

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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## AGENDA

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

**Corporate Policy and Resources Committee**  
**Thursday, 12th October, 2023 at 6.30 pm**  
**Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA**

**Members:**

- Councillor Trevor Young (Chairman)
- Councillor Mrs Lesley Rollings (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Frazer Brown
- Councillor Stephen Bunney
- Councillor Ian Fleetwood
- Councillor Roger Patterson
- Councillor Tom Smith
- Councillor Mrs Mandy Snee
- Councillor Paul Swift

1. **Apologies for Absence**
2. **Public Participation Period**  
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 7)  
To confirm as a correct record the minutes of the meeting held on 21<sup>st</sup> September 2023.
4. **Declarations of Interest**  
Members may make declarations of Interest at this point or may make them at any point in the meeting.
5. **Matters Arising Schedule** (PAGES 8 - 9)  
Setting out current position of previously agreed actions as at 4<sup>th</sup> October 2023.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

**6. Public Reports for Approval:**

- i) Work Plan (PAGES 10 - 13)

**7. Exclusion of Public and Press**

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

**8. Exempt Report(s)**

- i) Commercial Opportunity - Operational Services (PAGES 14 - 37)
- ii) Levelling Up Fund Public Realm - Parks (PAGES 38 - 56)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Wednesday, 4 October 2023

Corporate Policy and Resources Committee – 21 September 2023  
Subject to Call-in. Call-in will expire at 5pm on 11 October 2023

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 21 September 2023 commencing at 6.30 pm.

**Present:** Councillor Trevor Young (Chairman)  
Councillor Mrs Lesley Rollings (Vice-Chairman)

Councillor Owen Bierley  
Councillor Frazer Brown  
Councillor Stephen Bunney  
Councillor Ian Fleetwood  
Councillor Roger Patterson  
Councillor Tom Smith  
Councillor Karen Carless  
Councillor Jacob Flear  
Councillor Lynda Mullally

**Also Present:** Councillor Paul Key

**In Attendance:**  
Emma Foy Director of Corporate Services and Section 151  
Sally Grindrod-Smith Director Planning, Regeneration & Communities  
Veronica Edwards Senior Homes, Health & Wellbeing Officer  
Ele Snow Senior Democratic and Civic Officer

**Apologies:** Councillor Matthew Boles  
Councillor Mrs Mandy Snee  
Councillor Paul Swift

**Membership:** Councillor Carless sat as substitute for Councillor Boles  
Councillor Mullally sat as substitute for Councillor Snee  
Councillor Flear sat as substitute for Councillor Swift

### 35 PUBLIC PARTICIPATION PERIOD

There was no public participation.

### 36 MINUTES OF PREVIOUS MEETING/S

The Chairman explained there were two sets of minutes, one for approving and one for noting. Having been moved and seconded it was

**RESOLVED** that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on Thursday, 7 September 2023 be confirmed and signed as a correct record.

With no requirement for a vote, the minutes of the meeting of the Joint Staff Consultative Committee also held on 7 September 2023 were **NOTED**.

### **37 DECLARATIONS OF INTEREST**

Councillor O. Bierley declared a non-pecuniary interest in relation to agenda item 6b, the LEAD paper, in that he was a Trustee of Age UK Lindsey.

### **38 MATTERS ARISING SCHEDULE**

With no comments or questions from Members, and no requirement for a vote, the Matters Arising Schedule, setting out the position of previously agreed actions as at 13 September 2023, was **DULY NOTED**.

### **39 RECOMMENDATION FROM PROSPEROUS COMMUNITIES COMMITTEE - FIXED PENALTY INCREASE - FLY-TIPPING, HOUSEHOLD WASTE DUTY OF CARE, LITTERING AND GRAFFITI.**

The Committee gave consideration to a report presented by the Section 151 Officer, in relation to Fixed Penalty Notices (FPNs). It was highlighted the report had been through the Prosperous Communities Committee on 12 September 2023, and Members were requested to approve the resulting recommendations. Members heard that FPNs provide an additional income for the Council, which helped to offset some of the costs incurred in delivering the services that were relevant within the report. The additional income gained via any approved increase of fees would only further help the Council to cover additional costs that were incurred. The FPNs were not factored into the overall budgets within the service and there was no 'in year target' for the issuing of these. Upon approval, the Fixed Penalty Notices fees and charges schedule would be updated to reflect the amended rates.

The Chairman thanked the Officer for a clear and concise summary. Members of the Committee referenced the discussions at the meeting of the Prosperous Communities Committee and summarised the importance of making a statement as a Council regarding zero tolerance to anti-social behaviours such as littering and fly-tipping. The importance of the environmental impact of such issues was also highlighted.

Members of the Committee expressed their support for the recommendations from the Prosperous Communities Committee and, having been proposed and seconded, the Chairman took the vote. It was unanimously

**RESOLVED** that:

- a) the fixed penalty charge for fly-tipping be increased to £1,000, with no reduction offered for early payment; and

- b) the fixed penalty charge for a household waste duty of care offence be increased to £600, with no reduction for early payment; and
- c) the fixed penalty charge for a littering or graffiti offence be increased to £500, with no reduction for early payment; and
- d) the amended charges come into effect from 1 October 2023.

#### **40 LOCAL ENERGY ADVICE DEMONSTRATOR (LEAD)**

The Committee heard from the Senior Homes, Health and Wellbeing Officer regarding a report seeking to provide a comprehensive overview of the Local Energy Advice Demonstrator (LEAD) grant application, the funding of £304,000 awarded, and the proposed new energy advice service to be established as a result. It was explained that the funding would be used to employ dedicated advisors to provide advice and support to people living in hard-to-modify homes, and to increase uptake of other government funding initiatives, such as the Great British Insulation Scheme, Home Upgrade Grant, Energy Company Obligation and Boiler Upgrade Scheme. Access to energy efficiency information on the Council website was demonstrated for Members, following requests for the information to be easily accessible, with further details provided as to how the proposed dedicated advisors would work with other organisations as well to maximise their reach.

The Chairman thanked the Senior Homes, Health and Wellbeing Officer for her presentation of the scheme, and highlighted how valuable the service would be. Members of the Committee were equally supportive of the proposals.

Concerns were raised regarding how best to work with those who might not otherwise be aware of such schemes, for example those who do not use the internet or actively search for such information. This difficulty was recognised and the cross-agency working was highlighted with a view to both making contact with those most vulnerable and in need, whilst also avoiding duplicating work already undertaken by others, for example, 'Better Housing, Better Health'. It was reiterated that this would be dedicated resource to access those people who might not otherwise gain assistance.

In response to questions from Members, it was explained that the administration role within the proposal was expected to also assist with funding applications, as that could prove difficult for some. Additionally, the restrictions of working across such a large geographical area were recognised, however that would be managed by engaging with other agencies. Members were reassured there would be associated performance measures and Officers would be reviewing the success of the scheme.

With Members of the Committee extending their thanks to Officers involved and vocalising their support, the paper was duly moved, seconded, and put to the vote. Unanimously, it was

**RESOLVED** that:

- a) the receipt of £304,000 of funding to deliver the Local Energy Advice via the Demonstrator Scheme in Central and South Lincolnshire, be noted; and

- b) approval be given to enter into a Service Level Agreement with North Kesteven District Council for the delivery of the scheme and receipt of funding; and
- c) the following fixed-term roles be approved and recruited to following completion of the Service level Agreement as detailed above:
  - i. 1 x Home Energy Advice Manager
  - ii. 2 x Home Energy Advisors
  - iii. 1 x Administrative Support Officer

#### **41 REVIEW OF RIPA POLICY**

The Committee gave consideration to a report regarding the review of the RIPA policy. It was explained that the document was based upon the requirements of The Regulation of Investigatory Powers Act 2000, as amended, ('RIPA'), and the Home Office's Codes of Practice on Covert Surveillance, Covert Human Intelligence Sources (CHIS) and the Acquisition and Disclosure of Communications Data. The RIPA Policy was last updated in July 2017 with the proposed revised policy incorporating minor amendments, such as numbering and headers, as well as the inclusion of two new sections. The first was 'RIPA and the use of the internet and social media' which was absent in the 2017 version of the policy, the second was 'Acquisition of Communications Data' which was also absent within the 2017 Policy and concerned the acquisition of telecommunications and postal data.

Members were supportive of the report and revised policy, with the importance also highlighted. Members requested that the Environment Agency be included as a named partner, with Officers undertaking to make this inclusion. With regard to the cost of training, it was confirmed this would be met within the corporate training budget.

Having been moved and seconded, the Chairman took the vote and it was again, unanimously

#### **RESOLVED** that:

- a) the updated and revised RIPA Policy 2023 be approved; and
- b) RIPA training for the Chief Executive, Monitoring Officer, Directors and Enforcement Officers be commissioned and provided during 2023-2024, and an application for such be made to the Corporate Training Budget; and
- c) RIPA refresher training be undertaken annually and material, such as past but relevant recorded training, be available on the Council's Learning Platform; and
- d) the RIPA Policy be reviewed on an annual basis by the Monitoring Officer who will report to Management Team in September each year and to the subsequent meeting of the Corporate Policy and Resources Committee.

#### **42 AMENDMENTS TO THE APPROVED COMMITTEE TIMETABLE: CHANGE OF MEETING DATE - PROSPEROUS COMMUNITIES COMMITTEE OCTOBER 2023**

The Committee heard from the Senior Democratic and Civic Officer regarding proposed amendments to the published Committee Timetable, namely, that the meeting of the Prosperous Communities Committee scheduled to be held on Tuesday 31 October 2023 be rescheduled and held on Thursday 26 October 2023. The reason for this proposed amendment was in order to allow for Senior Member and Officer attendance at the Judicial Review Hearing being held in London on 31 October.

Members were in support of the proposal, and, having been moved, seconded and voted upon it was unanimously

**RESOLVED** that for reasons of flexibility to attend the Judicial Review, the following change to the 2023/24 Committee Timetable be **approved**:

- a) the meeting of the Prosperous Communities Committee currently scheduled for Tuesday, 31 October 2023, be moved to Thursday, 26 October 2023.

#### **43 COMMITTEE WORK PLAN**

Members were reminded there was an additional meeting scheduled on 12 October 2023. With no other comment or questions, the work plan was **DULY NOTED**.

#### **44 EXCLUSION OF PUBLIC AND PRESS**

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

**Note:** The meeting entered closed session at 7.14pm

#### **45 ADDITIONAL INFORMATION FROM LEISURE PROVIDER PRIOR TO SIGNING OF DEED**

Members of the Committee heard details from the Section 151 Officer regarding the provision of additional information from the Leisure Provider, as had been requested by the Committee. On receipt of this information, the request was considered fulfilled.

Members voiced their thanks for the information and, with no vote required, it was **DULY NOTED**.

The meeting concluded at 7.17 pm.

Chairman

## Corporate Policy & Resources Committee Matters Arising Schedule

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

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

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>Additional Financial Information Requested</b>	CP&R 07.06.23: Members requested further cost breakdown regarding RAF Scampton as well as a benefit vs cost assessment of the depot.	<p><b>Please share info with Members of the Committee / request same of Ady S and update matter arising.</b></p> <p><b>RAF Scampton breakdown costs were included in the Q1 budget report on July's agenda.</b></p> <p><b>Benefit/Cost assessment carried out as part of Project implementation to be shared with Members of Committee in advance of meeting 21/9/23 - shared 19/09/23</b></p>	21/09/23	Emma Foy
Black	<b>new lone policy working</b>	CPR cttee 7/9/23 - The newly approved lone working policy at appendix E had information relevant to cllrs - Cttee requested this information be circulated separately to all Members and also included in a new item	<b>Information has been circulated to Members via email of 8 September and will feature in the next edition of the News Letter (29/09/23)</b>	29/09/23	Katie Storr
Green	<b>Lobbying of LCC re further funding from the Better Care Fund</b>	<p>extract from mins of mtg 10/11/22</p> <p>further lobbying take place with Lincolnshire County Council to obtain both further funding from the Better Care Fund for the current year and a larger allocation in future years due to the demographic pressures West Lindsey faced;</p>	<p><b>this has been allocated a matters arising as Members wanted assurance lobbying was happening.</b></p> <p><b>We continue to work with the County Council on this matter and will update the committee as responses are received.</b></p>	31/10/23	Sally Grindrod-Smith
Green	<b>UKSPF Reporting to Members</b>	CP&R 9 Feb '23: resolved that approval be given to quarterly and annual reporting arrangements as identified in the report, these being quarterly updates on expenditure and an annual report on progress of the programme being given to the Prosperous Communities Committee: to be programmed into forward plan	<p><b>Logged here to ensure future items are included in the work plan, responsible Officer may need updating depending on workstream. financial info reported to CPR July 23</b></p> <p><b>Officers are in the process of arranging a Member Workshop, reporting schedules to be confirmed.</b></p> <p><b>Workshop booked 25 October. Quarterly reporting underway via finance reports to CP&amp;R. Annual report to PC Cttee to be scheduled (suggest March / April 2024)</b></p>	31/10/23	Sally Grindrod-Smith



Green	<b>Exit Poll of TAC Users</b>	CP&R 07.06.23: Members enquired whether users of the Trinity Arts Centre could be surveyed as to their other interactions in Gainsborough whilst visiting the TAC. Suggested a form of 'exit poll'.	<b>Staff at Trinity Arts Centre are devising an exit poll to roll out as part of the Autumn/ Winter programme.</b>	31/10/23	Emma Foy
Green	<b>Scope of Leisure Contract – Workshop for Members</b>	Extract from CPR 20/7 - Members again requested a workshop in order that they may understand which elements of the current service they may affect under the current contract and which matters would fall outside of scope.  Officers undertook to arrange such a workshop in due course, noting the pressures and Members diaries at present.	<b>Please arrange appropriate workshop in consultation with Lead Members/ Officers Democratic Services</b>  <b>Date and format to be agreed with Members as part of training programme. - Draft report due to G and A in September</b>	31/10/23	Emma Foy
Green	<b>Leisure contract - reasons for ceased activities</b>	extract from mins of mtg 20/7/23 Members also requested that Officers liaise with the providers regarding roller discos, and the indoor cricket referred to seeking to understand why the activities had ceased.	<b>Please liaise with the providers as requested and feedback information obtained through this matters arising please</b>	31/10/23	Emma Foy
Green	<b>amended JSCC Terms of Ref</b>	CPR 7/9/23 - amended terms of references approved	<b>this need to be transposed to the constitution and democratic officers need to ensure the agenda template is updated to reflect these.</b>	31/10/23	Katie Storr
Green	<b>Market Street Renewal - Share Purchase</b>	CPR Cttee 7/9/23  In light of cttee approving option 1 - the following is required to come to cttee  (ii) The WLDC bring a business plan to the Corporate Policy and Resources Committee no later than December 2023 which sets out financial forecasts and any revised operational and governance arrangements required for approval where necessary.	<b>Please ensure this item is added to the work plan - meetings are in Nov and December</b>	31/10/23	Emma Foy

**CP&R Work Plan (as at 4 October 2023)**

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**Purpose:**

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

**Recommendation:**

1. That Members note the content of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>9 NOVEMBER 2023</b>				
9 Nov 2023	Digital ICT Vision	Nova Roberts, Director of Change Management, ICT & Regulatory Services	This report asks members to adopt West Lindsey’s Digital Vision, a copy of which is appended to this report. The Digital Vision is a forward-thinking framework which will enable the Council to benefit from advances in technology and to be open to new opportunities in support of two key Corporate Plan objectives. The overarching digital vision is for the Council to: “To enable modern, high quality services through digital technology that meet the needs of our customers and our staff.”	01 September 2023
9 Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	01 September 2023
9 Nov 2023	Mid-Year Treasury Update 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003	30 May 2023
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change,	Progress and Delivery Quarter Two	30 May 2023

Projects and Performance (2023/24)  
Officer

9 Nov 2023	Replacement of Contact Centre	Ady Selby, Director - Operational & Commercial Services	To consider proposals to replace	01 September 2023
9 Nov 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.	01 September 2023
9 Nov 2023	Budget and Treasury Monitoring - Quarter 2 2023/204	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 30th September 2023.	01 September 2023
9 Nov 2023	Launch of Customer Experience Strategy	Lyn Marlow, Customer Strategy and Services Manager	To engage with members in regard to the Experience Strategy, the action plan and timetable for delivery of the strategy in years 1 and 2	01 September 2023
Nov 2023	Good Homes Alliance	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	Seek support and allocate funding to the Good Homes Lincs pilot Project	

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19 DECEMBER 2023

19 Dec 2023	Annual Review of Reserves 2023	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	There is a statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. In addition, as part of the budget process the Chief Finance Officer (Director of Corporate Services) is required to make a statement on the robustness of estimates and adequacy of reserves. In advance of finalising the Medium Term Financial Plan 2024/25 – 2029/30, this report gives Members the opportunity to consider in detail the outcome of the annual Earmarked	01 September 2023
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			Reserves Review and the level of General Fund Working Balance.	
19 Dec 2023	Council Debt Write Offs 2023/24	Alison McCulloch, Revenues Manager	Write offs for 2023/24 in relation to council tax, national non domestic rates, sundry debtor accounts and housing benefit overpayments.	01 September 2023
22 Jan 2024	Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25	01 September 2023
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24	01 September 2023
<b>8 FEBRUARY 2024</b>				
8 Feb 2024	2024/25 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	A report to present the proposed 2024/25 Measure and Targets for Progress and Delivery	13 September 2023
8 Feb 2024	Corporate Policy and Resources Committee Draft Budget 2024/2025 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2024/2025 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2024/2025. It also includes estimates to 2028/2029 to be included in the Medium Term Financial Plan.	13 September 2023
8 Feb 2024	2024/25 Progress and Delivery Framework	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Formal approval of 2024/25 Progress & Delivery framework.	13 September 2023
8 Feb 2024	Budget and Treasury Monitoring - Qtr 3 2023/2024	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 31st December 2023.	13 September 2023



# Agenda Item 8a

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 8b

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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