

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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## AGENDA

**This meeting will be webcast live and the video archive published on our website**

**Prosperous Communities Committee**  
**Tuesday, 30th May, 2023 at 6.30 pm**  
**Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA**

**Members:** To be confirmed at Annual Council 22 May 2023

1. **Apologies for Absence**
2. **Public Participation**  
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 11)  
To confirm and sign as a correct record the Minutes of the meeting of the Prosperous Communities Committee held on Tuesday, 7 March 2023.
4. **Matters Arising Schedule** (PAGES 12 - 13)  
Setting out current position of previously agreed actions as at 19 May 2023
5. **Members' Declarations of Interest**  
Members may make any declarations at this point but may also make them at any time during the course of the meeting.
6. **Public Reports**
  - i) Update to Central Lincolnshire Joint Strategic Planning Committee Memorandum of Understanding (PAGES 14 - 54)
  - ii) Progress and Delivery Quarter Four Report and Summary of Year End Performance 2022/23 (PAGES 55 - 100)
  - iii) Workplan (PAGE 101)

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Large Clear Print: Braille: Audio: Native Language

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Friday, 19 May 2023

Prosperous Communities Committee – 7 March 2023  
Subject to Call-in. Call-in will expire at 5pm on 23 March 2023

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 7 March 2023 commencing at 6.30 pm.

**Present:** Councillor Owen Bierley (Chairman)  
Councillor John McNeill (Vice-Chairman) and Councillor  
Mrs Tracey Coulson (Vice-Chairman)

Councillor Stephen Bunney  
Councillor Liz Clews  
Councillor Christopher Darcel  
Councillor Michael Devine  
Councillor Jane Ellis  
Councillor Mrs Cordelia McCartney  
Councillor Mrs Jessie Milne  
Councillor Roger Patterson  
Councillor Mrs Lesley Rollings  
Councillor Jim Snee  
Councillor Trevor Young

**In Attendance:**

Ady Selby	Director - Operational & Commercial Services
Emma Foy	Director of Corporate Services and Section 151
Nova Roberts	Director of Change Management, ICT & Regulatory Services
Sarah Elvin	Homes, Health & Wellbeing Team Manager
Andy Gray	Housing & Environmental Enforcement Manager
James Makinson-Sanders	Economic Growth Team Manager
Marina di Salvatore	Economic Growth Specialist
Ele Snow	Senior Democratic and Civic Officer

**Apologies:** Councillor Jaime Oliver

## 56 PUBLIC PARTICIPATION

There was no public participation.

### Statement by the Chairman

“At the last meeting held on 31 January 2023 during the Public Participation session, a speech was made by Mr Thomas in relation to the Central Lincolnshire Local Plan and specifically an allocation in the village of Welton, site reference WL/WELT/008A. During the speech Mr Thomas made a number of statements, including that the committee had previously been misled and made a decision based on incorrect information.

Mr Thomas began his speech by stating that the review of the Central Lincolnshire Local Plan had deliberately excluded public participation. It is important to go on record that this statement is incorrect and that all consultation undertaken as part of the Central Lincolnshire Local Plan was undertaken in line with statutory requirements, including the Central Lincolnshire Joint Strategic Planning Committee's adopted Statement of Community Involvement.

It is also important to clarify that two out of the three statutory consultations undertaken as part of the Central Lincolnshire Local Plan review, extended beyond the 6-week requirement. In addition, all Parish Councils were given 3 weeks' notice of the consultation starting in summer 2021, as well as access to a specific area to the consultation hub which allowed easy access to policies & allocations affecting their particular communities.

Mr Thomas also stated that this Committee was misled, during the meeting held on 3 May 2022, when considering WLDC formal response to the Regulation 19 consultation, specifically relating to a phasing requirement on site WL/WELT/008A in Policy S80.

It is correct that the phasing requirements of the site were highlighted as incorrect during this meeting, however this was on the basis that the phasing requirements were incomplete and, as well as being phased back by WL/WELT/001 and 007, the site also needed to be phased back from WL/WELT/003 which is the adjacent site.

In Mr Thomas's statement, he has interpreted this as West Lindsey being against the phasing of sites in Welton, a position which he has stated without evidence. In fact, the requirement for site 008A to be phased back from the adjacent site was as a result of the assessment of a premature planning request and was to prevent the two sites coming forward in isolation of one another.

A meeting has since taken place between Mr Thomas and two other members of the Ryland Residents Group, and Sally Grindrod-Smith, Rachael Hughes & Russell Clarkson, where Mr Thomas has acknowledged that his statement was incorrect and that the Committee was not misled during the meeting held on 3 May 2022.

As such for the purposes of public record, it is confirmed that the Prosperous Communities' Committee was not misled, and the resolution to submit comments to the Central Lincolnshire Local Plan consultation was appropriate and based on sound evidence.

This statement, as well as the response letter to Mr Thomas, will be shared with Members in the coming days."

## **57 MINUTES OF PREVIOUS MEETINGS**

The Chairman noted there were two sets of minutes for approval, and with each set taken in turn, it was

**RESOLVED** that

- a) the Minutes of the Meeting of the Prosperous Communities Committee held on 31 January, 2023 be confirmed and signed as a correct record; and

- b) the Minutes of the Concurrent Meeting of the Prosperous Communities and Corporate Policy & Resources Committees held on 24 November, 2023 be confirmed and signed as a correct record.

## **58 MATTERS ARISING SCHEDULE**

With no comments, questions or requirement for a vote, the Matters Arising schedule was **DULY NOTED**.

## **59 MEMBERS' DECLARATIONS OF INTEREST**

The Chairman declared a corporate non-pecuniary interest in Agenda Item No. 6b, on behalf of all Committee Members, in respect of correspondence from Mrs. Emma Bailey on behalf of selected landlords that had been sent to the Committee.

## **60 ARMED FORCES COVENANT DUTY**

Consideration was given to a report summarising the current position in terms of the Armed Forces Covenant Duty and seeking adoption of the action plan to ensure the duty is fully upheld. The Homes, Health and Wellbeing Team Manager explained that the Armed Forces Act 2021 placed a legal duty on specified public bodies to have due regard to the principles of the Armed Forces Covenant when exercising certain statutory functions in the fields of healthcare, education and housing. The Covenant Duty came into effect on 22 November 2022.

Members expressed their support for the Covenant and actions in place to enact the duties required of the Council. A Member of the Committee, whilst supporting the paper, commented that it was unfortunate that in today's society there was a need for such duties to be written into law. This was recognised, however it was also noted that for those leaving the Armed Forces, there were pressures and circumstances experienced that were unique to them, and the Covenant sought to ensure full support was available.

A Member of the Committee enquired as to what was put in place by the Armed Forces to signpost and support those transitioning out of Service. It was explained that part of the Council's duty was for information to be clear and accessible, and, based on the experiences of those who had approached the Council for support, it was clear the Armed Forces were sharing such information and signposting people to the appropriate services.

The Chairman thanked the Officer for the report and work undertaken, and echoed the comments of the Committee Members. He highlighted the strong associations between the Armed Forces and West Lindsey, and Lincolnshire as a whole, and, the paper having been moved and seconded, he took the vote. It was unanimously,

**RESOLVED** that:

- a) the Prosperous Communities Committee recognise the current position with

regards to the Armed Forces Covenant Duty; and

- b) the action plan be adopted to ensure the covenant duty can be met by West Lindsey District Council; and
- c) the action plan be published to the Council's website and the areas of due regard updated when actions are completed.

## **61 PRIVATE SECTOR HOUSING - OPTIONS FOR FUTURE DIRECTION**

Members heard from the Housing and Enforcement Manager who presented a report regarding the proposed options and approaches for future work within the Private Rented Sector. The Committee was reminded that in July 2022 they had made a number of recommendations to enable the Council to review its approach to improving the Private Rented Sector (PRS). As a result, a small working group of Councillors was set up to consider this subject and oversee the delivery of workshops to Councillors, aimed at identifying the priorities for the PRS and the approaches that would be preferred to address these. The working group was made up of five Councillors and the commitment and contribution of the working group was noted as key to ensuring that this piece of work developed and evolved over the period of time since July 2022. They also played a key role in reviewing and amending the format of the Councillor workshops which were held in December.

The Housing and Enforcement Manager summarised the options that had been considered, and the rationale for the working group recommending option D, that being, to choose to revisit Selective Licensing at a future date with new data and new proposals. It was recognised that a combination of approaches might be needed in order to deal with the scale of the challenge faced by the Council and Members were asked to focus on their decision in relation to Selective Licensing and from this, consider the approach that they might wish to take for any other activities. It was highlighted that the pros and cons of the various approaches could be seen within the workshop slides that had been distributed to all Councillors, and could also be found at appendix 2 of the report.

The Chairman thanked the Officer and also the Members of the working group. He recognised the importance of PRS throughout the district and highlighted the value of the focus of work on this area.

Vice Chairman Councillor T. Coulson, as Chairman of the Working Group, reiterated thanks and also informed Members that the email referenced earlier in the meeting during Declarations of Interest had been responded to. She highlighted that the working group had spent considerable time discussing the situation and processes, with the focus now to agree a way forward. She recognised that proactive engagement with landlords would be key, and, in voicing her support for the recommendations as printed in the report, moved the paper.

A Member of the Committee voiced his concerns regarding the money that had been spent on the previous consultation for Selective Licensing and questioned the sense behind repeating that process, stating his belief that the scheme had not previously worked to address wider issues such as poor quality housing, energy inefficiency and levels of anti-social behaviour (ASB). He highlighted the need to address those areas of concern, which

he did not feel would be achieved through Selective Licensing. He commented that, whilst ASB should be a problem for the Police to address, there did not seem to have been any improvements despite multiple reports of such. The Member also queried whether Councillors could be provided with a flow chart of sorts, in order to assist with resident enquiries about ASB, and further questioned why there was a proposed six-month timescale for any future report.

In response, the Chairman commented that he felt it was necessary to disaggregate ASB and housing conditions in the Private Rented Sector, as there would be houses in the PRS where ASB was not an issue, equally there would be troubles with ASB related to homes that were privately owned or rented through housing associations. He stated the Council's duty to look after residents in PRS housing, stating a well-publicised case of avoidable death that had occurred nationally. He then requested the Housing and Enforcement Manager to provide further clarity on the points raised.

Members heard that the intention of revisiting the matter with a future report to the Committee within the six-month timescale, was to subsequently set out a policy relating to Selective Licensing, whether that be to re-implement, or not, or another option. It was highlighted that there was no commitment being sought at this stage, however the working group had emphasised the need to have some time for Officers to undertake some focussed proactive work and see what the situation was following that. It had been clear within the working group meetings that the scale of problems to be addressed could not all be dealt with using Selective Licensing and there was no one simple solution. Whatever the future approach may be, there did need to be a Council policy agreed alongside relevant costings.

In reference to concerns regarding ASB, it was highlighted that Selective Licensing had been the only 'housing based' tool to address instances of ASB, and that in the absence of Selective Licensing, Officers had to rely on other avenues of enforcement. However, the team were working to 'scale up' the statutory work, collecting data such as energy efficiency, in order to understand the scale of the issue.

Members were also informed that any subsequent report would be brought before the Committee within six months, meaning it could be brought sooner if Committee so wished, but no later than the six-month mark.

The Member of the Committee who had voiced those concerns answered by the Officer expressed his assent that his questions had been addressed, and the Chairman sought further comments from Members.

The suggestion of a flow chart for Members to have as a quick reference guide was supported and it was hoped this could be included in the Member Welcome Pack for all Councillors after the elections in May 2023. It was also requested that any future iteration of the Committee be provided with full background information to this matter, in order to fully understand the history and breadth of consideration required. It was confirmed that any future Committee Members would be fully briefed.

During the course of further discussions, Members highlighted the need to work with other agencies to address some of the issues raised, such as the Police, Parish Councils, as well as increasing accessibility and ease of use of any such information on the Council website, in order that residents and communities knew who and where to approach with their

concerns. There were further comments regarding the impact of ASB on individuals and communities, with circumstances such as a lack of facilities for young people, being cited as a possible cause. The suggestion for multi-agency working, for example with the education sector, was recognised as a positive holistic approach.

In response to concerns raised that there was no immediate solution to either ASB or the PRS, the Housing and Enforcement Manager clarified that it had not been the remit of the working group to solve ASB in the district. The matter in hand was management of the PRS and its condition. If there needed to be a broader piece of work regarding ASB, it could be looked at separately.

With no further comments from Members of the Committee, and having extended his thanks again to all involved, the Chairman read aloud the recommendations contained within the report and, having been moved and seconded, he took the vote. It was

**RESOLVED** that:

- a) the policy position in regards to selective licensing be agreed as “Option D”, as set out in the options table on page 8 of the report, and that the timeframe for revisiting selective licensing be scheduled to be between 12 and 24 months; and
- b) a further report be brought back to the Prosperous Communities Committee within 6 months to outline the proposed future approach for delivery.

## **62 APPROACH TO ENVIRONMENTAL CRIME**

Members gave consideration to a second report from the Housing and Enforcement Manager, seeking approval for the new Environmental Crime Policy and the Environmental Crime Commitment.

It was explained that the Council had not previously had a formal policy relating to its environmental crime work and it would sit alongside other service based policies, and be informed by the broader Corporate Enforcement Policy. Environmental crime continued to be a high-profile area of work for the Council. This had been identified by residents and Councillors in various forums over the previous 12 to 18 months. The Council’s approach to environmental crime was seen as a key issue and was also specifically identified within the Corporate Enforcement Policy workshops for Councillors that were held in August 2022. The proposed policy aligned with the overall strategic aim within the Corporate Plan which was to “Create a safer, cleaner and greener district in which to live, work and socialise”. It also sought to outline the key work areas for which the Council was responsible, and to compliment and work alongside the objectives of the Lincolnshire Environmental Crime Partnership. Additionally, the Environmental Crime Commitment sought to outline the work that the Council were undertaking to tackle this issue, as well as to set out what was aimed to be achieved in the coming 18 to 24 months. It was confirmed that the document was proposed to be the public facing element of the policy that could be used to raise awareness of environmental crime and its impacts.

The Chairman thanked the Housing and Enforcement Manager and invited comments from



Members. There was widespread support for both the Policy and the Commitment, with Members noting it was a positive way forward. It was also recognised that where there were still improvements to be made, it was equally important to be open with residents. The example was provided of roadside litter, with some volunteers for litter picking reporting they had been stopped from undertaking voluntary litter picks. In response to this, Officers confirmed there were locations and situations where it was simply too dangerous for volunteers to undertake litter picking, however the Council worked hard with volunteers to support them and facilitate their efforts. The Chairman, and many Members of the Committee, expressed their thanks for the sterling efforts of the volunteers across West Lindsey.

There were considerable discussions regarding district-wide concerns, such as dog fouling, with Officers explaining that targeted enforcement could be undertaken if sufficient reports were received by residents regarding problem areas. Similarly, if a person had dashcam footage of other vehicles littering, this could be submitted to the Council and there were instances of enforcement action being successful following the receipt of such footage.

There was a general consensus that more could be implemented at a national level, with the suggestion for Government to be lobbied on the matter.

**Note:** Councillor S. Bunney left the Chamber at 7.52pm and returned at 7. 53pm

There was further discussion regarding other common issues across the district, such as the abandonment of shopping trolleys and fly-tipping. It was noted that the Council had initiated awareness stickers and tape, in order to both avoid multiple reports of the same fly-tip and reassure residents that it was being dealt with. Additionally, the new CRM system meant that reports of fly-tipping were sent directly to operatives, enabling a faster response and direct resolution information sent back to the reporting person. Members requested that thanks be extended to the teams dealing with the suite of environmental crime issues.

**Note:** Councillor R. Patterson left the Chamber at 7.56pm and returned at 7. 58pm

Following further discussion regarding littering, dog fouling, the need for a multi-faceted approach, and the importance of educating children from a young age, and with no further comments being forthcoming, the Chairman thanked all Members of the Committee for their thorough and thoughtful consideration of the report as presented and the issues it sought to address. Having been moved, seconded, and voted upon, it was unanimously

**RESOLVED** that:

- a) the Environmental Crime Policy, as shown in appendix 1, be approved; and
- b) the Environmental Crime Commitment, as shown in appendix 2, be approved; and
- c) minor amendments to the policy be made in line with the scheme of delegation by the Director – ICT, Change Management and Regulatory Services with the consultation with the Chairman of the Committee.

## **63 ECONOMIC RECOVERY PLAN ANNUAL UPDATE**

Consideration was given to a report providing the annual update on progress with delivery of the Economic Recovery Plan. The Committee heard from the Economic Growth Team Manager who explained that, in December 2021 the Committee approved the West Lindsey Economic Recovery Plan, which identified a programme of pan-council activities that would contribute towards the District's on-going recovery from the COVID-19 pandemic. Additionally, the Plan had the aligned purpose of informing both the next iteration of the Economic Growth Strategy, which was due by 2024, and the emerging Corporate Plan. As part of that approval, it was recommended that Members receive an annual update on progress against the agreed action plan. As such, appendix 1 of the report provided Members with a detailed update on progress, as of December 2022, against all of the actions within the Plan and a status position for each action.

It was noted that progress could be broadly categorised as ongoing, complete, superseded or deferred activity. Where an action had been superseded or deferred, reasons were provided. The progress update would provide Members with the assurance that progress was being made against each of the priority areas within the Economic Recovery Plan.

It had been recognised at the point of adoption that the Recovery Plan would be an ever-evolving document and since the plan was adopted the national policy environment had continued to evolve. The Council had developed and adopted a full UKSPF Investment Plan and this had reshaped how the Council would deliver against a number of the actions identified within the Plan.

Within the report papers, Members were referred to appendix 2, which provided an infographic summarising progress to date in a more digestible format, and appendix 3 provided an assortment of testimonials from local businesses that had benefited from ARG funded business support.

The Committee heard that the Growth Team were beginning to work on the development of the new Economic Growth Strategy and the paper under consideration at this meeting, also sought agreement that the final Economic Recovery Plan progress update be provided as part of the Economic Growth Strategy evidence base review, which would be presented to the Committee within the report to consider the new Economic Growth Strategy (by March 2024).

It was highlighted that the details within the report papers identified the significant, positive progress the Council had collectively made so far towards post-pandemic recovery, and the Economic Growth Team Manager extended his thanks to both Marina Di Salvatore and Claire Hill for their work collating the report, infographic and business testimonials. He also extended his thanks to the wider officer cohort for their cumulative effort in providing timely updates on progress towards the delivery of the plan.

Members of the Committee thanked the Economic Growth Team Manager for his clear and detailed summary, and echoed his thanks to all Officers involved. Members expressed their support for the paper, as well as noting the detailed environmental and climate related risks and opportunities, and praised the ease of use of the Infographic.

Having been moved, seconded, and voted upon, it was unanimously

**RESOLVED** that:

- a) the progress with delivery of the Economic Recovery Plan be noted and supported; and
- b) the final update on progress with delivery of the Economic Recovery Plan be received by the Prosperous Communities Committee as part of the Economic Growth Strategy, due by March 2024.

**64 WORKPLAN**

On consideration of the Committee Work Plan, detailing items of business due at upcoming meetings, the Chairman stated the item was to be noted, unless Members had any comments or questions.

A Member of the Committee, referencing discussions earlier on in the meeting, suggested that a future item be considered by the Committee regarding the Council's approach to anti-social behaviour. Vice Chairman Councillor J. McNeill suggested that the item be included for discussion at the first Chairman's briefing of the new Civic Year. This would allow for the item to be fully considered and future actions agreed.

It was also suggested that early communication with Parish Councils be included, in order that they could begin collating information regarding issues in their parishes.

With no further comments, the work plan was **DULY NOTED**.

As the final meeting of the Committee for the current Civic Year and term of office, the Chairman extended his thanks to all Members of the Committee for their involvement and input over the preceding four years, stating it was a privilege to hold the seat of Chairman. He also requested that his thanks to all Officers be placed on record, for their hard work and dedication. In bringing the meeting to a close, the Chairman wished all present his best regards for the future.

The meeting concluded at 8.29 pm.

Chairman

## Prosperous Communities Matters Arising Schedule

**Purpose:** To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

**Recommendation:** That Members note progress on the matters arising and request corrective action if necessary.

### Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>Monitoring of Air Pollution Across the District</b>	Response required to the request from Prosperous Communities Committee (31 Jan 2023) to consider purchasing a portable device to measure air pollution, to be available to loan out across the district.	<b>Response sent by e mail to Cllr Bunney on 3.3.23 Copy of response also sent to SGS, Ele Snow and Katie Storr.</b>	07/03/23	Andy Gray
Black	<b>Council's Approach to Anti-Social Behaviour</b>	<p>PC 07/03/23: A Member of the Committee, referencing discussions earlier on in the meeting, suggested that a future item be considered by the Committee regarding the Council's approach to anti-social behaviour. [Vice Chairman] suggested that the item be included for discussion at the first Chairman's briefing of the new Civic Year.</p> <p>It was also suggested that early communication with Parish Councils be included, in order that they could begin collating information regarding issues in their parishes.</p>	<b>Item added to Chairs' Briefing agenda</b>	31/05/23	Andy Gray
Black	<b>Private Rental Sector - Follow Up Report</b>	PC 07/03/23: PRS - Approve that a further report be brought back to Prosperous Communities Committee within 6 months to outline the proposed future approach for delivery.	<p><b>Please add to forward plan</b></p> <p><b>AG - added to forward plan for PCC 11/7/23</b></p>	07/09/23	Andy Gray
Black	<b>Record of Thanks</b>	PC 07/03/23: enviro cleaning - Members requested that thanks be extended to the teams (enforcement, street cleansing, waste operatives etc) dealing with the suite of environmental crime issues.		31/03/23	Ady Selby
Black	<b>Preparation for Internal Audit Plan</b>	It was requested that the MO consider whether Grant Funding should be included in the Internal Audit Plan (PC cttee 6 Dec 2022)	<b>reallocated to new MO for consideration</b>	31/03/23	Jeanette McGarry
Black	<b>Armed Forces Covenant Duty</b>	PC Cttee 07/03/23: That the action plan is published to the Council's website and the areas of due regard updated when actions are completed.		01/05/23	Sarah Elvin

<b>Green</b>	<b>Further Education Task Force - future reporting</b>	Extract from mins of mtg 19/7/22 (b) a quarterly update report from the Further Education Taskforce be received by the Prosperous Communities Committee on a quarterly basis;	<b>Please ensure these reports are added to the Work Plan for PC Cttee</b>  <b>First meeting of the group took place Feb 2023, updates to be scheduled accordingly</b>	31/05/23	Grant White
<b>Green</b>	<b>Flowchart re DFGs for Councillors' Induction</b>	Requested at Prosperous Communities Committee (31 Jan 2023) that the Member Induction Welcome Pack include a form of flowchart re DFGs process, for Members to have easy reference to.	<b>Reallocated to Democratic Services to be loaded to library for quick access</b>	30/06/23	Ele Snow
<b>Green</b>	<b>Parking Strategy - Future Considerations</b>	Following discussions at PC Cttee meeting 19 July 2022, considerations for the refresh of the Parking Strategy should include details on opportunities to "green" the strategy as well as reconsidering options for motorhome and caravan parking, in relation to the visitor economy. Further details in minutes of meeting.		01/07/25	Sally Grindrod-Smith
<b>Green</b>	<b>Flow Chart re ASB Contacts</b>	PC 07/03/23: ASB: The suggestion of a flow chart for Members to have as a quick reference guide was supported and it was hoped this could be included in the Member Welcome Pack for all Councillors after the elections in May 2023.	<b>Reallocated to Democratic Services to be loaded to library for quick access</b>	30/06/23	Ele Snow

# Agenda Item 6a



**Prosperous Communities  
Committee**

**Tuesday, 30 May 2023**

**Subject: Update to Central Lincolnshire Joint Strategic Planning  
Committee (CLJSPC) Memorandum of Understanding**

Report by:

Director of Planning, Regeneration &  
Communities

Contact Officer:

Rachael Hughes  
Head of Policy and Strategy

[rachael.hughes@west-lindsey.gov.uk](mailto:rachael.hughes@west-lindsey.gov.uk)

Purpose / Summary:

A review of the Central Lincolnshire Joint Strategic Planning Committee's Memorandum of Understanding has taken place. The Prosperous Communities Committee is asked to consider the revisions and additional provisions that have been made and recommended by the Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) for approval and signature

**RECOMMENDATION(S):**

That the new Memorandum of Understanding shown in Appendix 1 between the Central Lincolnshire Joint Strategic Planning Committee and Partner Authorities, which includes West Lindsey District Council, be approved, and the Director of Planning Regeneration and Communities be authorised to sign the MOU on behalf of WLDC.

## IMPLICATIONS

### **Legal:**

The current Memorandum of Understanding sets out an agreement between each of the partner authorities in terms of commitment, resources and other considerations.

Members must be mindful of the Central Lincolnshire Joint Strategic Planning Committee Order 2009 Statutory Instrument No. 2467.

**(N.B.) Where there are legal implications the report MUST be seen by the MO**

### **Financial :**

#### **FIN/10/24/JA/MT**

There are no specific financial implications as a result of the revised MOU.

The revisions undertaken reflect the activity undertaken by each Partner Authority in supporting the development and implementation of the Central Lincolnshire Local Plan and therefore costs are already factored in.

**(N.B.) All committee reports MUST have a Fin Ref**

### **Staffing :**

There are no specific financial implications as a result of the revised MOU.

The revisions undertaken reflect the activity undertaken by each Partner Authority in supporting the development and implementation of the Central Lincolnshire Local Plan and therefore resources required to undertake these tasks are already in establishment.

**(N.B.) Where there are staffing implications the report MUST have a HR Ref**

### **Equality and Diversity including Human Rights :**

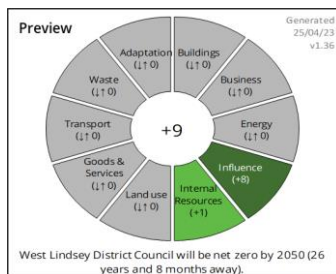
There are no specific equality & diversity implications as a result of the revised MOU.

However, it should be noted that the new adopted Local Plan (April 2023) is supported by an equality analysis which addresses any equality or human rights issues which may arise as a result of the policies in the Central Lincolnshire Local Plan.

**Data Protection Implications :**

N/A

**Climate Related Risks and Opportunities:**



The MOU sets out the roles and responsibilities of each of the partner authorities in supporting the development and implementation of the Central Lincolnshire Local Plan. As such the MOU itself presents limited risks and opportunities in influencing the Council’s activities and actions in response to Climate Change.

However, the MOU does enable the production of evidence and policy which significantly influences and shapes the future development of the Central Lincolnshire Local Plan area and as such presents significant opportunity to influence development and respond to climate change through climate positive policies, such as Reducing Energy Consumption in New Build. Equally the MOU sets out the monitoring support required by each Partner Authority which supports the broader objective of West Lindsey’s own Sustainability, Climate Change and Environment Strategy, to record and monitor progress against tackling the Districts Carbon Footprint.

**Section 17 Crime and Disorder Considerations:**

N/A

**Health Implications:**

There are no direct health implications as a result of the revised MOU.

However, the MOU does enable the production of evidence and policy which significantly influences and shapes the future development of the Central Lincolnshire Local Plan, including Health and Wellbeing, supporting the creation of green space, sports facilities, as well as requiring contributions to infrastructure ensuring new residents have appropriate access to primary care services etc.



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

The MOU was considered and approved by the Central Lincolnshire Joint Strategic Planning Committee on 13<sup>th</sup> April 2023. Where it was recommended that *'the new Memorandum of Understanding be recommended by the Joint Committee for approval by each of the Partner Authorities.'*

<https://democracy.n-kesteven.gov.uk/documents/s133539/MOU%20and%20SO%20Update%20Report%2023%2004%2013%20v2.pdf>

**Risk Assessment :**

N/A

**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 There is provision within the Central Lincolnshire Joint Strategic Planning Committee Order 2009 for the Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) to create its own standing orders, for the regulation of its proceedings and to meet the needs of the Committee.
- 1.2. The Central Lincolnshire Joint Strategic Planning Committee last reviewed its Standing Orders and Memorandum of Intent in 2010, shortly after its inauguration.
- 1.3. It is good practice to carry out a periodic review to take account of changes in law or any other practical considerations, to ensure the Standing Orders remain fit for purpose and relevant to governance the needs of the Joint Committee.
- 1.4. As well as the Standing Orders, officers have reviewed the Central Lincolnshire Authorities' Memorandum of Intent to ensure that this too remains fit for purpose.

## **2 The Memorandum of Understanding**

\*previously Memorandum of Intent

- 2.1 The original Memorandum of Intent was an agreement entered into by all Partner Authorities in Central Lincolnshire which detailed the operational support provided by each Partner Authority and dated back to the Committee formation in June 2009.
- 2.2 Upon review, it was found that the Memorandum of Intent contained a number of outdated references and other provisions that would benefit from being updated.
- 2.3 Furthermore, the term Memorandum of Intent is no longer fit for purpose given that the Committee has been established and in operation for more than a decade. It was therefore proposed to be renamed as the Memorandum of Understanding.
- 2.4 The proposed Memorandum of Understanding is set out in Appendix 1 with a track change version provided in Appendix 2.
- 2.5 The proposed revised Memorandum of Understanding has been discussed with officers at all partner organisations, included Democratic Services, prior to being considered by the CLJSPC on 13<sup>th</sup> April 2023. As such it is the view of officers, and that Committee, that the new Memorandum of Understanding (MOU) is fit for purpose, that the role and responsibilities of the Committee and Partner Authorities are clear, and it will ensure that the Committee and partnership continues to operate effectively.
- 2.6 The CLJSPC at their meeting on 13 April recommended that the MOU be approved and signed by each of the Partner Organisations, due to

the it being an agreement between the Central Lincolnshire Authorities. As such it must be adopted and signed by each of the Partner Authority. It is, therefore being brought before the Prosperous Communities Committee in order to obtain approval to adopt and formally sign the new MOU.

- 2.7 It is anticipated that all Partner Authorities will have concluded this process by the end of June 2023.

### 3 **Summary of Changes**

- 3.1 Change of name from Memorandum of Intent to Memorandum of Understanding throughout the document – to reflect that the Committee has been established and in operation for over 10yrs.
- 3.2 At paragraph A5, the removal of all references to Regional Planning Body, which no longer exist.
- 3.3 Paragraph D5 now includes responses to external consultation by Government and other organisations on behalf of the CLJSPC which reflects current practices.
- 3.4 Within section E *'Membership of the Joint Committee,'* the MOU makes clear the inclusion of acknowledgement that each Partner Authority has 3 members places, plus a reserve member for each authority.
- 3.5 Update to the Tenure of Appointment in section H, specifically paragraph H3, which allows each Partner Authority discretion in relation to the tenure of members representing their authority as long as it is in line with the limitations and constraints as set out in the Statutory Instrument.
- 3.6 Section J of the MOU, specifically J2 under *'Meetings of the Joint Committee'* provides clarification in relation to the regularity of meetings and requirements to call an extraordinary meeting.
- 3.7 Updates to clarification in relation to the access of information rules can be found in section M, specifically paragraph M2, in acknowledgement that the CLJSPC is a Local Planning Authority in its own right.
- 3.8 Also in paragraph M6, there is a simplification in relation to the operation of the Chairman's casting vote where a decision receives an equal amount of for and against votes.
- 3.9 Section P provides an update and clarification in relation to the day-to-day operation of the Local Plans Team, including the strategic overview of the work programme and priorities of the Local Plans Team, which is provided by Heads of Planning, which comprises of a lead officer from each Partner Authority, in West Lindsey's case this is Rachael Hughes, Head of Policy & Strategy.

- 3.10 Finally, throughout the document, general editing, formatting and update in terms and names to reflect the current operation of the Central Lincolnshire Local Plans Team and Partner Authorities.

#### **4 Conclusion**

- 4.1 The revised MOU will ensure that the operation of the Committee and broader partnership remains effective and to ensure that the provisions are up to date with latest legislation and best practice.
- 4.2 The recommendations have been made following a periodic review and following discussion with officers at each of the Central Lincolnshire Partner Authorities to ensure that all governance documentation is including the Memorandum of Understanding remains fit for purpose and relevant to the needs of the Partner Authorities and Joint Strategic Planning Committee.

# CENTRAL LINCOLNSHIRE JOINT STRATEGIC PLANNING MEMORANDUM OF UNDERSTANDING

AN AGREEMENT BETWEEN LOCAL PLANNING AUTHORITIES TO  
PROVIDE AND SUPPORT A JOINT STRATEGIC PLANNING  
COMMITTEE FOR CENTRAL LINCOLNSHIRE

**JUNE 2023**



This Memorandum of Understanding is made as an agreement between the Local Planning Authorities, known jointly as the Partner Local Planning Authorities, of:

The City of Lincoln Council (CoL); of City Hall, Beaumont Fee, Lincoln LN1 1DF

The North Kesteven District Council (NKDC); of District Council Offices, Kesteven Street, Sleaford, NG34 7EF

The West Lindsey District Council (WLDC); of The Guildhall, Marshall's Yard, Gainsborough DN21 2NA

The Lincolnshire County Council (LCC); of County Offices, Newland, Lincoln LN1 1YL

This Memorandum of Understanding is made pursuant to establishment of the "Central Lincolnshire Joint Strategic Planning Committee" under the Planning and Compulsory Purchase Act 2004, section 29.

**This Memorandum of Understanding may be executed in any number of counterparts, all of which, taken together, shall constitute one and the same document.**

**This Memorandum is made on the ..... day of .....  
2023 as an agreement between the local planning authorities.**

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# **AUTHORISATIONS OF THE CENTRAL LINCOLNSHIRE JOINT STRATEGIC PLANNING COMMITTEE MEMORANDUM OF UNDERSTANDING**

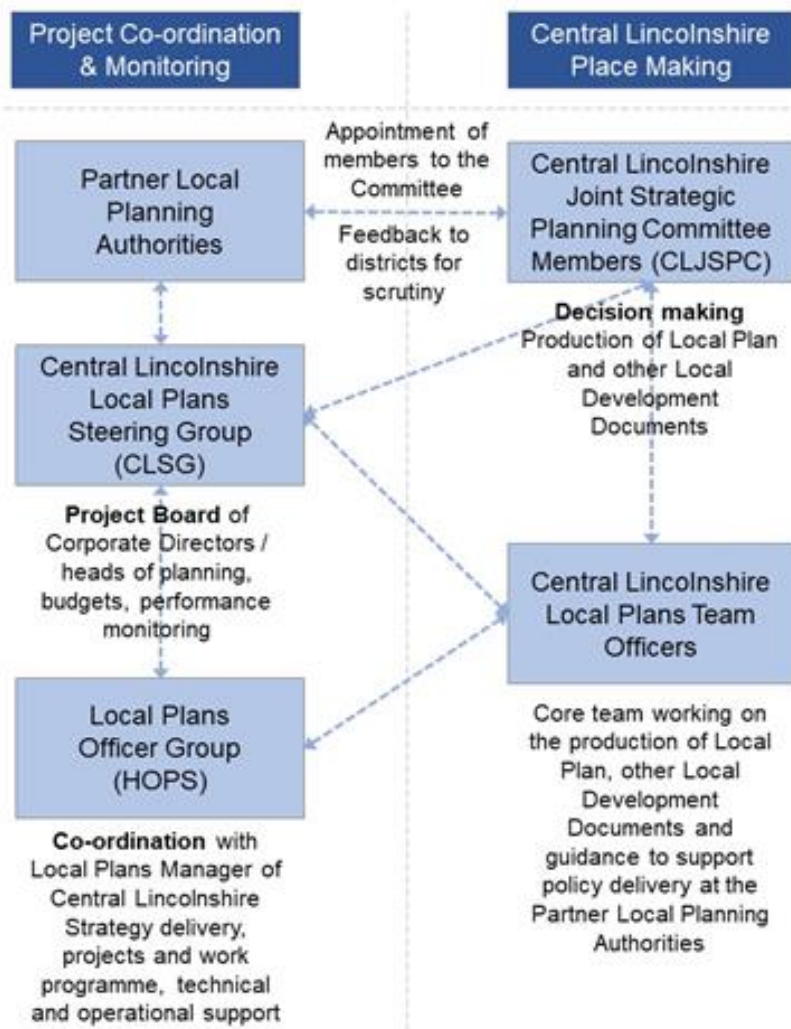
## **(A) PREAMBLE**

- A1. The Partner Local Planning Authorities (PLPAs) of City of Lincoln, North Kesteven, West Lindsey and Lincolnshire County have endorsed the need for joint strategic planning in a Joint Local Development Scheme under the Planning and Compulsory Purchase Act 2004. In the Local Development Scheme, the PLPAs will identify the preparation and adoption of joint Local Development Documents that will help to comprise part of the Local Development Framework under the 2004 Act as amended.
- A2. It is agreed that executive decision-making during the formulation, submission and adoption of the identified joint Local Development Documents will be exercised by the PLPAs in a single coordinated manner, via a “Central Lincolnshire Joint Strategic Planning Committee” (the “Joint Committee”). This Memorandum of Understanding establishes the principles of such a Joint Committee arrangement.
- A3. This Joint Committee arrangement will also encompass the review of the identified joint Local Development Documents, and the formulation, submission, adoption, and review of those similarly identified by all the PLPAs in any revised Local Development Scheme.
- A4. The Joint Committee will thus be the decision-making body for the PLPAs of City of Lincoln, North Kesteven and West Lindsey as a local planning authority in its own right on matters relating to the joint Local Development Scheme and identified joint Local Development Documents.
- A5. The Partner Local Planning Authority of Lincolnshire County has committed to working within the Joint Committee to produce the identified joint Local Development Documents. This Memorandum of Understanding establishes the principles of this arrangement.
- A6. The diagram overleaf illustrates the relationship between the Joint Committee and the PLPAs.
- A7. Development management remains the responsibility of City of Lincoln, North Kesteven, West Lindsey and, for minerals and waste and other county development, Lincolnshire County not the Joint Committee.



- A8. This Memorandum of Understanding also signifies that all PLPAs will support the Joint Committee, principally through the resourcing of a joint planning unit (known as the Local Plans Team), including secondment of appropriately skilled and experienced staff necessary to progress the work programme in a professional manner and to timescale, and appropriate budget and other resources as necessary. The success of joint planning depends on such commitment.

### Functional Relationship of The Statutory Joint Plan Making Structure in Central Lincolnshire



## **(B) Establishment of the Joint Committee**

- B1. The Joint Committee is established in accordance with requirements set out in the Planning and Compulsory Purchase Act 2004, under Section 29 – power for two or more authorities to appoint a joint committee. The following sections of the 1972 Local Government Act shall also apply: Section 103 – expenses incurred by a joint committee defrayed between the authorities; Section 104 – disqualification for membership of a joint committee as per normal local authority rules;
- B2. North Kesteven District Council shall be the accountable and auditing body for administration of the Joint Committee including administration of rules and procedures.

## **(C) Area of Jurisdiction of the Joint Committee**

- C1. The Joint Committee will function as a Planning Authority for Central Lincolnshire, as laid down by the Secretary of State in the Central Lincolnshire Joint Committee Order 2009 which comprises the administrative areas of:

The City of Lincoln;  
The North Kesteven District Council; and  
The West Lindsey District Council.

- C2. The area of jurisdiction is shown in Appendix A.

## **(D) Scope of the Joint Committee**

- D1. On behalf of the PLPAs, the Joint Committee will have responsibility for deciding on:-
- (i) the formulation, submission, adoption, and review of joint Local Development Documents identified in the Local Development Scheme.
  - (ii) the formulation, submission, adoption, monitoring and revision of the Local Development Scheme, in respect of joint Local Development Documents.
  - (iii) the formulation, submission, adoption, monitoring and review of joint Local Development Documents identified in any revised Local Development Scheme.

- D2. On behalf of the PLPA of Lincolnshire County, the Joint Committee will have responsibility as key stakeholder for advising the County Council on:
- (i) the formulation, adoption and review of development-related County Council infrastructure proposals and service proposals.
- D3. In order to discharge its responsibilities, the Joint Committee may commission such studies and advice as it considers necessary, via the Local Plans Team.
- D4. On behalf of the PLPAs, the Joint Committee will have responsibility for advising on:
- (i) the formulation and submission of bids and proposals as appropriate; and
  - (ii) oversight and review of externally funded programmes not within the remit of the Joint Committee but material to the work undertaken by or on behalf of the Joint Committee and shared resources
- D5. Responding to external consultations from government and other organisations and authorities.
- D6. For the avoidance of doubt, this Agreement is limited to the powers laid out herein. It does not include any statutory responsibilities of the Local Transport Planning, Minerals and Waste Local Development Framework or duty to prepare an Economic Assessment.

## **(E) Membership of the Joint Committee**

- E1. The Joint Committee shall have a total of 12 Members, including the Chairman.
- E2. Each PLPA shall appoint Members to the Joint Committee as per the following quotas:-

CoL = 3 Members of CoL  
NKDC = 3 Members of NKDC  
WLDC = 3 Members of WLDC  
LCC = 3 Members of LCC

Plus 1 reserve Member for each respective authority.

- E3. PLPA Members appointed to the Joint Committee shall follow their respective PLPAs' Members' Code of Conduct in all respects, as per their signed Declarations of Office.
- E4. Subject to unanimous agreement of the Joint Committee, it may co-opt members of other organisations onto the Joint Committee.

## **(F) Voting Rights**

- F1. Only duly appointed Members of PLPAs shall have voting rights on the Joint Committee and be known as Joint Committee Members.
- F2. A co-opted member shall not be entitled to vote at any meeting.

## **(G) Observers of the Joint Committee**

- G1. Observers may be called upon to contribute to debates but shall not be entitled to vote at any meeting.

## **(H) Appointment of Members to the Joint Committee**

- H1. Each PLPA shall formally appoint its quota of Members to the Joint Committee in accordance with its own constitutional arrangements for appointing to committees/outside bodies.
- H2. Each PLPA shall formally appoint a named substitute Member as reserve in case of casual vacancy or inability of an appointed Member to attend, but otherwise there shall be no substitute Members allowed.
- H3. Tenure of appointment shall be at the discretion of the Partner Local Planning Authorities (PLPA) and will be subject to the limitations and constraints as set out in the Statutory Instrument.

## **(I) Expenses of the Joint Committee**

- I1. Any expenses payable to Members as a result of their membership of the Joint Committee will be reimbursed by the individual PLPAs in accordance with their own Members' allowances schemes.
- I2. The accountable body shall meet its own costs in servicing the Joint Committee.

## **(J) Meetings of the Joint Committee**

- J1. The Joint Committee shall in every year hold an annual meeting with the first meeting held after 31<sup>st</sup> May in any year being the annual meeting.
- J2. At the annual meeting, ordinary meetings shall be scheduled for the ensuing year. These will usually be held quarterly, but may vary depending on business to be transacted.
- J3. Extraordinary meetings may be called in addition to ordinary meetings:
- by the Secretariat at the request of the Chairman, or
  - by the Secretariat at the request of the Local Plans Manager with consent of the Chairman, or
  - where any 3 voting Members of the Joint Committee request such a meeting and have signed a requisition presented to the Chairman of the Joint Committee and they have refused to call a meeting or have failed to call a meeting within seven days of the presentation of the requisition.
- J4. Notice and summons to meetings will be given at least 10 clear days before a meeting.

## **(K) Quorum**

- K1. The quorum of a meeting of the Joint Committee will be 5 Members.

## **(L) Appointment of Chair to the Joint Committee**

- L1. The annual meeting of the Joint Committee shall appoint a Chairman and Vice-Chairman from amongst the PLPA Members for the year ending 31<sup>st</sup> May in accordance with the Statutory Instrument, with the presumption being that chairmanship rotates between the PLPAs.
- L.2 If the Chairman or Vice-Chairman role becomes vacant during the term of office, the next meeting of the Joint Committee shall appoint a replacement.
- L3. The Chairman shall preside at meetings. In their absence it shall be the Vice-Chairman. If both are absent, another Member appointed by the Joint Committee shall preside for the purposes of that meeting only.

## **(M) Meeting Procedures**

- M1. Procedures of meetings of the Joint Committee shall be as stipulated in the Statutory Instrument. The Joint Committee may adopt additional complementary procedures via making, varying and revoking standing orders.
- M2. As the Joint Committee is a local planning authority, its meetings shall be subject to the same rules, such as Access to Information rules, as the PLPAs, subject to the rules specified in the Statutory Instrument establishing this Joint Committee.
- M3. All business items shall be open to public participation, except those items that are declared confidential or exempt under relevant Acts.
- M4. In all cases, minutes shall be taken and attending Members, co-opted members and observers shall be recorded in minutes along with declarations of personal or personal and prejudicial interests.
- M5. All issues before a meeting shall be decided upon by a simple majority of those Members voting and present in the room at the time the question is put. Unless a recorded vote is demanded, the Chairman will take the vote by show of hands or, if there is no dissent, by the affirmation of the meeting.
- M6. If there are equal numbers of votes for and against a particular motion, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

## **(N) Venue and Administration of Meetings of the Joint Committee**

- N1. Meetings will take place at the offices of each of the district PLPAs on a rotating basis. The cost of accommodating these meetings will be borne by the host PLPA.
- N2. A committee secretariat will be provided by the accountable body, supporting all meetings of the Joint Committee by dealing with procedural matters associated with the arranging, calling and running of meetings, including taking and producing minutes, and by providing advice on points of procedure and the responsibilities of the Joint Committee as necessary.
- N3. Should the PLPAs agree that the host authority for meetings of the Joint Committee will provide the services of a committee administrator, where this is on a rotating basis, the cost of this service will be borne by the respective PLPAs.

## **(O) Overview and Scrutiny of the Joint Committee**

- O1. Formal overview and scrutiny of the Joint Committee's deliberations shall be exercised by the PLPAs' existing arrangements as they see fit.
- O2. At the annual meeting each year, the Local Plans Team shall submit an annual report to the Joint Committee which in turn will be submitted to each PLPA reporting on progress of Joint Committee over the preceding year and progress anticipated in the coming year.

## **(P) Central Lincolnshire Local Plans Team**

- P1. Each PLPA agrees to the servicing of the Joint Committee by a Local Plans Team (appointed by CoL, NKDC, and WLDC accountable to the Joint Committee, with financial resources agreed by the PLPAs, via their regular service and financial planning processes.
- P2. Each PLPA agrees to formally identifying resources to enable the Local Plans Team to function and deliver according to adopted timeframes of the Local Development Documents.
- P3. Each PLPA's resource contribution towards the Local Plans Team shall be in direct proportion to their quota of Members on the Joint Committee. The individual PLPAs shall not be obliged to exceed the budget commitments made by them (via their regular service and financial planning processes), though individual PLPAs may choose to increase their proportional contribution as a result without rebate.
- P4. Resource requirements for the work of the Joint Committee shall be identified by the Local Plans Team and presented to the Joint Committee for endorsement and for onward submission to PLPAs for their address.
- P5. The Local Plans Team will be accountable to the Joint Committee and will ensure that advice given to it is competent and compliant with current law and good practice.
- P6. The strategic overview of the work programme and priorities of the Local Plans Manager and Local Plans Team will be provided by the Heads of Planning group, comprising lead officers from each of the constituent PLPA and will ensure that there is a suitable level of technical and professional expertise available to it and the Joint Committee to give competent advice.
- P7. The typical range of work of the Local Plans Team is set out in Appendix B.

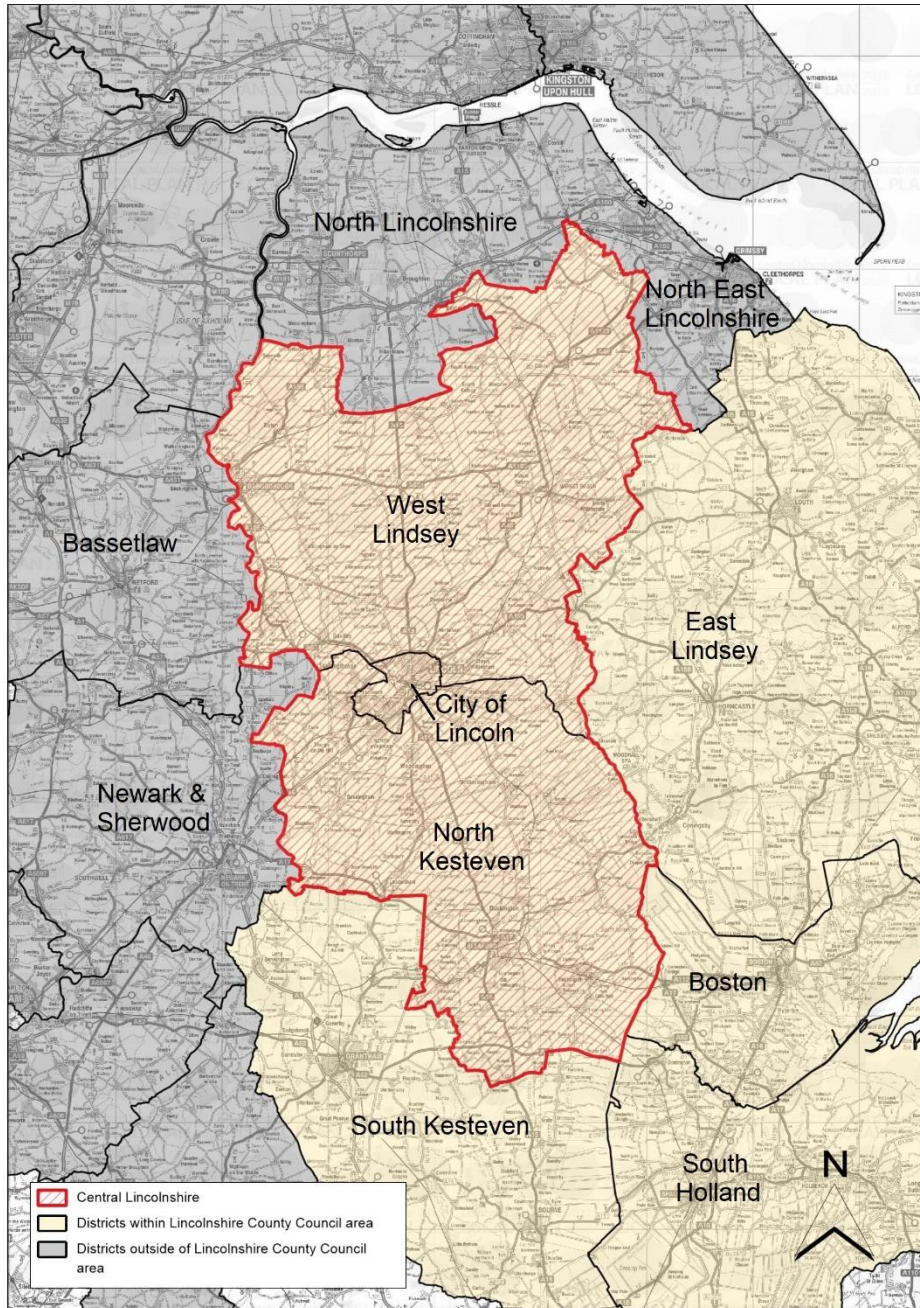
**(Q) Modification and Termination of Agreement**

- Q1. Amendments or modifications to this Agreement will require the consent of all PLPAs.
  
- Q2. This Agreement shall continue in force unless and until the Secretary of State has revoked the order constituting the Joint Committee as the local planning authority under section 31 of the Planning and Compulsory Purchase Act 2004.



# APPENDIX A - Joint Committee Area of Jurisdiction

## Central Lincolnshire area and Surrounding area



## **APPENDIX B - Local Plans Team Range of Work in support of the Joint Committee**

### **Principal duties**

1. Production and Submission of a Local Development Scheme and Statement(s) of Community Involvement.
2. Production and Submission of identified joint Local Development Documents helping to form part of the Development Plan.
3. Community engagement as per the Statement(s) of Community Involvement.

### **Other Duties**

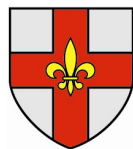
1. Advice and participation in the co-ordination of sub-regional planning and infrastructure proposals and cross-boundary strategic planning on infrastructure issues, including transport infrastructure.
2. Development of evidence in support of Local Development Documents.
3. Supporting the PPLAs in the implementation of the Local Plan and other related matters.
4. Supporting the monitoring of Local Development Documents with PPLAs.
5. Appearance as expert witness at Examinations into Local Development Documents.
6. Representation of the interests of the Joint Committee in promoting the plan and other related activities with the media and with other external organisations.
7. Representing the interests of the Joint Committee in responding to consultations by Government, neighbouring authorities or other bodies.
8. Development and maintenance of a clear and comprehensive website.
9. Any duties requested of them by the Joint Committee.



**CENTRAL LINCOLNSHIRE  
JOINT STRATEGIC PLANNING  
MEMORANDUM OF INTENT UNDERSTANDING**

AN AGREEMENT BETWEEN LOCAL PLANNING AUTHORITIES TO  
PROVIDE AND SUPPORT A JOINT STRATEGIC PLANNING  
COMMITTEE FOR CENTRAL LINCOLNSHIRE

**JUNE 20092023**



CITY OF  
*Lincoln*  
COUNCIL



**Lincolnshire**  
COUNTY COUNCIL



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## **AUTHORISATIONS OF THE CENTRAL LINCOLNSHIRE JOINT STRATEGIC PLANNING COMMITTEE MEMORANDUM OF ~~INTENT~~ UNDERSTANDING**

### **(A) PREAMBLE**

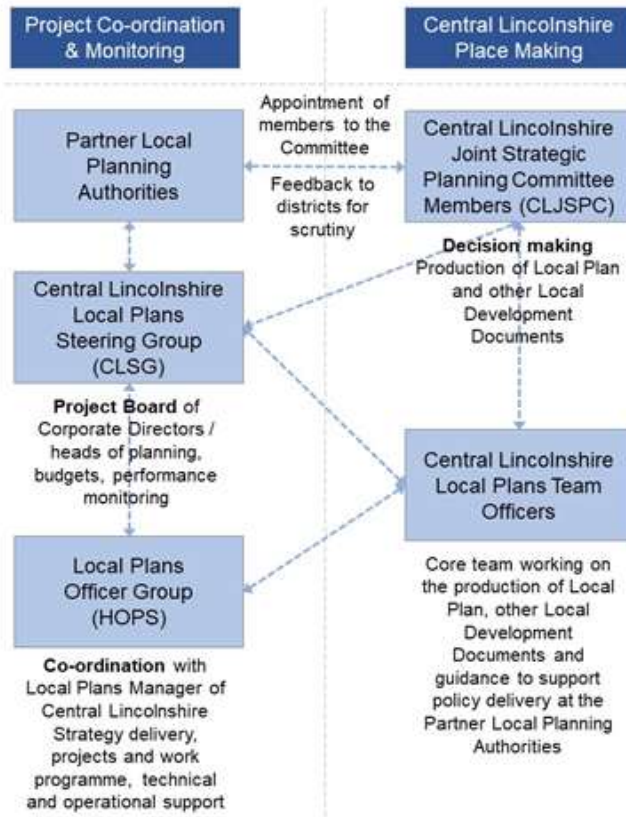
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- A2. It is agreed that executive decision-making during the formulation, submission and adoption of the identified joint Local Development Documents will be exercised by the PLPAs in a single coordinated manner, via a “Central Lincolnshire Joint Strategic Planning Committee” (the “Joint Committee”). This Memorandum of ~~Intent~~ Understanding establishes the principles of such a Joint Committee arrangement.
- A3. This Joint Committee arrangement will also encompass the review of the identified joint Local Development Documents, and the formulation, submission, adoption, and review of those similarly identified by all the PLPAs in any revised Local Development Scheme.
- A4. The ~~Central Lincolnshire~~ Joint ~~Strategic Planning~~ Committee will thus be the decision-making body for the PLPAs of City of Lincoln, North Kesteven and West Lindsey as a local planning authority in its own right on matters relating to the joint Local Development Scheme and identified joint Local Development Documents.
- A5. The Partner Local Planning Authority of Lincolnshire County has committed to working within the ~~Joint Strategic Planning Committee~~ Joint Committee to produce the identified joint Local Development Documents. ~~The Agreement also encompasses its work when advising the Regional Planning Body under Section 4(4) of the 2004 Act, and its work in developing its key local infrastructure and service needs.~~ This Memorandum of Understanding~~Intent~~ establishes the principles of this arrangement.
- A6. The diagram overleaf illustrates the relationship between the ~~Joint Strategic Planning Committee~~ Joint Committee and the PLPAs.
- A7. Development ~~control~~ management remains the responsibility of City of Lincoln, North Kesteven, West Lindsey and, for minerals and waste and other county development, Lincolnshire County ~~the individual local planning authorities,~~ not the Joint ~~Strategic Planning~~ Committee.
- A8. This Memorandum of Understanding~~Intent~~ also signifies that all PLPAs will support the Joint ~~Strategic Planning~~ Committee, principally through the resourcing of a Joint pPlanning uUnit (known as the Local Plans Team), including secondment of appropriately skilled and experienced staff necessary to progress the work programme in a professional manner and to timescale, and appropriate budget and other resources as necessary. The success of joint planning depends on such commitment.

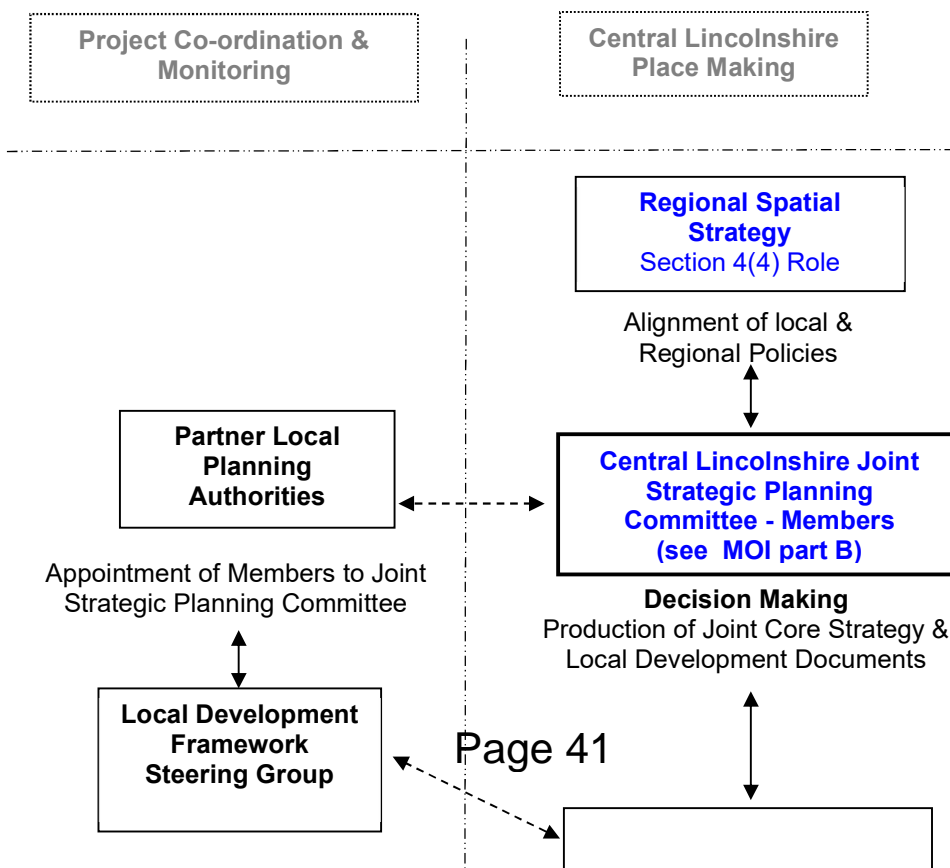
**~~FUNCTIONAL RELATIONSHIP OF THE STATUTORY JOINT PLAN MAKING STRUCTURE IN CENTRAL LINCOLNSHIRE~~Functional**



## Relationship Of The Statutory Joint Plan Making Structure in Central Lincolnshire



### Statutory Planning Policy Function



**(B) ~~ESTABLISHMENT OF THE JOINT COMMITTEE~~**  
**Establishment of the Joint Committee**

- B1. The ~~Joint Strategic Planning Committee~~ Joint Committee is established in accordance with requirements set out in the Planning and Compulsory Purchase Act 2004, under Section 29 – power for two or more authorities to appoint a joint committee. The following sections of the 1972 Local Government Act shall also apply: Section 103 – expenses incurred by a joint committee defrayed between the authorities; Section 104 – disqualification for membership of a joint committee as per normal local authority rules; ~~Section 105 – disability for voting on account of interests in contracts etc.~~
- B2. North Kesteven District Council shall be the accountable and auditing body for administration of the Joint Committee including administration of rules and procedures.

**(C) ~~AREA OF JURISDICTION OF THE JOINT COMMITTEE~~**  
**Area of Jurisdiction of the Joint Committee**

- C1. The ~~Joint Strategic Planning Committee~~ Joint Committee will function as a Planning Authority for Central Lincolnshire, as laid down by the Secretary of State in the Central Lincolnshire ~~Joint Strategic Planning Committee~~ Joint Committee Order 2009 which comprises the administrative areas of:
- The City of Lincoln;  
The North Kesteven District Council; and  
The West Lindsey District Council.
- C2. The area of jurisdiction is shown in Appendix A.

**(D) ~~SCOPE OF THE JOINT COMMITTEE~~**  
**Scope of the Joint Committee**

- D1. On behalf of the PLPAs, the ~~Joint Strategic Planning Committee~~ Joint Committee will have responsibility for deciding on:-
- (i) the formulation, submission, adoption, ~~monitoring~~ and review of joint Local Development Documents identified in the ~~Joint~~ Local Development Scheme.
  - (ii) the formulation, submission, adoption, monitoring and revision of the ~~Joint~~ Local Development Scheme, in respect of joint Local Development Documents.

- (iii) the formulation, submission, adoption, monitoring and review of joint Local Development Documents identified in any revised ~~Joint~~ Local Development Scheme.
- D2. On behalf of the PLPA of Lincolnshire County, the ~~Joint Strategic Planning Committee~~ Joint Committee will have responsibility as key stakeholder for advising the County Council on:
- (i) the formulation, adoption and review of development-related County Council infrastructure proposals and service proposals.
  - ~~(ii) the formulation and submission of strategic planning advice to the statutory Regional Planning Body, including as a “Section 4(4) authority.”~~
- D3. In order to discharge its responsibilities, the ~~Joint Strategic Planning Committee~~ Joint Committee may commission such studies and advice as it considers necessary, via the ~~Joint Planning Unit~~ Local Plans Team.
- D4. On behalf of the PLPAs, the ~~Joint Strategic Planning Committee~~ Joint Committee will have responsibility for advising on:
- (i) the formulation and submission of bids and proposals as appropriate; ~~and;~~
  - (ii) oversight and review of externally funded programmes not within the remit of the ~~Joint Strategic Planning Committee~~ Joint Committee but material to the work undertaken by or on behalf of the ~~Joint Strategic Planning Committee~~ Joint Committee and shared resources
- D5. Responding to external consultations from government and other organisations and authorities.
- D6. For the avoidance of doubt, this Agreement is limited to the powers laid out herein. It does not include any statutory responsibilities of the Local Transport Planning, Minerals and Waste Local Development Framework or duty to prepare an Economic Assessment. ~~However the Lincolnshire County Council have undertaken to enter into a binding agreement with the involved district councils to place representatives on a Strategic Planning Scrutiny Sub-Committee within the County Council.~~
- (E) MEMBERSHIP OF THE JOINT COMMITTEE** Membership of the Joint Committee

E1. The ~~Joint Strategic Planning Committee~~ Joint Committee shall have a total of 12 Members, including the Chairman.

E2. Each PLPA shall appoint Members to the ~~Joint Strategic Planning Committee~~ Joint Committee as per the following quotas:-

CoL = 3 Members of CoL  
NKDC = 3 Members of NKDC  
WLDC = 3 Members of WLDC  
LCC = 3 Members of LCC

Plus 1 reserve Member for each respective authority.

E3. PLPA Members appointed to the ~~Joint Strategic Planning Committee~~ Joint Committee shall follow their respective PLPAs' Members' Code of Conduct in all respects, as per their signed Declarations of Office.

E4. Subject to unanimous agreement of the Joint ~~Strategic Planning~~ Committee, it may co-opt members of other organisations onto the Joint Committee.

**(F) ~~VOTING RIGHTS~~ Voting Rights**

F1. Only duly appointed Members of PLPAs shall have voting rights on the Joint Committee and be known as ~~Joint Strategic Planning Committee~~ Joint Committee Members.

F2. A co-opted member shall not be entitled to vote at any meeting.

**(G) ~~OBSERVERS OF THE JOINT COMMITTEE~~ Observers of the Joint Committee**

G1. Observers may be called upon to contribute to debates but shall not be entitled to vote at any meeting.

**(H) ~~APPOINTMENT OF MEMBERS TO THE JOINT COMMITTEE~~ Appointment of Members to the Joint Committee**

H1. Each PLPA shall formally appoint its quota of Members to the ~~Joint Strategic Planning Committee~~ Joint Committee in accordance with its own constitutional arrangements for appointing to committees/outside bodies.

H2. Each PLPA shall formally appoint a named substitute Member as reserve in case of casual vacancy or inability of an appointed Member to attend, but otherwise there shall be no substitute Members allowed.

H3. ~~Tenure of appointment shall be at the discretion of the PLPA, subject to a minimum of 1 year and a maximum of 4 years, unless the Member ceases to be a Member of the appointing PLPA in which case a fresh appointment is to be made by that PLPA.~~ Tenure of appointment shall be at the discretion of the Partner Local Planning Authorities (PLPA) and will be subject to the limitations and constraints as set out in the Statutory Instrument.

**(I) ~~EXPENSES OF THE JOINT COMMITTEE~~ Expenses of the Joint Committee**

- I1. Any expenses payable to Members as a result of their membership of the ~~Joint Strategic Planning Committee~~ Joint Committee will be reimbursed by the individual PLPAs in accordance with their own ~~M~~members' allowances schemes.
- I2. The accountable body shall meet its own costs in servicing the ~~Joint Strategic Planning~~ Committee.

**(J) ~~MEETINGS OF THE JOINT COMMITTEE~~ Meetings of the Joint Committee**

J1. The ~~Joint Strategic Planning Committee~~ Joint Committee shall in every year hold an annual meeting with the first meeting held after 31<sup>st</sup> May in any year being the annual meeting.

J2. At the annual meeting, ordinary meetings shall be scheduled for the ensuing year. These will usually be held quarterly, but may vary depending on business to be transacted.

~~J2. Ordinary meetings will be held quarterly.~~

- J3. Extraordinary meetings may be called in addition to ordinary meetings:
- ~~by the senior committee administrator~~ Secretariat at the request of the Chairman, or
  - by the Secretariat at the request of the Local Plans Manager with consent of the Chairman, or
  - where any 3 voting Members of the ~~Joint Strategic Planning Committee~~ Joint Committee request such a meeting and have signed a requisition presented to the Chairman of the Joint Committee and ~~he/she has they have~~ refused to call a meeting or ~~has~~ she failed to call a meeting within seven days of the presentation of the requisition.

J4. Notice and summons to meetings will be given at least 10 clear ~~working~~ days before a meeting.

**(K) ~~QUORUM OF MEETINGS OF THE JOINT COMMITTEE~~ Quorum**

K1. The quorum of a meeting of the ~~Joint Strategic Planning Committee~~ Joint Committee will be 5 Members.

**(L) ~~CHAIR OF MEETINGS OF THE JOINT COMMITTEE~~ Appointment of Chair to the Joint Committee**

L1. The annual meeting of the ~~Joint Strategic Planning Committee~~ Joint Committee shall appoint a Chairman and Vice-Chairman from amongst the PLPA Members for the year ending 31<sup>st</sup> May in accordance with the Statutory Instrument, with the presumption being that chairmanship rotates between the PLPAs.

L2. If the Chairman or Vice-Chairman role becomes vacant during the term of office, the next meeting of the Joint Committee shall appoint a replacement.

L3. The Chairman shall preside at meetings. In ~~their~~<sup>his</sup> absence it shall be the Vice-Chairman. If both are absent, another Member appointed by the Joint Committee shall preside for the purposes of that meeting only.

**(M) ~~PROCEDURES OF MEETINGS OF THE JOINT COMMITTEE~~ Meeting Procedures**

M1. Procedures of meetings of the ~~Joint Strategic Planning Committee~~ Joint Committee shall be as stipulated in the Statutory Instrument. The Joint Committee may adopt additional complementary procedures via making, varying and revoking standing orders.

M2. As the ~~Joint Strategic Planning Committee~~ Joint Committee is a local planning authority, its meetings shall be subject to the same rules, such as access to information rules, as the PLPAs, subject to the rules specified in the Statutory Instrument establishing this Joint Committee.

M3. All business items shall be open to public participation, except those items that are declared confidential or exempt under relevant Acts.

M4. In all cases, minutes shall be taken and attending Members, co-opted members and observers shall be recorded in minutes along with declarations of personal or personal and prejudicial interests.

M5. All issues before a meeting shall be decided upon by a simple majority of those Members voting and present in the room at the time the question is put. Unless a recorded vote is demanded, the Chairman will take the vote by show of hands or, if there is no dissent, by the affirmation of the meeting.

M6. ~~If there are equal numbers of votes for and against a particular recommendation, the Chairman will require the debate to continue and reasonably exhaust discussion on the material points of the business before seeking a further vote. If this results in no change to the balance of votes then the Chair will have a second or casting vote which they may or may not exercise at their discretion. If there are equal numbers of votes for and against a particular motion, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.~~

**(N) ~~VENUE AND ADMINISTRATION OF MEETINGS OF THE JOINT COMMITTEE~~ Venue and Administration of Meetings of the Joint Committee**

N1. Meetings will take place at the offices of each of the district PLPAs on a rotating basis. The cost of accommodating these meetings will be borne by the host PLPA.

N2. A ~~senior~~ committee ~~administrator(s)~~secretariat will be provided by the accountable body, supporting all meetings of the ~~Joint Strategic Planning Committee~~ Joint Committee by dealing with procedural matters associated with the arranging, calling and running of meetings, including taking and producing minutes, and by providing advice on points of procedure and the responsibilities of the Joint Committee as necessary.

N3. Should the PLPAs agree that the host authority for meetings of the ~~Joint Strategic Planning Committee~~ Joint Committee will provide the services of a ~~senior~~ committee administrator, where this is on a rotating basis, the cost of this service will be borne by the respective PLPAs.

**(O) ~~OVERVIEW AND SCRUTINY OF THE JOINT COMMITTEE~~ Overview and Scrutiny of the Joint Committee**

O1. Formal overview and scrutiny of the Joint ~~Strategic Planning~~ Committee's deliberations shall be exercised by the PLPAs' existing arrangements as they see fit.

O2. In April At the annual meeting each year, the Joint Planning Unit Local Plans Team shall submit an annual report to the Joint Strategic Planning Committee Joint Committee which in turn will be submitted to each PLPA

reporting on progress of ~~the Joint Strategic Planning Committee~~ Joint Committee over the preceding year and progress anticipated in the coming year.

**(P) Central Lincolnshire Local Plans Team ~~CENTRAL LINGOLNSHIRE JOINT PLANNING UNIT~~**

- P1. Each PLPA agrees to the servicing of the ~~Joint Strategic Planning Committee~~ Joint Committee by a ~~Joint Planning Unit~~ Local Plans Team (appointed by CoL, NKDC, ~~and~~ WLDC ~~and LCC~~) accountable to the Joint Committee, with financial resources agreed by the PLPAs, via their regular service and financial planning processes.
- P2. Each PLPA agrees to formally identifying resources to enable the Local Plans Team ~~Joint Planning Unit~~ to function and deliver according to adopted timeframes of the Local Development Documents.
- P3. Each PLPA's resource contribution towards the ~~Joint Planning Unit~~ Local Plans Team shall be in direct proportion to their quota of Members on the Joint ~~Strategic Planning~~ Committee. The individual PLPAs shall not be obliged to exceed the budget commitments made by them (via their regular service and financial planning processes), though individual PLPAs may choose to increase their proportional contribution as a result without rebate.
- P4. Resource requirements for the work of the Joint Committee shall be identified by the ~~Joint Planning Unit~~ Local Plans Team and presented to the ~~Joint Strategic Planning Committee~~ Joint Committee for endorsement and for onward submission to PLPAs for their address.
- P5. The ~~Joint Planning Unit~~ Local Plans Team will be accountable to the ~~Joint Strategic Planning Committee~~ Joint Committee and will ensure that advice given to it is competent and compliant with current law and good practice.
- P6. ~~The strategic overview of the work programme and priorities of the~~ The Joint Planning Unit ~~Local Plans Manager and Local Plans Team~~ will be ~~advised provided by a Steering Group referred to as the~~ Heads of Planning group, comprising ~~lead officers from each of the constituent an appointed officer or the Mmanager responsible for planning policy in each~~ PLPA and will ensure that there is a suitable level of technical and professional expertise available to it and the ~~Joint Strategic Planning Committee~~ Joint Committee to give competent advice.
- P7. The typical range of work of the ~~Joint Planning Unit~~ Local Plans Team is set out in Appendix B.



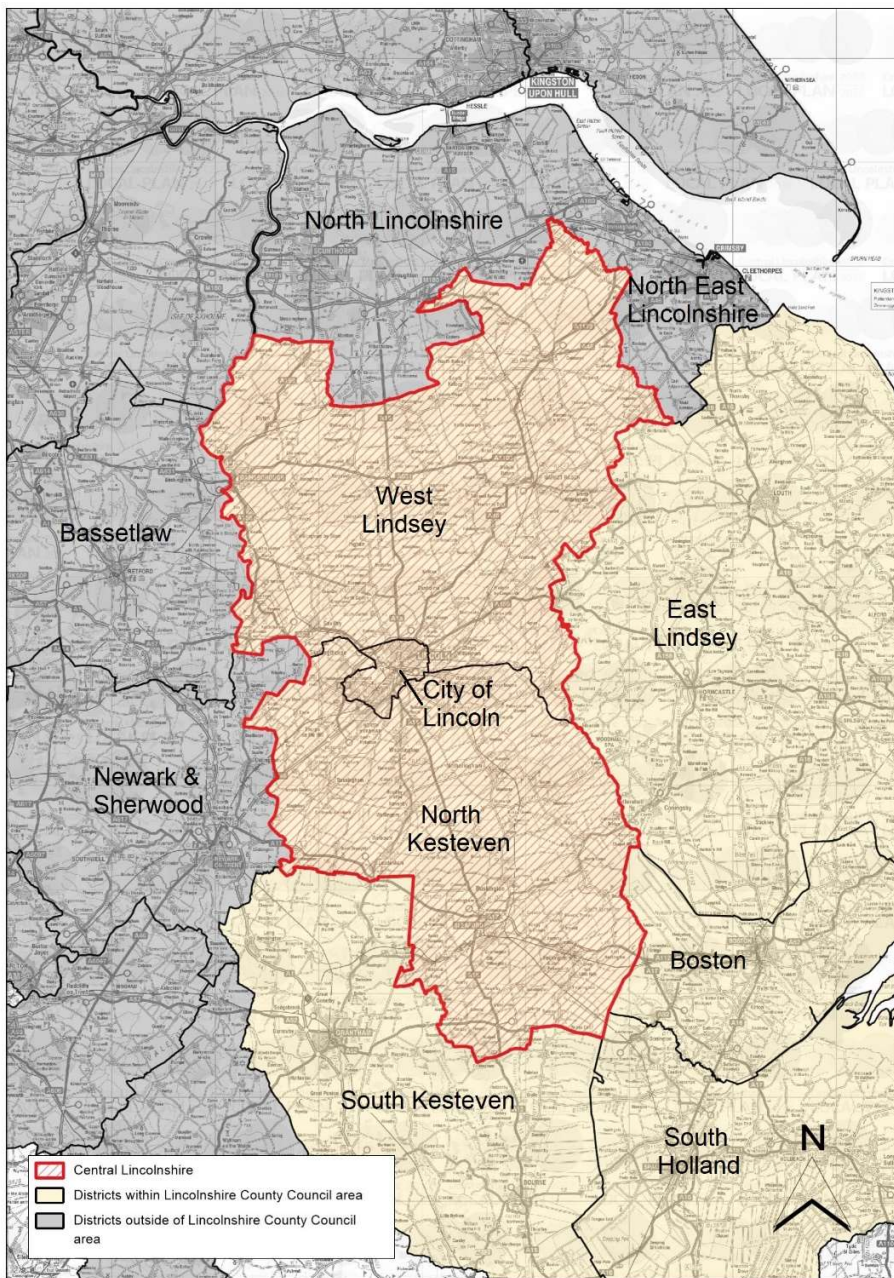
**(Q) ~~MODIFICATIONS AND TERMINATION OF AGREEMENT~~**  
**Modification and Termination of Agreement**

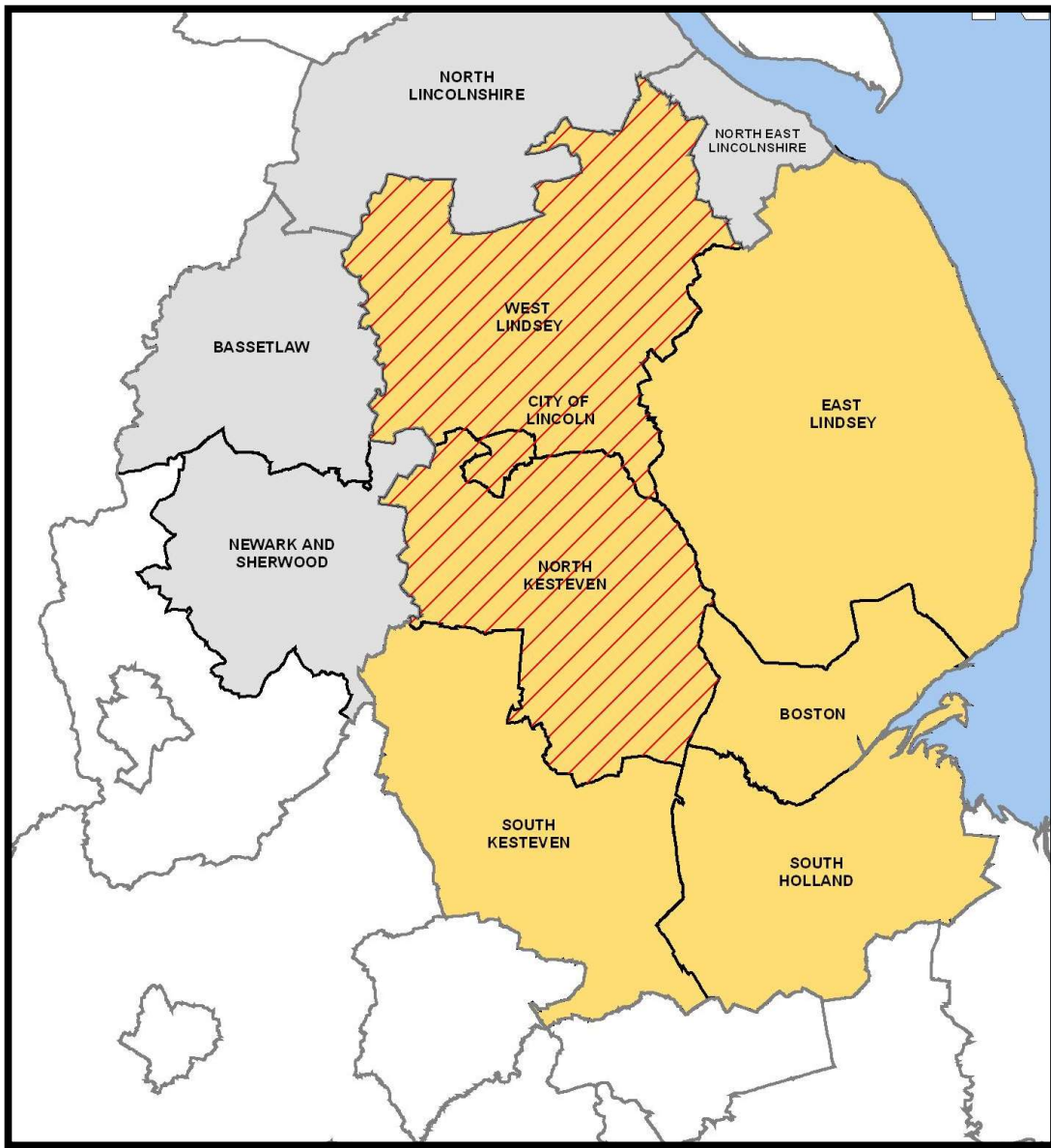
- Q1. Amendments or modifications to this Agreement will require the consent of all PLPAs.
- Q2. This Agreement shall continue in force unless and until the Secretary of State has revoked the order constituting the ~~Joint Strategic Planning Committee~~ Joint Committee as the local planning authority under section 31 of the Planning and Compulsory Purchase Act 2004.

## APPENDIX A -

### **JOINT STRATEGIC PLANNING COMMITTEE AREA OF JURISDICTION**

#### Joint Core Strategy Central Lincolnshire area and Surrounding Area





**APPENDIX B -**

**JOINT PLANNING UNIT RANGE OF WORK Local Plans Team  
Range of Work in support of the Joint Committee**

~~(IN SUPPORT OF THE JOINT STRATEGIC PLANNING COMMITTEE)~~

## Principal duties

1. Production and Submission of a ~~joint~~ Local Development Scheme and Statement(s) of Community Involvement.
2. Production and Submission of identified joint Local Development Documents helping to form part of the ~~Local Development Framework~~ Development Plan.
3. Community engagement as per the Statement(s) of Community Involvement.

## Other Duties

1. Advice and participation in the co-ordination of sub-regional planning and infrastructure proposals and cross-boundary strategic planning on infrastructure issues, including transport infrastructure.
2. ~~Co-ordination and assimilation of the information and evidence base to inform district Local Development Frameworks.~~ Development of evidence in support of Local Development Documents.
3. ~~Production or contribution to the joint Annual Monitoring Report related to the Local Development Frameworks for Central Lincolnshire.~~ Supporting the ~~Partner Local Planning Authorities~~ PPLAs in the implementation of the Local Plan and other related matters.
4. Supporting the monitoring of Local Development Documents with ~~Partner Local Planning Authorities~~ PLAs.
45. Appearance as expert witness at Examinations into ~~the identified joint~~ Local Development Documents, ~~and at other formal Examinations or Inquiries as required.~~
56. Representation of the interests of the ~~Joint Strategic Planning Committee~~ Joint Committee in promoting the plan and other related activities with the media and with other external organisations.
7. Representing the interests of the ~~Joint Strategic Planning Committee~~ Joint Committee in responding to consultations by Government, neighbouring authorities or other bodies.
68. Development and maintenance of a clear and comprehensive website.
79. Any duties requested of them by the Joint ~~Strategic Planning~~ Committee.



**AUTHORISATIONS OF THE CENTRAL LINCOLNSHIRE JOINT  
STRATEGIC PLANNING MEMORANDUM OF UNDERSTANDING  
INTENT**

**Signed on behalf of City of Lincoln .....**

Name Signature

Position

Date

**Signed on behalf of North Kesteven District Council .....**

Name Signature

Position

Date

**Signed on behalf of West Lindsey District Council .....**

Name Signature

Position

Date

**Signed on behalf of Lincolnshire County Council .....**

Name Signature

Position

Date



**Prosperous Communities  
Committee**

**Tuesday, 30 May 2023**

**Subject: Progress and Delivery Quarter Four Report and Summary of  
Year End Performance 2022/23**

Report by:

Director of Change Management, ICT &  
Regulatory Services

Contact Officer:

Claire Bailey, Darren Mellors  
Change, Projects and Performance Officer,  
Performance & Programme Manager

claire.bailey@west-lindsey.gov.uk,  
darren.mellors@west-lindsey.gov.uk

Purpose / Summary:

To consider the Progress and Delivery report for  
quarter four (January – March) including  
performance improvement plans and year-end  
2022/23.

**RECOMMENDATION(S):**

1. To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.
2. To approve the Progress and Delivery Performance Improvement Plan for Quarter Two (January-March) 2022/23

## IMPLICATIONS

**Legal:** None as a result of this report

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

**Financial :** None as a result of this report

**FIN/15/24/SL**

(N.B.) All committee reports **MUST** have a Fin Ref

**Staffing :** None as a result of this report

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

**Equality and Diversity including Human Rights :**

None as a result of this report

**Data Protection Implications :** None as a result of this report

**Climate Related Risks and Opportunities:** None as a result of this report

**Section 17 Crime and Disorder Considerations:** None as a result of this report

**Health Implications:** None as a result of this report

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

None as a result of this report

**Risk Assessment :**

None as a result of this report



**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**





# Progress and Delivery Report

Quarter Four 2022/23  
January - March

# Executive Summary

This report presents a detailed summary of Council performance for Quarter Four, (January to March) of 2022-2023. In line with the Council's senior structure, performance information in this report is grouped by portfolio and is based on the performance measures and targets approved by Corporate Policy and Resources Committee in February 2022.

Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a performance summary for each service within that portfolio. Key information includes performance by exception (above or below target) and narrative relating to service activity for the quarter.

Where new performance measures have been introduced, in line with standard practice, targets are not assigned for the first 12 months. Instead, performance data will be included in all P&D reports for 2022/23 in order that members have appropriate data to agree targets for 2023/24.




The Performance Improvement Plan (PIP) includes measures where performance has remained below target for two consecutive quarters or more. Additional information will be provided as to the reasons relating to the measure reporting below target, the impact this has, the actions in place to improve performance and when we expect to see the improvement following the action. The Plan is intended to add further context and provide the extra level of assurance Members are seeking and have requested as to why P&D measures within services are reporting as underperforming.

In addition to the table set out on page seven of this report, all featured measures have been highlighted through their portfolio summaries.

# Key to KPI Ratings Used

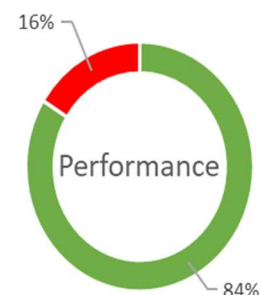
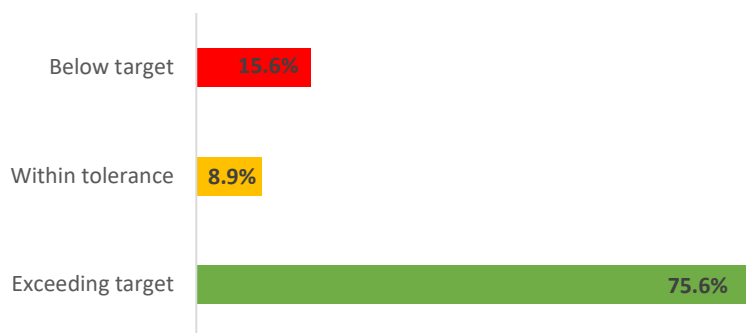
This report includes Key Performance Indicators (KPIs) set for 2022/23 where progress is assessed against agreed targets. Progress against targets is assessed by RAG (Red/Amber/Green) ratings. Progress is also assessed in terms of direction of travel (DoT) using arrows.

Direction of travel arrows are used to indicate the direction of change for KPI's over time. This provides a visual display to show whether performance has improved/declined/remained the same when compared to the corresponding quarter.

DoT	
↑	Performance improving
↓	Fall in Performance
→	No change
RAG	
	Measure exceeding approved target
	Measures within approved tolerances
	Measure below target

# Overall Summary of Council Performance

## Overall Performance Summary Quarter Four 2022/23



- Measures exceeding target for 2 quarters or more
- Measures below target for 2 quarters or more

Portfolio	No of KPIs <sup>1</sup>	KPIs exceeding Target	KPIs within tolerance	KPIs below target
Corporate Health	10	8	0	2
Change Management, ICT and Regulatory Services	18	16	1	1
Finance Business and Property Services	1	1	0	0
Homes and Communities	3	0	2	1
Operational and Commercial Services	9	5	1	3
Planning and Regeneration	4	4	0	0
<b>TOTAL</b>	<b>45</b>	<b>34</b>	<b>4</b>	<b>7</b>

<sup>1</sup> Includes only those performance measures for which a target has been assigned

# Corporate Health

- **COF02** – Whilst number of days taken to pay invoices continues to remain below target for quarter four, it remains in line with the Council's contractual standard payment terms of 30 days.

- **COF03** - The end of quarter four reports a surplus of £199k underspend on the forecast budget, which equates to a -1.33% variance against the revised budget. The variance within this position include pressures resulting from: salary budgets, fleet repairs and maintenance costs, a reduction in car park income, and fuel offset by savings: £356k net interest receivable, £82k planning fee income, £74k for grounds maintenance contract, £60k windfall grant income, £59k corporate contingency budget not required.

- **CUS01** –Customer satisfaction has increased during quarter four to 81%, a 10% increase compared to quarter four 2021/22 where customer satisfaction was 71%. A total of 2336 customer satisfaction surveys were distributed throughout quarter four, with a total of 423 responses received, equating to a response rate of 18.11%.

Customer satisfaction featured within the Performance Improvement Plan for the previous two quarters, quarter four sees the measure exceeding the 75% target for the first time during 2022/23. Work is ongoing to maintain this by involving a wider selection of teams in the satisfaction surveys and work is planned with teams to publish set service standards so customers have a level of expected standard the teams have committed to.

- **CUS04** – Quarter four has seen the number of complaints where fault has been identified decrease. Overall, 17 complaints were either fully or partially upheld during quarter four, this equates to an upheld rate of 33%.

**HUM01** – The increase in absenteeism relates to a number of staff on long term sickness.

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
COF02 - Average number of days taken to pay invoices **Included in PIP**	18 days	14 days	21 days		↓
COF03 - Overall Council budget forecast outturn	-1.42%	0.00%	-1.33% <sup>1</sup>		↓
CUS01 - Overall Customer Satisfaction	71%	75%	81%		↑
CUS04 - % of complaints where the Council is at fault	44%	45%	33%		↑
CUS05 - Average number of calendar days taken to resolve a complaint	7 days	21 days	7 days		→
GLC01 - Number of data breaches resulting in action from the Information Commissioners Office	0	0	0		→
GLC02 – Number of FOI requests received	179	N/A	154	-	-
GLC03 - % of FOIs completed within 20 working days	99%	97%	100%		↑
GLC04 - Number of FOI challenges upheld	0	0	0		→
HUM01 - Staff absenteeism	0.49 days	0.60 days	0.70 days		↓
HUM03 – Health & Safety incidents	6	N/A	23	-	↓
ICT05 - Server and system availability	100%	98%	100%		→

<sup>1</sup> Estimated (17<sup>th</sup> April 2023) The final out turn for 2022/23 will be known following closure of accounts (May 23) and this will be reported to Members as part of the final out turn monitoring report for 2022/23 in June 23.

# Performance Improvement Plan

The introduction of the Performance Improvement Plan into the Progress and Delivery framework will assist with the ongoing maturity of performance management at West Lindsey District Council. This plan will include measures where performance has remained below target for two consecutive quarters or more.

Additional information will be provided as to the reasons relating to the measure reporting below target, the impact this has, the actions in place to improve performance and when we expect to see the improvement following the action.

The Plan is intended to add further context and provide the extra level of assurance Members are seeking and have requested as to why P&D measures within services are reporting as underperforming.

The table overleaf shows a summary of improvement actions identified with associated Team Managers and Assistant Director/Directors. A more detailed plan is managed at service level with oversight by the senior management team including clear linkages to the objectives of both teams and individuals.

The plan will be monitored by the Council's Senior Change and Performance Officer and the relevant Team Manager with the quarterly P&D report used to update members on progress.



## Performance Improvement Plan

Page 65

Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we start to see an improvement?
Change Management and Regulatory Services	<b>LLC02</b> – Local Land Charges Market share	<p>A focus has been applied on improving the service delivery and turnaround time to our customers and businesses. It was viewed that this would have a positive impact on our market share, however this has not been realised.</p> <p>Reasons for this are currently being looked into. Work will be undertaken to clarify this and develop a plan with recommended options for moving forward.</p>	The long-term impact will be on the income received by the service.	A review of the potential market share of the service.	<p>The completed review has highlighted the competitive nature of the market and future options are being assessed.</p> <p>The transfer of Local Land Charges data to the HM Land Registry's digital service went live on the 18th April. Following the transfer further consideration needs to be given to this measure going forward.</p>
Finance Business and Property Services / Finance	<p><b>COF02</b> - Average time taken to pay creditor invoices</p> <p><b>*Corporate Health Measure*</b></p>	<p>The Council's contractual standard payment terms are 30 days which all suppliers sign up to. Our payments system is configured to deliver all payments to payment terms. The only deviation from this is small local suppliers who are able to set shorter payment terms which we adhere to.</p> <p>As part of the planned review of performance measures and targets for 2023-24, the target for this measure will be amended to align with the Council's standard contractual terms and conditions.</p>	It is essential that during these times of increased interest rates that the authority obtains best value for the tax payer.	To pay to terms and to ensure that where we use smaller suppliers that have shorter payment terms than 30 days that these terms are adhered to. There is no evidence that these shorter payment terms are not being adhered to.	Following approval at committee in February this measure will be amended for the 2023/24 measure set and will be removed from the Performance Improvement Plan following quarter four.
Homes and Communities / Homes,	<b>HHW01</b> - Average number of	Remedial actions implemented following the T24 review of the service are already taking effect as we see the number of adaptations	Enabling vulnerable and disabled	T24 review of service delivery model (completed - Dec 21)	Mar-23

Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we start to see an improvement?
Health and Wellbeing	calendar days from receipt of completed DFG application to completion of works	completed within 120 increase alongside the average number of days adaptations take to complete decrease.	residents remain living independent within their own homes	Evaluating the impact of the T24 review (Jan 23).	
Operational and Commercial Services / Markets	<b>MKT01</b> - Average number of market stalls on a Tuesday	Reduced number of stalls - lack of town centre offering in terms of shops and change in habits.	Potential loss of historic market in the town.	Market function review approved at both Prosperous Communities and Corporate Policy & Resources which includes a three-year action plan. This predicts gradual improvement, unlikely to see a difference in the first year.	2023-2025
Operational and Commercial Services / Markets	<b>MKT02</b> - Average number of market stalls on a Saturday				
Operational and Commercial Services / Waste Management	<b>WAS03</b> - Recycling Rate	Two extremely dry months - reduction in green waste (heaviest material). Introductions of the twin stream recycling which caused initial short-term bin rejections.	Failure to meet Government targets and the Council's commitment as part of the objectives in the Lincolnshire Joint Municipal Waste Management Strategy.	Continued communication plan - posting online messages to avoid rejections and to aid customer support and buy in.	Dependent on climatic conditions possibly 2022/23. Depending of legislation food waste collections could be rolled out from 2025.

# Change Management, ICT and Regulatory Services Performance Summary

## Services Included:







- Benefits
- Community Safety
- Environmental Protection
- Food Safety
- Housing and Planning Enforcement
- ICT
- Local Land Charges
- Licensing
- Council Tax & NNDR
- Systems Development




## Measures where performance is above target for at least two consecutive quarters

Supporting narrative and service breakdown on the pages to follow.

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
BEN02 – Claims older than 30 days	10	12	8	●
ENV02 – % of environmental protection cases closed within six months	100%	75%	100%	●
FDS02 – % of registered food premises rated three stars or above	97%	96%	98%	●
ENF02 – % of planning enforcement cases given an initial response within 20 days	95%	90%	95%	●
ENF03 - % of planning enforcement cases closed within six months	91%	75%	87%	●
ENF05 - % of housing enforcement cases closed within six months	77%	75%	83%	●
LLC03 – Average number of working days to process a search	1 day	10 days	2 days	●
LLC04 – % of searches processed within 10 working days	100%	86%	100%	●
LIC01 – % of licensing applications processed within target time	100%	96%	99.5%	●

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
LOT01 – Number of properties on the Council Tax base per FTE	7,260	5,000	6,289	
LOT03 – Council Tax in year collection rate	83.12%	98.02%	98.28%	
LOT05 - NNDR in year collection rate	86.31%	96.75%	99.32%	
SYS01 – Website availability	100%	98%	100%	
SYS02 – % of Systems Development request completed within 10 working days	99%	85%	99%	
SYS03 – LLPG standard	Gold	National Standard	Gold	


**Measures where performance is below target for at least two consecutive quarters**

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
LLC02 – Local Land Charges Market share	26%	40%	27%	

# Environmental Protection

**ENV01/02** - The Environmental Protection team continue to see a high level of demand across its functions. All roles within the work area are now occupied, with two of the team working towards becoming fully qualified Environmental Health Officers as they continue to learn and develop across all the disciplines. The statutory requirements within the work areas continue to be met within the resources that are available.

## Performance Exceptions


KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
ENV01 – Number of Environmental Protection requests received	219	N/A	184	-	
ENV02 – % of Environmental Protection cases closed within six months	99%	75%	100%		↑

# Food Safety

**FDS01** - The Council have completed over 90% of its required food inspections during the year and have ensured that all higher risk premises have been inspected within their required timescales. This has helped to ensure the additional backlog created by Covid-19 has been addressed and the service continues to move towards an inspection regime that was in place prior to Covid-19.

**FDS02** - The level of compliance overall remains high for premises; however, additional intervention work has been required across a greater number of premises due to the time lapsed between inspections due to the delays from the pandemic. The work area has also been able to restart the sampling regime, which is one of the tools which helps to keep our residents and visitors safe. Alongside this work, a proactive health and safety project has been delivered, focussing on those businesses where the district has a remit to enforce health and safety. This work included visits to 32 premises and a significant number of contraventions of the law that have been resolved due to the intervention of the Council.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
FDS02 – % of registered food premises rated three stars or above	98%	96%	98%		→

# Housing and Planning Enforcement




The measures across all three work areas have improved throughout the year and have maintained consistent performance, which in turn helps to ensure that the service experience is consistent.

**ENF02** - Particular improvement has been made within the planning enforcement work area in relation to initial response times and speed of overall closures.

The overall caseload in this work area has also reduced due to the enhanced speed in which cases are being dealt with.

**ENF04** - There has been an increase in the number of reports made in regards to Private Sector Housing, this is attributed to the increased communications in relation to damp and mould that have occurred. This work area is embarking on a proactive project in 2023/24, which should result in a further increase of positive outcomes.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
ENF01 - Number of planning enforcement requests received	67	N/A	70	-	-
ENF02 - % of planning enforcement cases given an initial response within 20 days	77%	90%	95%		↑
ENF03 - % of planning enforcement cases closed within six months	78%	75%	87%		↑
ENF04 - Number of housing enforcement requests received	48	N/A	65	-	-
ENF05 - % of housing enforcement cases closed within six months	76%	75%	83%		↑
ENF06 - % of community cases closed following compliance	N/A	N/A	41%	-	-

# ICT

**ICT01** –2022/23 reported a total of 77 ICT customer satisfaction survey distributed to internal customers who had logged ICT Service Desk tickets with a total of 52 responses received, equating to a response rate of over 67%.

The ICT Team have completed a review of how issues should be defined for actions and how ICT Service Desk tickets are recorded and managed within the team to provide a better customer experience. The improved service delivery is reflected in the customer satisfaction score of 98.85%.

## Performance Exceptions




KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
ICT01 – Customer Satisfaction	N/A	N/A	98.85%	-	-
ICT02 - % of high priority ICT helpdesk calls closed within 24 working hours	N/A	N/A	100%	-	-
ICT03 - % of medium priority ICT helpdesk calls closed within 74 working hours	N/A	N/A	100%	-	-
ICT04 - % of low priority ICT helpdesk calls closed within 48 working days	N/A	N/A	100%	-	-

# Local Land Charges

Throughout 2022/23 the focus of Local Land Charges has been to assist with the migration of the LLC1 search element to HM Land Registry whilst continuing to deliver a high performing, and consistent, service to its customer base. This was recognised nationally in March 2023 when the service was awarded ‘Local Authority Searches Team of the Year’ at the Land Data Local Land Charges Awards.

**LLC02** - It was assumed that the consistent high performance would result in an increase in market share however this was not realised due to the competitive nature of the market. The focus of 2023/24 will be to understand the potential of increasing the market share whilst continuing the deliver a high performing service.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
LLC01 – Number of Local Land Charge searches received	922	N/A	628	-	-
LLC02 – Market share **Included in PIP**	35%	40%	27%		↓
LLC03 – Average number of working days to process a search	8.1 days	10 days	2 days		↑
LLC04 – % of searches processed within 10 working days	100%	86%	100%		→
LLC05 – Income Received	£38,668	N/A	£23,546	-	-

# Licensing

**LIC01** - The licensing service continues to operate effectively and efficiently, dealing with 99.5% of applications within the required timeframes. The work area has dealt with a number of appeals throughout the year and has enhanced its compliance work across the district as part of an improved proactive approach to monitoring premises. This has included joint working with Trading Standards to address problem premises across the district.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
LIC01 – % of licensing applications processed within target time	100%	96%	99.5%		↓

# Benefits

**BEN01** – Quarter four sees a reduction in end to end processing times, influenced by new year rent increases being input ahead of 1 April.

**BEN02** - Claims older than 30 days reported at 8 days for quarter four - new claims are prioritised and performance in March has been maintained despite numerous rent increases being received and increased phone calls prompted by the new year entitlement letters being issued. New Claims continue to be a priority and the 'Over 30 days' claims are monitored weekly.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
BEN01 – End to end processing times	4.2 days	5 days	3 days		↑
BEN02 – Claims older than 30 days	16.3	12	8		↑

# Council Tax and NNDR

**LOT03** - A collection rate of 98.28% is reported for 2022/23 with the team collecting a total of £63.4 million of £64.5 million due. This is a £4.2 million (0.26%) increase on the previous year.


This is a remarkable achievement as the team have faced a number of challenges this year with staff changes, the successful roll out of the council tax energy rebate scheme and the ongoing impacts of the cost of living crisis on our council taxpayers.

**LOT05** – A collection rate of 99.32% is reported for National Non-Domestic Rate (NNDR) with the team collecting £1.7 million (2.58%) more during 2023/24. The increase due mainly to the award of the Covid Additional Relief Fund (CARF) payments being applied for during 2021 but allocated in September 2022. This delay in allocating payments was caused by a delay in the issue of Government guidance for this scheme.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
LOT01 – Number of properties on the Council Tax base per FTE	5,707	5,000	6,289		↑
LOT02 – Amount of Council Tax collected	£9,071,766	N/A	£9,661,921	-	-
LOT03 – Council Tax in year collection rate	98.02%	98.02%	98.28%		↑



KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
LOT04 – Amount of NNDR collected	£2,927,960	N/A	£2,154,691	-	-
LOT05 - NNDR in year collection rate	96.75%	96.75%	99.32%		↑




## Systems Development

**SYS01**- Continued monitoring to ensure availability and no broken links to guarantee the standard is maintained.

**SYS02** - Automated allocation of requests to the correct officer ensures no delays in work being reviewed and work completed in a timely manner.

**SYS03** - LLPG Standard is measured nationally against nine set criteria on a daily basis. Constant management of address data and creating new postal addresses ensures we maintain the highest possible standard.

### Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
SYS01 – Website availability	100%	98%	100%		→
SYS02 – % of Systems Development request completed within 10 working days	99%	85%	99%		→
SYS03 – LLPG standard	Gold	National Standard	Gold		→

# Finance, Business and Property Services Performance Summary

Services Included:

- Property and Assets



## **Measures where performance is above target for at least two consecutive quarters.**

Supporting narrative and service breakdown on the pages to follow.

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
PRO03 – Rental portfolio voids	1.3%	12%	4%	●


## **Measures where performance is below target for at least two consecutive quarters.**

There are no measures within this portfolio that have performed below target for two consecutive quarters.

# Property & Assets

**PRO03** – The Councils rental portfolio voids have increased, with 4% reported at the end of quarter four. This relates to two voids, both units within The Plough, the units are generating interest but no commitment to date.

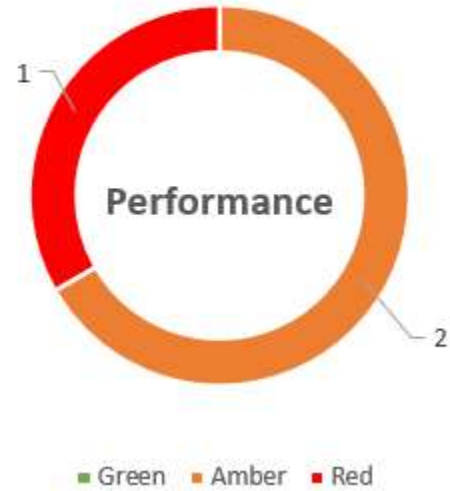
## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
PRO03 – Rental portfolio voids	3%	12%	4%		↓

# Homes and Communities Performance Summary

Services Included:

- Communities
- Homelessness
- Homes, Health and Wellbeing
- Housing



**Measures where performance is above target for at least two consecutive quarters**

There are no measures within this portfolio that have performed above target for two consecutive quarters.

**Measures where performance is below target for at least two consecutive quarters**

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
HHW01 – Average number of calendar days from receipt of completed DFG application to completion of work	162 days	120 days	155 days	●

# Communities

**COM01** – The Councillor Initiative Fund made 171 awards, equaling a total of £67,717 during 2022/23.

**COM02/03** – At the close of the year Match Funding Grant has made a total of 23 awards equaling £136,043.87, which has helped secure £805,723 of match funding over the course of the year.

## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
COM01 – Total number of grants awarded	N/A	N/A	195	-	-
COM02 – Total value of grants awarded	£133,738	N/A	£202,761	-	-
COM03 – External community funds levered by WLDC	£534,193	N/A	£805,723	-	-

# Home Choices

Quarter four has received the highest number of homelessness approaches, receiving 182 compared with an average of 141 taken from the three previous quarters.

**HME01** – The number of homelessness approaches with positive outcomes reported at 105 for quarter four, which is the same as reported in quarter three.

**HME02** – The percentage of homelessness approaches being prevented or relieved decreased in quarter four to 70.3%, when compared to 78% in quarter three. The team currently record those who have withdrawn their application as an unsuccessful prevention or relief, however it may just be that they no longer require our services. A total of 23 applications were closed in quarter four due to ‘contact lost’. In line with the ongoing proactive work and as part of the homelessness assessment, the team will start gathering information from applicants about engagement with other services and if concerns are raised around how someone will engage with our services we will refer to wellbeing, social prescribing or housing related support to help with this.

**HME03/04** - Cross Street utilisation remains high but demand from priority need applicants means that B&B use is still unavoidable. A project is currently in the early stages to look at options and potential solutions to increase availability of non-B&B temporary accommodation. A total of five households were accommodated in B&B’s under SWEP (Severe Weather Emergency Protocol) during quarter four.

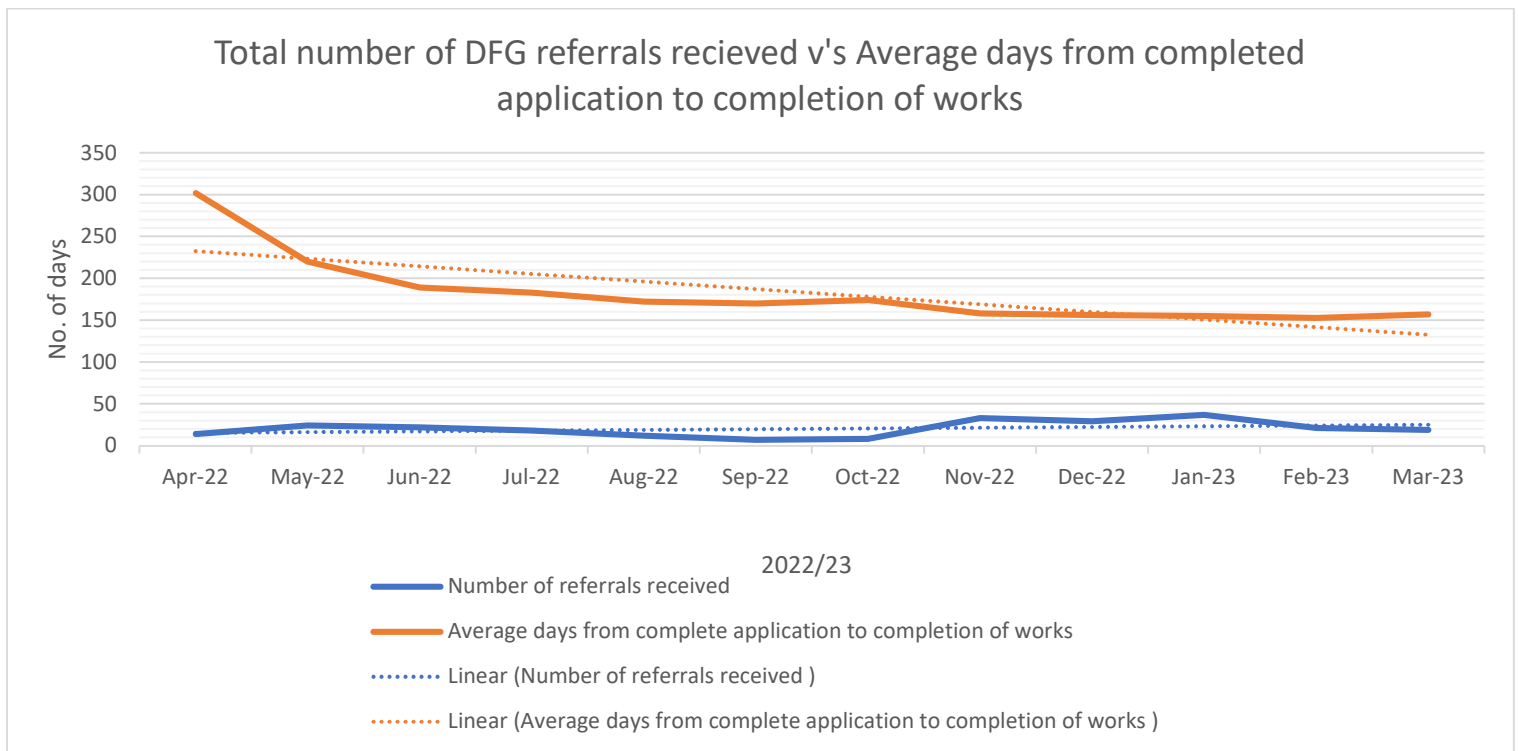
## Performance Exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
HME01 – Number of homelessness approaches with positive outcomes	N/A	N/A	105	-	-
HME02 - % of homelessness approaches that are prevented or relived	N/A	N/A	70.3%	-	-
HME03 – Total number of households in leased/B&B accommodation	N/A	N/A	50	-	-
HME05 - % of households spending 56 nights or more in leased accommodation	N/A	N/A	30%	-	-
HME06 – Number of households in B&B accommodation	11	N/A	39	-	-
HME07 % of households spending more than 35 nights in B&B accommodation	N/A	N/A	10.3%	-	-

# Homes, Health and Wellbeing

**HHW01** – The average number of calendar days from receipt of completed DFG application to completion of work (HHW01) has been a measure under review over the course of 2022/23. HHW01 featured within the performance improvement plan with remedial actions in place, progress has been monitored and reported over the course of the year. Whilst the measure continued to exceed the agreed target of 120 days, the team have made great progress in reducing the number of days to complete DFG applications.


The chart below highlights the performance of KPI 'HHW01' when comparing the number of referrals received (between the period of April 2022 and March 2023) with the average number of days taken to complete. The chart highlights the downward trend over the course of the year which the team have maintained with increased number of referrals. To further highlight the achievement the table below shows a 58% increase in referrals received from 2021/22 when compared with 2022/23, a total of 102 additional referrals.



	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Number of DFG referrals received	106	131	158	176	142	244

Looking ahead to 2023/24 and the significant budget pressures that DFG's continue to face, a new priority system is to be rolled out which will see DFGs categorised into priority order, a move from referrals being dealt with by date order. The categorisation of priority order to be undertaken by Occupational Therapists will see the more urgent adaptations delivered as quickly as possible. The budget constraints will mean that the referrals categorised as non-urgent will be delayed. Due to the budget pressures, the target of 120 days is not going to be met and it is likely this indicator will show a move towards longer timeframes, but the reporting of this measure will continue into 2023/24 in the same way and will be supported with the new categorisation breakdown so that performance in this area maintains visible and effectively communicated.

**Performance Exceptions**

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
HHW01 – Average number of calendar days from receipt of completed DFG application to completion of work **Included in PIP**	197 days	120 days	155 days		↓
HHW02 - % of DFG referrals completed within 120 calendar days	N/A	N/A	44%	-	-
HHW03 – Number of long-term empty properties in the district	491	N/A	615	-	-



# Operational and Commercial Services Performance Summary

## Services Included:

- Building Control
- Crematorium
- Customer Services
- Contracts Management
- Leisure
- Markets
- Street Cleansing
- Trinity Arts Centre
- Waste Management (including Garden Waste)



## Measures where performance is above target for at least two consecutive quarters

Supporting narrative and service breakdown on the pages to follow.

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
LEI09 - % of customers reporting satisfaction with West Lindsey leisure facilities	95%	75%	92%	●
STR01 – % of fly-tipping collected within 10 days	100%	90%	99.3%	●
TAC01 – Total number of performances and screenings held	56	8	52	●
TAC03 – Total number of engagement activities held	80	12	65	●
TAC05 – Average spend per head on secondary sales	£2.75	£2.30	£2.92	●
WAS02 – Amount of residual waste collected per household	40 kg	45 kg	42 kg	●

## Measures where performance is below target for at least two consecutive quarters

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
MKT01 – Average number of Tuesday market stalls	26	37	23	●
MKT02 - Average number of Saturday market stalls	10	14	7	●
WAS03 – Recycling rate	41%	50%	17.5%	●

# Building Control

**BDG03** –Market share remains within the approved tolerances set with an average of 75% for quarter four.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
BDG01 – Income received	£61,856	N/A	£49,114	-	-
BDG02 – Applications received	178	N/A	181	-	-

# Crematorium

**LFC01/LFC03** - Quarter four reported an increase in services, with 177 services in total when compared to the previous year's quarter four where 127 services were held, which in turn has increased income for the quarter.

**LFC03** – 21.7% of services held during quarter four were direct funerals, an increase when compare with quarter three where 14% of services were direct funerals. The increase this quarter has been due to a competitor for direct funerals being closed for maintenance during March and the Lincolnshire Co-Op Funeral Services diverting their direct funerals to Lea Fields.

Following the opening of Lea Fields in January 2020, West Lindsey signed up to The Institute of Cemetery and Crematorium Management (ICCM) Metal Recycling Scheme, which was set up so that with the consent from families, orthopaedic implants recovered after cremation are recycled and any money raised is used to give back to bereavement related charities. As part of this scheme quarter four provided the opportunity to funeral directors who used our crematorium September 1st 2022 onwards the chance to enter a draw to nominate a single charity. Following the draw the successful funeral director nominated LIVES, who will benefit from a donation of £12,000 to be paid during May.

The National Association of Funeral Directors quarterly meeting was hosted by Lea Fields on 21st January, the event attracted a large attendance and was so well received, our facility has been requested to use again.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
LFC01 – Services held	127	N/A	177	-	-
LFC02 – Direct funerals held	N/A	N/A	76	-	-
LFC03 – Income received	£109,618	N/A	£149,626	-	-
LFC04 – Secondary sales	N/A	N/A	£1,345	-	-

# Contracts Management

**GLC06** – No contracts have expired within quarter four.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
GLC06 - Number of expired contracts	N/A	N/A	0	-	-

# Leisure Contract

**LEI01** - Gym Memberships have increased during quarter four, ending the quarter with 1946 full fee-paying members at Gainsborough and 667 at Market Rasen, a total of 2613 across both sites an increase of 170 when compared with 2443 in quarter three.

**LEI04** – The senior active programme sessions continue to operate at over 75% capacity with the sessions including Easy Line, SIT Fitness and Stretch and Sculpt. A total of 1137 users participated in the programme which has increased from 1066 in quarter three.


The bi-weekly dementia group held at Gainsborough Methodist Church continues. The low intensity sports sessions delivered by Everyone Active continue, they include walking netball and walking football at both facilities along with cricket sessions and wheelchair basketball at Market Rasen.

**LEI06/07** - In addition to the active senior programme the ongoing outreach work includes:

- **Care Homes:** There are five care homes currently taking up this weekly provision, the sessions offer a variety of activities from balloon volleyball, chair-based exercise, boccia and new age curling. Everyone Active remain committed to rolling this out to as many care homes as possible however there are issues with funding from the care homes with some seeking to reduce to a fortnightly provision rather than the weekly offering, which creates challenges with recruitment.
- **Fit Villages:** The scheme launched in January 2023 with a disappointing response; only two Fit Villages signing up to the initiative – concerns with villages finding sufficient funding / heating facilities and finding the right activity to suit all.
- **Working with Gainsborough Voluntary services:** 15 clients continue to regularly use the West Lindsey facility these include clients accessing the gym, swimming pool, walking groups and network to Badminton groups.
- **One You Lincolnshire:** The free 12-week scheme has 52 active clients currently. Following the success, the scheme was rolled out to Market Rasen, this has proved positive to date with 17 active clients.
- **FA Girls Wild Cats at Market Rasen:** Continues to be hugely popular with 35 girls attending weekly.
- **Lincolnshire Co-op Health Walks:** A revamp of this activity will be launched as we had low members through the winter months and need to look at other initiatives to encourage more usage.

Moving into 2023/24 there are plans to run a radio campaign and increase advertising locally. There will be new membership joining offers in quarter one with work ongoing to promote the parkinson, Ukraine refugees and care leavers memberships.

## **Performance exceptions**

<b>KPI</b>	<b>Q4 (2021/22)</b>	<b>Target</b>	<b>Q4 (2022/23)</b>	<b>Perf</b>	<b>DoT</b>
LEI01 - Number of individual full fee-paying leisure centre members	N/A	N/A	2,613	-	-
LEI02a - % of full fee-paying members visiting the Gainsborough leisure centre at least once a week	N/A	N/A	72%	-	-
LEI02b - % of full fee-paying members visiting the Market Rasen leisure centre at least once a week	N/A	N/A	61%	-	-
LEI03 - % of full fee-paying members using the wet side at least once per week	N/A	N/A	79%	-	-
LEI04 - Number of users of the senior's active programme	N/A	N/A	1,137	-	-
LEI05 - Number of non-members using the leisure centres	N/A	N/A	7,936	-	-
LEI06 - Number of outreach sessions held	N/A	N/A	17	-	-
LEI07 - Number of outreach users	50	N/A	188	-	-
LEI08 - Number of leisure centre users referred through the Healthy Lifestyle scheme	369	N/A	91	-	-
LEI09 - % of customers reporting satisfaction with West Lindsey leisure events and facilities	96%	75%	92%		↓

# Markets

Following the review of the market function, a report on the future of West Lindsey markets was approved at both Prosperous Communities and Corporate Policy & Resources in 2022, this included a three-year plan to regenerate the markets across West Lindsey, based on a three-phased approach – Transition, Development and Delivery.

As part of the plan the support package agreed with Marshalls Yard until April 2023 has come to an end. The Towns Manager is now in post; responsibilities include strategic management and influence over all three street markets in West Lindsey, as well as the farmers market. In addition, the Towns Manager has responsibility for delivery of two main events to run alongside the general market and smaller events alongside the farmers' market.

The measures MKT01 and MKT02 are both included within the performance plan and continue to be monitored in line with the three-year plan.



**MKT01-** Quarter four has seen a small decrease in the number of market stalls taken up by our market traders on a Tuesday, with an average take up of 23 per week when compared with 25 in quarter four 2021/22.

**MKT02 -** Quarter four also reports a decrease in the number of market stalls taken up by our market traders on a Saturday, with an average take up of 7 per week when compared with 10 in quarter four 2021/22.

**MKT03-** The number of market traders has maintained levels over the course of the year, with an average of 16 traders for 2022/23. Quarter four reports a decrease in the number of traders attending our market on a Tuesday & Saturday, with an average take up of 15 traders, compared with 17 in quarter three.

The support package agreed with Marshalls Yard until April 2023 has come to an end. The Towns Manager is now in post; responsibilities include managing the general market as well as the farmers market and in addition, the delivery of two main events to run alongside the general market and smaller events alongside the farmers market.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
MKT01 – Average number of Tuesday market stalls **Included in PIP**	25	37	23		↓
MKT02 - Average number of Saturday market stalls **Included in PIP**	10	14	7		↓
MKT03 - Number of market traders	N/A	N/A	16	-	-

# Street Cleansing


**STR01** – A total of 429 instances of fly tipping were reported during quarter four, an increase of 38.83% when compared with 309 instances in quarter three. However fly tipping incidents for the same time period as last year have decreased by 18.59% decreasing from 527.

A total of 427 of the 429 fly tipping instances reported were collected within ten days, this represents a collection/removal rate of 99.53%

As part of the ongoing work between the Environmental Protection and Street Cleansing Team to reduce fly tipping within the district, three cameras have been installed in rural hotspot areas. The new cameras form part of a wider proactive approach that has been taken in regards to fly-tipping over the last year. This includes the introduction of out of hours patrols, some of which are undertaken jointly with the Police, the use of high visibility tape to inform residents we are aware of fly-tips and attendance at 180 incidents of fly-tipping where an investigation is needed. This resulted in 21 fly-tipping fixed penalties being issued, a significant increase from the 9 issued in 2021/22.

Counts of fly-tipping by waste / incident size	
Single item	46
Car boot load or less	114
Small van / transit van load	222
Tipper lorry load / significant or multiple loads	47

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
STR01 – Percentage of fly-tipping collected within 10 days	99%	90%	99%		→




# Trinity Arts Centre

**TAC01** – Quarter four marks a strong start to 2023 for the Trinity Arts Centre, with a total of 52 performance/screenings held, although this is a decrease from quarter three 28 of the 56 performance/screenings held were pantomime performances.

Quarter four saw the introduction of a new programme of work; folk music. TAC hosted two national bands in the world of folk FARA and McGoldrick, McCusker and Doyle who all played their latest album release. These artists attracted a new audience to the theatre, with more folk performances planned later in the programme.

**TAC03** - Strong relationships continue with our regular hirers which was further enhanced by partnership working during February half term where TAC collaborated with a customer to deliver some bespoke children's workshops. The success of these meant the workshops were quick to sell-out and the hirer has since seen an increase in student admissions to their weekly classes.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
TAC01 – Total number of performances and screenings held	13	8	52		↑
TAC02 - Audience figures as a % of capacity	N/A	N/A	33%	-	-
TAC03 – Total number of engagement activities held	151	12	65		↓
TAC04 - Income received	£39,108	N/A	£57,324	-	-
TAC05 – Average spend per head on secondary sales	£2.75	£2.30	£2.92		↑



# Waste Management

**WAS02** –The amount of residual waste collected per household continues to exceed target, however weights have increased over the course of the year, with quarter four averaging 42kg. Communications regarding the purple lidded bin and the “right thing, right bin” campaign continues, with the aim to increase resident’s awareness of what is recyclable and what needs to go in the residual bin.

**WAS03** – The end of quarter four marks a full year following the introduction of paper and card collections, a marked reduction in contamination rates is reported with a 50% reduction overall. The Lincolnshire Waste Partnership is continuing direct communications to reduce this even further. Although the quantity of recycling materials collected has reduced the quality of materials collected has improved dramatically (paper and card 1% contamination rate and MDR less than 15%).

**WAS04** – The percentage of missed bins collected within the service level agreement is reported at 93% for quarter four, a reduction compared with quarter three 2022/23. Large number of new developments increases occurrences missed bins and also adds pressure on the existing collection rounds, a review of rounds will be undertaken during 2023/24.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
WAS02 – Amount of residual waste collected per household	40.13 kg	45 kg	42 kg		↑
WAS03 – Recycling rate **Included in PIP**	29%	50%	17.53%		↓
WAS04 - % of missed black, blue and purple lidded bins collected within the SLA	97%	N/A	93%	-	-
WAS06 – Green Garden Bin subscription take-up	51%	N/A	50.34%	-	-



# Planning and Regeneration Performance Summary

Services Included:

- Development Management



## Measures where performance is above target for at least two consecutive quarters

Supporting narrative and service breakdown on the pages to follow.

KPI	Q3 (2022/23)	Target	Q4 (2022/23)	Perf
DEV03 – % of major planning applications determined on-time	100%	90%	100%	●
DEV04 – % of non-major planning applications determined on-time	96%	94%	100%	●
DEV05 – % of major appeals allowed	7%	8%	0%	●
DEV06 – % of non-major appeals allowed	1%	8%	1%	●

## Measures where performance is below target for at least two consecutive quarters.

There are no measures within this portfolio that have performed below target for two consecutive quarters.

# Development Management

**DEV01** – Development Management received £147,835 (£133,177 in application fees; £14,658 in pre-application fees) in total fees during quarter four. Whilst this is reduced compared with the quarter four 2021/22 overall for 2022/23 a total fee income of £1,110,374.35 (£1,060,512 in application fees, and a further £49,862 in pre-application fees) is reported, this is an increase on the previous year’s total income of £1,057,498.

**DEV02** – a total of 483 applications were received in quarter four; 11 major development applications, 77 minor applications, 141 other applications (including householder), 254 additional applications.





**DEV03** – 17 applications for major planning applications were determined during quarter four, 100% which were determined within the 13-week target (29%) or within an agreed extension of time (71%). 100% of the 52 major application determined during 2022/23 were determined within the 13-week target or within an agreed extension of time.

**DEV04** – In addition quarter four saw 189 non-major applications determined, of which 100% were determined within the 8-week target or within an agreed extension of time. A total of 815 non-major applications were determined throughout 2022/23, 788 (97%) of which were in time or within an agreed extension of time.

**DEV05** – One major development appeal was allowed throughout 2022/23, which accounts for 2% of all major decisions made.

**DEV06** – Quarter four saw two non-major appeals allowed and two dismissed equating to 1% of decisions made. 2022/23 a total of 27 appeals were determined, of those 6 were allowed and 19 dismissed, accounting for less than 1% of all non-major decisions made.

## Performance exceptions

KPI	Q4 (2021/22)	Target	Q4 (2022/23)	Perf	DoT
DEV01 - Planning and pre-application income	£293,025	N/A	£147,835	-	-
DEV02 - Received planning applications	466	N/A	483	-	-
DEV03 – % of major planning applications determined on-time	100%	90%	100%		→
DEV04 – % of non-major planning applications determined on-time	95%	94%	100%		↑
DEV05 – % of major appeals allowed	13%	8%	0%		↑
DEV06 – % of non-major appeals allowed	1%	8%	1%		→



# Progress and Delivery

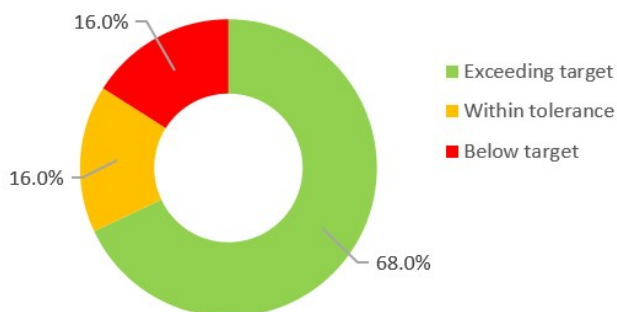
## Appendix A

Summary of Year-End Performance

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

# Introduction and Overview

## Overall Performance Summary 2022/23



The overview of our 2022/23 Progress and Delivery is an opportunity to reflect on the excellent performance throughout the year, a year not without challenges but one which has seen the performance improve throughout the course of the year.

The graph highlights the position at the end of the year: 84% of the Councils key performance indicators finish either within the agreed tolerance or exceeding their targets for 2022/23. This is an increase on the previous year which reported 69%.

A total 16% of measures report below target at the end of the year, this equates to of nine measures, eight of which have been monitored with performance improvement plans. The performance improvement plans are one of several positive outcomes of 2022/23, introduced to provide further context and an extra level of assurance to the monitoring of our measures and something we are keen to further embed going into 2023/24.

**Disabled Facilities Grants** has been a huge positive following the T24 review and subsequent performance improvement plans working together to support the team. The team have fully embraced the processes delivering a fantastic service to some of our most vulnerable residents, the service improvements implemented by the team has meant they have been able to maintain the end-to-end times for DFG's whilst receiving a 58% increase in referrals. The reporting against our **statutory and regulatory services** has also seen significant improvements in performance, including the continued success of our **Local Land Charges** team, again following the successful T24 review, and subsequent improvements identified from this. Our **Council tax** and **Benefits** teams have exceeded performance targets whilst managing the additional challenges of administering government grants to support the ongoing cost of living crisis. The list could go on as the services have all worked to contribute to what has been a positive end to the year.

**Looking ahead to 2023/24** there are a number of expected changes, firstly, we will be welcoming new Members to our Council; Councillors have a key role to play in the monitoring and management of the Councils performance and following on from the work undertaken so far to embed a performance management culture in WLDC, we will continue to work together with our Councillors to help build on this and ensure the ongoing maturity of this culture within the organisation.

The planned work will be underpinned by our Corporate Plan, the new plan will be the key document which sets out the Councils vision and strategy for the next four years, to ensure that the progress and delivery performance measures align with this a full review of measures and targets is planned to be undertaken during 2023/23 for 2024/25 Progress and Delivery, again with our Councillors being a key stakeholder in this process.

# Corporate Health Year-End Performance

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
COF01 – Budget variance	-£186,542	0	-£199,000 <sup>1</sup>		
COF02- Average number of days taken to pay invoices <b>**Included in PIP**</b>	11 days	14 days	21.5 days		
COF03- Overall Council budget forecast outturn	-0.35497%	0.00%	-1.33% <sup>1</sup>		
COF04 - Annual Statement of Account	Unqualified	Unqualified	TBC		
CUS01- Overall Customer Satisfaction	88%	75%	73%		
CUS04- % of complaints where the Council is at fault	33%	45%	24%		
CUS05- Average number of calendar days taken to resolve a complaint	9 days	21 days	7 days		
GLC01- Number of data breaches resulting in action from the Information Commissioners Office	0	0	0		
GLC02– Number of FOI requests received	585	N/A	572	-	
GLC03- % of FOIs completed within 20 working days	99.8%	97%	100%		
GLC04- Number of FOI challenges upheld	3	0	0		
HUM01- Staff absenteeism	0.54 days	0.6 days	0.5 days		
HUM03– Health & Safety incidents	39	N/A	58	-	
ICT05- Server and system availability	100%	98%	100%		

<sup>1</sup> Estimated (17<sup>th</sup> April 2023)

# Change Management, ICT and Regulatory Service Performance Summary


## Measures where performance is exceeding target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
ENV02- % of Environmental Protection cases closed within six months	99%	75%	100%		↑
FDS01- % of Food Standards Agency inspections completed	87%	96%	97.8%		↑
ENF03- % of planning enforcement cases closed within six months	73%	75%	82.5%		↑
LLC03- Average number of working days to process a Local Land Charge search	8.1 days	10 days	2 days		↑
LLC04- % of Local Land Charge searches processed within 10 working days	86%	86%	100%		↑
LIC01- % of licensing applications processed within target time	100%	96%	99.5%		↓
LOT01- Number of properties on the Council Tax base per FTE	5,538	5,000	6,289		↑
LOT03- Council Tax in year collection rate	98.02%	98.02%	98.28%		↑
LOT05- NNDR in year collection rate	96.75%	96.75%	99.32%		↑
SYS01- Website availability	100%	98%	100%		→
SYS02- % of Systems Development request completed within 10 working days	99%	85%	99%		→
SYS03- LLPG standard	Gold	National Standard	Gold		→

## Measures where performance is within agreed tolerance levels.




KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
FDS02- % of registered food premises rated three stars or above	98%	96%	91%		↓
ENF02- % of planning enforcement cases given an initial response within 20 days	74%	90%	86.9%		↑
ENF05- % of housing enforcement cases closed within six months	91%	75%	75.8%		↓
BEN01- End to end processing times for Benefit Claims	5.4 days	5 days	5.4 days		→
BEN02- Benefit claims older than 30 days	17	12	13		↑

**Measure where performance is below target.**

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
LLC02- Local Land Charges Market share <b>**Included in PIP**</b>	34%	40%	28%		↓

# Finance, Business and Property Services Performance Summary

## Measures where performance is exceeding target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
PRO01– % of all maintenance that is planned	77%	70%	83%		↑
PRO02– % of all maintenance that is responsive	23%	30%	17%		↑
PRO03– Rental portfolio voids	7%	12%	2.3%		↑

## Measures where performance is within agreed tolerance levels.

There are no KPIs that fall within this category.

## Measure where performance is below target.

There are no KPIs that fall within this category.





# Homes and Communities Performance Summary


## Measures where performance is exceeding target.

There are no KPIs that fall within this category.

## Measures where performance is within agreed tolerance levels.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
HME04– Number of households placed in leased temporary accommodations	6	5	5		↑
HHW04– Number of long-term empty properties as a % of all housing stock in the district	1%	2%	1.45%		↓

## Measure where performance is below target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
HHW01– Average number of calendar days from receipt of completed DFG application to completion of work <b>**Included in PIP**</b>	182 days	120 days	182 days		→

# Operational and Commercial Services Performance Summary

## Measures where performance is exceeding target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
LEI09- % of customers reporting satisfaction with West Lindsey Leisure Centre facilities	96%	75%	94%		↓
STR01- Percentage of fly-tipping collected within 10 days	99%	90%	99%		→
TAC01- Total number of performances and screenings held at the Trinity Arts Centre	65	96	886		↑
TAC03- Total number of engagement activities held at the Trinity Arts Centre	467	144	328		↓
TAC05- Average spend per head on secondary sales at the Trinity Arts Centre	£1.59	£2.30	£2.98		↑
WAS02- Amount of residual waste collected per household	40.64 kg	45 kg	41 kg		↑

## Measures where performance is within agreed tolerance levels.





KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
BDG03- Building Control Market Share	75%	78%	74%		↓

## Measure where performance is below target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
GLC05- % of contracts awarded to local suppliers	13%	20%	7%		↓
MKT01- Average number of Tuesday market stalls <b>**Included in PIP**</b>	30	37	24		↓
MKT02- Average number of Saturday market stalls <b>**Included in PIP**</b>	13	14	8		↓
WAS03- Recycling rate <b>**Included in PIP**</b>	44%	50%	35.2%		↓
WAS05- Number of Green Garden bins sold	28,289	28,289	28,002		↓

# Planning and Regeneration Performance Summary

## Measures where performance is exceeding target.

KPI	Actual (2021/22)	Target	Actual (2022/23)	Perf	DoT
DEV03– % of major planning applications determined on-time	100%	90%	100%		→
DEV04– % of non-major planning applications determined on-time	97%	94%	97%		→
DEV05– % of major appeals allowed	3%	8%	1.72%		↑
DEV06– % of non-major appeals allowed	2%	8%	0.6%		↑

## Measures where performance is within agreed tolerance levels.

There are no KPIs that fall within this category.




## Measure where performance is below target.

There are no KPIs that fall within this category.

# Progress and Delivery Guide

West Lindsey District Council reports on performance across a range of service areas on a quarterly basis through the Progress and Delivery framework which is designed to provide Management Team and Members with assurance about how each service is performing with supporting remedial action to improve performance where necessary.

The framework includes Key Performance Indicators (KPIs) that are derived from a mixture of statutory requirements, customer needs and wants, service specific requirements and the priorities identified in the Corporate Plan. Some of the KPIs have an agreed target and tolerance level assigned that determines its performance (see below) however there are a group of KPIs whose performance sits outside the control of the council and for these the council do not assign a target.

- Measure performance has exceeded target 
- Measure performance is within tolerance levels 
- Measure performance is below target 

A quarterly performance report is created that includes the following information.

- **Overall Summary of Council Performance.** This section of the report provides an overview of KPI performance, with a breakdown of those exceeding, below or within the tolerance of their targets. Information is presented by Portfolio allowing for a clear overview of Council performance.
- **Corporate Health.** The Corporate Health Section of the report includes council KPI performance (**Red**, **Amber** and **Green**).
- **Performance Improvement Plan.** The Performance Improvement Plan includes measures where performance has remained below target for two consecutive quarters or more. Additional information is provided by the Team Manager as to the reasons relating to the measure reporting below target, the impact this has had, the actions in place to improve performance and when we expect to see the improvement following the action.
- **Service Performance Summaries.** Each of the Portfolios has a summary of its performance, Team Managers provide commentary and analysis to explain quarter performance, particularly where performance is below target and remedial action is required.

## Prosperous Communities Work Plan (as at 19 May 2023)

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### Purpose:

This report provides a summary of items due at upcoming meetings.

### Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>30 MAY 2023</b>				
30 May 2023	Update to CLJSPC Memorandum of Understanding	Rachael Hughes, Head of Policy and Strategy	A review of the Central Lincolnshire Joint Strategic Planning Committee's Memorandum of Understanding has been undertaken, and the Committee are asked to consider and agree the revisions and additional provisions that have been made.	
Jun 2023	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2022/23	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2022/23	
<b>11 JULY 2023</b>				
20 Jul 2023	Private Rented Sector Housing - Proposals	Andy Gray, Housing & Environmental Enforcement Manager	To present initial proposals for delivering the preferred options for improving standards in the PRS.	
11 Jul 2023	Health and Wellbeing Strategy	Sarah Elvin, Homes, Health & Wellbeing Team Manager	To adopt the Lincolnshire District Council Health and Wellbeing Strategy	
<b>12 SEPTEMBER 2023</b>				
12 Sep 2023	Local Enforcement Plan (Planning Enforcement)	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for the reviewed Local Enforcement Plan	