

**Guildhall Gainsborough
Lincolnshire DN21 2NA**

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AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee

Thursday, 12th April, 2018 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Jeff Summers (Chairman)
- Councillor Owen Bierley (Vice-Chairman)
- Councillor Mrs Sheila Bibb
- Councillor Matthew Boles
- Councillor David Cotton
- Councillor Michael Devine
- Councillor Steve England
- Councillor Ian Fleetwood
- Councillor Stuart Kinch
- Councillor John McNeill
- Councillor Tom Regis
- Councillor Trevor Young

1. Apologies for Absence

2. Public Participation Period

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. Minutes of Previous Meeting/s

To confirm as a correct record the Minutes of the previous meeting.

i) For Approval

Corporate Policy and Resources Committee meeting dated 6 February 2018. (PAGES 3 - 11)

ii) For Noting

Joint Staff Consultative Committee meeting on 29 March.

(TO FOLLOW)

4. Declarations of Interest

Members may make declarations of interest at this point or may

make them at any point in the meeting.

5. **Matters Arising Schedule** (PAGES 12 - 14)
Setting out current position of previously agreed actions as at 4 April:
6. **Public Reports for Approval:**
 - i) Corporate Environmental Sustainability Policy (PAGES 15 - 21)
 - ii) Data Protection Policy - GDPR Revision (PAGES 22 - 41)
 - iii) Data Protection Policy - Privacy Notice Revision (PAGES 42 - 59)
 - iv) Made in Gainsborough - Engineering Project (PAGES 60 - 93)
7. **Committee Work Plan** (PAGES 94 - 98)

Mark Sturgess
Interim Head of Paid Services
The Guildhall
Gainsborough

Wednesday, 4 April 2018

Corporate Policy and Resources Committee- 6 February 2018
Subject to Call-in. Call-in will expire at 5pm on 26 February 2018

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 6 February 2018 commencing at 19:53.

Present: Councillor Jeff Summers (Chairman)
Councillor Owen Bierley (Vice-Chairman)

Councillor Mrs Sheila Bibb
Councillor Matthew Boles
Councillor David Cotton
Councillor Michael Devine
Councillor Steve England
Councillor Ian Fleetwood
Councillor Giles McNeill
Councillor John McNeill
Councillor Tom Regis
Councillor Trevor Young

In Attendance:

Eve Fawcett-Moralee	Executive Director of Economic and Commercial Growth
Ian Knowles	Executive Director of Resources and S151 Officer
Tracey Bircumshaw	Finance & Business Support Manager
Michelle Howard	Wellbeing and Health Manager
Grant White	Enterprising Communities Manager
James Welbourn	Democratic and Civic Officer

Apologies: Councillor Stuart Kinch

Membership: Councillor Giles McNeill substituted for Councillor Stuart Kinch.

95 PUBLIC PARTICIPATION PERIOD

There was no public participation.

96 MINUTES OF PREVIOUS MEETING/S

The minutes of the meeting held on 11 January 2018 were approved as a correct record.

97 DECLARATIONS OF INTEREST

In response to a query from Councillor David Cotton on item 106, the Executive Director of Resources informed Members that the only approval being sought was for the joint venture,

and not any planning consent, so members of the Planning Committee should have no conflict by voting on that item.

98 MATTERS ARISING SCHEDULE

The Matters Arising schedule was noted.

99 SUPPORTING VULNERABLE COMMUNITIES PLACE BASED STRATEGY 2017

Members considered a report requesting the release of £220,000 from the 'Supporting Vulnerable Communities' Earmarked Reserve.

The Wellbeing and Health Manager introduced the item, informing the committee that the 'Supporting Vulnerable Communities – Place Based Strategy' was approved by Prosperous Communities committee on 30 January 2018.

A resource allocation of £300,000 was agreed by Council within the Medium Term Financial Plan (MTFP) in 2013/14, however that allocation was not accompanied by a specific plan to allocate the resource to specific interventions.

The £220,000 was proposed to resource the following projects:

1. Continuation of Community Payback;
2. A Private Sector Landlord Support appointment;
3. A Vulnerable Communities Enforcement Officer;
4. CCTV expansion into Gainsborough South-West Ward;
5. Grant funding provision for an organisation called Lincolnshire Action Trust – this organisation deals with support for children and young people on the subject of parental substance abuse;

Note: Councillor David Cotton declared a personal interest as community payback had been mentioned, and he was an officer of the Court.

RESOLVED:

- (1) In line with the recommendation from Prosperous Communities committee; to approve the release of £220,000 from the Supporting Vulnerable Communities Earmarked Reserve (EMR) to resource projects approved as part of the Supporting Vulnerable Communities – Place Based Strategy. Budget approval to spend is given for the following initiatives, of which £170,000 is revenue and £50,000 is capital:
 - a. SVC 01 Continuation of Community Payback (18/19 & 19/20 Revenue)
 - b. SVC 04 Private Sector Landlord Support (18/19 & 19/20 Revenue)
 - c. SVC 05 Vulnerable Communities Enforcement Officer (18/19 & 19/20 Revenue)
 - d. SVC 06 CCTV Expansion (One Off - Capital)
 - e. SVC 07 Lincolnshire Action Trust: Young Oasis (18/19 Revenue);
- (2) To agree to the issue of a grant of £40,000 to Lincolnshire Action Trust to

allow delivery of project reference SVC 07.

100 COMMUNITY GRANTS PROGRAMME

Members considered a report on the financial resources for the continuation of the community grants programme.

The following points were highlighted:

- A new structure for Community grants was approved at Prosperous Communities committee on 30 January 2018 – set out to deliver over a 5 year period;
- Match funding grant decisions will now be made by a Members' Funding Panel. This has already been established and Members are appointed through Full Council;
- Two points discussed at Prosperous Communities were as follows:
 1. Match funding percentage was set at 30% for the Match Funding Grant. This could be revisited during the delivery of the programme;
 2. The small and large community grants would end – further options could be brought back to the policy committees if and when they were required.

Following comments and questions from members, further information was provided:

- The Councillor Initiative Fund was budgeted until March 2019. Currently, residual funds in Wards cannot be used elsewhere – they must be used within the Ward;
- Flexibility in the outgoing scheme was a huge strength;

RESOLVED:

- (1) To note the figures from the past 3 years of the community grant programme;
- (2) That in line with the recommendation from the Prosperous Communities committee; to approve £500,000 to deliver the Community Grants programme, modified to meet current financial conditions over a 5 year period.

101 PERFORMANCE MANAGEMENT (PROGRESS AND DELIVERY) 2017/18 - THIRD PERIOD

Members considered a report on performance management information (progress and delivery) for the third quarter of 2017/18.

The following points were highlighted:

- The following areas were above their target performance
 1. Local land charges was achieving a turnaround of 3.7 days, under the target of 8 days;
 2. Cost of waste collection per head of population;

3. Income from trade waste;
 4. Audience figures, cost per user and surplus generated at the Trinity Arts Centre;
 5. Management of assets: void rates;
- There was now a Customer Experience Officer looking at the complaints process, and ensuring that West Lindsey District Council (WLDC) was learning from complaints;
 - The following areas of concern were:
 1. Homelessness – the Homelessness Reduction Act continued to put pressure on the team;
 2. Enforcement continued to show below target performance. Resources available for that team have been increased;
 3. Benefits service – the costs per live claim had risen. There was some support from the Department for Works and Pensions (DWP);

Following comments from members, further information was provided:

- There was a dedicated individual marketing the trade waste service, offering a better quality service than some competitors. The market share was now reaching a point of concern for others – the business plan was being reviewed to make sure WLDC is confident about the future. Officers want to ensure that growth in years 3 and 4 was achievable;
- If a claimant were dissatisfied with a response to a complaint, the next step would be to involve the Ombudsman. If the Ombudsman upholds the claim, there may be compensation. An example of two complaints in the Dunholme and Welton Ward was given – apart from officer time, there was no further cost to the Council;
- All projects listed as 'amber' in the report were on track to meet their targets.

RESOLVED to note the report.

102 DRAFT REVENUE BASE BUDGET 2018/19 AND ESTIMATES TO 2022/23

Members considered a report setting out the details of the overall draft revenue budget 2018/19, including that of Corporate Policy and Resources, and those recommended by the Prosperous Communities committee for the period 2018/19 and estimates to 2022/23.

The following information was highlighted:

- There was an increase of £722,000 from the base budget for Corporate Policy and Resources for 2017/18. This related, in part to the reprofiling of commercial properties. The net benefit has been moved a year ahead, but it was anticipated that by 2021 WLDC will generate the additional £600,000 targeted in the report;
- A budget of £200,000 was proposed for commercial contingencies, such as trade and green waste for example;

- There will be an ongoing assumption of a 2% pay award which will go into the Medium Term Financial Plan;
- For Prosperous Communities, the base budget reflected a decrease of £1.647 million; this was related to the achievements of the implementation of green waste (expected net contribution of £502,000); the leisure contract (£213,000 contribution rather than £269,000 payment); and the statutory increase in planning fee income of 20% which gives an additional £188,000;
- The Wellbeing team were successful in securing a contract with Lincolnshire County Council, in partnership with East Lindsey and North Kesteven District Councils to deliver a county-wide Wellbeing service that will generate £78,000;
- The preparation for the Budget has been given a high assurance from WLDC's auditors;
- Elements of the Budget were consulted on with events in Caistor, Nettleham and Gainsborough. In addition, there was also an online tool that could be accessed by residents;

Following questions from members, further information was provided:

- All commercial activity carries risk in terms of acquiring businesses and the delivery of returns. If expected returns from investments were not achievable officers would come up with alternative proposals;
- One commercial property has been acquired without borrowing, delivering a £150,000 return. If WLDC had borrowed, the return would be down at £90,000.

RESOLVED that:

- (1) The Corporate Policy and Resources committee Budget 2018/19 be approved;
- (2) The Prosperous Communities committee Budget 2018/19 be accepted;
- (3) The 2018/19 – 2022/23 estimates be approved for inclusion in the Medium Term Financial Plan.

Councillor David Cotton asked that his vote against the recommendations be recorded.

103 BUDGET AND TREASURY MANAGEMENT MONITORING - PERIOD 3 2017/18 INCLUDING TREASURY MID-YEAR REPORT

Members considered a mid-year report setting out the revenue, capital and treasury management activity in period 3 (up to December 31 2017) of 2017/18.

The following points were highlighted:

- The revenue forecast was showing a small net contribution to reserves of £9,000,

after taking account of £388,000 that was approved as carried forward funds;

- There were proposals within the revenue element to increase the dormant inspection for building control by 3.5%;
- An administrative fee for the withdrawal of a planning application of £50 was proposed;
- Reserves that have been approved under delegated powers by the Executive Director of Resources total £204,000 for period 3;
- In terms of capital monitoring, overall expenditure was forecast at £10.8 million, with £10.5 million of that being those projects that have been approved in tranche and 'business as usual';
- The work at the former Lidl car park included a reconfiguration and an increase in the number of spaces;
- There was an £11,000 cost for the contract price for the Bridge Street car park; this was presented as part of the Car parking Strategy that went to Corporate Policy and Resources committee in July 2017;
- The former Lidl building in Gainsborough had been purchased and was now being marketed for rental at £70,000 per annum;
- Richmond House is owned by WLDC and it was proposed to provide a third of the cost of a new conservatory;
- The benchmark for treasury management was exceeded at 0.17%;
- Total investments as at 31 March 2017 were £19.1 million; however, on 23 January an investment of £1million was made in a certificate of deposit which exceeded the counterparty limit by £500,000, and this was being investigated. There was no risk to this investment.

RESOLVED to:

- (1) Accept the forecast out-turn position of a £9,000 net contribution to reserves as at 31 December 2017;
- (2) Note the use of Earmarked Reserves during the quarter approved by the Executive Director of Resources using delegated powers;
- (3) Approve capital expenditure of £35,000 for the resurfacing of the former Lidl Car Park, £11,300 for Bridge Street extension and a £20,000 contribution towards a new conservatory at Richmond House; funding will be from the Maintenance of Facilities reserve;
- (4) Approve the Revised Capital Budget of £12.730 million;

- (5) Accept the commercial income position;
- (6) Accept the Treasury Management and Prudential Indicators to 31 December 2017 and note the breach in counterparty investment limit made on 23 January 2018;
- (7) Approve the amendment to building control fees and charges;
- (8) Approve the introduction of an admin planning fee and accept the statutory increase of 20% on planning fees.

104 EXECUTIVE BUSINESS PLAN, MEDIUM TERM FINANCIAL PLAN 2018/19 - 2022/23

Members considered a report on the Executive Business Plan, and the Medium Term Financial Plan 2018/19 – 2022/23 (which included financial strategy, financial analysis, and the Capital Programme 2018/19 – 2022/23).

The following points were highlighted:

- There was a balanced budget for the first two years of the report; however there was a significant impact of the 2% pay award, leading to a £1million gap in year 5;
- The working assumption in the report was a Council Tax rise of £4.95 on a Band D property, however the final settlement has increased the referendum threshold from 2% to 3% or £5 for shire districts;
- In the previous year, the Business Plan was presented in a 'cluster structure', which was the preferred method of the previous Corporate Leadership team. This year, it has been presented in a 'people, place' and policy' approach; the three areas are represented by each member of the Corporate Leadership team;
- It was proposed that at the end of the five year period WLDC would have reserves in excess of £10 million;
- Changes from 6 February's final settlement appear to give WLDC an additional £100,000 through the rural services delivery grant. It was proposed at that stage that that money would go into reserves;
- The potential gain from the business rates pilot would be at least £500,000;
- Officers have taken, and will take into account the changes being made to the prudential code by the Chartered Institute of Public Finance and Accountancy (CIPFA), and the guidance being released by the Ministry of Housing, Communities and Local Government (MHCLG) on investments and minimum revenue provision (MRP) policies;
- There will be a consultation in summer 2018 on the subject of business rates and the

revenue support grant (RSG).

RESOLVED to:

- (1) Recommend to Council the approval of the Draft Executive Business Plan and Draft Medium Term Financial Plan 2018/19 to 2022/23 (which will be subject to change once the final settlement is announced and the Business Rates (NNDR) Pilot gain is known);
- (2) Recommend to Council the approval of the Revenue Budget 2018/19;
- (3) Recommend to Council the Capital Investment Programme 2018/19 to 2022/23;
- (4) Delegate any housekeeping changes (including any required by the final settlement) to the Draft Executive Business Plan and the Draft Medium Term Financial Plan to the Executive Director of Resources in consultation with the Chairman of the Corporate Policy and Resources Committee prior to the final consideration by Council on 5 March 2017;

Accept the Statement of the Chief Finance Officer on the robustness of estimates and adequacy of reserves.

105 RESIDENTIAL DEVELOPMENT AT JAPAN ROAD GAINSBOROUGH

Members considered a report on housing on brownfield land in the housing zone area of Gainsborough.

The remaining land was bought from the Thonock Estate, under market value at £156,000.

The target for the site would be 40% affordable housing.

Members were supportive of the development and added that WLDC need to be aware of the green spaces and sympathetic to the development.

RESOLVED:

- (1) To agree to enter into a Joint venture Company (JVCo) with Acis Housing to deliver circa 140 new homes in line with the principles of heads of Terms set out in the report;
- (2) That Members agree that approval of the JVCo agreement and masterplan for the site development be delegated to the Executive Director of Resources to approve in consultation with the Chairman and Vice-Chairman of Corporate Policy and Resources;

That a further report be presented to April's Corporate Policy and Resources detailing the proposed Business Plan of the JVCo and the financial investment implications for West Lindsey District Council.

106 COMMITTEE WORK PLAN

The committee workplan was noted.

107 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

108 FOXBY LANE, GAINSBOROUGH - WORKSPACE PROPOSAL

Members considered a report on workspace units on the Foxby Lane Business Park.

RESOLVED to:

- (1) Approve the proposal to work in partnership with Lincolnshire County Council to bring forward a first phase of workspace units on the Foxby Lane Business Park, according to the terms outlined in the report;
- (2) Approve a capital budget for the contribution of up to £200,000 towards the cost of the scheme, in exchange for an equity share in the net rental income derived from the scheme. The equity share will reflect the value of West Lindsey District Council's investment relative to the total development cost in percentage terms. This capital investment is to be funded from capital receipts;
- (3) Agree to delegate the signing of the final legal agreement and detailed project proposals to the Executive Director of Resources in consultation with the Chairman of the Corporate Policy and Resources Committee, subject to alignment with the terms in this report.

The meeting concluded at 9.06 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation:

That members note progress on the matters arising and request corrective action if necessary.

Status	Title	Action Required	Comments	Due Date	Allocated To
Green					
	Ombudsman Costs	<p>The Executive Director of Resources was asked to provide the level of costs that the ombudsman has been paid from WLDC.</p> <p>*UPDATE - there are no contributions to the Ombudman's costs from WLDC.</p>	Executive Director of Resources can feed this back into the April committee.	12/04/18	Ian Knowles

	Counterparty breach	Cllr J McNeill asked for an update to the next available CPR committee on the counterparty breach. *UPDATE - Funds have now been returned, and the Council is not at risk. There are however still staffing procedures being followed which will conclude in April.	To either be emailed to all Members, or more likely, an update during Matters Arising.	12/04/18	Tracey Bircumshaw
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	Joint Venture - Japan Road	At the 6 Feb meeting of CPR, reco 3 of the paper on Japan Road stated that a further report would follow in April on the Joint Venture agreement. This has been delayed, and a paper will follow later in 2018	CPR committee in April to be updated of this change.	10/05/18	Eve Fawcett-Moralee
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**Corporate Policy &
Resources**

Date 12/04/2018

Subject: Corporate Environmental Sustainability Policy

Report by:

Eve Fawcett-Moralee
Economic and Commercial Growth Director
01427 676535
Eve.Fawcett-Moralee@West-Lindsey.gov.uk

Contact Officer:

Saul Farrell
Senior Project Officer
(Visitor Economy & Places)
01427 676136
Saul.Farrell@West-Lindsey.gov.uk

Purpose / Summary:

To present a proposed policy for corporate environmental sustainability and to seek approval for the adoption of the document as corporate policy.

RECOMMENDATION(S):

To endorse and authorise the adoption of the proposed Corporate Environmental Sustainability Policy as Council Policy.

IMPLICATIONS

Legal:

There are no direct legal implications arising from the adoption of this policy.

Financial : FIN/1/19/TJB

None from this report.

Staffing :

Officers have advised that there are no direct Human Resources Implications arising from this policy. The commitments engendered by the operation of this policy shall be met through existing staffing arrangements.

Equality and Diversity including Human Rights :

An initial equality and diversity impact screening assessment has been conducted in consultation with the officer responsible, it was determined that this policy has no direct impacts upon equalities and diversity, nor those defined as having a 'protected characteristic' by the 2010 Equalities Act.

Risk Assessment :**Non-Adoption**

Failure to adopt an environmental sustainability policy would result in the council being unable to submit the appropriate supporting documentation for a full application to the European Regional Development Fund (ERDF).

Climate Related Risks and Opportunities :

None.

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Introduction

- 1.1. West Lindsey District Council currently does not have any formalised policy commitment towards protecting and preserving the environment and environmental sustainability. Some aspects are covered in our five-yearly Carbon Management Plan but this will also require review subsequent to the completion of the Carbon Efficiency Project. This policy represents an opportunity for us to express our commitment as a council towards protecting our shared natural and built environment.

Background

- 1.2. Submitting a corporate sustainability policy is one of the requirements of full European Regional Development Fund bids. As the council is likely to submit a full bid under Priority Axis 6 for the Gainsborough Green Corridor and may be invited to submit a full bid under Priority Axis 3 for the Saxilby Enterprise Workspaces, the lack of a corporate sustainability policy may pose a risk to the success of our funding bids. As we worked in partnership with Lincolnshire County Council to deliver the Priority Axis 6 bid for the Gainsborough Blue Green Corridor, we were able to utilise their corporate sustainability policy. This is not an option for the funding process for these two projects, which are both likely to reach their denouement in early 2018.
- 1.3. Expressing a strong corporate commitment towards sustainability, energy efficiency and a low carbon footprint is a vital part of our agenda for sustainable economic growth. An attractive and healthy living environment is vital for ensuring a reduction in health inequalities and a rise in living standards for all in our local society. The council, as a major local employer, has a major impact upon the natural environment. Total WLDC Greenhouse Gas emissions in 2016-17 were 1592t CO₂e (Carbon Dioxide Equivalents – the standard measure recommended in Carbon Dioxide recording). This represents

a substantial reduction (21.8%) on the baseline year of our first Carbon Management Plan (2008-9). This rate of reduction is likely to accelerate subsequent to the conclusion of the Carbon Efficiency Project later this year. This is a real success story for the council and expressing our further commitment to sustainability only serves to enhance our image as a 'green council'.

- 1.4. West Lindsey District Council is also one of the few councils within the County of Lincolnshire which does not currently possess a corporate sustainability policy. Adopting this policy, with the strong commitments toward the environment that it entails, would bring us into line with policy practice across the county.
- 1.5. The proposed policy has been created in consultation with the Corporate Policy Manager and a screening assessment has been conducted in order to ensure that there are no ramifications for equality and diversity in our district.

The Policy Document is appended to this report.



Corporate Environmental Sustainability Policy

1. Introduction

Conservation of the natural environment is at the heart of all activity conducted here at West Lindsey District Council. As part of the council's ambitious regeneration Programme for Gainsborough and the wider district of West Lindsey, we are seeking to ensure that our natural environment, from the open green spaces enjoyed in our rural locales to the air quality in our urban centres, is protected and enhanced through activities undertaken by the local authority. The provision of both a diverse natural environment and aesthetically attractive amenity sites are absolutely central to the council's core agenda of making West Lindsey an attractive place to live, work and invest.

As a major local employer delivering a multitude of services, the work of West Lindsey District Council has an impact on the environment. Therefore, as an authority, we believe that any damage wrought by our activities must minimise impacts upon the environment. Furthermore, we must also act as a lead advocate for both businesses and individuals in our district reducing their impact upon our shared natural environment. This commitment arises not only from an awareness of potential threats to our local environment, but a commitment to both sustainable development and improving the quality of life for all in our local community.

2. Objectives

We wish to express our commitment to sustainability by setting the following objectives for the council:

- Minimising and mitigating any impact on the natural environment wrought by any activity undertaken by the council.
- Continuing our commitment to the enhancement of green spaces in and around the district of West Lindsey.
- Acting as a lead advocate for sustainability in our local community.

3. Our Commitment to the Environment

These goals will be met through:

- a. **Reducing Greenhouse Gas emissions**, in line with the corporate Carbon Management Plan, set every five years. This shall be achieved through reducing energy consumption and promoting energy efficiency in all activities undertaken by the council, including transport. **This will be monitored through the annual assessment and reporting of the Greenhouse Gas Emissions** (measured through Carbon Dioxide Equivalents (CO₂e)) generated by direct and indirect activity undertaken by the council.

- b. **Promote sound waste management practices** within both West Lindsey District Council and the wider district of West Lindsey. This includes re-using and re-cycling waste wherever possible.
- c. Where possible, **purchase products and services which do the least damage to the environment.**
- d. Work in partnership to **protect and enhance both the natural and built environment.** This includes a desire to ensure increased biodiversity in our green spaces and protective measures for both flora and fauna where appropriate.
- e. **Minimise water consumption** in all council buildings and on council land. We are committed to ensuring that pollution does not enter the water and we will seek to recycle water wherever possible.
- f. **A strong commitment to celebrate, protect and preserve our historic buildings, conservation areas and ancient monuments.** The utilisation of heritage assets often represents one of the most sustainable forms of development and as a council, we are **committed to heritage-led regeneration.**
- g. Work with partners to ensure that the district of West Lindsey has a **public transport system with less emphasis on polluting vehicles**, with a particular focus on promoting effective public transport in our local area.
- h. **Work with businesses, partners and others in the local community to encourage good environmental practice.**
- i. **Remain compliant with all relevant environmental legislation.**
- j. Encourage and support, where possible, the **sustainable use of local materials and expertise.**
- k. **Work with and encourage Council partners, contractors and suppliers to set and maintain environmental standards similar to the council's own high standards in environmental protection.**

The council will keep these activities under review, setting objectives, targets and responsibilities where appropriate in order to ensure that the aims and commitments expressed in this policy are met.

For more information, please contact:

Saul Farrell

Senior Project Officer

(Officer responsible for corporate sustainability)

Agenda Item 6b



**Corporate Policy and
Resources Committee**

Date: 12/4/2018

Subject: Data Protection Policy – GDPR Revision

Report by:

Director of Resources

Contact Officer:

Steve Anderson
Data Protection Officer
01427 676652
steve.anderson@west-lindsey.gov.uk

Purpose / Summary:

The General Data Protection Regulation (GDPR) comes into force on 25 May 2018. This report requests that members approve the attached Data Protection Policy and its supporting Data Breach Reporting Policy and Procedure for adoption.

RECOMMENDATION(S):

1. That members approve the revised Data Protection Policy and its supporting Data Breach Reporting Policy and Procedure for formal adoption.
2. Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: This report introduces new policies to comply with the General Data Protection Regulation (GDPR). GDPR will be brought into UK law by the Data Protection Bill (currently before Parliament) on or before 25 May 2018 at which time the Data Protection Act 1998 will be repealed.

Financial : FIN/162/18/SL

There are no financial implications arising from this report.

Please note that non-compliance with the General Data Protection Regulation (GDPR) could lead to fines of up to 20 million euros (approx. £17.5 million), or 4% of turnover for the preceding financial year, whichever is the greater.

Staffing :

None.

Equality and Diversity including Human Rights :

This report supports the rights and freedoms of all individuals by setting out West Lindsey District Council's policy for managing and protecting personal and special category personal data.

Risk Assessment: None.

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1 Introduction

- 1.1 On 25 May 2018 the General Data Protection Regulation (GDPR) will become law across all member states of the EU simultaneously. The GDPR represents the most significant change to privacy legislation in 20 years and strengthens the rights of living individuals in a complex digital age. The UK will need to comply with the GDPR while it is still a member of the EU and will still need to comply when it leaves in order maintain a level of adequacy for doing business with the EU.
- 1.2 The Council has been preparing for the change for 2 years and has put in place some of the changes necessary already. Much of the work has been hampered, however, by a lack of practical guidance but this has now started to be issued by the EU Article 29 Working Party (WP29) and by the Information Commissioner's Office (ICO).
- 1.3 This report introduces new versions of the Council's Data Protection Policy and the Data Breach Reporting Policy and Procedure which have been revised to comply with the provisions of the GDPR.

2 The Impact of the GDPR on the Council

- 2.1 The Council, because of the wide range of services it provides, can assume different roles when handling the personal data of staff and citizens. In some cases it will be a Data Controller and decide the purposes and method of processing. Sometimes it will be a Data Processor and process data on behalf of another Data Controller. The third role the Council can assume is that of a Joint Controller and share data with one or more other Data Controllers.
- 2.2 As well as strengthening the rights of individuals which will require us to process their data in a much more transparent and secure way, the GDPR introduces for the first time an explicit principle of accountability for Data Controllers. Article 5(2) of the Regulation states "the controller shall be responsible for, and be able to demonstrate compliance with, the principles [GDPR Article 5(1) a-f]". Failing to comply with the principles could lead to fines in extreme cases of up to 20 million euros (approx. £17.5 million), or 4% of turnover for the preceding financial year, whichever is the greater.
- 2.3 Unlike the Data Protection Act (DPA) 1998, Data Processors will also have some direct responsibilities under GDPR and may also be subject to fines if they don't act only on the instructions of the Data Controller who has appointed them.

- 2.4 The ICO expects Data Controllers and Data Processors to put into place comprehensive but proportionate governance measures and good practice tools, some of which, such as privacy impact assessments, are now legally required in certain circumstances.

3 The Data Protection Policy

- 3.1 The Data Protection Policy (Appendix 1) is the cornerstone of our Privacy Compliance Framework and introduces the concept of a Personal Information Management System (PIMS) to comply with British Standard 10012:2017. The Policy demonstrates our understanding of the existing legal framework and our commitment to comply with it.

- 3.2 The revised Version 4 at Appendix 1 builds on our existing Policy, introduces the key provisions of the GDPR, and sets out the Council's policy with regard to the Privacy Compliance Framework under the following main headings:

- Policy Statement
- Scope
- Objectives of the PIMS
- Related Policies
- Notification
- Responsibilities
- Background to the GDPR
- Risk Assessment
- Security of Data
- Rights of Data Subjects
- Right of Access to Data (Data Subject Access Requests)
- Disclosure of personal information about third parties
- Disclosure of personal information to third parties
- Information Sharing
- Data Quality and Integrity
- Retention and Disposal of Data
- Data Transfers
- Information Asset Register
- Complaints
- Exemptions
- Breach of the Policy
- Review of the Policy
- Appendix 1 - List of Abbreviations and Definitions used in this Document

4 The Data Breach Reporting Policy and Procedure

- 4.1 The GDPR introduces far stricter rules for reporting breaches than required under previous legislation. Under GDPR Article 33 all breaches which are likely to result in a risk to the rights and freedoms of individuals must be reported to the ICO within 72 hrs of the Council becoming aware of them. Article 34 requires the Council to communicate all breaches that are likely to result in a high risk to individuals to the affected data subjects “without undue delay”. Failure to comply with Article 34 can result in a fine not exceeding 10 million euros or 2% of turnover for the preceding financial year, whichever is the greater.
- 4.2 The new version 3.0 of The Data Breach Reporting Policy and Procedure (Appendix ii of Appendix 1) sets out the Council’s policy for responding to data breaches. It explains what constitutes a Personal Data Breach with examples, what actions to take to contain and recover from the breach, how to perform an investigation, and how to notify the ICO and affected data subjects if required.
- 4.3 Once formally adopted, comprehensive training will be provided to all staff to make sure that they can recognise a breach and take the appropriate reporting action. A mandatory requirement for contractors and third-parties who process Council data on our behalf to report breaches will be written in to the relevant data processing contracts, memorandums of understanding, or service level agreements.

5 Decisions Required

- 5.1 That members approve the revised Data Protection Policy and its supporting Data Breach Reporting Policy and Procedure for formal adoption.
- 5.2 Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policies in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of Joint Staff Consultative Committee (JSCC).

Data Breach Reporting Policy and Procedure

Document Control

Version Number	Version 2.1
Approved by	Corporate Policy and Resources Committee
Date approved	13/4/2017
Review Date	13/4/2019
Authorised by	Director of Resources
Contact Officer	Strategic Lead - Democratic & Business Support, Central Services

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1. Policy Statement

- 1.1. West Lindsey District Council (“the Council”) processes large amounts of personal and sensitive data. While we take every care to protect personal data we recognise that data breaches occur.
- 1.2. A breach is defined in Article 4(12) of the General Data Protection Regulation (GDPR) as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.
- 1.3. In the event of a data breach, it is vital we take appropriate action to assess and minimise any associated risk to data subjects as soon as possible. We must report breaches that are likely to result in a risk to individuals’ rights and freedoms to the Information Commissioner’s Office (ICO) within 72 hours of becoming aware of them. If the breach is likely to result in a **high** risk of adversely affecting individuals’ rights and freedoms, then we must inform those individuals without undue delay.

2. Purpose

- 2.1. This Policy sets out the procedure to be followed by West Lindsey District Council staff, contactors or temporary staff and third party users immediately a data breach is identified.

3. Scope

- 3.1. This Policy applies to Council staff, contactors or temporary staff and third party users who process personal and sensitive (special category) data held by the Council.
- 3.2. Personal and special category data are defined in GDPR as follows:
 - **Personal Data** – Article 4(1) defines personal data as “any information relating to an identified or identifiable natural person (‘data subject’) who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.”.
 - **Sensitive Personal Data** – the GDPR (Article 9) refers to sensitive personal data as “special categories of personal data” e.g. information specifically relating to race or ethnicity; political opinions; religious or philosophical beliefs; trade union membership; physical or mental health or condition; sex life or sexual orientation; genetic data; and biometric data. Personal data relating to criminal convictions and offences are not included but similar extra safeguards apply to its processing (see GDPR Article 10).

3.3. The principles of securing information (in accordance with Principle 6 of the GDPR), can be found in the Council's Information Security Policy.

4. Legal Context

4.1. The GDPR, the Applied GDPR and the Data Protection Act 2018 makes provision for the regulation of the processing (use) of information relating to individuals, including the obtaining, holding, use or disclosure of such information. These instruments come fully into force on 25 May 2018.

4.2. Article 5(1)(e), (Principle 6) of the GDPR states that personal data shall be "processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')." .

4.3. Article 5(2) further states that "The controller [the Council] shall be responsible for, and be able to demonstrate compliance with, [the Principles]". This is the Article 5 principle of "accountability".

5. What is a Personal Data Breach

5.1. Personal breaches are a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Some examples are:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

5.2. A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever:

- any personal data is lost, destroyed, corrupted or disclosed;
- if someone accesses the data or passes it on without proper authorisation; or
- if the data is made unavailable and this unavailability has a significant negative effect on individuals.

5.3. Examples of Data Breaches and who to notify when they occur is given at Appendix i.

6. Immediate Containment/Recovery

- 6.1. The GDPR makes clear that when a security incident takes place, the Council should quickly establish whether a personal data breach has occurred and, if so, promptly take steps to address it, including telling the ICO if required.
- 6.2. The following process is shown diagrammatically at Appendix ii.
- 6.3. A person who discovers/receives a report of an incident involving the confidentiality, integrity, or availability of Council data but which **does not** involve personal information must log an Information Governance Incident on Minerva. This will be investigated in line with the Information Security Incident Management Policy.
- 6.4. A person who discovers/receives a report of an incident involving the confidentiality, integrity, or availability of Council data **which involves personal information** must inform the ICT Helpdesk immediately. If the incident (breach) occurs or is discovered outside normal working hours, then the ICT Duty Officer (ICT Manager) must be contacted.
- 6.5. ICT Service Desk staff (or ICT Duty Officer) must ascertain whether the breach is still occurring. If so, steps must be taken immediately to minimise the effect of the breach. An example might be to shut down a system, and to alert the relevant team manager or the Out of Hours Duty Officer.
- 6.6. The ICT Service Desk staff should contact the Data Protection Officer as soon as possible. The Data Protection Officer will provide advice and ensure that an Information Governance Incident is logged and maintained in accordance with the Information Security Incident Management Policy. In order to comply with the GDPR Accountability principle, the Council **must** retain a record of **every** incident involving personal data, regardless of severity.
- 6.7. The ICT Service Desk staff in consultation with the Data Protection Officer must also consider whether the police need to be informed. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.
- 6.8. The ICT Service Desk staff must quickly take appropriate steps to recover any losses and limit the damage. Steps might include:
 - a. Attempting to recover lost equipment.
 - b. Contacting the Council's Customer Services Centre, Benefits or other relevant Council Departments, so that they are prepared for any potentially inappropriate enquiries 'phishing' for further information on the individual concerned. Consideration should be given to a global email. If an inappropriate enquiry is received by staff, they should attempt to obtain the enquirer's name and contact details if possible and confirm that they will ring the individual making the enquiry back.

Whatever the outcome of the call, it should be reported immediately to the ICT Service Desk.

- c. Contact the Communications Team so that they can be prepared to handle any press enquiries.
- d. The use of back-ups to restore lost/damaged/stolen data.
- e. If bank details have been lost/stolen, consider contacting banks directly for advice on preventing fraudulent use.
- f. If the data breach includes any entry codes or passwords, then these codes must be changed immediately, and the relevant agencies and members of staff informed.
- g. Following an assessment of the level of risk associated with the incident a decision will be taken as to who will undertake an investigation into the incident.

7. Investigation

- 7.1. In most cases, the next stage would be for an investigation team comprising the Data Protection Officer, the relevant team manager, and other relevant parties such as the Senior Information Risk Owner (SIRO) and ICT Manager, to be formed to fully investigate the breach.
- 7.2. The investigation **must** include a risk assessment to establish the likelihood and severity of the resulting risk to people's rights and freedoms. The investigation team must ascertain whose data was involved in the breach, the potential effect on the data subject and what further steps need to be taken to remedy the situation.
- 7.3. The investigation should consider the type of data, its sensitivity, what protections are in place (eg encryption), what has happened to the data, whether the data could be put to any illegal or inappropriate use, how many people are affected, what type of people have been affected (the public, suppliers etc) and whether there are wider consequences to the breach.
- 7.4. A clear record must be made of the nature of the breach and the actions taken to mitigate it.
- 7.5. The investigation must be completed urgently and wherever possible within 24 hours of the breach being discovered/reported. The risk assessment must indicate whether or not the incident needs to be reported to the ICO and, if necessary, the affected data subject(s). A further review of the causes of the breach and recommendations for future improvements can be done once the matter has been resolved.

8. Notification

- 8.1. Some people/agencies may need to be notified as part of the initial containment. However, the decision will normally be made once the investigation has taken place.
- 8.2. If the investigation team's risk assessment indicates that there is a likely risk to the rights and freedoms of individuals, the ICO **must** be notified. The Data Protection Officer is to complete the ICO's Notification Form at Appendix iii as soon as possible.
- 8.3. If the risk assessment indicates that there is a **high** risk to the rights and freedoms of individuals, then the Data Protection Officer/relevant team manager must inform affected individuals "directly and without undue delay".

9. Review and Evaluation

- 9.1. Once the initial actions required to contain and report the breach are complete, the Data Protection Officer and the relevant team manager should review both the causes of the breach and the effectiveness of the response to it. A report should be written and sent to the next available Management Team meeting for discussion.
- 9.2. If systemic or ongoing problems are identified, then an action plan must be drawn up to put these right. If the breach warrants a disciplinary investigation, the manager leading the investigation should liaise with Human Resources for advice and guidance.
- 9.3. This Policy may need to be reviewed after a breach or after legislative changes, new case law or new guidance. Consideration should be given to reviewing this policy on an annual basis.

10. Related Documents

- Data Protection Policy
- Information Security Policy
- Information Security Incident Management Policy

11. Implementation

- 11.1. This Policy takes effect immediately. All managers should ensure that all Council staff, contactors, temporary staff and third party users are aware of this Policy and its requirements. If staff have any queries in relation to the Policy, they should discuss them with their line manager, the Data Protection Officer or the People and Organisational Development Team Manager.

12. Useful Contacts

ICT Service Desk	01427 675165
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ICT Manager – ICT Duty Officer (Cliff Dean)	07583033062
Ian Knowles (Senior Information Risk Owner)	01427 675183
Emma Redwood (TM – People and Organisational Development)	01427 676591
Steve Anderson (Data Protection Officer)	01427 676652

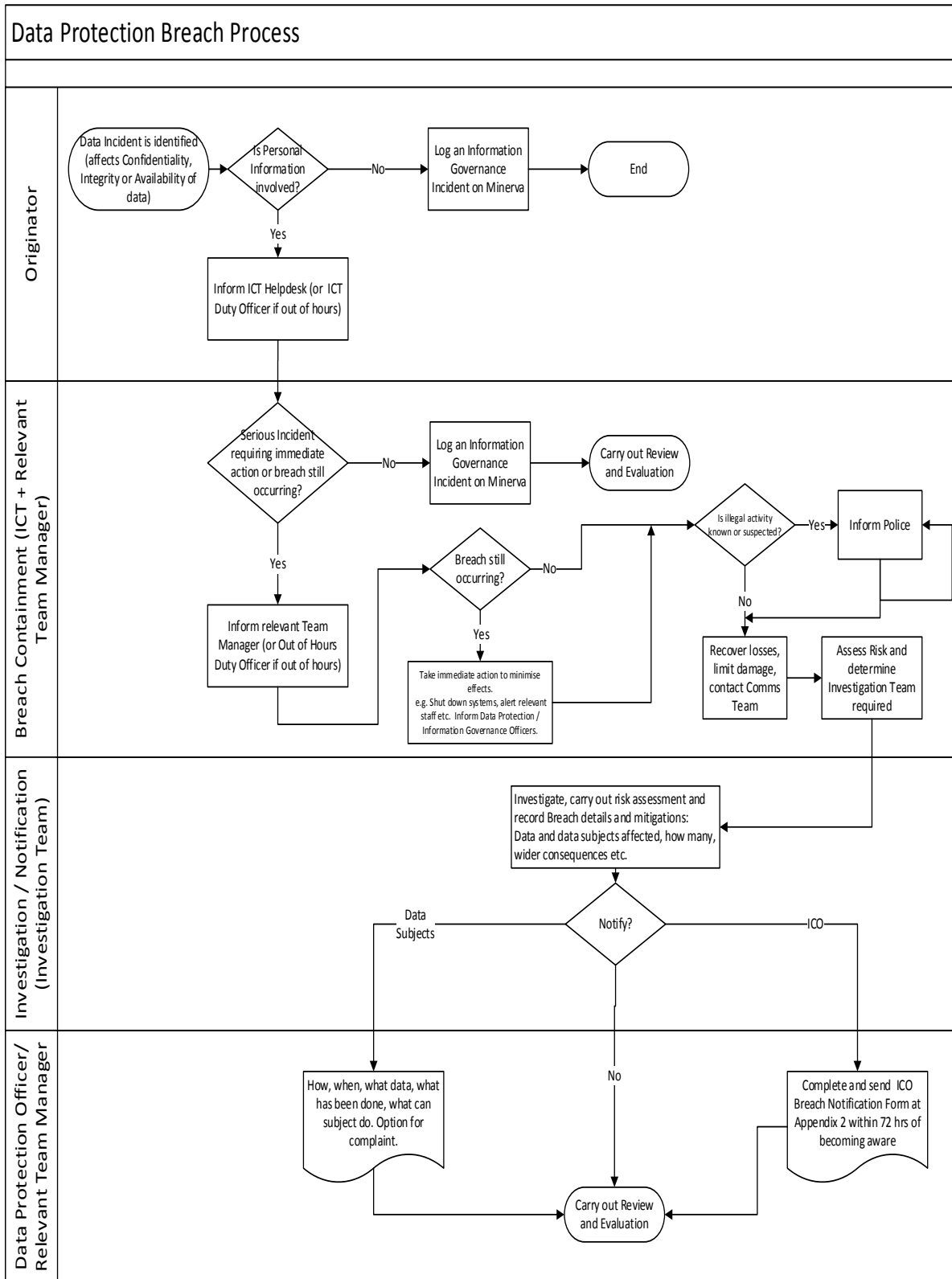
Alternative formats (ie hard copy, large print or Braille) of this procedure are available upon request.

Appendix i – Examples of data breaches and who to notify

Example	Notify the ICO	Notify the data subject	Notes
We stored a backup of an archive of personal data encrypted on a CD. The CD is stolen during a break-in.	No	No	As long as the data are encrypted, backups of the data exist, and the unique key is not compromised, this may not be a reportable breach. However, if it is later compromised, notification is required.
A power outage lasting several minutes at the Guildhall meaning customers are unable to call us and access their records	No	No	This is not a notifiable personal data breach, but still a recordable incident under Article 33(5) of the GDPR. This should be included in the Personal Data Breach Log.
We suffer a ransomware attack which results in all data being encrypted. No back-ups are available and the data cannot be restored. On investigation, it becomes clear that the ransomware's only functionality was to encrypt the data and that there was no other malware present in the system.	Yes	Only the individuals affected are notified if there is a high risk and it is clear that others were not affected.	If, after further investigation, it is identified that more individuals are affected, an update to the ICO must be made and the additional step of notifying other individuals if there is a high risk to them.
Personal data of 5000 customers are mistakenly sent to the	Yes	Yes, report to individuals depending on the scope and type	

wrong mailing list with 1000+ recipients		of personal data involved and the severity of possible consequences.	
A direct marketing email is sent to recipients in 'to' or 'cc' field, thereby enabling each recipient to see the email address of other recipients.	Yes, notifying the ICO may be obligatory if a large number of individuals are affected, if sensitive data are revealed (e.g. mailing list of a psychotherapist) or if other factors present high risks (e.g. the email contains the initial passwords).	Yes, report to individuals depending on the scope and type of personal data involved and the severity of possible consequences.	Notification may not be necessary if no sensitive data is revealed and if only a minor number of email addresses are revealed.
An individual telephones to report having received a benefit letter intended for someone else. We undertake a short investigation (i.e. completed within 24 hours) and establish with reasonable confidence that a personal data breach has occurred and it is a systemic flaw so that other individuals are or might be affected.	Yes	Only the individuals affected are notified if there is a high risk and it is clear that others were not affected.	If, after further investigation, it is identified that more individuals are affected, an update to the ICO must be made and we take the additional step of notifying other individuals if there is a high risk to them.

Appendix ii – Data Protection Breach Process Diagram





Information Commissioner's Office

Appendix iii - Data Protection Breach Notification Form

This form is to be used when data controllers wish to report a breach of the Data Protection Act to the ICO. It should not take more than 15 minutes to complete.

If you are unsure whether it is appropriate to report an incident, you should read the following guidance before completing the form: [Notification of Data Security Breaches to the Information Commissioner's Office](#).

Please provide as much information as possible and ensure that all mandatory (*) fields are completed. If you don't know the answer, or you are waiting on completion of an internal investigation, please tell us. In addition to completing the form below, we welcome other relevant supporting information, eg incident reports.

In the wake of a data protection breach, swift containment and recovery of the situation is vital. Every effort should be taken to minimise the potential impact on affected individuals, and details of the steps taken to achieve this should be included in this form.

1. Organisation details

- (a) * What is the name of your organisation – is it the data controller in respect of this breach?
- (b) Please provide the data controller's registration number. [Search the online Data Protection Public Register](#).
- (c) * Who should we contact if we require further details concerning the incident? (Name and job title, email address, contact telephone number and postal address)

2. Details of the data protection breach

- (a) * Please describe the incident in as much detail as possible.
- (b) * When did the incident happen?
- (c) * How did the incident happen?
- (d) If there has been a delay in reporting the incident to the ICO please explain your reasons for this.

- (e) What measures did the organisation have in place to prevent an incident of this nature occurring?
- (f) Please provide extracts of any policies and procedures considered relevant to this incident, and explain which of these were in existence at the time this incident occurred. Please provide the dates on which they were implemented.

3. Personal data placed at risk

- (a) * What personal data has been placed at risk? Please specify if any financial or sensitive personal data has been affected and provide details of the extent.
- (b) * How many individuals have been affected?
- (c) * Are the affected individuals aware that the incident has occurred?
- (d) * What are the potential consequences and adverse effects on those individuals?
- (e) Have any affected individuals complained to the organisation about the incident?

4. Containment and recovery

- (a) * Has the organisation taken any action to minimise/mitigate the effect on the affected individuals? If so, please provide details.
- (b) * Has the data placed at risk now been recovered? If so, please provide details of how and when this occurred.
- (c) What steps has your organisation taken to prevent a recurrence of this incident?

5. Training and guidance

- (a) As the data controller, does the organisation provide its staff with training on the requirements of the Data Protection Act? If so, please provide any extracts relevant to this incident here.
- (b) Please confirm if training is mandatory for all staff. Had the staff members involved in this incident received training and if so when?
- (c) As the data controller, does the organisation provide any detailed guidance to staff on the handling of personal data in relation to the incident you are reporting? If so, please provide any extracts relevant to this incident here.

6. Previous contact with the ICO

- (a) * Have you reported any previous incidents to the ICO in the last two years?
- (b) If the answer to the above question is yes, please provide: brief details, the date on which the matter was reported and, where known, the ICO reference number.

7. Miscellaneous

- (a) Have you notified any other (overseas) data protection authorities about this incident? If so, please provide details.
- (b) Have you informed the Police about this incident? If so, please provide further details and specify the Force concerned.
- (c) Have you informed any other regulatory bodies about this incident? If so, please provide details.
- (d) Has there been any media coverage of the incident? If so, please provide details of this.

Sending this form

Send your completed form to casework@ico.org.uk, with 'DPA breach notification form' in the subject field, or by post to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Please note that we cannot guarantee security of forms or any attachments sent by email.

What happens next?

When we receive this form, we will contact you within seven calendar days to provide:

- a case reference number; and
- information about our next steps

If you need any help in completing this form, please contact our helpline on **0303 123 1113** or **01625 545745** (operates 9am to 5pm Monday to Friday)

Agenda Item 6c



**Corporate Policy and
Resources Committee**

Date: 12/4/2018

Subject: Data Protection Policy – Privacy Notice Revision

Report by:

Director of Resources

Contact Officer:

Steve Anderson
Data Protection Officer
01427 676652
steve.anderson@west-lindsey.gov.uk

Purpose / Summary:

The General Data Protection Regulation (GDPR) comes into force on 25 May 2018. This report requests that members approve the revised Privacy Notice for adoption.

RECOMMENDATION(S):

1. To approve the revised Privacy Notice for formal adoption.
2. Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the Notice in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: This report introduces a new policy to comply with the General Data Protection Regulation (GDPR). GDPR will be brought into UK law by the Data Protection Bill (currently before Parliament) on or before 25 May 2018 at which time the Data Protection Act 1998 will be repealed.

Financial : FIN/163/18/SL

There are no financial implications arising from this report.

Please note that non-compliance with the General Data Protection Regulation (GDPR) could lead to fines of up to 20 million euros (approx. £17.5 million), or 4% of turnover for the preceding financial year, whichever is the greater.

Staffing :

None.

Equality and Diversity including Human Rights :

This report supports the rights and freedoms of all individuals by demonstrating West Lindsey District Council's compliance with the General Data Protection Regulation (GDPR) Article 5(1)(a) which states that: "Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject".

Risk Assessment: None.

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1 Introduction

- 1.1 On 25 May 2018 the General Data Protection Regulation (GDPR) will become law across all member states of the EU simultaneously. The GDPR represents the most significant change to privacy legislation in 20 years and strengthens the rights of living individuals in a complex digital age. The UK will need to comply with the GDPR while it is still a member of the EU and will still need to comply when it leaves in order maintain a level of adequacy for doing business with the EU.
- 1.2 The Council has been preparing for the change for 2 years and has put in place some of the changes necessary already. Much of the work has been hampered, however, by a lack of practical guidance but this has now started to be issued by the EU Article 29 Working Party (WP29) and by the Information Commissioner's Office (ICO).
- 1.3 This report introduces a revised version of the Council's Privacy Notice which has been updated to comply with the provisions of the GDPR.
- 1.4 The Privacy Notice combines all the requirements of a data subject's "right to be informed" as specified in GDPR Articles 13 and 14 into a single, plain English document. Published on the Council's website the document can be read by data subjects either as a complete entity or it can be linked-to from service-specific paper or electronic forms to provide supplementary privacy information required by the GDPR for that service. This complies with the "layered" approach to providing privacy information advocated by the WP29 and the ICO.

2 The Impact of the GDPR on the Council

- 2.1 The Council, because of the wide range of services it provides, can assume different roles when handling the personal data of staff and citizens. In some cases it will be a Data Controller and decide the purposes and method of processing. Sometimes it will be a Data Processor and process data on behalf of another Data Controller. The third role the Council can assume is that of a Joint Controller and share data with one or more other Data Controllers.
- 2.2 The GDPR strengthens the rights of individual's which will require us to process their data in a much more transparent and secure way and it makes us accountable for this. A failure to uphold the rights of data subjects could lead to fines in extreme cases of up to 20 million euros (approx. £17.5 million), or 4% of turnover for the preceding financial year, whichever is the greater.
- 2.3 GDPR gives data subjects a greater degree of control over the processing of their personal data by organisations. This requires us to provide individuals with concise, clear, intelligible and easily accessible information about what information we process and why, when and how we process it.

- 2.4 Unlike the Data Protection Act (DPA) 1998, Data Processors will also have some direct responsibilities under GDPR and may be subject to fines if they don't act only on the instructions of the Data Controller who has appointed them.
- 2.5 The ICO expects Data Controllers and Data Processors to put into place comprehensive but proportionate governance measures and good practice tools, some of which, such as privacy impact assessments, are now legally required in certain circumstances.

3 The Privacy Notice

- 3.1 The Privacy Notice (Appendix 1) is part of our Privacy Compliance Framework and details in a comprehensive and clear manner the categories of personal and special category data we process on behalf of:
 - visitors to our websites
 - people who register for an on-line account
 - people who register for and use our services
 - people who are referred to us by other persons, agencies, organisations
 - people who contact us with an enquiry or complaint
 - job applicants and our current and former employees
 - people who participate in publicity for the Council
 - people who are recorded on CCTV operated by the Council.
- 3.2 The Notice is published on the Council's website and demonstrates our compliance with the GDPR Article 5(1)(a) which states: "Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject".
- 3.3 GDPR gives data subjects a greater degree of control over the processing of their personal data by organisations. This requires us to provide individuals with concise, clear, intelligible and easily accessible information about:
 - Who we are and how to contact us and the Data Protection Officer;
 - Why we need to process their data and the legal basis for processing it;
 - Who we share their data with;
 - Any transfers of their data outside the EU and the safeguards used;
 - How long we keep their data;
 - Their rights;
 - Their right to lodge a complaint with the supervisory authority (the ICO);
 - Possible consequences of the data subject not providing the information; and
 - The existence and consequences of any automated decision making or profiling.

- 3.4 In line with best practice we provide this information using a layered approach. Key information is provided either verbally, when the data is collected over the telephone or face to face, or in the privacy information included with a paper or online form. In all of these methods the data subject is referred to the full Privacy Notice on the website which contains in much more detail the general information listed above.

4 Decisions Required

- 4.1 That members approve the revised Privacy Notice for formal adoption.
- 4.2 Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the Notice in future, in consultation with the chairman of the Corporate Policy & Resources committee and chairman of Joint Staff Consultative Committee (JSCC).

Privacy Notice - Appendix 1

West Lindsey District Council (“the Council”) is registered as a data controller with the Information Commissioner’s Office (registration number: Z5460805).

If you have any questions about how we handle your personal data then you can contact us by writing to:

Data Protection Officer
West Lindsey District Council
Guildhall
Marshall’s Yard
Gainsborough
DN21 2NA

email: dpo@west-lindsey.gov.uk

How we use your information

This privacy notice tells you what to expect when West Lindsey District Council (“the Council”) collects personal information. It applies to information we collect about:

- visitors to our websites
- people who register for an on-line account
- people who register for and use our services
- people who are referred to us by other persons, agencies, organisations
- people who contact us with an enquiry or complaint
- job applicants and our current and former employees
- people who participate in publicity for the Council
- people who are recorded on CCTV operated by the Council.

What is personal data?

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual). The following types of personal data may be used:

- personal details
- family details
- employment and education details
- student and pupil records
- housing needs
- lifestyle and social circumstances
- visual images, personal appearance and behaviour
- physical or mental health details
- racial or ethnic origin

- data concerning a natural person's sex life or sexual orientation
- trade union membership
- political affiliation
- political opinions
- offences (including alleged offences)
- religious or other beliefs of a similar nature
- criminal proceedings, outcomes and sentences
- goods and services
- financial details
- CCTV footage
- licenses or permits held
- business activities
- case file information

What do we use personal data for?

We use personal data for the following purposes:

- promoting the services we provide
- the provision of social services
- provision of education
- licensing and regulatory activities
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- the provision of all non-commercial activities including refuse collections from residential properties
- supporting and managing our employees
- marketing our local tourism
- carrying out health and public awareness campaigns
- managing our property
- providing leisure and cultural services
- maintaining our own accounts and records
- carrying out surveys
- administering the assessment and collection of taxes and other revenue including benefits and grants
- local fraud initiatives
- data matching under local and national fraud initiatives
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- internal financial support and corporate functions
- managing archived records for historical and research reasons

We will use personal data where one or more of the following criteria apply:

- we have your (or your appointed representatives) consent. For example, you may have indicated your consent on a paper form or on-line form on our web site

- where we have a contract with you or you have asked us to process your data prior to entering onto a contract
- where we are under a legal obligation that requires us to process your personal data
- we are protecting your vital interests, or those of other persons. For example, sharing details of your care record with a medical professional in an emergency
- where the Council is carrying out a public function, for instance, performing its safeguarding role, planning or waste services function
- where we have a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms
- it is required for the prevention or detection of crime
- it is required for obtaining legal advice or for the purposes of legal proceedings
- it is used for research purposes.

Who may we share personal data with?

To ensure that the Council provides you with an efficient and effective service we will sometimes need to share your information with other parties that support the delivery of the service you may receive or to support the carrying out of our functions.

We may provide personal data to (or receive personal data from):

- ACIS
- BHSF Ltd
- British Library
- Building Demolition consultees
- Charitable Giving
- Local Authorities
- Court Service
- Credit Reference Agencies
- Credit Union
- DCLG
- DFG Contractors
- DVLA
- DWP
- Edited Electoral Register Purchasers
- Election Candidates
- Election Staff
- Elite Pest Management
- Enforcement Agents
- Environment Agency
- Experian
- External Investigation (members code of conduct complaint)
- Fire Service
- Framework (Accommodation Managers)
- Gambling Commission
- Greenborough Management Ltd
- Health and Safety Executive

- HM Customs and Excise
- Home Office
- Homesafe
- Jury Service
- KPMG External Audit
- Landlords (Incl. previous landlords)
- LCHS (Mental Health)
- Legal Services
- Lincolnshire Police
- Lincolnshire Safeguarding Children's Board
- Lincs Homefinder partners
- Mailchimp
- MARAC Partners
- Media Outlets (press releases)
- MODUS system users
- MPs
- Other Local Authorities
- P3
- Parish Clerks
- Physiotherapist (Mulberry Health)
- Planning application consultees
- Political Parties
- Property Owners/Mortgage Holders (empty homes)
- Public Health
- Public-I
- Registered Housing Providers
- Registered Landlords
- Scarborough Tourism Economic Assessment Monitor (STEAM)
- Shopwatch partners
- Social Media platforms
- Solicitors (various, inc. John Barkers, NP Solicitors)
- Statutory Planning Consultees
- Trading Standards
- Unison
- Valuation Office
- Veterinary
- Virtual Mail Room (VMR)
- Vulnerable Adult Panel members
- WellWork
- WY Pension Fund

Will personal data ever be transferred overseas?

In some circumstances we may need to transfer personal data (including sensitive personal data (also known as Special Category data)) to other organisations who are based overseas, including countries which are outside the European Economic Area. When doing so, we will ensure that procedures and technologies are put in place to maintain the security of all personal data which is processed overseas.

Where transferring to a country that has not be approved by the European Commission (EC) as providing adequate protection of individuals' rights, one or more of the following safeguards may be relied upon:

- use of EC approved contractual terms to protect individuals' rights
- transfers to US companies that are members of the EU-US Privacy Shield and have agreed to protect individuals' rights
- companies that have EC approved internal rules to protect individuals' rights.

How long do we keep your personal information?

We maintain information in accordance with our Retention and Disposal Schedule which specifies timescales for how long we hold your information. The law may specify the minimum amount of time we have to retain certain information. Please contact the Council for more information.

What if I have any concerns about the use of personal data or its accuracy?

If you have concerns about the use of your personal data by West Lindsey District Council, or its accuracy, you may contact us at the address above.

How do we keep your information secure?

We will take appropriate steps to make sure we hold records about you in a secure way, including:

- all employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data
- we will have put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

What rights do you have in relation to your personal data?

You have a number of rights in relation to your personal data. Please note that not all rights are automatic and some may not be available in certain circumstances:

- **Right to find out about personal data we hold and ask for a copy of it (data subject access request)** - you can ask us whether we hold your personal data and you can a request a copy of the information we hold.
- **Right to withdraw your consent** – if you have provided us with consent to use your data, for instance, for marketing purposes, you have the right to withdraw your consent to stop the further use of your data for that purpose. This right may

not be available where use of your data is not reliant on obtaining consent, for instance, compliance with a legal obligation.

- **Right to object to use of your information which is likely to cause substantial damage or distress** – you may object in writing to us explaining why such use of your data is likely to cause you damage or distress and what should be done to prevent this. This right is not automatic and the use of your personal data for purposes you disagree with may be justified in certain cases even if it causes you some damage or distress.
- **Right to refer to the Information Commissioner's Office** - for independent advice about data protection, privacy and data sharing issues, or if you are still dissatisfied with how the Council have handled a complaint about use of your data, you can write to the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or email: casework@ico.org.uk.

Visitors to our websites

When someone visits the following websites:

- west-lindsey.gov.uk,
- planning.west-lindsey.gov.uk,
- licensing.west-lindsey.gov.uk,
- democracy.west-lindsey.gov.uk,
- maps.west-lindsey.gov.uk,
- west-lindsey-self.achieveservice.com,
- west-lindseycalc.entitledto.co.uk,
- trinityarts.co.uk,

we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone and we do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Please note that if you make a comment (called 'a representation') on a specific planning application via the website, both your comments and contact details will be made public as part of the planning process. Similarly, representations about Licensing

Applications made under the Licensing Act 2003 will be made public together with name and contact details.

www.west-lindsey.gov.uk may also use, on some pages, an Analysis and Feedback tool. We do not collect through the tool or transfer to it any Personal Identifiable Information.

The tool may collect and process information which is automatically and passively collected, whilst you navigate through and interact with the content on a tool-enabled site, together with information on your device or computer (such as cookies).

The sole purpose of passively collecting your information is to improve your experience when using the tool-enabled site.

Through the code embedded on a tool-enabled site, the information collected and processed includes:

Device-specific data

The following information may be collected related to your device and browser:

- device's IP address (captured and stored in an anonymized format);
- device screen resolution;
- device type (unique device identifiers), operating system, and browser type;
- geographic location (country only); and
- preferred language used to display the tool-enabled site.

User interactions

- Mouse events (movements, location and clicks)
- Keypresses

Log data

For a sampling of visitors, the tool servers automatically record information which is collected from Customer Websites and the tool site. This data includes:

- referring URL and domain;
- pages visited;
- geographic location (country only);
- preferred language used to display the webpage;
- date and time when website pages were accessed.

The tool uses a variety of services hosted by third parties, such as Google Analytics and Optimizely. These services may collect information sent by your browser as part of a web page request, such as cookies or your IP request. For information on how Google Analytics and Optimizely collect and use your information, please refer to their privacy policies. Keystrokes from password fields and fields marked as “sensitive” are never recorded or sent over the network.

Use of cookies by the Council

You can read more about how we use cookies, and how to delete or reject them, on our [Cookies page](#).

Search engine

Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either the Council or any third party.

Online reporting tools

We collect information volunteered by members of the public by surveys and forms. We only use the personal data we collect to process the information and/or to check the level of service we provide.

Security and performance

The Council's website is hosted by EasySite. EasySite processes the IP addresses of visitors to help maintain the security and performance of the website.

People who telephone us

When you call the Council we collect Calling Line Identification (CLI) information. We use this information to help improve its efficiency and effectiveness.

We also offer a translation service provided by a third party company for customers when English is not their first language. The company that provides this service does not retain any information from the calls or record them.

People who email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to make sure that any email you send to us is within the bounds of the law.

People who use Council services

We collect personal information because you have asked the Council to provide a Service (which we provide as part of our public duties); and we use that information to process and deliver the service to you. If you chose not to provide this information we will not be able to provide the service you asked for.

We will also store that information in our records for use in the future should you contact us for other services. We only collect information which is relevant to providing Council services to you; and for communicating with you regarding those services.

We will share information such as your name, address and contact details across the Council. If we have collected more specific information, or documentation relevant to a particular service you have requested, we may also share that information to other departments in the Council when that information is needed to assess and provide other services.

We do this, to reduce the amount of information you will need to provide to us when you ask for additional services; and to help us locate information about your services easily and quickly to respond to your queries.

We will share your information with internal Council departments and with partner organisations which deliver services on our behalf for the following purposes:

1. To provide information and answer any queries that you have.
2. To assess, process and provide you with services that you requested
3. To send you information about the services and topics you have asked to be kept informed about.
4. To seek feedback on the services or information you have been provided.

We will not share your information with any other third-party organisation or transfer it outside the European Union without your consent.

People who make a complaint about someone else to us

When we receive a complaint from a person about someone else (e.g. complaints regarding anti-social behaviour, excessive noise, contraventions of planning regulations etc.) we make up a file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint, assist with enforcement, and to check on the level of service we provide. We do compile and publish statistics showing information like the number of complaints we receive, but not in a form which identifies anyone.

We will never disclose the complainant's identity to whoever the complaint is about unless the complainant gives us their explicit consent or we are legally required to. We will only share personal information collected about the complaint with relevant agencies and bodies in line with our data sharing agreements.

We will keep personal information contained in complaint files in line with our retention policy. This means that information relating to a complaint will be retained for six years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

People who make a complaint about us

When we receive a complaint about us from a person we make up a file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We do compile and publish statistics showing information like the number of complaints we receive, but not in a form which identifies anyone.

We usually have to disclose the complainant's identity to the service or individual(s) that the complaint is about. This is inevitable where, for example, the accuracy of a person's record is in dispute. If a complainant doesn't want information identifying him or her to be disclosed, we will try to respect that. However, it may not be possible to handle a complaint on an anonymous basis.

We will keep personal information contained in complaint files in line with our retention policy. This means that information relating to a complaint will be retained for six years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

If a complaint is escalated to the Local Government Ombudsman we may share information regarding your complaint with them to aid their investigation. Any information that is made available to the Local Government Ombudsman will not be shared with any wider audiences.

Job applicants, current and former Council employees

When individuals apply to work at the Council, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Disclosure and Barring Service we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for one year plus the current year after the recruitment exercise has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with the Council, we will compile a file relating to their employment. We will process data about them for a variety of purposes including all aspects of the administration of their employment. The information contained in the file will be kept secure and will only be used for purposes directly relevant to that person's employment. We will not share data with third parties except where the employee has asked us to or where the Council is required to by law. Once their employment with the Council has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

Use of CCTV

The Council operates monitored CCTV systems in some of our locations used by members of the public. The purpose of this CCTV is for the safety of the public and staff at these locations and to prevent and detect crime. In locations that have CCTV there are signs displayed notifying you that CCTV is in operation.

We will only disclose CCTV images to third parties for the purposes as stated above. CCTV images will not be released to the media for entertainment purposes or places on the internet.

CCTV images will be monitored, used and retained in accordance with the council's CCTV Code of Practice. You can view the [Council's CCTV Code of Practice online](#).

You have the right to see CCTV images of yourself and be provided with a copy subject to certain criteria. Please visit our [CCTV page](#) to learn more about completing a Data Subject Access Request.

The Council also operates public space and private customer CCTV solutions. You can find out more about these services on our [CCTV page](#).

Access to personal information

The Council tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'data subject access request' under Data Protection law. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the council for any personal information we may hold about you, you need to put the request in writing either by emailing it to our Freedom of Information Department at foi@west-lindsey.gov.uk, or by writing to:

The Freedom of Information Dept.
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough
DN21 2NA

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Freedom of Information Department.

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However, when we investigate a complaint, for example, we will need to share personal information with the department concerned and with other relevant bodies.

Data matching for the prevention and detection of fraud and crime

West Lindsey District Council is required by law to protect the public funds it administers. We may share information provided to us with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

The Cabinet Office is responsible for carrying out data matching exercises.

Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

We participate in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise, as detailed [here](#).

The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under the Data Protection Act 1998.

Data matching by the Cabinet Office is subject to a [Code of Practice](#).

Complaints or queries about our collection of personal information

The Council tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on [TBD – date of adoption by CP&R].

Agenda Item 6d



**Corporate Policy and
Resources Committee**

12 April 2018

Subject: Made in Gainsborough – Engineering Project

Report by:

Eve Fawcett-Moralee
Director of Strategic Growth
01427 676535

Contact Officer:

Amanda Bouttell
Senior Growth Officer, Employment & Skills
01427 676562

Purpose / Summary:

Proposal for the delivery of a Level 3 Engineering Apprenticeship Programme in Gainsborough in partnership with Lincoln College Group and the Made in Gainsborough Engineering Consortium

RECOMMENDATION(S):

1. That Members support the proposal for officers to seek external funding for the project as a priority;
2. That Members ring-fence up to £75k of the Investment for Growth Earmarked Reserve and thereby utilise some of the gain from Business Rates to gap fund the project. This will only be utilised should the project be unsuccessful in securing external funds as outlined in 1 above and subject to the project meeting required due diligence outlined within the Gainsborough Growth Fund (GGF) process;
3. That Members agree to delegate the signing of any funding agreement to the Director of Resources in consultation with the Chair of Corporate Policy and Resources Committee, subject to alignment with the terms in this report.

IMPLICATIONS

Legal:

Lincolnshire Legal Services will advise West Lindsey District Council (WLDC) on the terms of any funding agreement to ensure compliance and to protect the interests of the Council in respect of this project. It is proposed to use the application process and contract documents already in place and approved by this Council (and Lincolnshire Legal Services) as part of the Gainsborough Growth Fund for this project.

Financial Implications: FIN/5/19

Approval of a revenue budget for the provision of funding up to £75k is required to support the investment required at Gainsborough College to deliver this project.

In conjunction with WLDC officers, the College is seeking external funding for the project from Gainsborough Development Trust and the Local Enterprise Partnership (LEP) as a priority.

As a last resort approval is required for a Capital Budget of £75k enabling WLDC to Grant Fund this project, and expenditure up to this amount. This will be funded by utilising up to £75k of the gain from the Business Rates retention Pilot scheme, which is held within the Investment for Growth Reserve.

The scheme has been subject of an Economic Impact Assessment resulting in a gross economic benefit of £1.3m.

This Grant award will be subject to meeting required due diligence and will be assessed, managed and monitored in accordance with the Gainsborough Growth Fund scheme.

Staffing :

None. This project will be dealt with internally by the Projects and Growth Team as part of their existing remit. Management of the project will be carried out by the Lincoln College Group and consortium partners, subject to agreement of terms.

Equality and Diversity including Human Rights :

This project will deliver new jobs in Gainsborough and is designed to be accessible to anyone over the age of 16. Whilst the project initially features a limited number of engineering businesses, the short term aim is to encourage other West Lindsey employers (that fall within the relevant sector Standard Industrial Classification (SIC)) to participate.

Risk Assessment:

Risk of employer disengagement: The project needs to be well organised and timely in order to meet the requirements of local employers.

Risk of poor take up by learners: A recruitment campaign is already underway, utilising various communication and media channels. Delivery of training locally is commercially competitive with providers from further afield.

Risk to quality of provision: Options to seek alternative providers in Year 2 if preferred provider is unable to deliver the outcomes outlined within the project.

Risk of outcomes not being delivered: Clawback provisions to be included in the grant terms and conditions.

Risk of Value for Money (VFM) not being achieved: Clawback provision if assets sold within 5 years

Climate Related Risks and Opportunities :

The College will seek advice to ensure the adaption of the premises and installation of equipment meet the required regulation and take into account climate change.

Title and Location of any Background Papers/links used in the preparation of this report:

(1) Office for National Statistics – Overview of the UK Population

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/articles/overviewoftheukpopulation/july2017>

(2) Annual State of the Economy Report 2017

<https://lincolnshire.moderngov.co.uk/documents/s18574/Appendix%20A.pdf>

(3) Engineering UK – State of the Nation Report 2017

<http://www.engineeringuk.com/media/1355/enguk-report-2017.pdf>

(4) National Careers Strategy 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary:

“Made in Gainsborough” is a partnership between West Lindsey District Council, Lincoln College Group, Bishop Grosseteste (BG) University and a consortium of 8 Gainsborough based engineering businesses.

The project will primarily create up to 25 Apprenticeship opportunities per year for the next 3 years with the training element delivered from the Gainsborough College campus.

In order to adapt the College facilities and purchase the necessary equipment, the capital costs have been estimated at £155k. The College have committed £80k as match funding towards the capital costs, leaving a shortfall of c. £75k. The businesses within the Consortium have committed to providing some of the capital equipment needed and this is subject to verification of value/suitability, which may result in a reduction on the overall cost/gap requirement.

Officers are seeking external funding for the project from Gainsborough Development Trust and the LEP as a priority. However, it may not be possible to acquire all of the funding to fill the gap. Members are asked to consider a request to ring fence £75k of the Investment for Growth Earmarked Reserve thereby utilising some of the gain from Business Rates retention to gap fund the project - subject to the project meeting required due diligence outlined within the GGF process.

1 Context:

- 1.1 Engineering continues to be a key sector for employment within West Lindsey and in Gainsborough in particular. Despite the decline in this sector at a national level, the District has maintained an engineering base with around 16% of total employment within manufacturing, and 6% in agriculture equating to almost 1 in 4 people. The key challenge is to sustain and modernise this important industrial sector in a difficult economic environment.
- 1.2 At a national level, the demographic profile has changed - the proportion of children in the UK population has declined from over 24% in 1975 to less than 20% in 2015. This proportion is projected to decline even further in future years. (Source: **1** - Office for National Statistics)
- 1.3 Putting this in context, although the Greater Lincolnshire general population is predicted to grow by 3% to 2020 and almost 8% by 2030, the latest research suggests that there will be “207,000 job vacancies between 2014-2024 made up of 186,000 retirements and 21,000 new jobs. It is likely that there will be an insufficient number of school leavers within that timeframe to fill them.” (**2** - The Annual State of the Economy Report 2017)
- 1.4 Engineering UK have forecast that nationally, 265,000 skilled people are needed in engineering annually through to 2024 in order to meet the demand within the sector. (**3** - State of the Nation Report: Engineering UK 2017) The employer-led engineering skills organisation Semta is concerned that the number of people required cannot all be “white males” and has stated that the sector will soon face a skills crisis unless it considers more diverse recruitment strategies.
- 1.5 In April 2017, the government introduced an Apprenticeship Levy on UK employers to fund new apprenticeships. In England, control of apprenticeship funding has been put in the hands of employers through the Digital Apprenticeship Service. The Levy will be paid by employers with a payroll bill in excess of £3m and Gainsborough engineering companies that are affected by the levy want to ensure that the revenue generated is invested back into the local economy.

2 Rationale:

- 2.1 In recent years, local established engineering businesses have invested in new premises and capital equipment, utilising schemes such as the Gainsborough Growth Fund to improve productivity and expansion. However, local forum meetings have highlighted an ongoing concern regarding an ageing workforce, competitive recruitment challenges, difficulties with succession planning, and a perceived lack of appropriate skills and training available locally.
- 2.2 Andrew Mann is Production Manager at AMP Rose and currently employs 120 people and 10 apprentices. He feels that the business is at a disadvantage due to the lack of engineering training provision available in Gainsborough. “We have been forced to use training providers in Lincoln, Scunthorpe and further afield. This can be a logistical problem for the young apprentices, it adds cost to the training and also tends to attract employees from outside of Gainsborough that often don’t stay.”
- 2.3 In the past, initiatives such as Youth 100 and Future Jobs Fund have helped to encourage local employers to provide work opportunities for young people and many employ apprentices. However local employers and training providers have noted an increase in the lack of work readiness within the 16-18 age group.
- 2.4 Employers have recognised the need to develop better links with schools, in order to articulate current labour market information and to raise awareness about the range of career and training options available to pupils. There is a strong sense that schools generally still prefer to retain students, particularly within 6th Forms. Whilst employers acknowledge the need for literacy and numeracy skills, it was felt that the attainment of GCSEs for example, is a barrier for less academic pupils to progress into the sector through Apprenticeships.
- 2.5 The demise of the Careers Service and associated provision in 2011 has had an impact on how and when pupils get access to timely careers advice and guidance. Schools are now largely responsible for providing impartial and independent careers guidance for pupils (4 - Careers Strategy, Dec 2017). Engineering employers accept they will need to work more pro-actively and efficiently with local primary and secondary schools in the future.

3 Project Background:

- 3.1 “Made in Gainsborough” is a partnership between West Lindsey District Council, Lincoln College Group, BG University and a consortium of 8 Gainsborough based engineering businesses. The project aims to:
 - Provide 15-25 Apprenticeship opportunities per year for the next 3 years.

- Specifically showcase the 8 engineering businesses that are operating successfully within the Gainsborough area.
 - Raise the general profile of the local manufacturing/engineering sector and the range of careers opportunities that are available for people over the age of 16.
 - Ensure that engineering training provision is delivered in Gainsborough.
 - Engage more effectively with schools and Colleges by training up to 10 industry educators.
- 3.2 The Engineering Consortium has agreed to provide an annual number of Apprenticeship opportunities. It's anticipated that each company within the Consortium will offer an average of 3 Apprenticeships per year for the next 3 years. Based on 8 engineering companies within the consortium, the project aims to support up to 75 Engineering Apprentices by end of 2020.
- 3.3 The Lincoln College Group will work together with the Engineering consortium to develop a two year 'Level 3 Engineering Technician' apprenticeship programme to meet the varied needs of the consortia. The first year will be a full time course from the Gainsborough College campus at the request of the employers to build the required knowledge, skills and behaviour necessary to work safely in an engineering environment.
- 3.4 The purpose of the course will be to provide young people and adults with an introduction into general engineering, to cover the varied disciplines identified by the employers, including: machining (turning and milling), mechanical and electrical maintenance, and fabrication and welding. This course will be available to all learners over the age of 16.
- 3.5 In order to improve the links with schools and Colleges, companies within the engineering consortium have agreed to participate in the Specialist Industry Educator programme delivered through B G University, which takes industry experts with specialist knowledge and connects them with Further Education (FE) Colleges and training providers. Employers will be able to influence the way their area of expertise is taught to improve students' readiness for work.
- 3.6 West Lindsey District Council has produced some bespoke marketing materials including a Made in Gainsborough brochure (attached at Appendix 1) which features each of the employers within the consortium. These will be used to target schools and careers events as part of a wider promotion and recruitment strategy. The Council are also engaged with the LEP and other funding partners to seek financial support for the project.

4 Financing the Project:

- 4.1 A key component of the project is the delivery of the Apprenticeship training course from the Gainsborough College campus. The outline costs have been provided by the College and are set out in the table below:

Capital	£155k	Adaption of College facilities. Purchase of capital equipment. Installation of equipment.
Revenue	£200k p.a.	Staffing Recruitment Student Fees Other Overheads

- 4.2 In terms of revenue, the College anticipate that the £200k per annum will be covered by income derived from students subject to achieving the minimum 15+ learners. The College have also committed a further £80k as match funding towards the capital costs, leaving a shortfall of c. £75k. The businesses within the Consortium have committed to providing some of the capital equipment needed and this is subject to verification of value/suitability, which may result in a reduction on the overall cost/gap requirement.

5 Funding the Gap:

- 5.1 The Made in Gainsborough project team have explored various sources of funding to help “plug” the £75k shortfall. These are outlined below:
- **Gainsborough Development Trust** – the trust have agreed an “in principle” offer to fund the c. £75k project shortfall outright. This is subject to a desire by the Trust to mitigate any tax liability for non-repayable grants, and to eliminate any admin/legal costs to the Council for administering the grant.
 - **Greater Lincolnshire LEP (GLLEP)** – the most recent round of Skills Capital Funding closed in Sept 2017 and this funding is currently fully allocated to projects across the GLLEP area. The LEP recognise the strategic importance of the project and have indicated that they could contribute up to £29k as a fund of last resort – subject to the required due diligence and LEP Board approval. This would reduce the overall funding gap to £45k.
 - **Gainsborough Growth Fund** – this fund may provide up to 25% towards the overall project costs, leaving a shortfall in the project of c. £25k. The project does not fit with the usual parameters of the

Gainsborough Growth Fund process but it's proposed that the Council uses its discretion to assess this project in accordance with the Gainsborough Growth Fund due diligence process, with the College as the lead applicant. If the project satisfies all aspects of this due diligence process and if alternative, external funds cannot be secured for this scheme, it is proposed that the Council contracts with the College to support this scheme up to a value of £75k.

- 5.2 It is proposed that officers continue to seek external funding for the project from Gainsborough Development Trust and the LEP as a priority. However, it may not be possible to acquire all of the funding to fill the gap. Members are asked to consider a request to ring fence up to £75k of the Investment for Growth Earmarked Reserve and utilise some of the gain from Business Rates to gap fund the project - subject to the project meeting required due diligence outlined within the GGF process.

6 Project Timeline:

Date	Action	Responsible
October 2017	Sign up Engineering businesses to the Industry Educator Programme	Mike Johnson – LAGAT
October – December 2017	Completion of Skills Needs Analysis	Coral Willcox – BGU
November 2017	Business Case submitted to Lincoln College Board Submit paper to the LEP	Michele Guest/Mark Care – Lincoln College Amanda – LEP Skills Board
November 2017	Draught marketing materials produced Case studies produced	James – Lincoln College James – Lincoln College
December 2017	Press release prepared Launch event/s in place for Jan/Feb 2018 Next Consortium Meeting	James – Lincoln College Gainsborough College
Jan-Feb 2018	Launch careers activities	All
March onwards	Process applicants	Lincoln College
April – Sept 2018	Adaption of College facilities	Lincoln College
Aug-Sept 2018	First cohort of students start the study programme	Lincoln College

7 Economic Impact Assessment

An initial Economic Impact Assessment has been carried out on this scheme and the total net outputs or benefit to West Lindsey are shown below. The scheme will deliver 24 net new jobs in manufacturing in West Lindsey and contribute an additional £1.3m to the local economy.

	Total FTE jobs	Total GVA
Net	24	£1,314,546

Footnote: Economic Impact Assessment allows a factor for 'deadweight' (outputs that would occur anyway), 'leakage' (outputs benefiting those outside of the District) and 'displacement' (outputs accounted for by reduced outputs elsewhere in the District)

8 Appendix

Copy of Made in Gainsborough Engineering Brochure

Made in GAINSBOROUGH

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Start your
Engineering
journey here!

A focus on local engineering companies and the employment opportunities they offer.

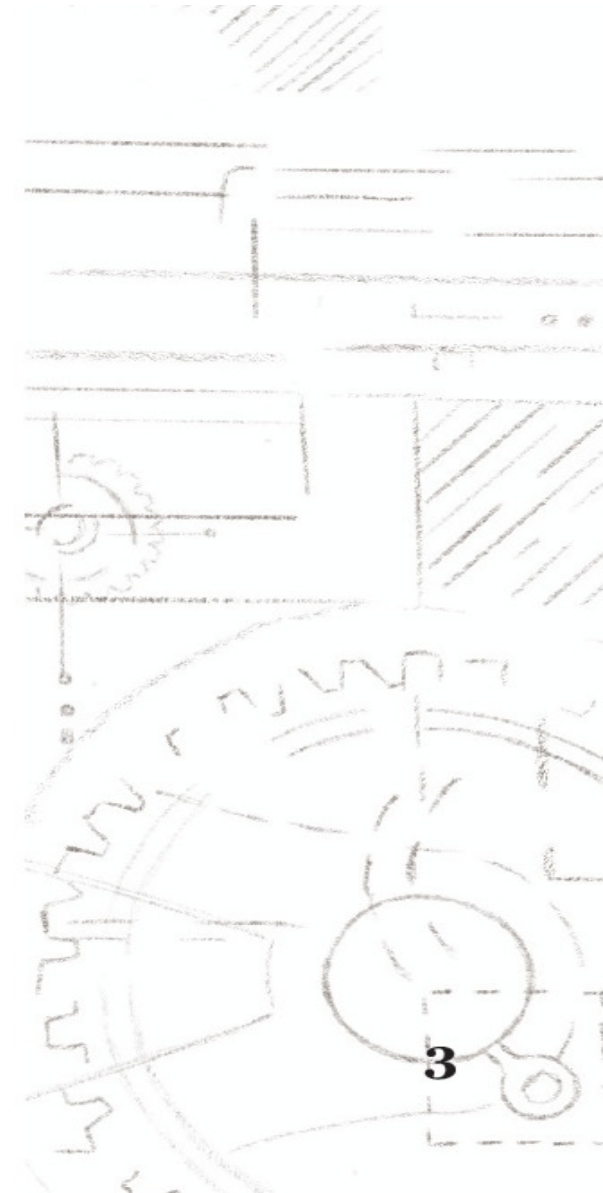


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Foreword

“

It's time for Engineering in Gainsborough to stop being the town's best kept secret!

Key engineering companies, who are passionate about developing people, skills and opportunities have formed a group called 'Made in Gainsborough'.

As chairman of the group, I firmly believe this could be the seed that grows into the solution for long-term economic sustainability.

Gainsborough has a wealth of companies who design and manufacture solutions to some of the world's engineering needs.

Together we have a number of job vacancies and we want to fill them with people who care about the town and want a chance to earn and learn and want to develop a career in the industry.

”

Paul Cook
Operations Director for Wefco
&
Chairman of Made in
Gainsborough

For advice or information, please contact Amanda Bouttell on 01427 676562 or amanda.bouttell@west-lindsey.gov.uk

Made in Gainsborough: A Local Engineering Group

Did you know:

96% of teachers said that they would recommend a career in engineering to their pupils.

Page 74
108,000 people started an engineering apprenticeship in 2017 - the UK's highest record.



Engineering continues to be a key sector for employment within West Lindsey and in Gainsborough in particular. 'Made In Gainsborough' aims to provide information about the Engineering businesses that are located here and to highlight the employment options that are available for those aged 16+.

There is a real opportunity to:

- Earn while you learn
- Progress into actual jobs
- Choose your future career



A. Schulman

We will encourage your development - you'll earn and learn whilst enjoying a rewarding job and gain experience.

**Ben Dickson,
Plant Manager**

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At A. Schulman, we are trusted to be in control of our own workload. When I started as an apprentice seven years ago, I was given all the help I needed whilst still being given creative freedom.

The management is great - I enjoy working here!

Connor Pew, 26



Our definition of success is helping you achieve yours!

A. Schulman is a forward thinking company that offers a great atmosphere as well as job security. You'll get to meet a variety of people working here and we are always evolving and developing.

Want to work for us?

We have apprenticeship and internship places and offer opportunities for work experience.



Number of employees: 4,900 employed by the company globally. 77 people in Gainsborough.

Key customers: Lego, John Deere, Kingspan Environmental.

Did you know

The Gainsborough factory opened in 1989 but A. Schulman also operates facilities in North America, Latin America, Europe, Middle East, Africa and Asia-Pacific regions.. This factory creates more than 21,000 tonnes of production per year (that's equivalent to over 5000 African elephants!)

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“ Gaining experience and earning while you learn is a great thing about apprenticeships.

At A. Schulman you are allowed the freedom to be creative and are encouraged to learn and grow.

Andy Bone, 21

”



AMProse

We employ hard working, competent and committed individuals who take pride and satisfaction from working to the highest standards.

Want to work for us?

We are looking for apprentice designers, mechanical fitters, electricians, software engineers and machinists. We offer opportunities for work experience.

“ I joined AMP Rose as an apprentice three years ago. They really helped me with my college work whilst I was learning my trade.

Charlie Mann, 21 ”



Encouraging personal development

to allow employees to reach their individual goals whilst contributing to the excellence of the team.

AMP Rose is an interesting place to work; we offer a large variety of different roles.

There are fantastic opportunities - we offer the chance to travel all over the world

We support our apprentices throughout their entire careers; into further education or into a new role within the company.

There is always room to grow and progress at AMP Rose.

**Andrew Mann,
Production
Manager**



“ I began my engineering career as an apprentice. I have been at AMP Rose nine years now.

I've travelled all over the world, to places like New Zealand and Memphis as part of my job. ”

Stephen King, 28

No. of employees: 115

Key customers: Cadbury's, Thorntons, Nestle, Walkers Crisps, Swizzels.

Did you know

You are likely to have seen our work in action before. Our machines made up part of the set for the movie 'Charlie and The Chocolate Factory' featuring Johnny Depp.

CLEAN TECH

A PLASTIPAK COMPANY

Europe's leading PET bottle
recycler, producing recycled
material for new bottles

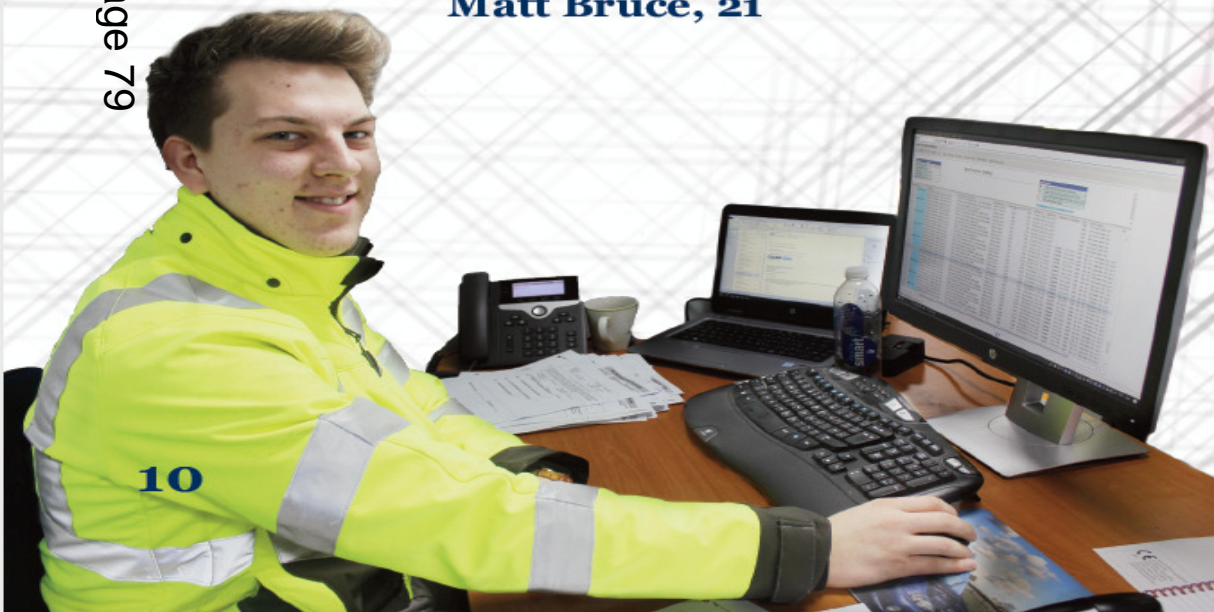
“ The engineers here are friendly and helpful. People are always willing to help and point you in the right direction. The factory is in a great location, close to both Lincoln and Gainsborough.

Matt Bruce, 21 ”

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Recycling is a growing and important market. We are continuously investing in our factory as well as our employees to ensure our position as market leader. Our people are our best asset, and we encourage further education to further enhance your personal and practical skills gained whilst working with us

**Melvyn Wain,
Engineering Manager**



10



We have the option to go on to higher education through the company, which is great! It allows us to progress within engineering.

Clean Tech is a great place for apprentices as there is such a variety of work and so much to learn!

Ryan Kirk, 20



Clean Tech is a very green business, we take waste packaging and turn it into something clean and reusable. We give our employees opportunities to progress from smaller roles into management positions with a focus on development.

Want to work for us?

Part of the multinational packaging group, Plastipak, we are looking for people to join our workforce. Our four year apprenticeship scheme provides opportunity for people who are keen to progress within the company. We offer two apprenticeship placements per year.

Number of employees: 140

Did you know: This is the biggest factory of its type in Europe.





Exhaust emissions engineering for cleaner air.

We are a leading European designer and manufacturer of exhaust and emission control systems for heavy duty vehicles and equipment. We have a reputation for engineering excellence; our products are made to the highest standards.

Want to work for us?

We are looking for test cell engineers, designers, manufacturing engineers and tool shop engineers. We have apprenticeship and Traineeship places and we offer work experience opportunities.

“ I started as a technical apprentice and have worked my way up to a senior test engineer. I had the flexibility to move around the company, trying out different roles whilst studying. You’ll learn all aspects of the business. ”

Nick Hobson, 24

“ I’m really enjoying my tool making apprenticeship. I have had the chance to try out a variety of tasks within my role. It’s great to be able to make something from nothing and to see your finished product at the end - it’s very rewarding.

Ewan Tomlinson, 16 ”

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At Eminox, we have the ability to provide young workers with a well-rounded introduction and progression into an engineering career. This allows them to earn whilst they continue to learn. They get to experience each aspect that the business has to offer so that they can find the career path that suits their skills and needs.

**Mark Runciman,
Managing Director**

Number of employees: 260

Key customers: Iveco, Caterpillar, Volvo, Arriva, Go Ahead Group, GeoCisa, Balfour Beatty and more.

Did you know

Eminox designs and manufactures emission reduction systems in Gainsborough, which have helped provide cleaner air in polluted cities across the world.



**A combined experience
of over 100 years in the field.**

Our apprentices have the opportunity to become highly skilled workers, learning from some of the highest skilled engineers in the town.

**Richard Marshall,
Managing Director**

I'm really enjoying my apprenticeship - welding is a great thing to learn and I'm hoping to do it as a long term career.

There is a great atmosphere at Hooton Engineering. ”

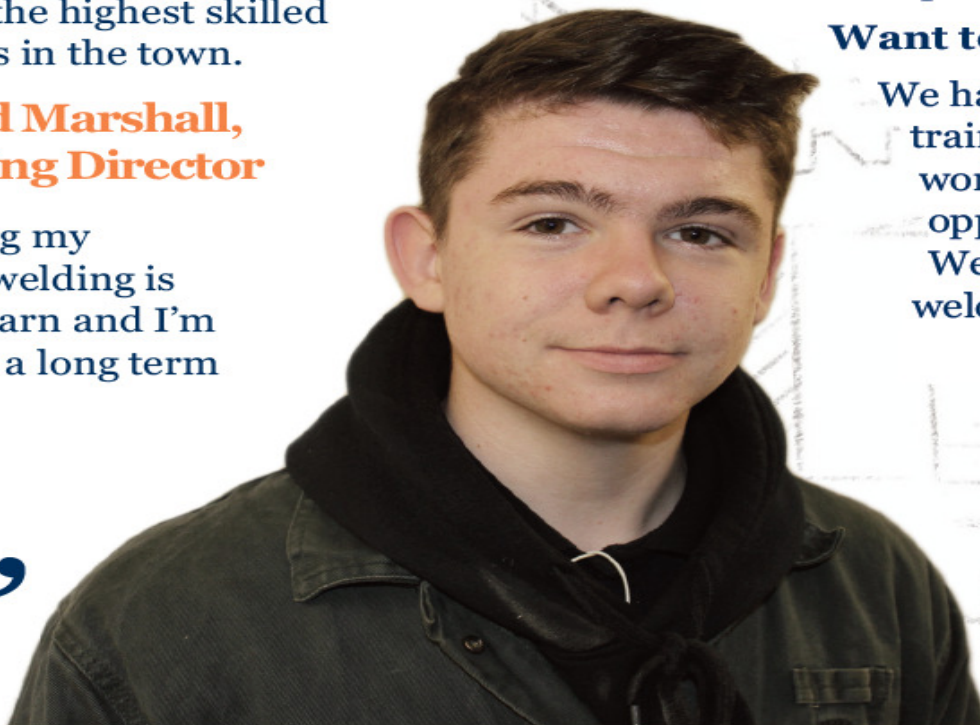
**Connor
Sargent, 16**

Our production ranges from the smallest of boxes to the largest pharmaceutical vessels and stairs - there is lots of opportunity to produce new and innovative products.

Want to work for us?

We have apprenticeship and traineeship places and offer work experience opportunities.

We are looking for fabricator welders and machinists.





Being a machinist is an opportunity to manufacture new and innovative parts for machines. It's a challenging environment and it's great to be able to create something from nothing - it's really rewarding. The skills you learn can take you anywhere in the world.

Craig Thompson, 21

”

Number of employees: 40

Key customers: Hovis, Premier Foods, Kerry Ingredients..

Did you know: Ron Hooton invented the cauliflower floretter. This made it easier to go from field to plate with less human contact.



REGAL

We create a better tomorrow by efficiently converting power into motion.

“ I really enjoy it here, Regal is a good company to work for. They really look after you and the people are great

Page 85

”
Emily Eatock, 21



Our people are energised and engaged in their work and are empowered to accomplish our objectives. Together we work as a team to make Regal successful.

**Richard Stephens,
Technical Services
Manager**

“ This is a great place to work, its a really nice environment. I have been here five years now and I love it! ”

Jarrold Dargan, 25



Number of employees: 80
Did you know: Regal is head-quartered in Beloit, Wisconsin, and has manufacturing, sales and service facilities throughout USA, Canada, Latin America, Europe and Asia.

We are a leading manufacturer of electrical motors, electrical motion controls, power generation and power transmission products serving markets throughout the world.

Want to work for us?

We have apprenticeship and graduate placements and offer work experience opportunities. Opportunities for trainees would include maintenance fitters (electrical and mechanical), design engineers, production engineers, team leaders and technical sales engineers.





We raise the quality of manufactured equipment and services by the use of modern equipment & qualified staff.

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Trepko's products are all made in house, from the designing to the manufacturing - we do it all right here!

Want to work for us?

We have apprenticeship and graduate places. We also offer work experience opportunities.



“ Trepko is a great company to work for, they really invest in you and encourage your learning. ”

Billy Thorpe, 17



“ I am enjoying my apprenticeship at Trepko. We are given responsibility and are treated the same as everybody else on the shop floor. ”
Luke Grundy, 17

In Gainsborough, there is a good growth of engineering companies. Trepko offer a broad range of products within our portfolio.

We can support you through further education, and we want to encourage your growth to allow you to have a great and successful career with us.

Mark Grundy,
Managing Director

Number of employees: 50

Did you know: Trepko have over 70 years experience in the manufacturing industry and have customers in more than 120 countries across the world.





We want to leave a positive legacy

Leaving school isn't the end of education - at Wefco, we will support you to fulfil your potential and arm you with the skills you need to succeed.

Paul Cook
Director

“

We're all a big family here at Wefco - all working together to help each other achieve our best. You gain a lot more than a trade here, you get valuable life skills too. Things aren't always easy as a female in a male dominated environment, but here I'm treated as an equal and can do anything a guy can do!

”

Lydia Uttley, 20





Established in 1971, Wefco (Gainsborough) limited prides itself on its solid reputation in the industry and commitment to their workforce and supporting young people at the beginnings of their career.

Want to work for us?

We have a number of options for those wanting to join the Wefco team - apprenticeships, internships and graduate placements. We also offer work experience opportunities.

Current openings include: technical apprentices, fabricators and welders.

Number of employees:
75

Key customers: Shell, Crown Paint, Glencore, Morrisons, Tesco and Sainsbury's

Did you know

Pressure vessels and boilers have been manufactured on this site for over 100 years! **21**



Sandars Road, Gainsborough, DN21 1RZ
01427 676730
fiona.vivian@aschulman.com

CLEAN TECH

A PLASTIPAK COMPANY

Hangar 4, Caebby Corner Estate, Gainsborough, DN21 5TU
01427 668635
info@clean-tech.eu

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Longwood Road, Gainsborough, DN21 1QB
01427 617889
sales@hootoneng.com



Marshall Way, Gainsborough, DN21 1GD
01427 612244
info@trepko.co.uk

A.Schulman is a leading international supplier of high-performance plastic compounds, composites and resins, which are used in a variety of markets.

Clean Tech, part of Plastipak, is one of Europe's leading rPET pellet and flake manufacturers. We operate the UK's largest and most technically advanced PET bottle reprocessing plant and can handle in excess of 100,000t of PET packaging every year.

Hooton Engineering Ltd design equipment or the layout of processing lines within factories and warehouses, with a combined experience of over 100 years in the field. Whether you are looking for a complete factory move or the manufacture of a single component part we can offer the solution.

The Trepko Group is one of the world's leading suppliers of packaging solutions for the food industry. With 70 years of manufacturing experience we are placed at the forefront of the packaging industry and today we can proudly say we have loyal customers in more than 120 countries across the world.

AMProse

Somerby Way, Gainsborough, DN21 1QT
01427 611969
vacancies@amp-rose.com



Eminox

Miller Road, Gainsborough, DN21 1QB
01427 810088
enquiries@eminox.com

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REGAL

Marshall Way, Gainsborough, DN21 1XU
01427 614141
info@regalmanufacturing.co.uk



Britannia Works, Spring Gardens, Gainsborough, DN21 2AU
01427 611000
JulieS@wefco.co.uk

A.M.P Rose is one of the world's leading machine builders, process and packaging solutions provider for the confectionery, chocolate and snack industries. We supply new as well as rebuilt and used machines of many types.

Eminox designs and manufactures exhaust after-treatment systems, reducing emissions from heavy-duty vehicles and equipment. We produce complete emissions systems for retrofit to meet the ever-changing demands of local air quality programmes.

Regal Beloit Corporation (NYSE: RBC) is a leading manufacturer of electric motors, electrical motion controls, power generation and power transmission products serving markets throughout the world.

Wefco develop storage and handling solutions, which solve problems and provide effective solutions without compromise.



Made in Gainsborough firms are working with Gainsborough College to create a new centre of engineering excellence in the town. This will train engineering apprentices over a two-year programme from September 2018, giving anyone over the age of 16 the chance to start earning while they upskill for a secure and lucrative career.

Find out more and apply here:
lincolncollege.ac.uk/courses/madeingainsborough



INVEST GAINSBOROUGH
LOCATION | LIFESTYLE | ENTERPRISE



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Corporate Policy & Resources Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:

1. That members note the schedule of reports.

Date	Title	Lead Officer	Purpose of the report
10/05/2018	Gainsborough Growth Fund Review	Marina Di Salvatore	to present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward
	p and d - period 4	Mark Sturgess	to present the year end position for p and d
	Revised Housing Assistance Policy	Andy Gray	To put in place revised Housing Assistance Policy for member approval

	Gainsborough Green Corridor	Elaine Poon	After the unsuccessful bid to ERDF for the Gainsborough Blue Green Corridor (including the marina) as DCLG is not supportive of a commercial marina, officers have packaged up the green elements of the bid and resubmitted it for the same funding. The outline application was submitted on 31/10/17 and officers have been invited to submit a full application. Additional funding required to carry out technical studies and match funding required.
	West Lindsey Commercial Loan Policy and Framework	Marina Di Salvatore	to consider the viability of a Commercial Loan Policy and Framework that would allow the local authority to lend money to third party organisations
	Discretionary Housing Payments Policy Review	Angela Matthews	To review and accept the updated WLDC Discretionary Housing Payments policy
	NDR - Growth Businesses	Amanda Bouttell	To propose a policy of discretionary rate relief for Growth Businesses

	Investment and Commercial Rental portfolio perf	Gary Reeve	In April's CPR it was agreed that Members receive an annual report on the Investment Property Portfolio from the Director of Resources.
	Joint Working with ACIS - Japan Road	Eve Fawcett-Moralee	Recommendation 3 of the Japan Road paper that went to committee on 06/02/18 stated that a further report would be brought to the Committee in April with a proposed Business Plan of the JVCo and the financial investment implications for West Lindsey District Council.
14/06/2018	Annual Health and Safety Report	Emma Redwood	To provide an update on the Corporate Health and Safety
	Period 4 Budget and Treasury Monitoring	Tracey Bircumshaw	To update members on forecast out-turn and to gain approval of new budgets and capital expenditure
	Review of Discipline at Work Procedure	Emma Redwood	To review and update the discipline at work procedure
	Review of Career Break Scheme	Emma Redwood	To review the Career Break Scheme
	Review of Equality Policy	Emma Redwood	To review the Equality Policy
	Proposed Gainsborough Cemetery Extension	Gary Reeve	To agree the level of support to be provided by West Lindsey DC for the preparation and delivery of land identified as extension land for Gainsborough's General Cemetery.

	Community Lottery	Grant White	To propose the introduction of a community lottery in West Lindsey
	Surestaff and WLDC Staffing Services Business Plan	Tracey Bircumshaw	To approve, as sole shareholder, the Business Plan 2018-19 to 2020-21 of Surestaff Lincs Ltd and WLDC Staffing Services
	Mobile Phone Usage Policy	Jeannette Anderson	Update the existing Mobile Phone Usage Policy to bring into line current legislative changes and trends.
	Business Plan update for Market St Renewal	Eve Fawcett-Moralee	To bring the next steps for Market Street Renewal to CPR committee.
	The Council's IT and Digital Strategy	Michelle Carrington	To follow...
	Annual Treasury Management 2017/18	Tracey Bircumshaw	This annual treasury report is a requirement of the Council's reporting procedures. It covers the treasury activity during 2017/18 and the actual Prudential Indicators for 2016/17.
26/07/2018	Review of Recruitment & Selection Policy	Emma Redwood	Review of the recruitment and selection policy
	Budget and Treasury Monitoring 1	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 1
	2017/18 Financial Review	Tracey Bircumshaw	This report provides Members with a financial review of 2017/18

08/11/2018	Market Rasen Car Parking Charges - 12month Review	Eve Fawcett-Moralee	to reviewing the car parking charges in Market Rasen to come into effect April 2019. as resolved by Cttee in October 2018
	Garden Waste Review	Ady Selby	A report on the first year of charging for Garden waste, as requested by CPR committee in December 2017
	Councillor Initiative Fund	Grant White	To present Members with an update on the Councillor Initiative Fund and give options for it's continued delivery after March 2019.
	Budget and Treasury Monitoring 2	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 2
	Committee Timetable 19/20 and beyond	Katie Coughlan	To look at dates for committee for 2019/20, and 2020/21.
07/02/2019	Medium Term Financial Plan	Tracey Bircumshaw	The MTFP for 19/20
	Budget and Treasury Monitoring 3	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 3
	Base Budget 19/20	Tracey Bircumshaw	To set the budget for 2019/20
11/04/2019	Budget and Treasury Monitoring 4	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 4