designed to make a contribution towards the funding gap
- That the charging for green garden waste is recognised as a last resort for the Authority but is reflected as an option within the MTFP planning horizon.

Council Tax

- That Council Tax will rise by the maximum amount permitted without the need for a referendum

NNDR

- That the Council will continue to be a party to the Lincolnshire Pool

Commercial Investments

- The Local Authority will plan to borrow at significant levels to deliver a contribution from those investments. These investments may be outside the District where they are designed to deliver purely financial returns to the Authority.

Service Efficiencies

- Officers will continue to seek service efficiencies and deliver the maximum reduction in expenditure without a reduction in service levels.
- The pay award assumption will be aligned with the Government announcement of a restriction of 1% p.a. for the next four years.

The principles set out in the report were then debated by the Committee. Some felt that Council Tax should be increased by the rate of inflation, and also that Green Waste Charging should be included and not used as a 'last resort'. West Lindsey was the only authority in Lincolnshire which did not apply this charge. It was felt more important to 'grasp the nettle' of green waste charging than to risk the further demise of the town centre, and the car parking strategy should not be used to fill the funding gap.

Questions were asked as to what constituted a 'significant level' of borrowing? Whilst the Council had been debt free a reasonable amount was considered acceptable, but in the wake of the Icelandic banks downfall, prudence should be exercised. If the British government only recommended investment in European countries that should be heeded. The Director of Resources sought to assure Members that a robust business case approach was used for best financial benefit, however profit had to be incidental to operation. Effort had been made since 2012 to improve the Council's asset portfolio.

Further discussion ensued on increases to fees and charges and also staff remuneration. The Director of Resources assured Members that the report was assumptions at this stage and there was room for manoeuvre and consideration of the various aspects set out.

The recommendation to agree the assumptions was moved, seconded and voted upon.

RESOLVED that the assumptions listed in paragraph 8 of the report be agreed as the basis for developing the MTFP for 2016/2021.

Note Councillor Shore abstained from voting.

51 COMMITTEE TIMETABLES 2016-2019 (CPR.35 15/16)

The Strategic Lead - Democratic and Business Support presented the report which set out the proposed Committee timetables for the next three civic years 2016-2019. The timetables followed the current format other than the reduction of one meeting of full Council and that attempts had been made to keep particular committee meetings on regular nights of the week. Meetings could be rearranged or moved should it become necessary.

Meetings had been arranged in the best format to facilitate the conducting of statutory business of the Council. Whilst some Members were not keen to have meetings during the second half of July these were necessary to meet statutory deadlines.

It was pointed out that the grid contained Leaders Panel meetings however these were not included in the schedule. Leaders Panels did not form part of the Council's formal meeting schedule and it had been an oversight for this to be included.

The Chairman of the Governance and Audit Committee suggested that the schedule could reduce the number of Governance and Audit Committee meetings as the next agenda was very light, however the Forward Plan would be monitored in order to distribute business evenly wherever possible, and meetings could be cancelled if it proved more efficient to do so.

RESOLVED that the Committee Timetable for 2016-2019 be approved.

52 COMMITTEE WORK PLAN (CPR.36 15/16)

The Governance and Civic Officer updated the Committee Work Plan verbally with changes which had been made in the Forward Plan since the document was published.

Councillor Shore asked that Planning Policy be considered by the Committee as he had recently had concerns with the process of officer support for the Council at Planning Appeals to the Inspectorate, and also the process of Member call-in for Planning Committee determination.

It was explained that the Council's Constitution set out Planning Policy as being within the remit of the Prosperous Communities Committee, but suggested that the governance structure could be considered by the Governance and Audit Committee if it was felt necessary.

It was noted that for Planning Officers to go against their own professional recommendation was against their Code of Conduct, and also it was up to the Planning Inspectorate to determine whether an appeal be considered by written representation or hearing.

It was noted that the February meeting agenda was looking significantly heavier than January's, so requested that this be monitored at Chair's briefings to ensure better balance,

RESOLVED that the Committee Work Plan be noted.

Corporate Policy and Resources Committee – 10 November 2015.
Subject to Call-in. Call-in will expire at 5pm on Tuesday 24 November 2015

The meeting concluded at 8.09 pm.

Chairman