

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
25/05/12	<b>Means of Engagement</b>						
	1. Develop a series of events to replace the Local Forums to include Community Drop In and other engagement events	1. Update by Head of People, Projects and Performance on community drop in sessions held over the winter			20.09.12		
	2. Develop an effective means of communication with Parish and Town Councils	2. To be brought to the PDG in September 2012	2. Members of the District Council to be circulated with a copy of the Parish update newsletter		20.09.12		
	3. Develop Customer Access Strategy	3. Presentation by Benefits Manager on the development of the Customer Access Strategy	3. That the Customer Access Strategy be on the next agenda for the Engagement PDG		26.07.12		
	<b>Members Code of Conduct</b>						
	Update of Members Code of Conduct	Report to PDG by the Head of Legal and Democratic Services on the adoption of the draft Lincolnshire County Council Members Code of Conduct				That Engagement PDG agree with the Standards Committee recommendations to Council to adopt the draft Lincolnshire County Council Members' Code of Conduct to include a paragraph concerning respect	<b>12.7.12</b> Decision by full council including recommendation made by Engagement PDG at the meeting of 25.5.12
26/07/12	<b>Means of Engagement</b>						
	Update on development of Customer Access Strategy	Presentation by Head of People, Projects and Performance	E mail group Members a copy of the current Complaints Procedure and Consultation Strategy	Links to documents sent to Members of the Group August 2012. Hard copies provided for Cllrs Channell and J. Kerr			
	<b>Bourne Community Access Point</b>				30.11.12		
	Update on developments relating to the Bourne CAP	Presentation for information by Head of Finance.	Further updates to be provided throughout the course of the project				
	<b>Community Focus Forum</b>						
	Update Members on the work of this forum	Presentation by Community Engagement & Policy Development Officer on the remit and work programme of the CFF	Invitations to attend future CFF meetings to be sent to Cllrs Robins and Bisnauthsing	Invitations sent. Cllrs names added to distribution list for information and minutes etc			

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20/09/12	<b>Means of Engagement</b> Update to Members on engagement and consultation activities	Verbal update by the Chief Executive of a report by the Head of People, Projects and Performance on the Drop in Sessions over the summer months, formal consultations e.g. Grantham Area Action Plan, large-scale events e.g. Gravity Fields and information sharing activities e.g. Parish Newsletters	1. Members were to be circulated with a list of Parish Clusters showing both Parishes and District Wards and which Section Head covered the area.  2. To feedback to the next meeting the volume of contact (phone calls, e mails) that the Cluster Officers had with Parishes in their area.  3. An update on the Citizens Panel to be given at the next meeting of the Group	1. All Members had been provided with the information requested  2. Information contained within report RCC06 presented at the meeting of 30/11/12  3. On agenda for 30 November 2012	30/11/12  30/11/12		
	<b>Protection of Freedoms Act</b> Update Members on new legislation relating to Freedom of Information and Regulation of Investigatory Powers Act	Presentation by the Legal and Democratic Service Manager					
30/11/12	<b>Means of Engagement</b> Investigate implementation of Citizens Panels	Presentation by Head of People, Projects and Performance			21/03/13	The PDG notes the activities to date in respect of consultation and supports the formation of a Citizens Panel to further develop the Council's processes	
	<b>Customer Feedback</b> Review and refresh complaints, compliments and comments procedures and guidance	Interim report into progress made on the refresh of the current Complaints procedure	Remind all Services to use the Parish Council list held by Legal and Democratic Services and that all changes should be notified to Legal and Democratic Services	E mail sent to all Heads of Service and Service Managers on 15.1.13			
	<b>ICT Provision</b> Update on ICT provision to Elected Members	Report presented for information by Strategic Director Development and Growth					

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30/11/12 Cont..	<b>Councillor Training Programme</b> Update of rolling programme of training developed for Elected Members	Presentation by Service Manager for HR & OD on outcomes from initial training and update on future plan	<ol style="list-style-type: none"> <li>1. Service Manager for HR &amp; OD to ask Head of Legal and Democratic Services about training for Parishes on the code of conduct</li> <li>2. To produce a list of courses available to members, itemizing the core elements</li> <li>3. To compile a schedule of the courses attended by members since being elected</li> </ol> <p>To ask members to notify the Service Manager for HR &amp; OD of the courses they would wish to attend particularly in respect of substitutions</p>	<ol style="list-style-type: none"> <li>1. Feedback at mtg of 18.1.13</li> <li>2. Feedback at mtg of 18.1.13</li> <li>3. Feedback at mtg of 18.1.13 List provided at pre meeting briefing</li> <li>4. Feedback at mtg of 18.1.13 Members asked to review information and discuss requirements with Service Manager for HR &amp; OD</li> </ol>			
	<b>Bourne Community Access Point</b> Update on development of the Bourne C.A.P.	Presentation to update Members by Head of Finance					
18/01/13	<b>Update on Member Training</b> Responses by Service Manager for HR & OD on questions raised by PDG at the meeting of 30.11.12	<ol style="list-style-type: none"> <li>1. Training for Parish Councils on Code of Conduct</li> <li>2. Provide PDG members with a list of those Members who had attended training since the election</li> <li>3. Provide a list of training available to Members</li> <li>4. Notification of Training</li> </ol>		<ol style="list-style-type: none"> <li>1. Generic training not suitable as Parishes can adopt Code of choice. Head of Legal and Democratic Services able to provide assistance if requested</li> <li>2. List provided including link to external provider to show opportunities available</li> <li>3. List provided at pre meeting briefing</li> <li>4. Members were provided with a link to the Local Gvn't Assoc website which housed a self assessment toolkit. Members were asked to review information and discuss requirements with Service Manager for HR &amp; OD</li> </ol>			
	<b>Communications</b> Develop a Communications Strategy for the Authority	Presentation by Service Manager for Communications, Reputation and Consultation. Draft strategy provided to Members for comment					
	<b>Review of Governance Arrangements</b> Referral of question on governance arrangements via PDG Coordinating Group	PDG to consider the governance arrangements of SKDC and investigate other authorities experiences of the Committee System	Chairman requested that a working group be convened to review this item. Requirement to ensure cross-party involvement in deliberations. Officers requested to research legislation and guidance				

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21/03/13	<b>Tenancy Involvement</b> Presentation on requirements of Localism Act	Verbal presentation on the involvement of tenants in Housing Management including the introduction of Tenant Scrutiny					
	<b>Review of Governance Arrangements</b> Scoping of issues for development of working group						