



## CABINET

Report of: Councillor Matthew Lee  
The Leader of the Council

Report to:	<b>Cabinet</b>
Date:	<b>6 September 2018</b>
Subject:	<b>Matters referred to Cabinet by the Council or Overview and Scrutiny Committees since 12 July 2018 (LDS310)</b>

<b>Decision Proposal:</b>	Report for information
<b>Relevant Cabinet Member:</b>	Councillor Matthew Lee, the Leader of the Council
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<b>Reviewed by:</b>	Margaret Welton, Senior Research and Support Assistant Tel: 01476 406415 Email: margaret.welton@southkesteven.gov.uk Date: 22 August 2018
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<b>Approved for publication</b>	Councillor Matthew Lee, the Leader of the Council Date: 22 August 2018

### SUMMARY

This report highlights any matters referred to the Cabinet by the Council or by the Council's Overview and Scrutiny Committees since the Cabinet's last meeting on 12 July 2018, as set out in Appendix A.

## **RECOMMENDATION**

It is recommended that the Cabinet notes the contents of the report and the matters referred to in Appendix A.

### **1. BACKGROUND TO REPORT**

#### **Council:**

- 1.1 Any matters referred by Council to the Cabinet at the last meeting of Council are contained in Appendix A.

#### **Overview and Scrutiny Committees:**

- 1.2 The Council operates the Executive decision-making arrangements as set out in the Local Government Act 2000, which means it is required to have at least one scrutiny committee in place. The Council currently has five Overview and Scrutiny Committees. They meet regularly (and may hold additional meetings as necessary) to discuss items within their remit.
- 1.3 Any recommendations made, or an overview of the topics discussed, by the Council's Overview and Scrutiny Committees since the last meeting of Cabinet are contained in Appendix A.
- 1.4 Where an Overview and Scrutiny Committee has met after the publication of this Cabinet agenda, any outstanding recommendations to the Cabinet will be provided in an addendum to the Cabinet meeting or a synopsis provided with the agenda for the next Cabinet meeting depending on the timing of the Overview and Scrutiny Committee meeting.

### **2. OTHER OPTIONS CONSIDERED**

- 2.1 This report is a standing item on the agenda for meetings of the Cabinet. No other options were considered.

### **3. RESOURCE IMPLICATIONS**

- 3.1 There are no resource implications arising from this report.

### **4. RISK AND MITIGATION**

- 4.1 Risk has been considered as part of this report and no specific high risks were identified in its production.

### **5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)**

- 5.1 This report draws together any matters referred to the Cabinet from Council and the recommendations that have been made by all of the Council's Overview and Scrutiny Committees. Where appropriate, impact analysis is

carried out as part of the development process and presented to Cabinet when it receives the final reports.

**6. CRIME AND DISORDER IMPLICATIONS**

6.1 None.

**7. COMMENTS OF FINANCIAL SERVICES**

7.1 There are no financial comments arising from this report.

**8. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

8.1 This report offers the Cabinet an opportunity to consider matters which have been raised by other Members at meetings of the Council and committees that operate within the executive function of the Council.

**9. COMMENTS OF OTHER RELEVANT SERVICES**

9.1 None

**10. APPENDICES**

- Appendix A: Matters referred from Council (Part 1) and Overview and Scrutiny Committees (Part 2)

**11. BACKGROUND PAPERS**

11.1 None

## **MATTERS REFERRED FROM COUNCIL AND OVERVIEW AND SCRUTINY COMMITTEES**

### **Part 1: Matters referred from Council**

There are no matters referred by Council to Cabinet on this occasion.

### **Part 2: Matters referred from Overview and Scrutiny Committees**

#### **Communities and Wellbeing Overview and Scrutiny Committee**

**Date of Meeting:** 31 July 2018

**Chairman of Meeting:** Councillor Ray Wootten

The items discussed at that meeting and referred to Cabinet are summarised below.

#### **Lincolnshire Health and Wellbeing Strategy**

##### Considerations

- A presentation on the Lincolnshire Joint Health and Wellbeing Strategy
- Requirements under the health and Social Care Act 2012
- The processes undertaken in the development of the strategy
- Workshops held with member organizations of the Health and Wellbeing Board which had led to the development of 7 priority areas
- The aims of the strategy to provide a focus on prevention and early intervention

##### Outcomes

- That a joint workshop should be arranged at a future date to look at the deprived areas in Wards in order to try to determine areas where future resources might be focused
- The Committee agreed it wanted to receive an update on progress in six-months time

##### Recommendations

- None

##### Links to relevant papers

- None

## **Community Cohesion**

### Considerations

- A verbal update delivered by the Community Engagement and Policy Development Officer
- The outcome of a visit to Boston Borough Council to gain more information about its bid for Controlling Migration funding
- Information on the Integrated Communities Innovation Fund

### Recommendations

The Committee considered the benefits of accessing the Integrated Communities Innovation Fund but was of the opinion that a better option would be to make further enquiries about the funding from the Controlling Migration Fund.

### Links to relevant papers

- None

## **Housing Policies (Mutual Exchange, Assignment and Succession)**

### Considerations

- Report HSG133 of the Cabinet Member for Housing outlining proposals to enhance the implementation process for mutual exchanges, assignment and succession
- Information on the number of applications received in respect of mutual exchange
- Administration of mutual exchange was costly and time-consuming – legislation required that a decision be reached on each application within 42 days
- Research into other local authorities and whether they charged an application fee for mutual exchanges

### Recommendations

The Overview and Scrutiny Committee recommended the Mutual Exchange Policy and Procedures, the Assignment Policy and Procedures and the Succession Policy and Procedures to Cabinet for approval. It also recommended that delegated authority should be granted to the Cabinet Member for Housing regarding decisions about any administration fee, the refunding of such fees and approving minor changes in the documents and that the officers should consider and agree each application on a case by case basis.

### Links to relevant papers

- HSG134:

<http://modern.gov.southkesteven.gov.uk/documents/s20911/Communities%20an>

[d%20Wellbeing%20OSC%20signed%20report%20for%2031%2007%202018.pdf](#)

- HSG134, Appendix 1  
<http://moderngov.southkesteven.gov.uk/documents/s20915/MEX%20policy%20DRAFT%20for%20OSC%2031.7.2018.pdf>
- HSG134, Appendix 2  
<http://moderngov.southkesteven.gov.uk/documents/s20914/Assignment%20Policy%20and%20Procedures%20DRAFT%20for%20OSC%2031.07.2018.pdf>
- HSG134, Appendix 3  
<http://moderngov.southkesteven.gov.uk/documents/s20916/Succession%20Policy%20Procedures%20DRAFT%20for%20OSC%2031.07.2018.pdf>
- HSG134, Appendix 4a  
<http://moderngov.southkesteven.gov.uk/documents/s20912/EIA%20-%20Assignment%20and%20Succession%20policies%20OSC%2031.07.2018.pdf>
- HSG134, Appendix 4b  
<http://moderngov.southkesteven.gov.uk/documents/s20913/EIA%20-%20MEX%20policy%20OSC%2031.07.2018.pdf>

## **Data Protection Policy**

### Considerations

- Report number LDS307 of the Deputy Leader of the Council
- Updates the Data Protection legislation that were enacted on 23 May 2018
- The draft Data Protection Policy and supporting documents attached as appendices to the report

### Recommendations

The Overview and Scrutiny Committee recommends that Cabinet approve the draft Data Protection Policy and Appendices

### Links to relevant papers

- LDS307  
<http://moderngov.southkesteven.gov.uk/documents/s20960/K-%20SKDC%20DPP%20REPORT%20FINAL%20DRAFT%20APPROVED.pdf>
- LDS307, Appendix 1  
<http://moderngov.southkesteven.gov.uk/documents/s20961/1.DPP%20DRAFT.pdf>
- LDS307, Appendix 2  
<http://moderngov.southkesteven.gov.uk/documents/s20970/2%20Right%20of%20Subject%20Access%20FINAL.pdf>
- LDS307, Appendix 3  
<http://moderngov.southkesteven.gov.uk/documents/s20963/3%20Procedure%20for%20Undertaking%20a%20Data%20Protection%20Impact%20Assessment%20FINAL.pdf>
- LDS307, Appendix 4

<http://moderngov.southkesteven.gov.uk/documents/s20964/4%20SKDC%20Privacy%20Notice%20FINAL.pdf>

- LDS307, Appendix 5  
<http://moderngov.southkesteven.gov.uk/documents/s20965/5%20Procedure%20for%20reporting%20Information%20Security%20Breaches%20Data%20Protection%20Breaches%20and%20Card%20Data%20Secur.pdf>
- LDS307, Appendix 6  
<http://moderngov.southkesteven.gov.uk/documents/s20966/6%20Protocol%20for%20protecting%20personal%20data%20FINAL.pdf>
- LDS307, Appendix 7  
<http://moderngov.southkesteven.gov.uk/documents/s20967/7%20Information%20Governance%20Guidance%20FINAL.pdf>

## **Culture and Visitor Economy Overview and Scrutiny Committee**

**Date of Meeting:** 10 July 2018

**Chairman of Meeting:** Councillor Linda Wootten

The items discussed at that meeting and referred to Cabinet are summarised below.

### **Easton Walled Garden – Diversification and broadening the visitor appeal**

#### Considerations

- Presentation delivered by Lady Ursula Cholmeley
- A video that had been taken on the estate
- The history of Easton Hall
- An overview of opportunities that could be explored to add to the sustainability of the estate

#### Recommendations/Outcomes

- None

#### Links to relevant papers

- None

## **Cultural Strategy**

#### Considerations

- Report iSK003 which provided a progress report on the development of the Cultural Strategy
- Workshops in which the Committee had been involved that identified four key strands
- Proposed next steps to undertake a series of workshop/experience days across the district

- A funding allocation of £250,000 that had been included in the budget for outreach, promotional work and commissioning, including work on the Cultural Strategy
- The engagement of businesses with cultural projects, e.g. Stamford Georgian Festival

#### Outcomes

- Agreement from the Committee that it was happy with the proposed options for the delivery of the programme for public engagement

#### Links to relevant papers

- iSK003  
<http://moderngov.southkesteven.gov.uk/documents/s20777/Culture%20OSC%20Cultural%20Strategy%20Report%20Final.pdf>

### **Market Towns**

#### Considerations

- A presentation delivered by the Head of Market Towns
- The re-launch of Grantham market
- Opportunities to learn from successful markets in other parts of the country

#### Recommendations/Outcomes

- None

#### Links to relevant papers

- None

### **Visitor Economy progress**

#### Considerations

- A presentation from the Head of Visitor Economy
- Statistics taken from the 2016 Scarborough Tourism Economic Activity Monitor about South Kesteven's visitor economy
- Information related to the types of people who visit the district and where they went
- The range of visitor economy attractions within the district including gardens, heritage and historical sites and churches
- The purchase of a promotional trailer and a pop-up marquee
- An update on the current situation regarding a market in Market Deeping

#### Recommendations/Outcomes

- None



### Links to relevant papers

- None

### **Environment Overview and Scrutiny Committee**

There are no matters referred by Council to Cabinet on this occasion.

### **Growth Overview and Scrutiny Committee**

**Date of Meeting:** 25 July 2018

**Chairman of Meeting:** Councillor Robert Reid

### **Q4 Financial outturn 2017/18**

#### Considerations

- Report number CFM467 of the Cabinet Member for Finance providing details of the Council's outturn position for the 2017/18 financial year
- Approval by the Governance and Audit Committee of the Revenue and Capital Outturn report and associated appendices for 2017/18 including setasides, reserves and slippages from the 2017/18 Capital Programme
- Information on variances made to the 2017/18 Budget

#### Outcomes

- The Overview and Scrutiny Committee to keep disabled facilities grants under review
- To receive an update on markets at a future meeting of the Committee
- To receive an update on house fire alarms, re-wiring and accessibility at a future meeting of the Committee
- That the Committee be kept informed of the options around the repayment of the Housing Revenue Account loan
- That the headcount report should be circulated to the Growth Overview and Scrutiny Committee going forward

#### Recommendations:

- None

### Links to relevant papers

- CFM467  
<http://moderngov.southkesteven.gov.uk/documents/s20926/CFM467%20outturn%20Growth%20OSC.pdf>
- CFM467, Appendix 1  
<http://moderngov.southkesteven.gov.uk/documents/s20927/CFM467appendix%20-%20amended%20V3.pdf>

## **Q1 Financial Outturn 2018/19**

### Considerations

- Report number CFM462 of the Cabinet Member for Finance which provided a summary of the financial position on 30 June 2018 against the original budget for 2018/19
- Opportunities to increase investment income
- Variance information for the period covered by the report

### Outcomes

- That the Committee receives an update on the retail units at Wherry's Lane, Bourne and any interest in them at its next meeting
- That the Committee receives and update on homelessness at its next meeting

### Recommendations

That following a review of the figures contained report CFM462 further information on the following topics:

- Update on the retail units at Wherry's Lane, Bourne
- Update on homelessness
- The forecast budget outturn to be circulated at the next meeting
- Car parking update
- A copy of the headcount to be circulated
- Performance monitoring to be produced for this committee

The Committee noted that officers continued to identify actions and take measures to effectively manage the overall budget and reduce the impact of any adverse projected pressures that may result in overspends

### Links to relevant papers

- CFM462  
<http://modern.gov.southkesteven.gov.uk/documents/s20990/CFM459%20outturn%20v4%20docx.pdf>

## **Invest SK – Articles of Association and Memorandum of Understanding**

### Considerations

- Report number iSK004 of the Cabinet Member for Growth and Communications on the Articles of Association and Memorandum of Understanding for InvestSK including its associated performance management framework
- Formation of InvestSK by Cabinet at its meeting on 10 May 2018
- The outcome of the call-in meeting of the Growth Overview and Scrutiny Committee held on 29 May 2019

### Recommendations

That the Articles of Association and the Memorandum of Understanding and its associated Performance Management Framework are agreed to be adopted and that the Cabinet Member for Growth and Communications lodge the Articles of Association at Companies House as delegated by Cabinet having regard to the comments raised by Members around the Advisory Committee and that the mechanisms referred to in the Memorandum of Understanding are put in place for reporting back to the Growth Overview and Scrutiny Committee in relation to InvestSK

#### Links to relevant papers

- iSK004  
<http://moderngov.southkesteven.gov.uk/documents/s20946/Report%20to%20Growth%20OSC%20-%20iSK%20Articles%20and%20MOU%20250718.pdf>
- iSK004, Appendix 1
- iSK004, Appendix 2  
<http://moderngov.southkesteven.gov.uk/documents/s20947/Appendix%201%20INVEST%20SK%20Certificate%20of%20Incorporation.pdf>
- iSK004, Appendix 3  
<http://moderngov.southkesteven.gov.uk/documents/s20948/Appendix%202%20INVEST%20SK%20-%20Model%20Articles%20of%20Association.pdf>
- iSK004, Appendix 4  
<http://moderngov.southkesteven.gov.uk/documents/s20950/Appendix%204%20INVEST%20SK%20-%20Tailored%20Articles%20of%20Association.pdf>
- iSK004, Appendix 5  
<http://moderngov.southkesteven.gov.uk/documents/s20951/Appendix%205%20INVEST%20SK%20-%20Memorandum%20of%20Understanding.pdf>
- iSK004, Appendix 5a  
<http://moderngov.southkesteven.gov.uk/documents/s20952/Appendix%205a%20INVEST%20SK%20-%20Performance%20Framework.pdf>
- iSK004, Appendix 6  
<http://moderngov.southkesteven.gov.uk/documents/s20953/Appendix%206%20INVEST%20SK%20Comparison%20of%20model%20and%20tailored%20Articles%20of%20Associ...pdf>

### **Rural Overview and Scrutiny Committee**

**Date of Meeting:** 4 July 2018

**Chairman of Meeting:** Councillor Bob Sampson

### **Rural Economy Insights and Invest SK**

#### Considerations

- A presentation delivered by the Strategic Lead InvestSK on rural economy insights
- The importance of place-making in order to develop an environment where people would want to recommend an area and revisit

- The role of heritage regeneration in encouraging visitors
- Visits made to rural areas by InvestSK, which identified evidence of rural business clusters developing outside the four key towns
- The challenge in respect of digital connectivity
- Work being undertaken by InvestSK in respect of skills and education
- Opportunities identified as an initial way forward to develop the rural economy

#### Outcomes

#### Recommendations

- None

#### Links to relevant papers

- None