

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Thursday, 7 March 2019 at 2.00 pm
Shekinah Room - Jubilee Church Life Centre, 1-5 London
Road, Grantham. NG31 6EY

Cabinet Members: Councillor Matthew Lee, The Leader of the Council (Chairman)
Councillor Kelham Cooke, The Deputy Leader of the Council (Vice-Chairman)

Councillor Nick Neilson, Cabinet Member for Housing
Councillor Dr Peter Moseley, Cabinet Member for Environment
Councillor Helen Goral, Cabinet Member for Growth and Communications
Councillor Nick Robins, Cabinet Member for Retail and Visitor Economy
Councillor Jacky Smith, Cabinet Member for Communities, Health, Wellbeing and Skills
Councillor Adam Stokes, Cabinet Member for Finance

Agenda

1. **Apologies**
2. **Minutes of the previous meeting** (Pages 3 - 8)
Minutes of the meeting held on 7 February 2019.
3. **Disclosure of Interests (if any)**
4. **Statement of Community Involvement (Key Decision)** (To follow)
Report of the Cabinet Member for Growth and Communications to approve the draft Statement of Community Involvement taking account of feedback received during the public consultation period.
5. **Leisure offer (Key Decision)** (To follow)
Report of the Leader of the Council to consider provision of new and enhanced leisure centres across South Kesteven.

Published and despatched by democracy@southkesteven.gov.uk on Wednesday, 27 February 2019.

☎ 01476 406080

Aidan Rave, Chief Executive

www.southkesteven.gov.uk

- 6. Matters Referred to Cabinet by the Council or Overview & Scrutiny Committees** (Pages 9 - 19)
Report of the Leader of the Council.
- 7. Representations and questions from Non-Cabinet Members**
The Cabinet notes that prior to the publication of this agenda, no representations or questions had been received from non-Cabinet Members since the last meeting of the Cabinet held on 7 February 2019. The Cabinet may consider representations from non-Cabinet Members following publication of the agenda for this meeting.
- 8. Cabinet Forward Plan** (Pages 21 - 30)
Report of the Leader of the Council.
- 9. Items raised by Cabinet Members including reports on Key and Non-Key Decisions taken under Delegated Powers.** (Pages 31 - 72)
Report of the Leader of the Council.
- 10. Any other business which the Chairman, by reason of special circumstances, decides is urgent**

MINUTES

CABINET

THURSDAY, 7 FEBRUARY 2019



SOUTH
KESTEVEN
DISTRICT
COUNCIL

THE LEADER: Councillor Matthew Lee (Chairman)

THE DEPUTY LEADER: Councillor Kelham Cooke

CABINET MEMBERS PRESENT

Councillor Helen Goral
Councillor Dr Peter Moseley
Councillor Nick Neilson
Councillor Nick Robins
Councillor Jacky Smith
Councillor Adam Stokes

NON-CABINET MEMBERS PRESENT

Councillor Bob Adams
Councillor Bob Sampson
Councillor Linda Wootten
Councillor Ray Wootten

OFFICERS

Chief Executive (Aidan Rave)
Strategic Director, Growth (Paul Thomas)
Strategic Director, Resources (Debbie Muddimer)
Strategic Director, Commercial & Operational (Gary Smith)
Assistant Chief Executive, Transformation & Change (Lee Sirdifield)
Assistant Chief Executive, Housing Delivery (Ken Lyon)
Assistant Director, Commercial & Operational (Ian Yates)
Assistant Director, Housing (Harry Rai)
InvestSK (Steve Bowyer)
Head of Governance (Ben Bix)
Principal Democracy Officer (Jo Toomey)

CO77. MINUTES OF THE MEETING HELD ON 17 JANUARY 2019

The minutes of the meeting held on 17 January 2019 were agreed as a correct record subject to the following corrections:

- The standing reports to Cabinet (LDS337, LDS338, LDS339 and LDS340) were presented by the Deputy Leader

- The police officer attending the Communities and Wellbeing Overview and Scrutiny Committee was Detective Chief Superintendent Davidson

CO78. DISCLOSURE OF INTERESTS (IF ANY)

Councillor Dr. Moseley stated that he was a Director of EnvironmentSK, which was the subject of some of the recommendations within the Budget Proposals 2019/20 report.

The Deputy Leader expressed his gratitude to the people who had supported the Cabinet team that entered the Rotary Club Swimathon, which had raised just under £1,000.

CO79. BUDGET PROPOSALS 2019/20 (BUDGET FRAMEWORK - RECOMMENDATION TO COUNCIL)

The Cabinet Member introduced his report on the Budget proposals for 2019/20. In doing so he explained that the Council was required to set a balanced budget and that the proposals set out in the report were based on a Council Tax increase of £5 on a Band D property while supporting the Council in meeting its growth ambitions. Since the Cabinet had met on 17 January 2019, there had been a public consultation exercise on Council Tax proposals, which ran between 21 January and 4 February 2019.

The Cabinet Member for Finance highlighted the change that had been made to accommodate budgetary provision for a Scrutiny Officer since Cabinet had considered the draft Budget proposals on 17 January 2019. He informed Cabinet Members that, in respect of proposals relating to the use of the Council's reserves, that their levels would still be higher than other local authorities and supported by assets that would provide the Council with income in the future.

Members of the Cabinet were given the opportunity to debate the Budget proposals, key points raised in debate included:

- The review of the Council's committee arrangements to make the Council's decision-making arrangements work in the best way possible, from which the recommendation for a Scrutiny Officer had arisen
- The creation of a new website for the Council to replace outdated technology
- Improvements that were being made to IT to enable the organisation to work in a modern and agile way
- The intention to continue conducting an annual staff survey and the recent launch of the new Employee Handbook
- The Council was able to increase Council Tax by £5 on a Band D property because it had a dispensation from Government as it was one of the lowest charging authorities in the country
- The work being undertaken by 'Little Clean' teams, which were part of the legacy of the 'Big Clean' initiative
- Work had been undertaken to align the vehicle replacement schedule so that it would have a more event effect on the Budget

- If the Council did not increase Council Tax then it would impact on the services that it could deliver and its ability to achieve its ambitions
- The preparation of the Budget had included engagement and involvement from all parties through the Scrutiny function
- The prices for market stalls had been frozen to assist natural growth and a new market was being launched in Market Deeping
- Bus station charges had been frozen
- Investment in visitor economy included a new visitor website and a new festival for Bourne; funding for the visitor guide had also been secured for a further year
- The Budget included £50k of additional support to help businesses move into new premises, which would bring economic benefits in the future
- The Property Investment Policy stated that it was an ambition of the Council to continue growing the economy
- The Council had exchanged contracts in the purchase of the Cummins Generator site in Stamford on Monday 4 February 2019
- Work was underway on the Council's Asset Management Strategy to make sure the Council was effective managing its assets and achieve the right return
- There was a commitment to regenerating all parts of the district, either by the Council directly, a private sector partner or one of the Council's companies
- The new cinema development in Grantham would be an asset both to the Council and the town
- The creation of a Technology and Innovation Centre as part of the cinema project would bring a higher education offer to the district
- The Budget included £100k additional spend to support the skills agenda
- Proposals in the Budget would enable the development of additional Council homes and help resolve housing issues that exist within the district

The Leader recorded his thanks to the Members and officers who put together the Budget and highlighted his aim to strive for continual improvement and wanting the Council to be seen as organisation that wants to engaged and support people.

It was agreed that the Cabinet **RECOMMEND TO COUNCIL:**

1. **To set a General Fund budget requirement of £14.632m for 2019/20 detailed at section 3 of this report and shown in detail at Appendix A (inclusive of special expenses).**
2. **To propose a Council Tax level for 2019/20 (Band D property)**
3. **To note the indicative base estimates for 2020/21 and 2021/22 as detailed in the summary at Appendix A.**
4. **To approve dwelling rent decreases of 1% in accordance with Government guideline rent providing an average rent of £77.62 (an average rental decrease of £0.81 per a week)**
5. **To approve an increase in garage rents of 2.5%**

6. To approve an average increase of 2.5% in service charges for communal facilities and communal rooms
7. To approve an increase in shared ownership rents by CPI +1% (4%)
8. To approve the Housing Revenue Account for the year 2019/20 and indicative years 2020/21 and 2021/22 detailed at section 5 of this report and shown at Appendix A
9. Approve the General Fund Capital programme for 2019/20 to 2021/22 detailed at section 6 of this report and shown at Appendix D
10. Approve the Capital Financing statement detailed at Appendix D
11. Approve the Housing Investment programme for 2019/20 to 2021/22 detailed at section 6 of this report and as shown at Appendix D
12. Approve the Capital Financing statement detailed at Appendix D
13. To approve the movements in Revenue and Capital reserves and balances detailed at section 8 of this report and shown at Appendix E.
14. To approve the movements in HRA revenue and Capital reserves and balances detailed at section 8 of this report and shown at Appendix E.
15. To approve the fees and charges detailed at section 4 of this report and shown at Appendix F.
16. To approve the Treasury Management Strategy detailed at section 7 of this report and provided at Appendix G
17. To approve the Capital Strategy detailed at section 6 of this report and provided at Appendix H
18. To approve the Property Investment Policy detailed at section 6 of this report and provided at Appendix I
19. That the title of the report is changed from 'Budget Proposals 2019/20' to 'A district that works for everyone, delivering opportunity'

CO80. MATTERS REFERRED TO CABINET BY THE COUNCIL OR OVERVIEW & SCRUTINY COMMITTEES

The report of the Leader of the Council informed Cabinet Members of any recommendations that had been made to Cabinet by the Council or Overview and Scrutiny Committees since it last met on 17 January 2019.

It was noted that the recommendations of the Budget Overview and Scrutiny Committee were reported at the last meeting of the Cabinet, when the draft Budget was considered. The Committee's recommendations were also captured within the report of the Cabinet Members for Finance and Housing which gave details of the final Budget proposals.

The Chairman of the Culture and Visitor Economy Overview and Scrutiny Committee briefly summarised the matters that it had considered during its meeting on 24

January 2019, highlighting specifically the feedback from the first 'Big Conversation' event, an item on scoping sports development activities and the new 'Discover SK' brochure that had been produced. She also highlighted the forthcoming Deepings Literary Festival which would run between the 23 and 26 May 2019.

The Chairman of the Communities and Wellbeing Overview and Scrutiny Committee reminded Members that it would next meet on Tuesday 12 February 2019 when Detective Chief Superintendent Davidson would speak to the Committee about modern day slavery; an invitation had been extended to all members of the Council. It was suggested that a representative or representatives of the senior team could also attend to help understand the measures and actions the Council could take. He added that he was expecting an update on the future of healthcare in Lincolnshire within the following two weeks, adding that he would update the Leader when he received the information.

The Chairman of the Rural Overview and Scrutiny gave an overview of items considered at its previous meeting including transformation and innovation and the introduction of an Armed Forces Discount Card, which was going to be taken forward. He also referred to the Bourne Cycle Festival stating that concerns had been raised by some rural Members that they had not been consulted on the event, which had put them in a difficult position when they had been approached by local farmers.

The Chairman of the Rural Overview and Scrutiny Committee also emphasised the rural nature of the district and how he would like to see initiatives that would benefit the rural community. The Leader challenged the statement and listed initiatives that the Council had run from which rural communities and benefited. He added that the recognition of the rurality of the district had led to the creation of the Rural Overview and Scrutiny Committee and that the Chairman had a role championing the rural community outside of Cabinet.

CO81. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON-KEY DECISIONS TAKEN UNDER DELEGATED POWERS.

The Cabinet noted the report of the Leader of the Council which informed Cabinet Members of decisions that had been taken by individual Members since the last meeting of the Cabinet was held on 17 January 2019.

- **Appendix 1:** Grantham, Wyndham Park. Application for Centenary Fields status

Designation of Centenary Fields status for Wyndham Park, Grantham would ensure that the park was protected as a living remembrance for those who lost their lives in the First World War

- **Appendix 2:** Council Tax for long-term empty dwellings

A change in government policy meant that the Council could increase the premium for long-term empty dwellings. One non-Cabinet Member asked for

clarification that the premium would not be applied to properties owned by service personnel; the Councillor was advised that the position would be clarified and he would be provided with a written response to the question.

CO82. CABINET FORWARD PLAN

Cabinet Members noted the report of the Leader of the Council appended to which was the Cabinet's Forward Plan. The Forward Plan gave an indication of the items that would be presented to Cabinet over the following twelve-month period. The plan also included items that were scheduled to be considered at meetings of the Council during that period.

CO83. CLOSE OF MEETING

The meeting was closed at 14:42.

DATE DECISIONS EFFECTIVE:

The recommendations made at item CO79 stand referred to Council on 1 March 2019.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

7 March 2019

Report of: Councillor Matthew Lee
The Leader of the Council

Matters referred to Cabinet by Council or Overview and Scrutiny Committees

This report highlights any matters referred to the Cabinet by Council or by the Council's Overview and Scrutiny Committees since the Cabinet's last meeting on 7 February 2019, as set out in Appendix 1.

Report Author

Jo Toomey, Principal Democracy Officer



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Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Margaret Welton, Senior Research and Support Assistant	14 February 2019
Approved by:	Ben Bix, Head of Governance	14 February 2019
Signed off by:	Councillor Matthew Lee, The Leader of the Council	14 February 2019

Recommendation to the decision maker

1. It is recommended that the Cabinet notes the contents of the report and the matters referred to in Appendix 1.

1 The Background to the Report

Council

- 1.1 No matters have been referred to Cabinet by Council since Cabinet's last meeting on 7 February 2019.

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 the Cabinet are contained in Appendix 1.
- 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 if the matter relates to an item on the Cabinet's agenda, or a synopsis provided with the agenda for the next Cabinet meeting.

2 Available Options Considered

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

3 Next Steps – Communication and Implementation of the Decision

- 3.1 Where an item has been considered as part of pre-decision scrutiny, the recommendations of the relevant Overview and Scrutiny Committee will either be captured within the Cabinet report or, where the time does not permit, as part of a verbal update made during the Cabinet meeting.

4 Financial Implications

- 4.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Debbie Muddimer, Strategic Director - Resources

5 Legal and Governance Implications

- 5.1 This report offers the Cabinet an opportunity to consider matters that have been raised by other Members at meetings of the Council and Committees that operate within the Executive function of the Council.

Legal Implications reviewed by: Ben Bix, Head of Governance

6 Equality and Safeguarding Implications

- 6.1 There are no equality or safeguarding implications arising from this report.

7 Risk and Mitigation

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

8 Community Safety Implications

8.1 There are no community safety implications arising from this report.

9 Background Papers

9.1 There are no background papers to this report.

10 Appendices

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

Report Timeline:	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by: Cabinet	7 February 2019
	Final Decision date	Not required

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MATTERS REFERRED FROM COUNCIL AND OVERVIEW AND SCRUTINY COMMITTEES

PART A: MATTERS REFERRED FROM COUNCIL

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

PART B: MATTERS REFERRED FROM OVERVIEW AND SCRUTINY COMMITTEES

COMMUNITIES AND WELLBEING OVERVIEW AND SCRUTINY COMMITTEE

Date of meeting: 12 February 2019

Chairman of meeting: Councillor Ray Wootten

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

Community Safety

Members received two presentations from Detective Chief Superintendent Davison, one in relation to the Safer Lincolnshire Partnership and the second one in relation to County Lines which Members found very informative.

Modern slavery

Considerations

- The notice of motion put to Council on 20 September 2018
- A presentation from the Community Engagement and Policy Development Officer in partnership with Detective Chief Superintendent Davison from Lincolnshire Police
- The Council's responsibilities to
 - Safeguard vulnerable individuals from harm
 - Report concerns to relevant agencies
 - Ensure there was no modern slavery in its supply line

Recommendations

- That the actions contained in the draft 2019/20 Modern Slavery Transparency Statement be included within our own statement as follows:

- The Council will work across its service areas to identify any potential risk of slavery and human trafficking and develop appropriate steps to manage the risk
 - The Council's contract and procurement procedures will be reviewed to state that all appropriate action will be taken to ensure any risk of slavery or human trafficking will be mitigated within the Council's business and within its supply chains
 - Actively promote the training opportunity relating to Trafficking, Exploitation and Modern Slavery to all community facing staff
 - Actively promote the training opportunities available to those employed to procure goods and services on behalf of the Council
 - Develop and deliver an awareness raising campaign relating to Modern Slavery
- To develop an action plan, including timescales for the implementation of the actions
 - To report to the relevant Overview and Scrutiny Committee twice each year on the actions contained in the Modern Slavery Transparency Statement

Link to relevant papers

- Presentation of the Community Engagement and Policy Development Officer: <http://moderngov.southkesteven.gov.uk/documents/s22213/Modern%20Slavery%20slides.pdf>

CULTURE AND VISITOR ECONOMY OVERVIEW AND SCRUTINY COMMITTEE

There are no matters referred by the Culture and Visitor Economy Overview and Scrutiny Committee to Cabinet on this occasion.

ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

There are no matters referred by the Environment Overview and Scrutiny Committee to Cabinet on this occasion.

GROWTH OVERVIEW AND SCRUTINY COMMITTEE

Date of meeting: 13 February 2019

Chairman of the Committee: Councillor Robert Reid

Updates from the previous meeting: Markets and towns in the District

Considerations:

- An update on the work being undertaken to enhance and improve footfall in the district's four towns and their markets
- £42k set aside for enhancing and improving markets and work undertaken to date

- Work undertaken by a Lincolnshire County Council Committee that looked at markets and towns throughout the County

Outcomes:

- To invite the Cabinet Member with responsibilities for towns and markets from Lincolnshire County Council to a future meeting to report on their findings
- To invite the SKDC Cabinet Member for Retail and Visitor Economy and the Head of Town Centres to the same meeting

Link to relevant papers:

- Action notes of the Growth Overview and Scrutiny Committee meeting held on 28 November 2018:
http://moderngov.southkesteven.gov.uk/documents/s22207/28.11.18_published%20Action%20Notes.pdf

Updates from the previous meeting: Disabled Facilities Grant

Considerations:

- The level of uptake of the Disabled Facilities Grant (DFG)
- The allocation of grants in South Kesteven being dependent on sign off and approval by the occupational therapists at Lincolnshire County Council
- Alternative access to occupational therapists that could reduce reliance on Lincolnshire County Council
- Work undertaken by the Cabinet Member for Housing to raise the profile of the DFG
- An ongoing project with GPs and hospitals on discharge arrangements

Recommendation:

- That the Communities and Wellbeing Overview and Scrutiny Committee consider the process and issues arising from the allocation of the Disabled Facilities Grants

Link to relevant papers:

- Action notes of the Growth Overview and Scrutiny Committee meeting held on 28 November 2018:
http://moderngov.southkesteven.gov.uk/documents/s22207/28.11.18_published%20Action%20Notes.pdf

Quarter 1 and 2 performance monitoring and the future of performance management

Considerations:

- The report of the Deputy Leader of the Council providing performance monitoring information for quarters 1 and 2 2018/19

- The timing of the quarterly reports in respect of performance and monitoring being brought to Committee
- New performance management technologies that were being trialed
- Detailed performance information for quarters 1 and 2 of 2018/19
- Performance data in respect of recycling, the impact of contamination on the Council's ability to meet targets, recycling processes and the materials able to be recycled
- Streamlining of the Transformation and Organisational Development teams into the Organisational Development and Change team
- The use of predictive analytics to extract information from existing datasets to identify trends and facilitate better service planning
- The use of live performance dashboards and predictive analytics to enable managers to view realtime performance data

Outcomes:

- To invite the Cabinet Member for Environment to provide an overview of recycling methods and the process for separating different types of plastic and possible resolutions
- Officers to undertake additional work to help the Committee understand where South Kesteven fits nationally in terms of recycling
- To consider visiting a recycling centre

Recommendations

- That the meeting dates for the 2019/20 municipal year align with the end of each Quarter to enable timely receipt of performance monitoring reports

Link to relevant papers

- Quarter 1 and quarter 2 performance monitoring and the future of performance management report:
<http://moderngov.southkesteven.gov.uk/documents/s22215/ACEX013%20-%20Performance%20Q1%20and%20Q2%202018-19a.pdf>
- Appendix 1:
http://moderngov.southkesteven.gov.uk/documents/s22216/ACEX013_Q1_Appendix%201.pdf
- Appendix 2:
http://moderngov.southkesteven.gov.uk/documents/s22217/ACEX013_Q2_Appendix%202.pdf

Quarter 3 Finance Report 2018/19

Considerations:

- The benefits of the Business Rate Pilot and how funding would be allocated
- The good position the HRA was in and how it would enhance the possibilities of borrowing for social housing
- Recruitment and staffing and the interim legal support

- Whether the staffing figures included the costs of restructuring
- The staffing budgets being recorded for individual departments rather than as an overall figure
- The process and sign off by Strategic Directors in respect of seeking agency / temporary staff
- Whether it was normal practice to amend the budget proposals
- Whether the figure of £800k arising from the senior management restructure was the final figure.
- Whether the pension costs would be recurring
- Disabled Facilities Grant underspend
- The underspend in respect of spending for commercial investment
- Car parks and tariffs throughout the district
- The outcomes from shared working specifically with Rutland Council
- That budget documents were living documents that had to be flexible in order to accommodate changes throughout the year

Outcomes:

- That Members of the Committee are provided with a Staffing Budget figure for the Council as a whole rather than for separate departments.

Link to relevant papers

- Quarter 3 finance report 2018/19:
<http://moderngov.southkesteven.gov.uk/documents/s22244/Quarter%203%20Financial%20Monitoring%20Report%202018-19.pdf>

Property Investment Policy and Capital Strategy

Considerations:

- The report of the Deputy Leader of the Council on the draft Property Investment Policy and Capital Strategy (both appended to the report)
- An allocation of £10m in the 2019/20 capital programme proposals to deliver a capital investment to deliver its capital investment ambition
- The Council is required to have a capital framework as an integral part of the annual budget framework
- The draft Property Investment Policy was an updated version of the Commercial Property Investment Strategy approved by Cabinet on 13 July 2017
- Broadening criteria in the Property Investment Policy would enable maximum flexibility when assessing potential investment opportunities
- Focussing investment wholly within the district recognizes that non-financial returns would directly contribute to South Kesteven
- The need to create more commercial space as well as housing

Recommendation:

- The Growth Overview and Scrutiny Committee recommends to Council that the Capital Strategy and the Property Investment Policy are adopted as set out at Appendix A and B in the report.

Link to relevant papers

- Property Investment Policy and Capital Strategy report:
<http://moderngov.southkesteven.gov.uk/documents/s22237/PIP%20and%20Capital%20Strategy%20report.pdf>
- Appendix A (Capital Strategy):
<http://moderngov.southkesteven.gov.uk/documents/s22238/Appendix%20A%20Capital%20Strategy.pdf>
- Appendix B (Property Investment Policy):
<http://moderngov.southkesteven.gov.uk/documents/s22239/Appendix%20B%20Property%20Investment%20Policy.pdf>

Statement of Community Involvement

Considerations:

- The requirement to prepare a Statement of Community Involvement as set out in the Planning and Compulsory Purchase Act 2014
- 15 responses received from public consultation on the draft Statement of Community Involvement and comments of officers thereon
- Rights of Members to attend meetings of the Development Management Committee and speak on their constituents' behalf
- Out of the 1480 notification letters distributed a total of 15 responses had been received
- The next steps which were to take on board the comments arising from the public consultation together with the comments from the Growth OSC and update the Statement of Customer Involvement prior to submission to the Cabinet for their comments

Recommendations:

- That the Statement of Community Involvement includes the *"Members right to attend any Development Management Committee meeting and, with the Chairman's permission, speak on an objector's behalf, highlighting valid planning objections"*
- The Growth Overview and Scrutiny Committee recommends that the Cabinet adopts the Statement of Community Involvement

Link to relevant papers:

- Statement of Community Involvement:
<http://moderngov.southkesteven.gov.uk/documents/s22245/SCI%20report%20to%20Growth%20OSC%20130219.pdf>
- Appendix 1 (final draft SCI):

<http://moderngov.southkesteven.gov.uk/documents/s22231/Appendix%201%20-%20Final%20Draft%20SCI.pdf>

- Appendix 2 (Draft SCI response table 2018):
<http://moderngov.southkesteven.gov.uk/documents/s22232/Appendix%202%20-%20Draft%20SCI%20response%20Table%202018.pdf>

Bank Closures

Considerations

- The closure of the Market Deeping branch of Barclays Bank
- The Members' Open Questions session at which the Chairman of the Growth Overview and Scrutiny Committee agreed to invite a representative from Barclays Bank to explain its proposals and discuss ways the Council could work with them to reverse their decision
- The draft letter to be sent to Barclays Bank
- Implications for residents and retailers in the Deepings and surrounding areas

Conclusions

- That the drafted letter be signed by the Chairman of the Growth Overview and Scrutiny Committee and sent to the Barclays Divisional Director at Barclay's Bank based in Cambridge.

RURAL OVERVIEW AND SCRUTINY COMMITTEE

There are no matters referred by the Rural Overview and Scrutiny Committee to Cabinet on this occasion.

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**SOUTH
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Cabinet

7 March 2019

Report of: Councillor Matthew Lee
The Leader of the Council

Cabinet Forward Plan for the period 1 March 2019 to 29 February 2020

This report highlights matters on the Cabinet's Forward Plan for the period 1 March 2019 to 29 February 2020.

Report Author

Jo Toomey, Principal Democracy Officer



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Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Margaret Welton, Senior Research and Support Assistant	14 February 2019
Approved by:	Ben Bix, Head of Governance	14 February 2019
Signed off by:	Councillor Matthew Lee, The Leader of the Council	14 February 2019

Recommendation (s) to the decision maker (s)

1. It is recommended that the Cabinet notes the contents of the report.

1 The Background to the Report

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 sets out minimum requirements for publicity in connection with key decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan in the Council's website.
- 1.2 Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take any necessary actions. Whilst it is not a requirement to publish this information in the Forward Plan, it is the Council's practice to do so.
- 1.3 To help Cabinet understand what issues will be put before it in the longer-term, items for consideration have been included in the Cabinet's Forward Plan (attached as Appendix 1 to this report). The Forward Plan also includes details of items scheduled for each of the Council meetings due to be held within the plan period.

2 Available Options Considered

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

3 Next Steps – Communication and Implementation of the Decision

- 3.1 The Forward Plan is published each month on the Council's website. Cabinet Members will work with their officers to direct the timeline for each matter, taking account of opportunities to consult with the Council's overview and scrutiny committees where appropriate.

4 Financial Implications

- 4.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Debbie Muddimer, Strategic Director - Resources

5 Legal and Governance Implications

- 5.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements to which Councils must adhere. Councils may use their discretion to publish information that exceeds the minimum requirements.

Legal Implications reviewed by: Ben Bix, Head of Governance

6 Equality and Safeguarding Implications

- 6.1 This report provides an overview of the work that the Cabinet will be undertaking. Where appropriate, analyses in respect of equalities and safeguarding relevant to its decisions will be presented to Cabinet with reports as individual issues come forward.

7 Risk and Mitigation

- 7.1 Risk has been considered as part of this report and no specific high risks have been identified.

8 Community Safety Implications

8.1 There are no community safety implications arising from this report.

9 Background Papers

9.1 Section 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012:
<https://www.legislation.gov.uk/uksi/2012/2089/contents/made>

10 Appendices

10.1 Appendix 1 – Cabinet Forward Plan: 1 March 2019 to 29 February 2020

Report Timeline:	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by: Cabinet	7 February 2019
	Final Decision date	Not applicable

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SOUTH
KESTEVEN
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COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
1 March 2019 to 29 February 2020

At its meetings, the Cabinet may make key decisions and non-key decisions. They may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A key decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates; or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

A non-key decision is one that is not a key decision.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those matters that are scheduled to be considered by Cabinet during the plan period. This plan also includes details of those decisions that are due to be made by the full Council.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Relevant Overview & Scrutiny Committee and date if applicable	Contact
Council – 1 March 2019				
Budget 2019/20 and Council Tax Setting (Budget and Policy Framework)				
To consider the draft Budget for 2019/20 proposed by the Cabinet	1 Mar 2019	To set Council Tax and agree a Budget for 2019/20	<i>Budget</i> 10 January 2019	Councillor Adam Stokes, the Cabinet Member for Finance Debbie Muddimer Tel: 01476 40 63 01 E-mail: debbie.muddimer@southkesteven.gov.uk
Capital Strategy including the Treasury Management Strategy and Asset, Investment and Regeneration Strategy (Policy Framework)				
To consider the draft Capital Strategy including the Treasury Management Strategy for 2019/20 and the Asset, Investment and Regeneration Strategy	1 Mar 2019	To approve the Council's Treasury Management Strategy for 2019/20 and the Asset, Investment and Regeneration Strategy	<i>N/A – Governance & Audit Committee</i>	Councillor Adam Stokes, the Cabinet Member for Finance Debbie Muddimer Tel: 01476 40 63 01 E-mail: debbie.muddimer@southkesteven.gov.uk
Pay Policy Statement (Policy Framework)				
To consider the draft Pay Policy Statement for 2019/20	1 Mar 2019	To approve the Council's Pay Policy Statement for 2018/19	<i>N/A – Employment Committee</i>	Councillor Kelham Cooke, the Deputy Leader of the Council Elaine Pepper Tel: 01476 40 61 32 E-mail: e.pepper@southkesteven.gov.uk
Arrangements for the operation of the Council's Committees from May 2019				
To consider the recommendations of the working group set up to review the operation of the committees of the Council	1 Mar 2019	To agree arrangements for the operation of the Council's Committees in preparation for 2019 municipal year	<i>N/A – Governance working group</i>	Councillor Kelham Cooke, the Deputy Leader of the Council Ben Bix Tel: 01476 40 65 15 E-mail: ben.bix@southkesteven.gov.uk
Appointment of Independent Person (Council Decision)				
To consider the recommendations of the Employment Committee in	1 Mar 2019	To appoint an Independent Person for the Council	<i>N/A – Employment Committee</i>	Councillor Kelham Cooke, the Deputy Leader of the Council Lee Sirdifield

Summary	Date	Action	Relevant Overview & Scrutiny Committee and date if applicable	Contact
respect of the appointment of an Independent Person				Tel: 01476 40 65 24 E-mail: l.sirdifield@southkesteven.gov.uk
Cabinet – 7 March 2019				
Statement of Community Involvement (Key Decision)				
Consideration of the draft Statement of Community Involvement in the context of feedback received during the public consultation period	7 March 2019	To adopt a Statement of Community Involvement	<i>Growth</i>	Councillor Helen Goral, the Cabinet Member for Growth and Communications Roger Ranson Tel: 01476 40 64 38 E-mail: r.ranson@southkesteven.gov.uk
Leisure Offer (Key Decision)				
The provision of new and enhanced leisure centres across South Kesteven	7 Mar 2019	To consider provision of new and enhanced leisure centres across South Kesteven	<i>Culture & Visitor Economy</i>	Councillor Matthew Lee, the Leader of the Council Paul Thomas Tel: 01476 40 61 62 E-mail: p.thomas@southkesteven.gov.uk
Cabinet – June 2019				
Proposed development brief for land at Stamford North (Key Decision)				
To consider a draft development brief for land at Stamford North for consultation	Not before 1 June 2019	To agree a draft development brief for land at Stamford North for consultation	<i>Growth</i>	Councillor Helen Goral, the Cabinet Member for Growth and Communications Roger Ranson Tel: 01476 40 64 38 E-mail: r.ranson@southkesteven.gov.uk
Asset Management Strategy (Key Decision)				
To consider the draft Asset Management Strategy	Not before 1 June 2019	To adopt an Asset Management Strategy	<i>Growth</i> To be confirmed	Councillor Kelham Cooke, the Deputy Leader of the Council Jane McDaid Tel: 01476 40 61 77 E-mail: jane.mcdaid@southkesteven.gov.uk
Rectory Farm Supplementary Planning Document (Key Decision)				

Summary	Date	Action	Relevant Overview & Scrutiny Committee and date if applicable	Contact
To consider the Rectory Farm Supplementary Planning Document following consultation on a draft document	Not before 1 June 2019	To approve a Supplementary Planning Document in respect of Rectory Farm	<i>Growth</i> To be confirmed	Councillor Helen Goral, the Cabinet Member for Growth and Communications Sylvia Bland Tel: 01476 40 63 88 E-mail: s.bland@southkesteven.gov.uk
Housing Strategy				
To consider the Council's strategy to address the need for the provision of new social and affordable homes	Not before 1 Sept 2019	To approve the Council's strategy and approach to the provision of new social and affordable homes within the district	<i>Growth</i> July 2019	Councillor Nick Neilson, the Cabinet Member for Housing Ken Lyon Tel: 07773 621443 E-mail: ken.lyon@southkesteven.gov.uk
Cabinet – December 2019				
Council Tax Base 2020/21 (Recommendation to Council)				
To agree the Council Tax base for 2020/21, which will form the basis of the Budget proposals for the year	Not before 1 Dec 2019	To determine the Council Tax Base to form the basis of the 2020/21 Budget proposals to be recommended to Council	<i>Budget</i>	Councillor Adam Stokes, the Cabinet Member for Finance Debbie Muddimer Tel: 01476 40 63 01 E-mail: debbie.muddimer@southkesteven.gov.uk
Draft Budget proposals				
To consider the Draft Budget proposals for 2020/21	Not before 1 Dec 2019	To agree the draft budget proposals for 2020/21 for consultation	<i>Budget</i>	Councillor Adam Stokes, the Cabinet Member for Finance Debbie Muddimer Tel: 01476 40 63 01 E-mail: debbie.muddimer@southkesteven.gov.uk
Cabinet – February 2020				
Budget proposals 2020/21 (Budget framework – recommendation to Council)				
To consider the final Budget Proposals for 2020/21	Not before 1 Feb	To approve the Cabinet's budget proposals and recommend them to Council	<i>Budget</i>	Councillor Adam Stokes, the Cabinet Member for Finance

Summary	Date	Action	Relevant Overview & Scrutiny Committee and date if applicable	Contact
	2020			Debbie Muddimer Tel: 01476 40 63 01 E-mail: debbie.muddimer@southkesteven.gov.uk
Other items – dates pending				
St. Peter's Hill Re-development – office remodelling (Key Decision and recommendation to Council)				
To consider proposals for the refurbishment of the offices at St. Peter's Hill, following the first phase of works to provide high quality public realm through to the new cinema	Not before 1 April 2019	To approve proposals and seek budget approval from Council	Growth	Councillor Kelham Cooke, the Deputy Leader of the Council
				Jane McDaid Tel: 01476 40 61 77 E-mail: jane.mcdaid@southkesteven.gov.uk
Strategic Regeneration Acquisitions (Key Decision)				
Information relating to this decision is exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 as amended because it contains information which relates to the financial or business affairs of an individual or organisation	Not before 1 April 2019		Growth	Councillor Kelham Cooke, the Deputy Leader of the Council
				Paul Thomas Tel: 01476 40 61 62 E-mail: p.thomas@southkesteven.gov.uk
Cultural Strategy (Key Decision)				
To consider the draft Cultural Strategy for South Kesteven	Not before 1 April 2019	To adopt a Cultural Strategy for South Kesteven	Culture & Visitor Economy 12 July 2018	Councillor Matthew Lee, the Leader of the Council
				Michael Cross Tel: 01476 40 61 29 E-mail: michael.cross@southkesteven.gov.uk
Local Plan (Policy Framework Proposal)				
Consideration of the revised South Kesteven Local Plan following examination and	Council Not before	To adopt the revised Local Plan for South Kesteven	Growth	Councillor Helen Goral, the Cabinet Member for Growth and Communications
				Roger Ranson

Summary	Date	Action	Relevant Overview & Scrutiny Committee and date if applicable	Contact
notice of modifications	1 May 2019			Tel: 01476 40 64 38 E-mail: r.ranson@southkesteven.gov.uk



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Cabinet

7 March 2019

Report of: Councillor Matthew Lee
The Leader of the Council

Decisions taken by individual Cabinet Members

This report provides an overview of decisions taken by individual Cabinet Members since the last meeting of the Cabinet on 7 February 2019.

Report Author

Jo Toomey, Principal Democracy Officer



01476 406152



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Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Margaret Welton, Senior Research and Support Assistant	14 February 2019
Approved by:	Ben Bix, Head of Governance	14 February 2019
Signed off by:	Councillor Matthew Lee, The Leader of the Council	14 February 2019

Recommendation to the decision maker

1. It is recommended that the Cabinet notes the decisions taken by individual Cabinet Members in the period since the last Cabinet meeting held on 7 February 2019.

1 The Background to the Report

- 1.1 Under the strong Leader model of governance, the Leader can allocate decision-making power to the Cabinet and individual Cabinet Members. Decisions of the Cabinet will be made during Cabinet meetings while individual Cabinet Members may make decisions at any time in accordance with the relevant Regulations.
- 1.2 All of the decisions made by individual Cabinet Members since the Cabinet last met are attached as appendices to this report. Both the report on which the decision was based, and the decision notice, are attached.
- 1.3 Since the Cabinet met on 7 February 2019 the following decisions have been made:
- Discharge of Homelessness Duty into the Private Rented Sector Policy
Non-key decision taken by the Cabinet Member for Housing on 28 January 2019
Date decision effective: 6 February 2019 (call-in expired)
Report and decision notice attached as appendix 1
 - Intelligent automation
Non-key decision taken by the Cabinet Member for Finance on 11 February 2019
Date decision effective: 20 February 2019 (call-in expired)
Report and decision notice attached as appendix 2
 - Armed Forces Discount Scheme
Non-key decision taken by the Cabinet Member for Housing
Date decision effective: 27 February (subject to call-in which expires on 26 February 2019)
Report and decision notice attached as appendix 3
 - Purchase of a property
Non-key decision taken by the Cabinet Member for Housing
Date decision effective: 27 February 2019 (subject to call-in which expires on 26 February 2019)
Exempt report and decision notice attached as appendix 4
- 1.4 Any decisions made after the publication of the agenda will be reported at the next meeting of the Cabinet.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 The report that is presented to the decision-maker includes information on consultation and feedback received in respect of the matters to which the decisions listed in this report.

3 Available Options Considered

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

4 Financial Implications

- 4.1 The Financial implications are set out within each decision.

Financial Implications reviewed by: Debbie Muddimer, Strategic Director - Resources

5 Legal and Governance Implications

- 5.1 The provisions relating to the Cabinet, its Members and delegations by the Leader are as set out at Article 8 of the Constitution. The Strong Leader and Cabinet model to carry out

executive functions was adopted by the Council in accordance with the Local Government and Public Involvement in Health Act 2007.

Legal Implications reviewed by: Ben Bix, Head of Governance

6 Equality and Safeguarding Implications

- 6.1 This report provides an overview of decisions that have been made. Each individual report on which a decision is based will consider any equality or safeguarding implications.

7 Risk and Mitigation

- 7.1 Risk has been considered during the preparation of this report and no high risks were identified.

8 Community Safety Implications

- 8.1 There are no community safety implications arising from this report.

9 Background Papers

- 9.1 None; relevant background papers are listed on the report for each decision.

10 Appendices

- 10.1 Appendix 1: Discharge of Homelessness Duty into the Private Rented Sector Policy
- 10.2 Appendix 2: Intelligent automation
- 10.3 Appendix 3: Armed Forces Discount Scheme
- 10.4 Appendix 4: Purchase of a property

Report Timeline:	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by: Cabinet	7 February 2019
	Final Decision date	Not applicable

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NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Nick Neilson
Cabinet Member for Housing

REPORT AUTHOR: Sarah Hutchison

REPORT NO. HS006

DATE: 24/12/18

SUBJECT OF NON KEY DECISION:	Discharge of Homelessness Duty into the Private Rented Sector Policy
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CABINET MEMBER REMIT:	Cabinet Member for Housing	
CRIME AND DISORDER IMPLICATIONS:	None	
FREEDOM OF INFORMATION ACT IMPLICATIONS:	This report is publicly available on the Council's website www.southkesteven.gov.uk via your Council and Democracy link	
INITIAL EQUALITY IMPACT ASSESSMENT	Carried out and appended to report? Yes	Full impact assessment required? No
BACKGROUND PAPERS:	Discharge duty into the private rented sector 2013 Equality Impact Analysis See Appendix 2 Homelessness (Suitability of Accommodation) (England) Order 2012 http://www.legislation.gov.uk/ukxi/2012/2601/pdfs/ukxi_20122601_en.pdf	

(1) PURPOSE OF REPORT

- 1.1 To set out the background and purpose of the proposed Discharge of Homelessness Duty into the Private Rented Sector Policy (see Appendix 1) and seek approval.

(2) RECOMMENDATION(S)

- 2.1 That the Discharge of Homelessness Duty into the Private Rented Sector Policy (attached as Appendix 1) is approved for implementation.

(3) REASONS FOR RECOMMENDATION(S)

- 3.1 The Localism Act 2011 allows Local Authorities to use the offers of suitable private sector accommodation as well as public sector housing, to end their duty to homeless households. This Council must have a policy in place setting out how it will do this. The Council's current Policy only allows for the discharge of the main homeless duty into a private rented sector tenancy of at least 12 months.
- 3.2 The Homelessness Reduction Act 2017 has amended the Housing Act 1996. It has introduced a "prevent duty" and a "relief duty" and has given the Council a further option to discharge its duty by making an offer of a 6 month assured shorthold tenancy within the private rented sector (as a minimum) as opposed to 12 months. The new legislation also requires that each homeless household has a full housing assessment carried out. When the Council makes an offer of accommodation, the needs of all household members will be taken into account when considering the suitability of accommodation, in accordance with The Homelessness (Suitability of Accommodation)(England) Order 2012 see Appendix 4.
- 3.3 The new draft proposed policy, attached, updates the existing Discharge Duty into Private Rented Sector Policy (2013) (attached at Appendix 2) and sets out how and when the Council will use private rented sector housing to end its homeless duty(ies).

(4) COMMENTS FROM FINANCIAL SERVICES

There are no additional financial consequences to the council as a result of approving this policy.

(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES

The contents of this Policy are in accordance with the new Homelessness Reduction Act 2017, which came into effect on the 3rd April 2018. This Policy is in addition to the Council's Allocation Policy and supports the Lincolnshire County Homelessness Strategy 2018

(6) **OFFICER CONTACT**

Sarah Hutchison, Team Leader Housing Strategy and Needs.
s.hutchison@southkesteven.gov.uk

(7) **DATE DECISION EFFECTIVE:**

If decision taken on Monday 28 January date effective will be Wednesday 6 February 2019 subject to no call-in of the decision being submitted.

Appendix 1

Discharge of homelessness into the private rented sector Policy

Introduction

Duties arise when an eligible household presents to the Council as homeless or threatened with homelessness within 56 days.

In addition to the main housing duty (193(2)), the Homelessness Reduction Act 2017 introduced a duty to prevent homelessness for those who were threatened with homelessness and a duty to relieve homelessness for those who were homeless. Under the prevention (s195) and relief (s189B) duties, Local Authorities are required to take reasonable steps to help the applicant secure accommodation - which can include, as a minimum, a 6 month assured shorthold tenancy within the private rented sector.

The introduction of the Homelessness Reduction Act 2017 requires that Local Authorities provide temporary accommodation (TA), to those households who are a priority need and in the relief stage. If the relief duty comes to an end and the Council has been unsuccessful in relieving homelessness, the household will remain in TA until the Council can discharge their homeless duty either through a part VI offer or an Assured Shorthold Tenancy.

Legal Framework

This Policy operates alongside the Council's Allocation Policy, the Lincolnshire County Homelessness Strategy 2018 and is compliant with:

- Housing Act 1996 Pt VII (as amended)
- Homelessness Code of Guidance for Local Authorities February 2018
- Equality Act 2010
- Localism Act 2011
- The Homelessness (Suitability of Accommodation) (England) Order 2012

Policy Aims and Objectives

Households are entitled to one reasonable offer of suitable accommodation. Officers will undertake a robust assessment to determine the appropriateness of the offer, taking into account the circumstances for each individual household, and this Policy. This includes making reasonable adjustments to the process where there is a disability or communication need, such as language, literacy, or a visual/hearing impairment.

This Policy will ensure a comprehensive and consistent risk assessment is carried out for each household where the main applicant's homeless assessment, and personalised housing plan (PHP), has identified that consideration of private rented accommodation is a viable option, and when there is a suitable property available within the private rented sector. Monitoring of the applicant's PHP will ensure that the applicant's needs are met under this Policy.

This Policy will also ensure that any discharge of homelessness duties into the private rented sector is compliant with the Equality Act 2010.

We will ensure that each tenancy is accompanied by an adequate written tenancy agreement and the period of the tenancy is for a minimum of 6 months.

South Kesteven District Council will normally seek to secure private rented sector accommodation within its own boundary area, although we recognise there will be occasions when an applicant requests accommodation outside of the district. Each case will therefore be assessed on its own merits and by taking into account the law and codes of guidance in force at the time.

Where appropriate, the Council will work with our partner agencies in order to provide tenancy support to households that we consider are vulnerable.

Suitability of accommodation

In 2012, the Government introduced the Suitability of Accommodation Order (England) for private rented sector offers. This order requires that a property must be in a reasonable physical condition and have:

- Reasonable fire safety precautions;
- A current gas safety record in accordance with Gas Safety (Installation and Use) Regulations;
- A House in Multiple Occupation licence (where applicable);
- A valid Energy Performance Certificate (EPC) with a rating of 'E' or above;
- Carbon monoxide detectors fitted in all rooms containing a solid fuel burning appliance;
- That the landlord is "fit and proper";
- Electrical equipment is safe.

The Private Sector Housing Liaison Officer will check that there are no known issues with either the property or the landlord.

Where practical, households will be encouraged to take part in viewings of any property identified as suitable for their needs, prior to taking up the tenancy in order that the Council can be made aware at an early stage of any issues that the applicant may have with regard to the property.

Each property will also be subject to an inspection to identify and protect against potential risks and hazards to health and safety from any deficiencies (particularly Category 1 hazards) under the Housing, Health and Safety Rating Scheme (HHSRS), and to ensure that electric and gas checks are up to date and the property is in a reasonable state of repair.

Circumstances where a private rented sector offer will be made

A private sector offer made to applicants under the prevention and relief stages of the homelessness may end the prevention and relief duties (Sections 195(8)(a) and 189B(7)(a)) as well as those owed the main Section 193 duty, except in the following circumstances:

- The household is particularly vulnerable by way of old age, physical disability, mental health/learning disability and in need of supported accommodation
- There is no suitable private sector tenancy available that meets the households needs, for example where there is a physical disability and the property is not accessible
- There is no suitable private sector tenancy available taking into account the provisions relating to the condition and management of the property, affordability and location

- In cases of domestic violence where the property concerned is deemed to be too near the alleged perpetrator and could put the household at risk of harm
- In cases of racial harassment/hate crime, where the property concerned is deemed to be too near the alleged perpetrator and could put the household at risk of harm
- In cases of mental health issues and learning difficulties where the available accommodation is located too far from the household's support networks.

This is not an exhaustive list. The household's needs, wishes and requirements will be considered in each case, on an individual basis.

An offer to bring to an end the main housing duty

An offer to end the main housing duty is defined by section 193(&AC) Housing Act 1996 as an offer of an assured shorthold tenancy made by a private landlord to an applicant in relation to any accommodation which:

- Has been made available for the applicant's occupation by arrangements made by the Council with a private landlord or
- Is made with the approval of the Council, in pursuance of arrangements made by the authority with the landlord with a view to bring the section 193(2) of the Housing Act 1996 to an end, and
- Is a fixed term assured shorthold tenancy for a period of at least 12 months

If that applicant accepts or refuses a private rented sector offer the Council will consider its main housing duty ended, subject to the applicant having been informed in writing of the following matters (as mentioned in section 193(7AB) Housing Act 1996):

- The possible consequence of refusal or acceptance of offer
- That the applicant has the right to request a review of the suitability of the accommodation, and
- In a case which is not a restricted case, the effect under new section 195A of a further application to the authority within two years of acceptance of the offer (the reapplication duty).

The Council must also be satisfied that the offer:

- Is suitable for the applicant and other household members, and
- That the applicant is not under contractual or other obligations in respect of his or her existing accommodation or, that if he or she is, they must be able to bring those obligations to an end before being required to take up the offer.

A final accommodation offer made in the 189B relief stage

An offer is a "final accommodation offer" if;

- It is an offer of an assured shorthold tenancy made by a private landlord to the applicant in relation to any accommodation which is, or may become available for the applicant's occupation
- It is made with the approval of the authority, in pursuance of arrangements made by the authority in the discharge of their duty under section 189B(2), and

- The tenancy being offered is a fixed term tenancy within the meaning of part 1 of the Housing Act 1988 for a period of at least 6 months

The authority's duty to the applicant under section 189(B) comes to an end in the applicant accepts or refuses a final accommodation offer, subject to the applicant having been informed of the consequences of refusal and the applicant's right to request a review of the suitability of accommodation.

The Council must also be satisfied that:

- The offer is suitable for the applicant and other household members, and the applicant is not under contractual or other obligations in respect of his or her existing accommodation or, that if he or she is, they must be able to bring those obligations to an end before being required to take up the offer.

The refusal of a final accommodation offer precludes the applicant for subsequently being owed the main housing duty.

In cases where the section 189B(2) duty ceases as a consequence of the applicant's deliberate and unreasonable refusal to co-operate, the main (section 193) housing duty will not apply, but the Council are obliged to secure that accommodation is made available to the applicant (section 193C(4)). This duty will cease if the applicant accepts or refuses a final accommodation offer.

An offer to an applicant who has a priority need in order to prevent or relieve their homelessness

An offer of a private sector accommodation to an applicant who has priority need in order to prevent or relieve homelessness must meet the additional suitability requirements of Article 3 (Homelessness (Suitability of Accommodation) (England) Order 2012).

Selecting Households for Private Sector Properties

When the applicants and/or Homeless Prevention Officer (HPO) have sourced a private rented property that is suitable, affordable and has regard for the household's Personalised Housing Plan (PHP) - this property will be offered to that applicant under the relevant homelessness duty.

When a landlord approaches the Private Sector Housing Liaison Officer with a property for private rental, as a guide, applicants will be prioritised in the following order and in accordance with their household requirements:

- Applicants in Bed and Breakfast in order of acceptance of a main duty (if a 12 month tenancy) or a relief duty.
- Applicants who have been in SKDC's Temporary Accommodation (TA) in order of acceptance of main duty (if a 12 month tenancy) or relief duty
- Applicants who have been accepted for a main duty, but are not in TA and in order of acceptance of main duty
- Applicants who have a relief duty in order of acceptance of this duty
- Applicants who have a prevention duty

If the landlord requests a list of potential applicants the Council will provide a list in the order of priority given above. A private sector offer is made with the approval of the local authority. However,

the landlord will have the final decision on whether a particular household will be accepted into the property.

Exceptions to following the above order of priority are:

- In some circumstances it may be possible to convert a priority that has been leased from a private landlord for use as a temporary accommodation into a private rented sector offer. In this case, the household that has been most recently accommodated in this property shall receive a private rented sector offer for this property.
- A private sector offer may be made for a household that has a later date of homeless decision than other households for whom the property would be suitable in the case that the property would meet a particular need (for example location or property type), where that need would be unlikely to be met through a Part 6 offer through the Council's Allocations Scheme. Where more than one household falls into this category and the level of need is equal, the household with the earliest decision date shall be given the higher priority. The decision to make an offer under these circumstances would be at the discretion of the Senior Housing Options Advisor and be made on the basis of benefit to the household.

If the customer is matched to a property, or they have identified a property themselves, the officer will invite the customer to view the property, providing full details of the viewing time and location. The customer will be sent/given letter an offer letter which will explain the details of the offer and the implications of not attending or refusing the offer.

Affordability

All applicants being considered for a private rented sector offer of a specific property will undergo an affordability assessment which will take into account the applicants income, expenditure and costs. A property will be judged to be affordable if a household would be able to meet their priority debts as they fall due, taking into account their necessary or reasonable living expenses. Applicants will not be made a private rented sector offer that is not affordable for them at the time of the offer.

The Council will ensure that, for applicants with insufficient capital, any requirement by the landlord for rent in advance/bond will be met within existing approved budgets. The Homeless Prevention Team will also liaise with the Council's Revenues and Benefits team regarding the possibility of assistance with Discretionary Housing Payment (DHP) if necessary.

The affordability check will be completed for any private sector rented accommodation whether for discharging the prevention, relief or main duties under homelessness.

Right to Rent

Households will have provided the Council with the necessary documentation to confirm that they have a Right to Rent.

Suitability of Offer

The Homelessness (Suitability of Accommodation) (England) Order 2012 and Homelessness Code of Guidance for Local Authorities Ch.17 set out the circumstances that will determine whether the offer is 'suitable'. In particular, in accordance with the Order, the local housing authority must take into account:

- (a) where the accommodation is situated outside the district of the local housing authority, the distance of the accommodation from the district of the authority, and
- (b) the significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the applicant or members of the applicant's household, and
- (c) the proximity and accessibility of the accommodation to medical facilities and other support which:
 - (i) is currently used by or provided to the applicant or members of the applicant's household, and
 - (ii) is essential to the wellbeing of the applicant or members of the applicant's household; and
- (d) the proximity and accessibility of the accommodation to local services, amenities and transport.

Other Provisions

The HPO will document the reason why an offer of a private rented sector property has or has not been made when making decisions regarding the prevention, relief and main duties.

Applicants who have had their **main** (s.193) homelessness duty (not prevention or relief) discharged into the private rented sector, who become homeless again within a 2 year period from the date of an offer of a private rented tenancy was accepted, may re-apply as homeless. This statutory homeless duty automatically revives once and only if: an applicant remains eligible, regardless of whether the applicant has a priority need and becomes unintentionally homeless from their private rented tenancy within 2 years of accepting the tenancy.

An offer to bring to an end the main housing duty

An offer to end the main housing duty is defined by section 193(&AC) Housing Act 1996 as an offer of an assured shorthold tenancy made by a private landlord to an applicant in relation to any accommodation which:

- Has been made available for the applicant's occupation by arrangements made by the Council with a private landlord or
- Is made with the approval of the Council, in pursuance of arrangements made by the authority with the landlord with a view to bring the section 193(2) of the Housing Act 1996 to an end, and
- Is a fixed term assured shorthold tenancy for a period of at least 12 months

If the applicant accepts or refuses a private rented sector offer the Council will consider its main housing duty ended, subject to the applicant having been informed in writing of the following matters (as mentioned in section 193(7AB) Housing Act 1996):

- The possible consequence of refusal or acceptance of offer
- That the applicant has the right to request a review of the suitability of the accommodation, and
- In a case which is not a restricted case, the effect under new section 195A of a further application to the authority within two years of acceptance of the offer (the reapplication duty).

The Council must also be satisfied that the offer:

- Is suitable for the applicant and other household members, and
- That the applicant is not under contractual or other obligations in respect of his or her existing accommodation or, that if he or she is, they must be able to bring those obligations to an end before being required to take up the offer.

Reviews on the suitability of accommodation offered

As part of the offer process and in accordance with South Kesteven District Council's policies and procedures, applicants will be advised of their right to request a review on the suitability of the accommodation offered. Applicants may also be advised of external advice services.

Review process

- 1) Applicants can request a review within 21 days of the Council notifying them that they consider an offer to be suitable and that the homelessness duty has been discharged under homeless legislation.
- 2) Review requests can be made in writing or verbally to the Council and we will advise the applicant of the full procedure and process for completing a review of the suitability of the accommodation offered.
- 3) The Council will consider review requests received after 21 days, but will not be obliged to carry out a review. In considering whether to accept a review out of time, the Council will balance the reasons for the lateness of the request with the merits of the review.
- 4) Once a review request has been received we will write to the applicant to acknowledge the request and provide details of the review procedure.
- 5) We will complete the review within 8 weeks of receiving the applicant's original review request (unless a longer period is agreed).
- 6) The review will be carried out by a Senior Officer who will not have been involved in the original decision.

Once the review has been completed the Council will write to the applicant informing them of the review decision. The outcome letter will explain the review decision, how the Council reached this decision, and the right to appeal the review decision to the County Court if the applicant believes the decision is legally incorrect. An appeal must be made within 21 days of being notified of the review decision.

Accommodation options during and after a review period

During the review process, South Kesteven District Council is not legally obliged to provide the applicant with temporary accommodation. Applicants will be advised to accept the final offer of accommodation whilst the review is being considered. This is because the applicant will have somewhere to stay during the review process and there is no guarantee of a further offer of accommodation following the outcome of the review. During the review process the property originally offered may (at the landlord's discretion) be held open whilst the review is considered. If the review is unsuccessful and the property is still available, the applicant may be offered the property again. In this instance South Kesteven District Council will consider its homelessness duty discharged.

Monitoring and review

Details for whom a duty is discharged through a private rented sector offer will be reported on quarterly to the ministry of Housing, Communities and Local Government on the H-CLIC data collection system

The policy will be reviewed in the first instance after 12 months in operation and subsequently every 3 years and, in exceptional circumstances, in responses to significant changes in supply and demand conditions. It will also be reviewed in line with any significant change in legislation, guidance issued by the Ministry of Housing, Communities and Local Government or significant case law.

Complaints Procedure

If you are unhappy with any decisions made regarding discharge of your homeless duty into the private rented sector you can make a complaint through the Council's complaints procedure. This can be done through the Council's customer feedback form at <https://www.southkesteven.gov.uk/?Service=CO3>

Ombudsman

If you are still dissatisfied with the way we have dealt with your complaint, you have the right to ask the Local Government Ombudsman, an independent body, to investigate allegations of maladministration causing an injustice to anybody who has complained.

This means there has been a fault in the way the Council has or has not done something and it has created difficulties for you personally. The Ombudsman does not usually criticise the merits of a decision which has been properly taken simply because someone may disagree with it. They will however look at the way the decision was made.

Contact details for the Local Government Ombudsman are:

- E-mail advice@lgo.org.uk
- Telephone 0300 061 0614
- Text "call back" on 07624 804299

Appendix 2

South Kesteven District Council

Equality Impact (Initial Analysis)

Discharge of Duty into Private Rented

Service Area: Housing Strategy and Needs	Lead officer: Sarah Hutchison	Date of Meeting 06/07/18
	Assessors: Stephen O'Neill	
	Neutral Assessor: Carol Drury	

Name and description of policy/service/function/strategy

Discharge Homeless Duty into Private Rented Sector

The Localism Act 2012 allows local authorities to use the offers of suitable private sector accommodation as well as public sector housing, to end their duties to homeless households. The local authority must have a policy in place setting out how they will do this.

The Homelessness Reduction Act 2017 has extended the use of offering private sector accommodation to end the new duties introduced by the new Act. Local Authorities are now able to end their prevention and relief duties by making and offer of an assured shorthold tenancy of a minimum of 6 months.

The new policy updates the existing SKDC Discharge Duty into Private Rented Sector Policy (2013) and describes how and when we will use private rented sector housing to end our homeless duties.

Is this a new or existing policy?

New

1. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups? Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy etc. is not relevant to a specific characteristic please explain why
Age	positive	The Housing Act 1996 (as amended) states that 16- 18 year olds are 'in priority need' and as such are considered to be vulnerable. Older people may also be regarded as vulnerable as a result of their age. The suitability of accommodation will be taken into consideration.

Disability	positive	The Housing Act 1996 (as amended) states that those with mental or physical disabilities may be 'in priority need' and as such considered to be vulnerable.
Race	neutral	Law defines eligibility for housing services based on immigration status. The suitability of accommodation will be taken into consideration.
Gender Reassignment	neutral	This characteristic is not a determinant in the discharge of our duties to a household under homelessness legislation.
Religion or Belief	neutral	Consideration will be given to specific religious belief of households when assessing the suitability of accommodation (as required by the homeless legislation). The suitability of accommodation will be taken into consideration.
Sex	neutral	This characteristic is not a determinant in the discharge of our duties to a household under homelessness legislation.
Sexual Orientation	neutral	This characteristic is not a determinant in the discharge of our duties to a household under homelessness legislation.
Pregnancy and Maternity	positive	The Housing Act 1996 (as amended) states that pregnant women are 'in priority need' and as such are considered to be vulnerable. The suitability of accommodation will be taken into consideration.
Marriage and Civil Partnership	neutral	This characteristic is not a determinant in the discharge of our duties to a household under homelessness legislation.

Carers	Neutral	This characteristic is not a determinant in the discharge of our duties to a household under homelessness legislation.
Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past) *(IMD = Indices of multiple deprivation)	positive	<p>The Housing Act 1996 (as amended) states that ex-offenders may be 'in priority need' as a result of imprisonment and as such may be considered to be vulnerable.</p> <p>The Housing Act 1996 (as amended) states that those fleeing domestic violence are 'in priority need' and as such are considered to be vulnerable.</p> <p>Ex HM Forces and their dependants may be considered for additional priority depending upon their circumstances and will be exempt from the local connection criteria for a limited period following discharge from the services or relationship breakdown with serving HM Forces partner.</p>
General comments	none	

2. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

The Housing Act 1996 (as amended), which sets out how we make homelessness decisions and determines whether and we have any duty to accommodate households.

The Localism Act 2012 which enables local authorities to use the offer of private rented accommodation to fulfil duties to homeless households.

The Homelessness Reduction Act 2017 which has extended the use of offering private sector accommodation to end new duties introduced by the Act. Local Authorities are now able to end their prevention and relief duties by making an offer of an assured shorthold tenancy of a minimum of 6 months. The new legislation also requires that each homeless household has a full housing assessment. When offering accommodation the needs of all household members will be taken into account when considering the suitability of accommodation offered in accordance with The Homelessness (Suitability of Accommodation)(England) Order 2012.

Applicants have a right to request a review of the accommodation offered to them.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

n/a

3. **Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.**

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

- b.1** In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?
- b.2** Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

- c.1** Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer):
(Name and title)

Sarah Hutchison
Team Leader Housing Strategy and Needs

Date completed:

06/07/18

Signed (Neutral Assessor):
(Name and title)

Carol Drury
Community Engagement and Policy Development Officer

Date signed off:

09/07/18

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CABINET MEMBER DECISION



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Decision:

That approval is given for the Discharge of Homelessness Duty into the Private Rented Sector Policy as attached to Report HS006.

(1) Details of Decision

To seek approval to implement the Discharge of Homelessness Duty into the Private Rented Sector Policy.

(2) Considerations/Evidence

The Localism Act 2011 allows Local Authorities to use the offers of suitable private sector accommodation as well as public sector housing, to end their duty to homeless households. This Council must have a policy in place setting out how it will do this. The Council's current Policy only allows for the discharge of the main homeless duty into a private rented sector tenancy of at least 12 months.

(3) Reasons for Decision:

The Homelessness Reduction Act 2017 has amended the Housing Act 1996. It has introduced a "prevent duty" and a "relief duty" and has given the Council a further option to discharge its duty by making an offer of a 6 month assured shorthold tenancy within the private rented sector (as a minimum) as opposed to 12 months. The new legislation also requires that each homeless household has a full housing assessment carried out. When the Council makes an offer of accommodation, the needs of all household members will be taken into account when considering the suitability of accommodation, in accordance with The Homelessness (Suitability of Accommodation)(England) Order 2012.

The new draft proposed policy updates the existing Discharge Duty into Private Rented Sector Policy (2013) and sets out how and when the Council will use private rented sector housing to end its homeless duties.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

NONE

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

Decision taken by:

Name: Councillor Nick Neilson
Cabinet Member for Housing

Date of Decision: 28 January 2019

Date of Publication of Record of Decision: 29 January 2019

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

6 February 2019

NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Adam Stokes
Cabinet Member for Finance.

REPORT AUTHOR: Heather Green, Business Knowledge
and Innovation Officer

REPORT NO. ACEX012: Intelligent Automation

DATE: 1 February 2019

SUBJECT OF NON KEY DECISION:	Intelligent Automation
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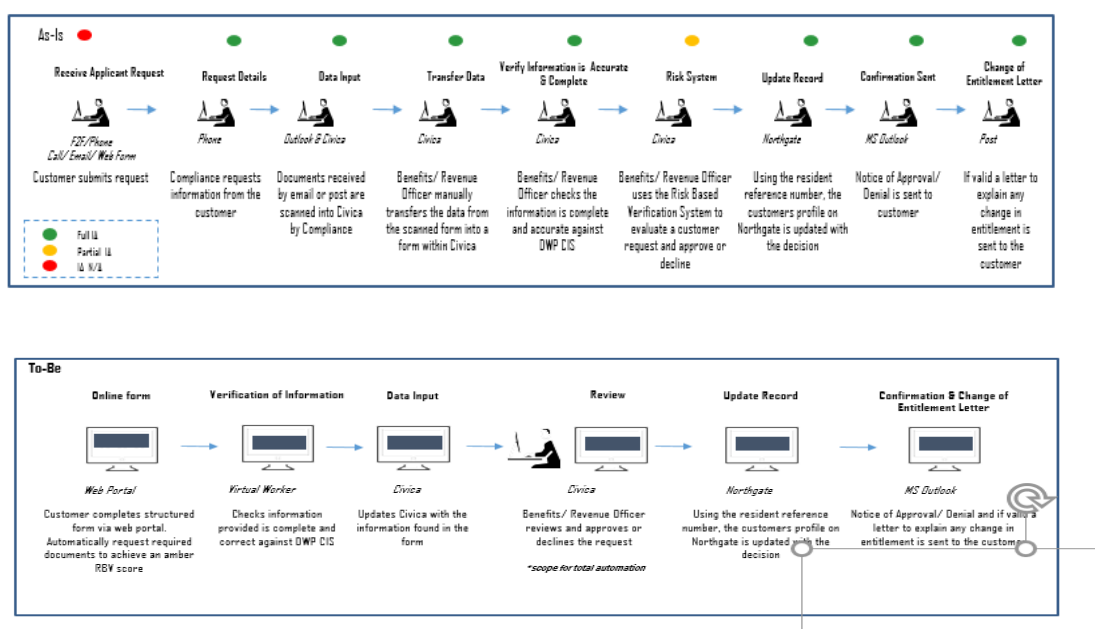
CABINET MEMBER REMIT:	Councillor Adam Stokes, Cabinet Member for Finance	
CRIME AND DISORDER IMPLICATIONS:	None	
FREEDOM OF INFORMATION ACT IMPLICATIONS:	This report is publicly available on the Council's website www.southkesteven.gov.uk via your Council and Democracy link	
INITIAL EQUALITY IMPACT ASSESSMENT	Carried out and appended to report? Not Applicable	Full impact assessment required? No
BACKGROUND PAPERS:	None	

(1) PURPOSE OF REPORT

- 1.1 Intelligent Automation enables improvements to the quality of high volume, repetitive work. It is also proven to reduce the number of mistakes which can be present when repetitive work items are undertaken manually. Intelligent Automation technology also enables transactional processes to be delivered in significantly less time than that taken by an officer.

- 1.2 Working with Ernst & Young (who operate as EY), one of the recognised "Big Four" accounting firms, the Council has undertaken an assessment of service transactions based upon human input, pace of work and the innovation capability that would enable us to use intelligent automation technologies. Over 90 processes have been reviewed, with an initial 12 processes being selected for automation. These include both internal and external transactions.
- 1.3 The intelligent automation process will not simply see the current work processes being automated. A review of the process will be completed to identify opportunities to streamline activities and increase efficiency, before the automation technology is applied to it. Figure 1 provides an indicative example of how a process could move from an 'as is' position to the 'to be' solution.

Figure 1: 'As Is' and 'To Be' illustration



(2) RECOMMENDATION(S)

- 2.1 It is recommended that the Cabinet Member for Finance approves the use of £150,000 from the Invest to Save Fund in 2018/19 to enable the initial deployment of Intelligent Automation within South Kesteven District Council and a total expenditure of up to £450,000 over the life of a three-year project.

(3) REASONS FOR RECOMMENDATION(S)

- 3.1 The implementation of Intelligent Automation will see savings in of at least £200,000 in year one. The improvements in efficiency and reduced service costs resulting from the automation of services will continue year on year.

- 3.2 Through the deployment of technology the Council will also increase skill and capacity in the organisation, enabling further automations in the future, and additional savings and benefits to be realised.

(4) COMMENTS FROM FINANCIAL SERVICES

- 4.1 The budget proposals for 2019/20 include corporate savings of £200k per annum which will be achieved from the implementation of intelligent automation across specific business processes. The proposal for the initial investment of £150k from the invest to save reserve meets the criteria for the reserve use and demonstrates that the initial outlay will be recouped within one financial year.

(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES

- 5.1 The Cabinet Member for Finance may make non-key decisions within the remit set out in Article 8 of the Constitution of the Council. At its meeting of 20 December 2018, Cabinet resolved that approval to utilise the Invest to Save reserve be delegated to the Cabinet Member for Finance in consultation with the Section 151 Officer. Minute CO60 refers.

(6) OFFICER CONTACT

Lee Sirdifield, Assistant Chief Executive.
Tel: 01476 40 65 24
Email: l.sirdifield@southkesteven.gov.uk

(7) DATE DECISION EFFECTIVE:

If decision taken on 11 February 2019 date effective will be 20 February 2019, subject to the decision not being called in.

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CABINET MEMBER DECISION



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Decision:

That approval is granted to use £150,000 from the Invest to Save Fund in 2018/19 to enable the initial deployment of Intelligent Automation within South Kesteven District Council with a total expenditure of up to £450,000 over the life of the three year project.

(1) Details of Decision

To seek approval to use £150,000 from the Invest to Save Fund in 2018/19 to enable the initial deployment of Intelligent Automation within South Kesteven District Council.

(2) Considerations/Evidence

Intelligent Automation enables improvements to the quality of high volume, repetitive work. It is also proven to reduce the number of mistakes which can be present when repetitive work items are undertaken manually. Intelligent Automation technology also enables transactional processes to be delivered in significantly less time than that taken by an officer.

Working with Ernst & Young (who operate as EY), one of the recognised "Big Four" accounting firms, the Council has undertaken an assessment of service transactions based upon human input, pace of work and the innovation capability that would enable us to use intelligent automation technologies. Over 90 processes have been reviewed, with an initial 12 processes being selected for automation. These include both internal and external transactions.

The intelligent automation process will not simply see the current work processes being automated. A review of the process will be completed to identify opportunities to streamline activities and increase efficiency, before the automation technology is applied to it.

(3) Reasons for Decision:

The implementation of Intelligent Automation will see savings in of at least £200,000 in year one. The improvements in efficiency and reduced service costs resulting from the automation of services will continue year on year.

Through the deployment of technology the Council will also increase skill and capacity in the organisation, enabling further automations in the future, and additional savings and benefits to be realised.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

NONE

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

Decision taken by:

Name: Councillor Adam Stokes
Cabinet Member for Finance

Date of Decision: 11 February 2019

Date of Publication of Record of Decision: 12 February 2019

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

20 February 2019

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

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CABINET MEMBER DECISION



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Decision:

That approval is granted to purchase the property as per exempt report RIM0413.

(1) Details of Decision

To seek approval to purchase a property as per exempt report RIM0413.

(2) Considerations/Evidence

As contained within exempt report RIM0413.

(3) Reasons for Decision:

As contained within exempt report RIM0413.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

NONE

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

NONE

Decision taken by:

Name: Councillor Nick Neilson
Cabinet Member for Housing

Date of Decision: 18 February 2019

Date of Publication of Record of Decision: 19 February 2019

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

27 February 2019

NON KEY DECISION: REPORT TO CABINET MEMBER

DECISION TO BE TAKEN BY: Councillor Nick Neilson
Cabinet Member for Housing

REPORT AUTHOR: Heather Green, Business Knowledge
and Innovation Officer

REPORT NO. ACEX014: Armed Forces Discount
Scheme

DATE: 1 February 2019

SUBJECT OF NON KEY DECISION:	Armed Forces Discount Scheme
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CABINET MEMBER REMIT:	Councillor Nick Neilson, Cabinet Member for Housing	
CRIME AND DISORDER IMPLICATIONS:	None	
FREEDOM OF INFORMATION ACT IMPLICATIONS:	This report is publicly available on the Council's website www.southkesteven.gov.uk via your Council and Democracy link	
INITIAL EQUALITY IMPACT ASSESSMENT	Carried out and appended to report? Not Applicable	Full impact assessment required? No
BACKGROUND PAPERS:	Rural Overview and Scrutiny Committee Minutes – 23 January 2019: http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=632&MId=3643&Ver=4 Rural Overview and Scrutiny Committee Minutes – 19 September 2019: http://moderngov.southkesteven.gov.uk/ieListDocuments.aspx?CId=632&MId=3641&Ver=4	

(1) PURPOSE OF REPORT

- 1.1 The Armed Forces Covenant is a promise from the nation to those who serve or who have served and their families. It states that we will do all we can to ensure they are treated fairly and not disadvantaged in their day-to-day lives. The Armed Forces Covenant relies on the people, communities, and businesses of the UK to actively support it in order to make a difference
- 1.2 As a recognition of this, the Rural Overview and Scrutiny Committee have been considering the viability of joining other Council's in offering an Armed Forces Discount Card and have recommended to the Cabinet Member for Housing that a scheme should be adopted.

(2) RECOMMENDATION(S)

- 2.1 It is recommended that the Cabinet Member for Housing introduces an Armed Forces Discount Card scheme as set out in report ACEx009 – Armed Forces Discount Card.

(3) REASONS FOR RECOMMENDATION(S)

- 3.1 South Kesteven currently has one operational military base, the Prince William of Gloucester Barracks in Grantham. However, there are a number of serving personnel living within the district serving at military bases positioned outside of the South Kesteven border. There are the Rutland Barracks (Kendrew and St Georges), Wittering to the south of Stamford and others to the East of Grantham (such as RAF Cranwell). There is also a 'strong' reservist community.
- 3.2 As a county Lincolnshire has a rich RAF heritage, with South Kesteven having a significant veteran population. In 2015, data showed that the district had in excess of 3,000 veterans in receipt of a military pension. When those veterans who live in South Kesteven but are not receiving a military pension (through ineligibility or not being old enough to claim their military pension) are considered the veteran population could be in excess of 4,000.
- 3.3 The design and administration of the scheme is set out in report ACEx009 – Armed Forces Discount Card, which was considered by Rural Overview and Scrutiny Committee on 23 January 2019.
- 3.4 The committee agreed the proposal that entry to the scheme will be marked by the issuing of a card, detailing only a surname, service number and expiry date to minimise any data protection issues.
- 3.5 The outlets participating in the scheme will be easily identified by displaying a window sticker. The Council will recruit business owners within the district to

the scheme. The level of discount or incentive available is to be put forward by the participating outlet.

(4) COMMENTS FROM FINANCIAL SERVICES

- 4.1 There are minor financial implications arising from the adoption of a discount card scheme associated with promotion, printing and card distribution. These costs can be met from existing resources.

(5) COMMENTS FROM LEGAL AND DEMOCRATIC SERVICES

- 5.1 The power to take the measures recommended in this report derive from the Council's power under Part 1 of the Local Government Act 2000 to do anything it considers likely to improve or promote the social or economic wellbeing of its area. The power may be exercised for the benefit of all or any person's resident in the Council's area.

(6) OFFICER CONTACT

Lee Sirdifield, Assistant Chief Executive.
Tel: 01476 40 65 24
Email: l.sirdifield@southkesteven.gov.uk

(7) DATE DECISION EFFECTIVE:

If decision taken on Monday 18 February date effective will be Wednesday 27 February subject to the decision not being called-in.

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CABINET MEMBER DECISION



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Decision:

To introduce an Armed Forces Discount Card scheme as set out in report ACEX009.

(1) Details of Decision

To seek approval to introduce an Armed Forces Discount Card scheme.

(2) Considerations/Evidence

The design and administration of the scheme is set out in report ACEX009 – Armed Forces Discount Card, which was considered by Rural Overview and Scrutiny Committee on 23 January 2019. The committee agreed the proposal that entry to the scheme will be marked by the issuing of a card, detailing only a surname, service number and expiry date to minimise any data protection issues.

(3) Reasons for Decision:

South Kesteven currently has one operational military base, the Prince William of Gloucester Barracks in Grantham. However, there are a number of serving personnel living within the district serving at military bases positioned outside of the South Kesteven border. There are the Rutland Barracks (Kendrew and St Georges), Wittering to the south of Stamford and others to the East of Grantham (such as RAF Cranwell). There is also a 'strong' reservist community.

As a county Lincolnshire has a rich RAF heritage, with South Kesteven having a significant veteran population. In 2015, data showed that the district had in excess of 3,000 veterans in receipt of a military pension. When those veterans who live in South Kesteven but are not receiving a military pension (through ineligibility or not being old enough to claim their military pension) are considered the veteran population could be in excess of 4,000.

Conflicts of Interest

(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).

None

Dispensations

(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).

None

Decision taken by:

Name: Councillor Nick Neilson
Cabinet Member for Housing

Date of Decision: 19 February 2019

Date of Publication of Record of Decision: 20 February 2019

Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):

28 February 2019