
Tuesday, 24 September 2024 at 10.00 am
Council Chamber - South Kesteven House, St. Peter's
Hill, Grantham. NG31 6PZ

Cabinet Members: Councillor Ashley Baxter, Leader of the Council (Chairman)
Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)

Councillor Rhys Baker, Cabinet Member for Environment and Waste
Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement
Councillor Phil Dilks, Cabinet Member for Planning
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing
Councillor Virginia Moran, Cabinet Member for Housing
Councillor Rhea Rayside, Cabinet Member for People and Communities

Agenda

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

1. **Apologies for absence**
2. **Disclosure of Interests**
3. **Minutes of the Previous Meeting** (To Follow)
Held on 10 September 2024.

Items for Cabinet Decision: Key

4. **Proposals for Car Parking Charges - Grantham and Stamford** (Pages 3 - 17)
This report presents to Cabinet a set of updated proposals in relation to off-street parking in the district.

Items for Cabinet Decision: Non-Key

- 5. South Kesteven Regulation 19 Pre-Submission Local Plan** (Pages 19 - 30)
The purpose of the report is to explain the implications of the emerging National Planning Policy Framework on the South Kesteven Local Plan review and recommend that Cabinet endorses the continuing preparation of the Regulation 19 Pre-Submission Local Plan in accordance with the approved Local Development Scheme.
- 6. Data Protection Policy Review** (Pages 31 - 49)
To provide Cabinet with an opportunity to review the Council's latest version of its Data Protection Policy.

Items for information

- 7. Cabinet's Forward Plan** (Pages 51 - 61)
This report highlights matters on the Cabinet's Forward Plan.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

24th September 2024

Report of Councillor Richard Cleaver,
Cabinet Member for Property and
Public Engagement

Proposals for Car Parking Charges – Grantham and Stamford

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer



Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report presents to Cabinet a set of updated proposals in relation to off-street parking in the district.

Recommendations

Cabinet is asked to:

1. **Reconsider its draft parking charging tariff proposals for Grantham and Stamford in response to the informal and initial feedback from the public, community groups and other stakeholders and approve the revised proposals set out in Appendix B for formal consultation.**
2. **Withdraw the proposal to introduce evening charging at Grantham and Stamford Pay and Display car parks.**
3. **Withdraw the proposal to introduce Sunday and Bank Holiday charging at Grantham and Stamford Pay and Display car parks.**
4. **Approve the introduction of 2 hours free parking in short stay and 3 hours free parking in long stay on Mondays to Wednesdays between 2nd and 24th December 2024 in both Grantham & Stamford.**

5. **Note the recommendations of the Capacity Study which were supported unanimously by Finance and Economic Overview and Scrutiny Committee on 20th February 2024 and accordingly agrees to:**
 - **commission a further car parking study six months after the implementation of the new car parking tariffs to assess their impact**
 - **request officers undertake further work in relation to the future car parking arrangements in Bourne and the Deepings, the parking arrangements for Blue Badge holders, and the future capacity requirements for Grantham and Stamford**
6. **Request Officers to consider proposals in order to enable enforcement of unauthorised parking in designated play parks and green spaces.**
7. **Request Officers to prepare a Policy on the provision of free parking permits and discounted season tickets to nominated persons or organisations.**
8. **Approve the drafting of the South Kesteven District Council (Off-Street Parking Places) (Civil Enforcement Order) 2023, with or without amendments, for consultation in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.**

	Decision Information
Is this a Key Decision?	Key Decision
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Sustainable South Kesteven Enabling economic opportunities Housing Effective council
Which wards are impacted?	All (All Wards);

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The revenue budgets for the financial year 2024/25 do not include any variation to the car parking tariff structure as set out in the fees and charges approved by Council on 29th

February 2024. Based on the proposed new parking tariffs, It is expected that Grantham car parking income will reduce following the proposed introduction of free parking. However, the modelling suggests that the income reduction will be offset by an increase in car parking income in Stamford.

There is a projected reduction in the current year's car parking income of £19,000 if the free parking leading up to Christmas is introduced. This will have the effect of creating an adverse income variance for the financial year that cannot be recouped. Cabinet is asked to be mindful of this when considering the proposal.

The 2025/26 income budgets will be updated only when the consultation period has lapsed and the final tariff structure has been approved.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 Any changes to the car parking arrangements will require the Council to follow the legislation as set out in Section 35C Road Traffic Regulation Act 1984 (RTRA 1984) and Section 25 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 (1996 Regs). This legislation prescribes the procedure the Council must adhere to before any changes can be made to the current car parking arrangements. The legislation also prescribes the consultees, the notice period of any changes and the consideration of any objections.

Completed by: Mandy Braithwaite, Legal Executive

2. Background to the Report

- 2.1 At its meeting on 18th January 2024, Cabinet considered a revised car parking tariff structure for both Grantham and Stamford having considered the recommendations from the Finance and Economic Overview and Scrutiny Committee.

Cabinet agreed the following:

Stamford:

- new tariff structure Monday to Saturday 8am-6pm
- £3 charge for evenings (long stay car parks only)
- £3 maximum charge for Sundays and Bank Holidays (Wharf Road Stamford exempt from Sunday charges)

Grantham:

- New tariff structure Monday to Saturday 7am-7pm
- 1 hour free parking at all car parks (except Wharf Road car park)
- 2 hours free parking at Wharf Road car park
- £2 charge for evenings
- £3 charge for Sundays and Bank Holidays

- The reclassification of Conduit Lane car park to a short stay car park

Long Stay Car Park Season tickets:

- Monday to Friday weekly charge of £18, monthly charge of £65, and a quarterly charge of £170.
- Monday to Sunday weekly charge of £25, monthly charge of £90, and a quarterly charge of £200.
- Consultation on offering a 15% discount for employers who purchase 4 or more quarterly season tickets.

Cabinet was also notified of the legal consultation process that would need to be adhered to before a new Parking Order can be introduced. This process would ensure that both statutory consultees and other stakeholders have the opportunity to engage in the review and raise any objections or concerns prior to the formal adoption of the new charges.

The original proposals were influenced by a number of factors which still hold true, namely:

- The recommendations of the capacity study
- The under-utilisation of car parks in Grantham
- The need to stimulate footfall into Grantham town centre to support its economic growth
- The need for additional parking spaces to be created in Stamford to support its economic growth and the funding needed to create them
- The need to generate turnover of spaces in the short stay car parks

However following the published decision of the meeting, there has been a significant amount of local interest to the proposals with both the local media, social media together with stakeholder groups raising concerns or providing constructive feedback on the proposals.

This feedback has been received in a variety of ways including member direct communications, on-line petitions and direct contact with the Council. This has all been received before any formal consultation has been launched and whilst the initial feedback does not require a statutory consideration, the feedback has provided a useful insight into the concerns and observations of the various interested parties.

In summary the key areas of concern related specifically to the proposals to introduce evening and Sunday charging.

Proposal to introduce evening charges in some car parks

Arts venue users – concerns have been raised regarding customers who wish to use the Council operated arts venues in evening that evening charging in the closest car parks could be perceived as a barrier to usage. However, investigations have confirmed that there is no practical solution that can be introduced whereby it would be possible to identify those motorists that are using the centres in Grantham and Stamford.

Discussion has been held as to the allowance of free parking for arts centre users when attending an event. However, the monitoring and enforcement of this has been discussed and this would not be possible without significant investment and alteration of the current

booking arrangements for the patrons, leading to complex process and procedures for little relative gain.

In light of this, and also the problems of “double jeopardy” charging when a motorist parks for a period straddling the day and evening charging periods, it is recommended that Cabinet does not proceed with the introduction of evening and nighttime charges.

Proposal to introduce Sunday Charges

Concerns have been raised by the Churches Together in Stamford in respect of the introduction of Sunday charges where it is considered it would have a detrimental impact on the attendance of Sunday services.

There have not been any other objections raised at this time, although it must be stressed that no formal consultation has yet commenced and so objections could be received once formal notifications and notices have been published.

One possible solution is to defer Sunday charging to 12 noon to allow free use for the morning period. However, this would only allow for a limited charging period so it is questionable the value a limited parking period would bring.

In light of this it is recommended that Cabinet does not proceed with the introduction of Sunday and Bank Holiday parking charges.

Suspension of Parking Charges

The Parking Order allows for the suspension of parking charges on an occasional basis at the discretion of the Council. This would for example allow consideration of free parking at specific times and locations should the Council wish to encourage participation or stimulate demand. The only requirement is to ensure adequate signage is displayed at the affected locations, so users are fully aware of the temporary operational changes.

Examples of suspension could include free parking on specific days in some car parks during the period leading up to Christmas.

Pre-Christmas suspension of charges

Given that car parks operate with spare capacity on Mondays to Wednesdays, SKDC's commitment to stimulate footfall in the town centres, and the practice of discounting in nearby towns outside the district, it is proposed to offer 2 hrs free parking in short stay and 3hrs free parking in long stay Mon-Weds from the 2nd to and including the 24th December 2024 in both Grantham & Stamford.

Summary

Following the Cabinet's decision to consult on new pay and display charges as set out in section 2.1, there have been a number of comments made relating to specific elements of the proposals. This is before the formal consultation has been carried out but provides a demonstration of the strength of feeling on particular aspects. This report provides details of the feedback that has been received and proposes a new tariff structure that endeavours to incorporate the findings.

3. Key Considerations

- 3.1 The proposals for introducing updated parking charges has been considered for a period of time and this demonstrates the need to ensure that any changes meets the needs of the

users, the objectives that have been identified by the Capacity Study whilst ensuring each town's economic activity continues to thrive.

4. Other Options Considered

4.1 Cabinet considered other options at their meeting on 18th January 2024 and this report updates the proposals that have been considered since that time.

5. Reasons for the Recommendations

5.1 The reasons for the recommendations are set out in the report.

6. Consultation

6.1 Any new Car Parking Order needs to be done by way of a modification to the current Order – this has the effect of amending the current Order.

The legislative procedure for this is as follows:

- Draft Order
- Commence Statutory Consultation in accordance with Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- Consult with Lincolnshire County Council (LCC) for formal approval of the Order
- Allow 3-4 weeks for consultees to respond for consultation

Assuming there are no objections from the above;

- Engross Order
- Publish Notice of proposals in local press
- Send Notice to all consultees
- Erect site Notices
- Serve Notices on premises occupied by persons affected by provisions
- Place details on website
- Place documents on deposit at Council Customer Service Centres for public inspection (for 28 days)
- Allow 28 days for objections (minimum of 21 days)

Assuming no unresolved or valid objections – Make the Order

- Publish Notice of making in local press that order will take effect on (as soon as ready following confirmation of Order)
- Notify any objectors that the order has been made and the reasons why
- Erect Notices on site
- Place details on website

- Place copy of “Notice of Making” on deposit in Council locations (leave in place for 6 weeks)

If any objections are made during the statutory periods as set out above, the authority will need to give consideration to any objections received and provide appropriate responses. It is anticipated that if any objections are received, a report would be reviewed by the December meeting of Cabinet prior to final proposals being presented to the Budget meeting of Full Council for approval and implementation.

7. Background Papers

- 7.1 [Agenda for Cabinet on Thursday, 18th January, 2024, 2.00 pm | South Kesteven District Council](#)

8. Appendices

- 8.1 Appendix A – Parking charges considered by Cabinet on 18 January 2024
Appendix B – Updated proposed parking charges

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Appendix A

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	CAR PARKS - GRANTHAM Charges are applicable 7am -7pm, Monday - Saturday unless otherwise stated				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	4.10	N/A	Included
	Over 4 hours	01/04/2022	5.30	N/A	Included
1a	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 1 hour	01/04/2024	N/A	Free of Charge	
	1-2 hours	01/04/2024	N/A	2.00	Included
	2-4 hours	01/04/2024	N/A	2.50	Included
	Over 4 hours	01/04/2024	N/A	7.00	Included
2	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	8.00	N/A	Included
	Over 4 hours	01/04/2022	10.40	N/A	Included
2a	SHORT STAY Wharf Road Grantham				
	Up to 2 hours	01/04/2024	N/A	Free of Charge	
	2-4 hours	01/04/2024	N/A	2.50	Included
	Over 4 hours	01/04/2024	N/A	5.00	Included
3	LONG STAY (EXCEPT WELHAM STREET)*				
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	3.40	N/A	Included
	All day	01/04/2022	4.10	N/A	Included
4	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.20	N/A	Included
	Up to 4 hours	01/04/2022	1.70	N/A	Included
	Up to 6 hours	01/04/2022	3.20	N/A	Included
	Over 6 hours	01/04/2022	10.40	N/A	Included
4a	LEISURE TARIFF - Welham Street				
	Up to 1 hour	01/04/2024	N/A	Free of Charge	
	1-3 hours	01/04/2024	N/A	1.50	Included
	3-4 hours	01/04/2024	N/A	1.90	Included
	over 4 hours	01/04/2024	N/A	5.00	Included
5	EVENING CHARGES				
	7pm - 7am	01/04/2024	N/A	2.00	Included
6	SUNDAY AND BANK HOLIDAY CHARGES	01/04/2024	N/A	3.00	Included
	The above tariffs will apply for each car park, up to a maximum of £3.00				
7	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per Week	01/04/2024	N/A	20.00	Included
	Per Month	01/04/2024	N/A	65.00	Included
	Per quarter	01/04/2022	135.00	170.00	Included
8	LONG STAY SEASON TICKETS				
	Per Week (7 days)	01/04/2024	N/A	28.00	Included
	Per Month	01/04/2024	N/A	94.50	Included
	Per quarter	01/04/2022	160.00	227.50	Included
9	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope
	* Conduit Lane redesignated as a short stay car park				

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Appendix A

	Detail	Effective Date	2023/24 £	2024/25 £	VAT
	CAR PARKS - STAMFORD Charges are applicable 8am - 6pm, Monday to Saturday unless otherwise stated				
1	SHORT STAY				
	Up to 30 mins	01/04/2022	1.00	N/A	Included
	Up to 1 hour	01/04/2022	1.30	N/A	Included
	Up to 2 hours	01/04/2022	2.00	N/A	Included
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	4.20	N/A	Included
	Over 4 hours	01/04/2022	5.40	N/A	Included
1a	SHORT STAY				
	0-1 hours	01/04/2024	N/A	1.50	Included
	1-2 hours	01/04/2024	N/A	2.50	Included
	2-4 hours	01/04/2024	N/A	4.50	Included
	over 4 hours	01/04/2024	N/A	8.00	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	3.50	N/A	Included
	All day	01/04/2022	4.20	N/A	Included
2a	LONG STAY				
	0-2 hours	01/04/2024	N/A	3.00	Included
	2-4 hours	01/04/2024	N/A	4.00	Included
	over 4 hours	01/04/2024	N/A	5.00	Included
3	EVENING CHARGES (Long Stay car parks only)				
	6pm - 8am	01/04/2024	N/A	3.00	Included
4	SUNDAY AND BANK HOLIDAY CHARGES	01/04/2024	N/A	3.00	Included
	The above tariffs will apply for each car park, up to a maximum of £3.00				
5	LONG STAY SEASON TICKETS				
	(Monday to Friday)				
	Per Week	01/04/2024	N/A	20.00	Included
	Per Month	01/04/2024	N/A	65.00	Included
	Per quarter	01/04/2022	140.00	170.00	Included
6	LONG STAY SEASON TICKETS				
	Per Week (7 days)	01/04/2024	N/A	28.00	Included
	Per Month	01/04/2024	N/A	94.50	Included
	Per quarter	01/04/2022	165.00	227.50	Included
7	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

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Appendix B

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	CAR PARKS - GRANTHAM				
1	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	4.10	N/A	Included
	Over 4 hours	01/04/2022	5.30	N/A	Included
1a	SHORT STAY (EXCEPT WHARF ROAD & WELHAM STREET)				
	Up to 1 hour	01/04/2025	N/A	Free of Charge	Included
	1-2 hours	01/04/2025	N/A	2.00	Included
	2-4 hours	01/04/2025	N/A	2.50	Included
	Over 4 hours	01/04/2025	N/A	7.00	Included
2	SHORT STAY Wharf Road Grantham				
	Up to 30 mins	01/04/2022	0.90	N/A	Included
	Up to 1 hour	01/04/2022	1.20	N/A	Included
	Up to 2 hours	01/04/2022	1.90	N/A	Included
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	8.00	N/A	Included
	Over 4 hours	01/04/2022	10.40	N/A	Included
2a	SHORT STAY Wharf Road Grantham				
	Up to 2 hours	01/04/2025	N/A	Free of Charge	Included
	2-4 hours	01/04/2025	N/A	2.50	Included
	Over 4 hours	01/04/2025	N/A	5.00	Included
3	LONG STAY (EXCEPT WELHAM STREET)*				
	Up to 3 hours	01/04/2022	2.50	N/A	Included
	Up to 4 hours	01/04/2022	3.40	N/A	Included
	All day	01/04/2022	4.10	N/A	Included
4	LEISURE TARIFF - Welham Street				
	Up to 3 hours	01/04/2022	1.20	N/A	Included
	Up to 4 hours	01/04/2022	1.70	N/A	Included
	Up to 6 hours	01/04/2022	3.20	N/A	Included
	Over 6 hours	01/04/2022	10.40	N/A	Included
4a	LEISURE TARIFF - Welham Street				
	Up to 1 hour	01/04/2024	N/A	Free of Charge	Included
	1-3 hours	01/04/2024	N/A	1.50	Included
	3-4 hours	01/04/2024	N/A	1.90	Included
	over 4 hours	01/04/2024	N/A	5.00	Included
5	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per Week	01/04/2025	N/A	18.00	Included
	Per Month	01/04/2025	N/A	65.00	Included
	Per quarter	01/04/2022	135.00	170.00	Included
	Per 6 months	01/04/2022	260.00	N/A	Included
6	LONG STAY SEASON TICKETS (Monday to Sunday)				
	Per Week	01/04/2025	N/A	25.00	Included
	Per Month	01/04/2025	N/A	90.00	Included
	Per quarter	01/04/2022	160.00	200.00	Included
	Per 6 months	01/04/2022	310.00	N/A	Included
8	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope
	* Conduit Lane redesignated as a short stay car park				

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Appendix B

	Detail	Effective Date	2024/25 £	2025/26 £	VAT
	CAR PARKS - STAMFORD				
1	SHORT STAY				
	Up to 30 mins	01/04/2022	1.00	N/A	Included
	Up to 1 hour	01/04/2022	1.30	N/A	Included
	Up to 2 hours	01/04/2022	2.00	N/A	Included
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	4.20	N/A	Included
	Over 4 hours	01/04/2022	5.40	N/A	Included
1a	SHORT STAY				
	0-1 hours	01/04/2025	N/A	1.50	Included
	1-2 hours	01/04/2025	N/A	2.50	Included
	2-4 hours	01/04/2025	N/A	4.50	Included
	over 4 hours	01/04/2025	N/A	8.00	Included
2	LONG STAY				
	Up to 3 hours	01/04/2022	2.60	N/A	Included
	Up to 4 hours	01/04/2022	3.50	N/A	Included
	All day	01/04/2022	4.20	N/A	Included
2a	LONG STAY				
	0-2 hours	01/04/2025	N/A	3.00	Included
	2-4 hours	01/04/2025	N/A	4.00	Included
	over 4 hours	01/04/2025	N/A	5.00	Included
3	LONG STAY SEASON TICKETS (Monday to Friday)				
	Per Week	01/04/2025	N/A	18.00	Included
	Per Month	01/04/2025	N/A	65.00	Included
	Per quarter	01/04/2022	140.00	170.00	Included
	Per 6 months	01/04/2022	265.00	N/A	Included
5	LONG STAY SEASON TICKETS (Monday to Sunday)				
	Per Week	01/04/2025	N/A	25.00	Included
	Per Month	01/04/2025	N/A	90.00	Included
	Per quarter	01/04/2022	160.00	200.00	Included
	Per 6 months	01/04/2022	315.00	N/A	Included
6	PENALTY CHARGE NOTICES				
	Failure to display	01/04/2013	70.00	70.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	35.00	35.00	O/Scope
	Parking for longer etc	01/04/2013	50.00	50.00	O/Scope
	Fine after discount for Payment in 14 days	01/04/2013	25.00	25.00	O/Scope

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 24 September 2024

Report of Councillor Phil Dilks, Cabinet
Member for Planning

South Kesteven Regulation 19 Pre-Submission Local Plan

Report Author

Shaza Brannon, Planning Policy Manager

✉ shaza.brannon@southkesteven.gov.uk

Purpose of Report

The purpose of the report is to explain the implications of the emerging National Planning Policy Framework on the South Kesteven Local Plan review and recommend that Cabinet endorses the continuing preparation of the Regulation 19 Pre-Submission Local Plan in accordance with the approved Local Development Scheme.

Recommendations

Cabinet is recommended to endorse the preparation of the Regulation 19 Pre-Submission Local Plan in accordance with the approved Local Development Scheme (Option 1).

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Sustainable South Kesteven Enabling economic opportunities Housing Effective council
Which wards are impacted?	(All Wards);

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no financial implications arising directly from the report

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

Legal and Governance

- 1.2 There are no governance concerns with this report, as the approved Local Development Scheme indicates completion of the Pre-submission Local Plan by Winter 2024/2025. If Option 1 within the report is endorsed, this deadline would be adhered to.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

Risk and Mitigation

- 1.3 A table of risks is included at Appendix A which details anticipated risks of all options set out in the report. The risk of proceeding with the preferred option (Option 1) is the likely incurrment of currently unknown costs due to the necessity to update evidence if higher housing numbers are imposed through the new NPPF. However, this is assessed against the risk of not proceeding with the preferred option which may result in the derailment of the Local Plan and the Council unable to meet the current government-imposed deadline for submission of the Local Plan to Secretary of State by January 2025.
- 1.4 The preferred option (Option 1) enables the Council to stay on track in line with the current legal framework, and the approved Local Plan timetable as published through the Local Development Scheme. Option 1 also gives the Council the opportunity to flex to either scenario a or b (or any other scenario which may arise), once the NPPF is published, which is expected by the end of the year.

Completed by: Tracey Elliott, Governance & Risk Officer

2. Background to the Report

Current Local Plan Timetable

- 2.1 South Kesteven District Council is preparing a Local Plan in accordance with the December 2023 National Planning Policy Framework, and the published Local Development Scheme which sets out the following timeline for plan production.

Key Milestones	Regulation	Timescale
Commencement of document preparation		Completed: April 2020
Consultation on the scope of the Plan	Regulation 18	Completed: 12 October – 23 November 2020
Consultation on Draft Local Plan	Regulation 18	Completed: 29 February – 25 April 2024
Consultation on the Pre-submission Local Plan	Regulation 19	Winter 2024/2025
Submission	Regulation 22	Summer (June) 2025
Examination	Regulation 24	Summer 2025 – Spring 2026
Inspector's Report	Regulation 25	Spring 2026
Adoption	Regulation 26	Summer 2026

- 2.2 Local Plan preparation is currently on track with Pre-Submission consultation scheduled for November 2024/25. The document will plan for a housing requirement of 687 per year; this is calculated by using the existing Standard Method of calculation. The Local Plan is scheduled to be submitted for examination in June 2025, to meet the transitional deadline for examination under the existing legal framework.
- 2.3 Consultation on the Regulation 18 Draft Local Plan concluded in April 2024. Comments received are currently being processed and a Statement of Consultation, outlining community and stakeholder engagement, a summary of main findings, and how comments will be considered through the next stage of the Local Plan Review, is being prepared.

2024 National Planning Policy Framework Consultation

- 2.4 A revised National Planning Policy Framework was published for consultation on 30 July 2024, closing on 24 September 2024. A letter from the Deputy Prime Minister was also sent to all local authority Leaders and Chief Executives on 30

July reiterating the consultation NPPF, stating:

“I would like to draw your attention to the proposed timelines for plan-making set out in Chapter 12 of the National Planning Policy Framework (NPPF) consultation. My objective is to drive all plans to adoption as fast as possible, with the goal of achieving universal plan coverage in this Parliament, while making sure that these plans are sufficiently ambitious.

This will of course mean different things to different authorities:

- *For **plans at examination** this means allowing them to continue, although where there is a significant gap between the plan and the new local housing need figure, we will expect authorities to begin a plan immediately in the new system.*
- *For **plans at an advanced stage of preparation** (Regulation 19), it means allowing them to continue to examination unless there is a significant gap between the plan and the new local housing need figure, in which case we propose to ask authorities to rework their plans to take account of the higher figure.*
- ***Areas at an earlier stage of plan development**, should prepare plans against the revised version of the National Planning Policy Framework and progress as quickly as possible.”*

2.5 What is meant by ‘significant gap’ is set out in Annex 1 of the consultation NPPF which states that:

“if the emerging annual housing requirement in a local plan reaches or has reached Regulation 19 (pre-submission stage, on or before [publication date + one month] and is no more than 200 dwellings below the published relevant Local Housing Need, the policies in the new NPPF will apply.”

2.6 South Kesteven District Council’s Local Plan is a ‘**plan at an advanced stage of plan preparation**’ scheduled to reach the Pre-Submission publication stage in November, before the NPPF is due to be published. However, the Council’s current housing target of 687 dwellings is 2025 dwellings per annum **below** the published consultation NPPF’s Local Housing Need of 912 dwellings.

2.7 As such, if the consultation NPPF is published ‘as is’, South Kesteven District Council will be required to prepare a Local Plan in accordance with the new NPPF, including the higher housing requirement of 912 dwellings per annum. This is because the difference between the housing requirement in the consultation NPPF and the figure generated by the current standard method falls into the definition of a ‘significant gap’.

2.8 The accompanying consultation document to the NPPF consultation states: *“Those [local planning authorities that have reached Regulation 19 publication stage] with a more significant gap of over 200 dwellings per annum between the local planning authority’s revised LHN figure and the emerging housing requirement will need to revise its plan in line with the revised NPPF before*

*submitting the plan for examination no more than 18 months after the publication of the revised NPPF. **We recognise that these arrangements would require some local planning authorities to undertake unforeseen additional work and reopen engagement with communities. Therefore, the Government will provide direct funding support to help these authorities progress their plans to examination quickly.***

- 2.9 Under the current NPPF's transitional arrangements, local planning authorities have until 30 June 2025 to submit Local Plans under the current legal framework. South Kesteven's Local Development Scheme sets out a timetable for plan production which meets the 30 June 2025 deadline. **It is important to note that as the emerging NPPF is undergoing consultation, the 30 June 2025 deadline still stands.**
- 2.10 The Government has outlined its intention to extend the deadline for submission of local plans under these transitional arrangements however this appears to part of the wider NPPF consultation; officers have sought clarification from MHCLG.
- 2.11 The Government has committed to publishing the 'new' NPPF by the end of the year.

Local Plan Evidence

- 2.12 Local Plans must be based on robust, relevant and up to date evidence. There are a number of evidence-based documents which have already been prepared and finalised, and some evidence documents which are emerging.
- 2.13 It is usual for the evidence to be finalised once the Regulation 19 Plan is completed due to the evolution of the plan. For example, some of the evidence is used to inform the final site allocations and can only be finalised after the Regulation 18 consultation has concluded and responses analysed.
- 2.14 Evidence preparation is dependent on the growth objectives of the Local Plan. If housing and employment need, and consequently the number of land allocation sites change, evidence dependent on these parameters will require updating. The proposed changes to the District's Housing requirement means that, if the Council is required to find additional housing sites, more evidence is required to support the site allocation process. Furthermore, the consultation NPPF includes significant changes to affordable housing policy, which in turn would trigger the requirement for existing housing evidence to be reviewed and likely updated.

3. Key Considerations

South Kesteven Local Plan – Options

- 3.1 The consultation on the emerging NPPF has presented a number of issues regarding timetabling of the Local Plan, and how we proceed especially in relation to housing need.
- 3.2 There is no certainty around how the Government will respond to the consultation on the NPPF and if the proposed housing numbers and/or transitional arrangements will be varied. There is however a very clear indication from Government regarding its ambition housing growth plans. It can be reasonably assumed that in order to meet these housing targets there will be changes to National Planning Policy.
- 3.3 Due to the current uncertainty, it is proposed that the Council proceeds with the Regulation 19 Pre-Submission Local Plan (Option 1), which gives the Council the opportunity to flex (see Scenarios a and b) below, dependent on the outcome of the National Planning Policy Framework, once published.
- 3.4 There are risks associated with all options highlighted above. In order to inform a decision, these risks have been analysed.
- 3.5 A risk assessment is included at Appendix 1.

Option 1: Proceed with Reg 19 Pre-Submission, pushing consultation to January 2025

- 3.6 The current Local Development Scheme timetables the Local Plan as follows:
 - Pre-Submission Publication: Winter 2024/25
 - Submission to the Secretary of State: Summer 2025
- 3.7 To accord with the timetable, the Local Plan is scheduled to be presented to Cabinet in November and published for consultation at the end of November for eight weeks until mid-January 2025.
- 3.8 The Local Plan is scheduled to be submitted to the Secretary of State no later than 30 June 2025.
- 3.9 Bearing in mind the above, Option 1 is as follows:
 - Continue with Regulation 19 Local Plan preparation
 - Push the Regulation Pre-Submission consultation to commence in January 2025, with Cabinet in December 2024. This would accord with the published Local Development Scheme which schedules consultation of the Pre-Submission to commence in Winter 2024.

- With the possibility of increased housing numbers in mind, undertake light touch, additional work including assessment of additional sites.
- 3.10 Since publication of the Consultation NPPF, the Council has paused preparation of evidence until a decision as to how to proceed has been made. Pushing consultation on the Regulation 19 Pre-Submission to January, will enable the currently paused evidence to be completed. It will also ensure that the Regulation 19 Pre-Submission Local Plan (as written in accordance with the December 2023 NPPF) is not published for consultation, before the outcome of the NPPF is known, reducing the potential for public, member, developer and stakeholder confusion.

Option 1, Scenario a:

- 3.11 If the consultation NPPF is finalised and published 'as is', at the end of the year as expected, consultation on the Reg 19 Pre-Submission Local Plan scheduled for January will need to be halted. The Council will need to revise the Local Plan accordingly to take into account the new NPPF, with Submission to the Secretary of State by December 2026.
- 3.12 Approximately eight evidence base documents will require review, with currently unknown cost implications.

Option 1, Scenario b (Status Quo):

- 3.13 If, once published, the NPPF largely remains as current (December 2023 version) with the 30 June 2025 deadline still intact and housing numbers largely unchanged, the Council proceeds with the January 2025 consultation on the Pre-Submission Local Plan as scheduled, with Submission by 30 June 2025 (or new extended deadline if introduced through the NPPF).
- 3.14 Local Plan evidence preparation can continue as currently planned and will unlikely require review.

4. Other Options Considered

- 4.1 Other Options considered, and discounted, include:

Option 2: Pause Local Plan preparation

- 4.2 Option 2 assumes that the consultation NPPF will be finalised 'as is' requiring the Council to revise the Local Plan to take into account the new NPPF, as such the following steps would be undertaken:
- Pause preparation of the Regulation 19 Local Plan
 - Commence work on revising the Local Plan to take into account the revised NPPF, with the view of publishing a Regulation 18 Draft Local Plan, including additional sites to meet the increased housing need, as soon as possible after the NPPF is published, to meet the December 2026 Submission deadline.

- 4.3 Since the publication of the consultation version of the NPPF, work on evidence has temporarily paused until a decision is made as to how to proceed. As Option 2 pauses plan preparation, evidence work would also continue to be paused until the NPPF is published. However, to take into account a revised NPPF with increased housing numbers and new national policy, it is anticipated that approximately five evidence-based documents will require review with unknown cost implications.
- 4.4 Officers have carried out a high-level assessment of the potential housing sites that have been submitted through the 'call for sites' process and believe that, in the event of a higher housing requirement as proposed in the consultation NPPF, the Council will not need to reopen the call for sites.
- 4.5 If, when the 'new' NPPF is published, it transpires that the Council could have proceeded using the current housing requirements and the deadline for submission to the Secretary of State is not extended beyond the June 2025 deadline, this option would mean that the Council would not be able to submit its Local Plan for examination. The risks associated with this option are set out in the risk assessment.

5. Reasons for the Recommendations

- 5.1 Considering the information above, and the risk assessment, it is recommended that the council proceeds with Reg 19 Pre-Submission, pushing consultation to January 2025. It is important to note, that amending the consultation date to January remains in accordance with the Council's published Local Development Scheme which scheduled consultation of the Pre-Submission Local Plan to commence in Winter 2024.
- 5.2 Whilst this option is at risk, it is deemed that the Council will be in the best position to flex to either Scenario a or b depending on the outcome of the NPPF, once published.
- 5.3 Whilst Scenario a will inevitably require review of a raft of evidence documents, the government has indicated that:
"We recognise that these arrangements would require some local planning authorities to undertake unforeseen additional work and reopen engagement with communities. Therefore, the Government will provide direct funding support to help these authorities progress their plans to examination quickly."
- 5.4 There could be some abortive costs associated with this option if the 'new' NPPF is published 'as is'. However, if the housing requirements do not change in the 'new NPPF' and the deadline for submitting the plan for examination has greater potential consequences financially and reputationally.

6. Background Papers

- [National Planning Policy Framework – August/September Consultation Version \(tracked changed\)](#)
- [National Planning Policy Framework – accompanying consultation material](#)
- [Letter from the Deputy Prime Minister to local authorities Leaders in England: Playing your part in building the homes we need \(publishing.service.gov.uk\)](#)

7. Appendices

7.1 Appendix 1: Risk Assessment

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Appendix 1: Risk Assessment

Local Plan Options		Evidence Requiring Update	Risks	Benefits
Option 1: Proceed with Reg 19 Pre-Submission preparation, pushing consultation to January 2025	Scenario a: Halt consultation on the Reg 19 Pre-Submission and revise Local Plan accordingly to take into account the new NPPF, with Submission to the Secretary of State by December 2026.	Following evidence will require updating if higher housing numbers are imposed through the NPPF: <ul style="list-style-type: none"> • Sustainability Appraisal • Habitat Regulation Assessment • Infrastructure Delivery Plan • Strategic Flood Risk Assessment • Water Cycle Study • Local Housing Needs Assessment • Strategic Transport Assessment • Viability Assessment 	<ul style="list-style-type: none"> • Update of evidence will incur additional, currently unknown, costs. 	<ul style="list-style-type: none"> • Proceeding with Regulation 19 enables the Council to stay on track with the opportunity to then flex accordingly (either to scenario a or b), depending on the outcome of the NPPF
	Scenario b (Status Quo): Council proceeds with the January 2025 consultation on the Pre-Submission Local Plan as scheduled, with Submission by 30	Council continues with evidence preparation as currently planned - evidence will not require update	<ul style="list-style-type: none"> • NPPF may be published earlier than expected. Pushing the consultation to January 2025 may result in the Council missing the 'Publication date plus one month' deadline meaning that South Kesteven's local plan would not be considered 'at an advanced stage' would mean that the Council would not continue to 	<ul style="list-style-type: none"> • Proceeding with Regulation 19 enables the Council to stay on track with the opportunity to then flex accordingly (either to scenario a and b), depending on the outcome of the NPPF.

Local Plan Options		Evidence Requiring Update	Risks	Benefits
	June 2025 (or new extended deadline if introduced through the NPPF.)		Submission without taking the new NPPF into consideration	
Option 2: Pause Local Plan preparation until publication of the new NPPF		<p>Following evidence will require updating if higher housing numbers are imposed through the NPPF:</p> <ul style="list-style-type: none"> • Sustainability Appraisal • Habitat Regulation Assessment • Local Housing Needs Assessment • Infrastructure Delivery Plan • Viability Assessment 	<ul style="list-style-type: none"> • Pausing Local Plan production will risk missing the June 2025 Submission deadline, if still in place once the new NPPF is published. • Missing the Submission deadline and the opportunity to adopt the Local Plan thereafter may result in an out-of-date Local Plan and resultant speculative development. • Any required update of evidence will incur additional, currently unknown costs. 	<ul style="list-style-type: none"> • If housing numbers are largely unchanged, evidence will not require update and no additional costs will be incurred to the council.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet


Tuesday, 24 September 2024

Report of Councillor Philip Knowles
Cabinet Member for Corporate
Governance and Licensing

Data Protection Policy Review

Report Author

Niall Jackson, Data and Information Governance Officer

 **Email:** niall.jackson@southkesteven.gov.uk

Purpose of Report

To provide Cabinet with an opportunity to review the Council's latest version of its Data Protection Policy.

Recommendations

Cabinet is recommended to consider and approve the draft Data Protection Policy as set out in Appendix A.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Effective council
Which wards are impacted?	(All Wards)

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications arising from this report.

Completed by: Richard Wyles, Deputy Chief Executive and Section 151 Officer

Legal and Governance

1.2 The Council is required to have a Data Protection Policy in place. It is considered good governance to regularly review the Policy, with the last review taking place in 2021. This report recommends a revised version of the Council's Policy, taking into account the outcome of a review recently undertaken.

Completed by: Graham Watts, Monitoring Officer and Data Protection Officer

2. Background to the Report

- 2.1. The Data Protection Policy is the Council's statement of intent and details its commitment to and compliance with Data Protection. This includes the procedures required for compliance and the duties and responsibilities of officers for implementing the Policy.
- 2.2. The existing Data Protection Policy is subject to review on an 'as needs' basis and no less than once every two years. It has been identified that the Policy has not been reviewed since 2021 and is overdue for review.
- 2.3. Since the UK General Data Protection legislation took effect on 1 January 2021 there have been no updates to Data Protection legislation. The previous government had been working on a new Data Protection and Digital Information Bill which would have required changes to this Policy, however the recent change in Government has resulted in further delays on any changes to the current legislation.

3. Key Considerations

3.1 The Council's existing Data Protection Policy can be viewed via the following link:

[Microsoft Word - Data protection policy.docx \(southkesteven.gov.uk\)](#)

- 3.2 The revised version of the Council's Data Protection Policy is attached to this report at **Appendix A**.
- 3.3 A number of new sections have been added to the Policy to provide greater comprehensiveness and clarity. Cabinet is asked to review and comment on these sections of the Data Protection Policy which include the following:
- Definitions
 - Aims and Objectives
 - Roles and responsibilities
 - Data Breaches
 - Data Handling
 - Appeals and Complaints
- 3.4 In reviewing the Policy, slight amendments have been made to the following sections in order that there is consistency throughout the document and to reflect the added clarity reflected in paragraph 3.3 above. Cabinet is asked to review and comment on these sections of the Data Protection Policy which includes the following:
- Introduction
 - Scope
 - Data Protection Impact Assessments

4. Other Options Considered

- 4.1 Not to make any changes to the existing Policy.
- 4.2 To recommend any further amendments to the Policy.

5. Reasons for the Recommendations

- 5.1. It is a legal requirement to create and maintain a Data Protection Policy and to set out formally the arrangements for the management of the Council's responsibilities. The recommendation reflects the outcome of a review of the Council's current Policy which has been undertaken.

6. Appendices

- 6.1 Appendix A: Data Protection Policy

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South Kesteven District Council Data Protection Policy

May 2024

Date	Version No:	Revision notes	Author
May 2018	V1	Creation	Lucy Yules
March 2021	V2	The language used has been updated and 10.1 and 10.2 contain updated training requirements.	Stacey Carter
August 2024	V3	<ol style="list-style-type: none"> Additions of the following sections: <ul style="list-style-type: none"> Definitions Aims and Objectives Roles and responsibilities Data Breaches Data Handling Appeals and Complaints Extra detail added to the following sections. <ul style="list-style-type: none"> Introduction Scope Data Protection Impact Assessments Removal of section on data Protection principles, now under Appendix 1 Addition of Appendix 2 and 3 Renumbering of sections Updating of language Updating of relevant links 	Niall Jackson

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1 Introduction

- 1.1 South Kesteven District Council (the “Council”) processes information about its residents, Members, employees, customers and other data subjects in order to carry out its everyday business and to fulfil its public functions.
- 1.2 The Council is committed to protecting the rights of all data subjects. Processing of personal data is conducted fairly, lawfully and transparently in accordance with Data Protection Legislation.

2 Definitions

- 2.1 ‘Personal data’ means any information relating to an identified or identifiable living individual (‘Data Subject’)
- 2.2 ‘Data Protection legislation’ means the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), along with any national implementing laws and secondary legislation as amended or updated from time to time in the UK. This includes any other successor legislation and all other applicable data protection law.
- 2.3 ‘Identifiable living individual’ means a living individual who can be identified, directly or indirectly, in particular by reference to:
 - An identifier such as a name, an identification number, location data or an online identifier
 - One or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual
- 2.4 ‘Special category (sensitive) personal data’ means:
 - Racial or ethnic origin
 - Political opinions
 - Religious/philosophical beliefs
 - Trade union
 - Processing of biometric/genetic data to identify someone
 - Health
 - Sex life or sexual orientation
- 2.5 ‘Processing’, in relation to personal data, means an operation or set of operations which is performed on personal data or on sets of personal data, such as:
 - Collection, recording, organisation, structuring, storage
 - Adaptation or alteration
 - Retrieval, consultation, use
 - Disclosure by transmission, dissemination or otherwise making available
 - Alignment or combination, or
 - Restriction, erasure or destruction.
- 2.6 ‘Data Subject’ means the identified or identifiable living individual to whom personal data relates.
- 2.7 ‘Controller’ means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
- 2.8 ‘Processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
- 2.9 ‘Filing system’ means any structured set of personal data which is accessible according to specific criteria, whether held by automated means or manually and whether centralised, decentralised or dispersed on a functional or geographical basis.

3 Scope

- 3.1 This Policy applies to:

- All employees of the Council.
 - All Members of the Council.
 - All Suppliers and Contractors of the Council.
 - All Temporary staff engaged by the Council.
 - All Volunteers at the Council.
 - All Others using the Council's information or systems
- 3.2 Some of the Council's obligations in this Policy are supported by other policies and procedures. Where relevant, links to those policies and procedures are provided in this document. A list of these can also be found in Appendix 2.
- 3.3 This Policy relates to personal data, which means any information in paper or digital format relating to a living person who can be identified by that information. Personal data may also be classed as special category data. The definitions of personal and special category data are attached at Appendix 1.

4 Aims and Objectives

- 4.1 The purpose of this Data Protection Policy is to ensure that the Council adheres to legal requirements, safeguards personal information, and maintains transparency in its data processing practices. The following aims and objectives guide the Council's approach to data protection.
- 4.2 Compliance with Legal Framework:
- 4.2.1 The Council's aim is to;
- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).
- 4.2.2 The Council's objectives are to:
- Ensure that all data processing activities align with the data protection principles outlined in the GDPR and DPA. These are outlined in Section 6.
 - Regularly review and update policies to reflect any changes in legislation.
- 4.3 Protection of Personal Data:
- 4.3.1 The Council's aim is to
- Safeguard personal data held by the Council.
- 4.3.2 The Council's objectives are to:
- Collect, use, and store personal data lawfully and appropriately
 - Implement security measures to prevent unauthorised access, loss, or misuse of personal information.
 - Educate staff on their responsibilities regarding data protection.
- 4.4 Transparency and Accountability:
- 4.4.1 The Council's aim is to:
- Maintain transparency in data processing.
- 4.4.2 The Council's objectives are to:
- Provide clear privacy notices to individuals regarding how their data is processed.
 - Maintain records of data processing activities (data mapping) and make them available for scrutiny.
 - Appoint a Data Protection Officer (DPO) to oversee compliance and act as a point of contact for data subjects and the Information Commissioner's Office (ICO).
- 4.5 Staff Awareness and Training:
- 4.5.1 The Council's aim is to:
- Ensure that all staff understand their roles in data protection.
- 4.5.2 The Council's objectives are to:
- Conduct regular training sessions for staff members on data protection principles, rights, and responsibilities.

- Foster a culture of data protection awareness across the Council.
- 4.6 Risk Management and Accountability:
- 4.6.1 The Council's aim is to:
- Manage information risks effectively.
- 4.6.2 The Council's objectives are to:
- Identify and assess risks related to data processing.
 - Mitigate risks through appropriate controls and measures.
 - Designate a Senior Information Risk Owner (SIRO) responsible for overseeing information risk management.
- 4.7 Collaboration with External Partners:
- 4.7.1 The Council's aim is to:
- Ensure secure data sharing.
- 4.7.2 The Council's objectives are to:
- Establish information sharing agreements with external partners.
 - Ensure that data shared externally complies with data protection laws.
- 4.8 Individuals' Rights and Privacy:
- 4.8.1 The Council's aim is to:
- Respect individuals' rights over their personal data.
- 4.8.2 The Council's objectives are to:
- Respond promptly to data subject requests (e.g., access requests, rectification, erasure).
 - Promote transparency by informing individuals about their rights.
- 4.9 By adhering to these aims and objectives, the Council demonstrates its commitment to responsible data handling and protection of individuals' privacy rights.

5 Roles and Responsibilities

- 5.1 Effective data protection practices rely on clear roles and responsibilities within an organisation. The following roles are crucial for ensuring compliance with legal requirements and safeguarding personal information:
- 5.2 Data Protection Officer (DPO):
- Name: Graham Watts (DPO@southkesteven.gov.uk)
 - The DPO serves as the primary point of contact for data protection matters within the Council. Their responsibilities include:
 - Providing advice and guidance on data protection laws and regulations.
 - Monitoring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).
 - Coordinating with relevant departments to ensure data protection policies and procedures are implemented effectively.
 - Handling data breach incidents and reporting them to the Information Commissioner's Office (ICO) when necessary.
- 5.3 Senior Information Risk Owner (SIRO):
- Name: Richard Wyles
 - The SIRO is responsible for overseeing information risk management across the Council. Their duties include:
 - Identifying and assessing information risks related to data processing activities.
 - Ensuring that risk mitigation measures are in place to protect sensitive information.
 - Collaborating with the DPO and other stakeholders to develop and maintain effective data protection practices.
 - Reporting to senior management and the Council on information risk management.

5.4 All Staff Members:

- All employees, contractors, temporary staff, and volunteers have a shared responsibility for data protection. Their duties include:
 - Handling personal data in accordance with established policies and procedures.
 - Reporting any data breaches promptly to the Data and Information Governance Officer, DPO or SIRO.
 - Participating in data protection training and awareness programs.
 - Safeguarding information assets and respecting individuals' privacy rights.

5.5 Council Members:

- Elected Council members play a vital role in ensuring data protection compliance. Their responsibilities include:
 - Advocating for robust data protection practices within the Council.
 - Supporting the DPO and SIRO in their roles.
 - Staying informed about data protection developments and legislation.

5.6 Suppliers, Contractors, and Partners:

- External entities working with the Council must adhere to data protection requirements. Their responsibilities include:
 - Complying with contractual obligations related to data security and privacy.
 - Notifying the Council of any data breaches affecting shared information.
 - Cooperating with the Council during audits or assessments.

5.7 This section outlines the key roles and their associated responsibilities. It is essential that everyone involved understands their part in maintaining effective data protection practices at South Kesteven District Council.

6 General requirements

6.1 The main requirements for data protection are that:

- Personal data will only be accessed by those who need it for work purposes
- Personal data will not be divulged or discussed except when performing normal work duties
- Personal data must be kept safe and secure at all times, including at the office, public areas or in transit
- Personal data will be regularly reviewed and updated
- Internal and external queries about data protection to the Council must be dealt with effectively and promptly

6.2 How the Council complies with these requirements is set out in:

- IT Security Policy <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=24180&p=0>
- Acceptable Use of IT Policy <http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=24181&p=0>
- Protocol relating to the protection of personal data www.southkesteven.gov.uk/CHttpHandler.ashx?id=24183&p=0

7 Data Handling

7.1 Service areas must only collect the minimum amount of personal data that is necessary to fulfil their purposes. Service areas must not collect personal data on the basis that it may be useful, there must be a specific purpose.

7.2 When personal data is collected it must be ensured that the Data Subject is informed who the Data Controller is, the purpose(s) for which the personal data is to be used and any other information about how it will be used or shared. This can, and should, be provided in the form of a privacy notice.

7.3 The IT Security Policy should be adhered to in order to minimise the risk of a data breach.

- 7.4 Where applicable anonymisation or pseudonymisation techniques should be employed to protect personal data. These techniques should be utilised, when necessary, particularly when sharing personal data with third parties.
- 7.5 All staff are responsible for ensuring that personal data is used and stored properly to prevent unauthorised access.
- 7.6 All personal data should:
- Be stored in locked desks or filing cabinets when not in use
 - Only be accessed on secure Council equipment and have limited access based on its sensitivity
 - Not be visible on screens to unauthorised persons including the public and other members of staff
 - Not be taken out of Council offices or stored externally unless such use or storage is necessary and authorised by your line manager
 - Only be kept for as long as is necessary and disposed of securely when no longer needed
- 7.7 All personal data held by service areas should be reviewed at regular intervals and deleted when it passes its retention date unless there are sufficient reasons to extend this period. The reason for holding any personal data passed its retention period should be noted.
- 7.8 Duplicate records should be avoided to reduce the risk of inaccuracies and anomalies.

8 Information Sharing

- 8.1 Personal data may need to be shared with other organisations in order to deliver our services or perform our duties. This can only be done where the Council has permission or where there is a legal obligation for us to share personal data.
- 8.2 Where the Council regularly shares personal information with our partners and other organisations an Information Sharing Agreement will be put in place. This agreement is signed by all partners to the sharing and agrees a set of standards and best practice surrounding Data Protection. However, these are not needed when information is shared in one-off circumstances but a record of the decision and reasons for sharing information will be kept.
- 8.3 All Data Sharing Agreements will be registered with the Council's Data Protection Officer. That officer will maintain a register of all our Data Sharing Agreements.
- 8.4 Where the Council shares personal data or gives access to personal data that it holds to anybody acting on its behalf, the Council will require that party to sign a Non-Disclosure Agreement.

9 Data Protection Impact Assessments (DPIAs)

- 9.1 DPIAs must be completed to help identify and minimise risks to the protection of data in the following situations where personal data is held by the Council:
- At the beginning of a new project or when implementing a new system
 - Before entering a data sharing agreement
 - When major changes are introduced into a system or process
- 9.1.1 DPIA's are a means of addressing a projects risk as part of overall project management. They are carried out with a view to identifying and managing any project risks relating to personal data which is collected, used, stored, distributed and destroyed throughout a project.
- 9.1.2 The function of the DPIA is to ensure that data protection risks are properly identified and addressed wherever possible, and that decision-makers have been fully informed of the risks and the options available for mitigating them. For those proposals that involve data sharing, this could include the risks if data is not shared.
- 9.1.3 The DPIA will set out information such as, the personal data to be collected, how it will be used, how it will be stored, whether it will be shared and for how long it will be retained.
- 9.2 For further guidance on undertaking Data Protection Impact Assessments (DPIA's), please read: Procedure for Undertaking a Data Protection Impact Assessment
www.southkesteven.gov.uk/CHttpHandler.ashx?id=24187&p=0

10 Data Subject Rights

10.1 The Council is committed to ensuring individuals can freely exercise their rights. Below is a summary of those rights.

- **Right to Access** - This allows the individual to ask the Council if it holds personal information about them, what it uses the information for and to be given a copy of that information. Anyone wanting to know what personal data the Council holds about them can make a Subject Access Request by completing "Subject Access Information Request Form". This form and the procedure for making applications and dealing with SAR's is available on this link: <http://www.southkesteven.gov.uk/index.aspx?articleid=8460>
- **Right to correct incorrect information (rectification)** - This means the right to have your personal data corrected if the data we hold is not correct, or completed if it is incomplete. A request for a correction must be made in writing to the Data Protection Officer with proof of identity.
- **Right to erasure** - This means you have a 'right to be forgotten' and all your personal data deleted in certain circumstances. A request for erasure must be made in writing to the Data Protection Officer with proof of identity.
- **Right to restriction of processing of personal data in certain circumstances** - This means that you can ask us to limit the way that we use your personal data in some situations. A request for restriction must be made in writing to the Data Protection Officer with proof of identity.
- **Right to data portability** - This means the right, at your request, to have your personal data transferred from us to another person or organisation, or to use your personal data from somewhere else. A request for portability must be made in writing to the Data Protection Officer with proof of identity.
- **Right to object** - This means the right to ask that your personal data is not used for profiling, direct marketing, profiling, automated decision-making (for example by a computerised process) and similar uses. An objection must be made in writing to the Data Protection Officer with proof of identity.
- **Rights related to automated decision making and profiling** - This right enables you to object to the Council making significant decisions about you where the decision is completely automated and there is no human involvement. An objection must be made in writing to the Data Protection Officer with proof of identity.

10.2 The Council aims to acknowledge any requests in relation to the above within 5 working days and provide a substantive response within one calendar month.

11 Data Retention

11.1 Personal Data which is no longer required will be destroyed appropriately. Personal Data will be destroyed in accordance with the Council's retention schedule.

12 Data breaches

- 12.1 This section should be read alongside the Council's Reporting Personal Data Breaches Policy.
- 12.2 A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.
- 12.3 If any employee or member of the public becomes aware of a breach of the Policy, they should immediately report it to the Data Protection Officer who will be able to advise on any immediate action to be taken. A breach reporting form can be requested from the Data Protection Officer.
- 12.4 Upon receipt of notification of a breach, the Data Protection Officer will investigate the allegation and, if substantiated, identify an action plan which will include details of containment and recovery action, an assessment of the risks and identify any notifications that need to take place.

- 12.5 The GDPR requires all organisations to report certain types of personal data breaches to the ICO. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the Council will also inform those individuals without undue delay.
- 12.6 Breaches must be reported to the ICO within 72 hours of the Council becoming aware of the breach.
- 12.7 The Data Protection Officer will consider the seriousness of the breach, the amount of data, the type of data, the number of customers affected, where the data is now located and whether it is recoverable or not.
- 12.8 If a Data Subject's personal data is disclosed outside of its intended purpose, they have a right to sue the responsible individual. Individual Officers and Members of the Council may be prosecuted under GDPR, not just the Council as a whole.
- 12.9 Deliberate breaches will result in disciplinary action under the Disciplinary (Conduct) Policy based on each individual instance.

13 Transfers to other Countries

- 13.1 Most of our processing occurs in the UK. This means that there are common standards for the processing of personal data that are governed by the ICO.
- 13.2 Any processing that occurs outside of the UK will need to be assessed and approved by the Data Protection Officer.

14 Training

- 14.1 Staff training ensures the organisation is compliant with legislative requirements and provides employees with the knowledge of their responsibility to keep personal data secure.
- 14.2 All employees must complete Data Protection training annually (including temporary employees). Members will complete Data Protection awareness sessions at Member Induction. They will also be offered Data Protection training within the Members Development Programme.

15 Information Commissioner Enforcement

- 15.1 The Information Commissioner has various enforcement powers at its disposal ranging from inquiries into data breaches, Information Notices, Assessment Notices, Enforcement Notices, Powers of Physical Entry and Inspection, and ultimately, Penalty Notices and Prosecution.
- 15.2 Penalty notices or monetary penalties (fines) may be served for noncompliance with the DPA and serious data breaches. There are two levels as follows:
 - The "higher maximum amount" is 17.5 million Pounds, or 4% of the organisation's annual revenue from the preceding financial year, whichever amount is higher.
 - The "standard maximum amount" is 8.7 million Pounds, or 2% of the organisation's annual revenue from the preceding financial year, whichever amount is higher.
- 15.3 The maximum amount of penalty in sterling will be determined by applying the spot rate of exchange set by the Bank of England on the day on which the penalty notice is given.
- 15.4 The "higher maximum" will apply to very serious and or damaging data breaches that fail to comply with the fundamentals of the DPA principles.
- 15.5 All fines are made public by the Commissioner and the Chief Executive of the offending organisation is usually asked to make a formal undertaking to put in place effective measures and remedies.
- 15.6 If the organisation disputes the fine, it can appeal to the First-Tier Tribunal within 28 days of being informed of the Monetary Penalty Notice.

16 Contact, Information and Guidance

- 16.1 Requests for any information relating to rights or data protection matters should be made in writing to:

The Data Protection Officer
South Kesteven District Council
The Picture House
St Catherines Road
Grantham
Lincs
NG31 6TT

Email: dpo@southkesteven.gov.uk

- 16.2 Information can also be obtained from the Information Commissioner at:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk>

Telephone 0303 1231113 (local rate) or 0162 5545745 (national rate)

17 Non-Compliance

- 17.1 Individual members of staff can face disciplinary action for misusing personal data. Malicious misuse and unauthorised disclosure of personal data can also lead to personal prosecution and/or liability to pay compensation in any civil action.
- 17.2 Elected Members when handling personal data in relation to Council business must comply with this Policy. Malicious misuse and unauthorised disclosure of personal data can also lead to personal prosecution and/or liability to pay compensation in any civil action.

18 Appeals and Complaints

- 18.1 Where an applicant is dissatisfied with the level of service they have received, they are entitled to complain about the actions of the Council through the internal appeals procedure. All complaints should be forwarded to feedback@southkesteven.gov.uk

- 18.2 The applicant will receive a response to their correspondence within twenty working days. If the applicant remains dissatisfied with the Council's reply, they have the option of taking their complaint to the Information Commissioner (at the address below) who will independently adjudicate each case and make a final decision.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

19 Policy Review

- 19.1 This Policy will be reviewed every two years or where significant changes to legislation occur.
- 19.2 Reviews of this Policy will take into account changes in the law, best practice, lessons learnt and changes in information technology (IT).
- 19.3 The most current version of this document will be made available on the Councils website for viewing.

DATA PROTECTION PRINCIPLES

Lawfulness, Fairness, and Transparency:

- Ensure that data is obtained and processed fairly and lawfully.
- Be transparent by providing an easy-to-understand privacy Policy that details what data you collect and how you plan to use it.

Purpose Limitation:

- Collect personal data only for specific purposes and use it solely for those purposes.
- Clearly communicate the purposes or uses of the data.

Data Minimization:

- Collect only the necessary data; avoid excessive or irrelevant information.
- Ensure that the data you collect is adequate and relevant for the intended purpose.

Accuracy:

- Keep personal data accurate and up to date.
- Implement processes to verify and correct any inaccuracies.

Storage Limitation:

- Define how long you will retain personal data.
- Regularly review and delete data that is no longer necessary.

Integrity and Confidentiality (Security):

- Implement appropriate security measures to protect the data you collect and process.
- Regularly test and update security protocols.

Accountability:

- Demonstrate compliance with GDPR regulations.
- Maintain records of processing activities and be prepared to respond to regulatory investigations

PERSONAL DATA

Is identified by Article 4 of the GDPR as “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic mental, economic, cultural or social identity of that natural person.”

SPECIAL CATEGORY DATA (SENSITIVE PERSONAL DATA)

Is identified by Article 9 of the GDPR as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and the processing of generic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.”

Special Category Data can only be processed by the Council if one or more specified statutory conditions apply. The statutory conditions are set out in summary below:

- Explicit consent (unless law prohibits the processing, and that prohibition cannot be overridden by the person)
- Legal obligation on the controller in respect of employment, social security etc.
- Protection of the vital interests of the data subject or another person where the data subject is legally or physically incapable of giving consent
- Legitimate activities of a non-profit making organisation with a political, philosophical or trade union aim
- The personal data is manifestly made public by the data subject
- Necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- Substantial public interest (based on a Union or State law which is proportionate to the aim pursued, respects the essence of the right to data protection and provides specific measures to protect the fundamental rights and freedoms of the data subject)
- Necessary for the purposes of preventative or occupational medicine, assessment of working capacity, medical diagnosis, provision of health or social care or treatment or the management of health and social care systems and services on the basis of Union or State law
- Public health (on the basis of Union or State law)
- Archiving in the public interest, research and statistics.

LINKED POLICY AND PROCEDURES

- Procedure for Undertaking a Data Protection Impact Assessment
- Procedure for reporting Information Security Breaches Data Protection Breaches and Card Data Security Incidents
- Breach reporting form
- Information Governance Guidance
- Protocol for protecting personal data
- IT Security Policy
- Acceptable use of IT Policy

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Cabinet


24 September 2024

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet’s Forward Plan.

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
Which wards are impacted?	All

1. Cabinet's Forward Plan

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

2. Appendices

- 2.1** Appendix 1 – Cabinet's Forward Plan



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN

Notice of decisions to be made by Cabinet

13 September 2024 to 12 September 2025

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It 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 (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
South Kesteven District Council Car Parking Order – Tariff Changes - Key Decision			
The amendment to the existing South Kesteven District Council Car Parking Order Tariffs - amendment to the Car Parking Order needs to be done by way of modification Order – this has the effect to modify/amend the original Order.	24 Sep 2024	To consider the modification Order.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Gyles Teasdale, Head of Property and ICT E-mail: g.teasdale@southkesteven.gov.uk
Data Protection Policy – Non Key Decision			
Refresh of the existing Data Protection Policy	24 Sep 2024	Cabinet will be asked to approve the Data Protection Policy.	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Niall Jackson, Data and Information Governance Officer E-mail: niall.jackson@southkesteven.gov.uk
South Kesteven Regulation 19 Pre-Submission Local Plan - Non Key Decision			
The purpose of this Cabinet Report is to seek: Endorsement of the preparation of the Regulation 19 Pre-Submission Local Plan in accordance with the approved Local Development Scheme	24 Sep 2024	Endorsement of the Pre-Submission Local Plan.	Cabinet Member for Planning (Councillor Phil Dilks) Shaza Brannon, Planning Policy Manager E-mail: shaza.brannon@southkesteven.gov.uk

Summary	Date	Action	Contact
Major Voids Contract Award - Key Decision			
To obtain approval to enter into a contract for the provision of Major Voids works for a period of 2 years with the option to extend for 1 year plus 1 year	8 Oct 2024	To approve the contract	Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing E-mail: A.Hall-Wright@southkesteven.gov.uk
Kitchen and Bathrooms Contract Award - Key Decision			
To obtain approval to enter into a contract for the provision of Kitchens and Bathrooms for a period of 2 years with the option to extend for 1 year plus 1 year	8 Oct 2024	To approve the contract	Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing E-mail: A.Hall-Wright@southkesteven.gov.uk
Award of Contract - Security Services - Key Decision			
To award a contract in respect of the Council's requirement for security services	8 Oct 2024	To award a contract to the preferred supplier	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Fleet Strategy - Non Key Decision			
To provide an overview of the new Fleet Strategy which outlines the Council's commitment to sustainable vehicle management.	8 Oct 2024	Approval of the Strategy	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk

Summary	Date	Action	Contact
Contaminated Land Strategy – Non Key Decision			
To propose the updated Contaminated Land Strategy be approved and published (following consultation).	8 Oct 2024	To Approve and Publish the Updated Contaminated Land Strategy	Cabinet Member for People and Communities (Councillor Rhea Rayside) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk
Contract Award for Safety of Life Systems - Key Decision			
Contract award for fire alarms, detectors, emergency and exit lighting and fire extinguishers	8 Oct 2024	Approval of the Contract Award	Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing E-mail: A.Hall-Wright@southkesteven.gov.uk
Economic Development Strategy - Key Decision			
To consider the final version of the Strategy.	8 Oct 2024	To approve the final draft of the Economic Development Strategy.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Nick Hibberd, Head of Economic Development and Inward Investment E-mail: nick.hibberd@southkesteven.gov.uk

Summary	Date	Action	Contact
Air Quality Action Plan 2024-2029 – Non Key Decision			
The Air Quality Action Plan is required as part of having an Air Quality Management Area. Currently there is an Air Quality Management Area in place for the centre of Grantham, the previous Air Quality Action Plan is out of date and requires updating.	5 Nov 2024	Approves the AQAP	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk
Extension of Cattle Market Car Park, Stamford - Key Decision			
To extend the car park at the Cattle Market, Stamford.	5 Nov 2024	To consider the options.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: g.teasdale@southkesteven.gov.uk
Guildhall Arts Centre Pantomime Procurement - Key Decision			
To approve the recommendation of the Pantomime Production company named following procurement procedures.	5 Nov 2024	Approval	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Jade Porter, Arts and Cultural Services Manager E-mail: jade.porter@southkesteven.gov.uk
Facilities Management for Corporate Buildings - Key Decision			
To agree a new contract for Facilities Management.	3 Dec 2024	To agree a new contract for Facilities Management.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Neil Smith, M and E Project Officer E-mail: neil.smith@southkesteven.gov.uk

Summary	Date	Action	Contact
Lease to Grantham Town Football Club – Non Key Decision			
The granting of a lease and delegation of authority to the Deputy Chief Executive in consultation with the Cabinet Member for Culture and Leisure to enter into it	3 Dec 2024	To agree to enter into the lease.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Finance Update Report: April - September 2024 – Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of September 2024. The report covers the following areas: • General Fund Revenue Budget • Housing Revenue Account Budget • Capital Programmes – General Fund and Housing Revenue Account • Reserves overview – General Fund and Housing Revenue Account	3 Dec 2024	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of September 2024 and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Paul Sutton, Deputy Section 151 Officer E-mail: paul.sutton@southkesteven.gov.uk
Council Tax Base 2025/2026 - Key Decision			
To determine the Council Tax Base to form the basis of the 2025/2026 budget proposals to be recommend to Full Council.	3 Dec 2024	To recommend the Tax Base to Full Council.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Local Council Tax Support Scheme - Key Decision			
To consider the Council's Local Council Tax Support Scheme for the 2025/2026 financial year.	3 Dec 2024	To recommend the Scheme to Full Council.	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk</p>
Discretionary Council Tax Payment Policy 25/26 – Non Key Decision			
That the draft Discretionary Council Tax Payment Policy (25/26) be formally approved	3 Dec 2024	To approve the Policy	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk</p>
Discretionary Housing Payment Policy 25/26 – Non Key Decision			
That the draft Discretionary Housing Payment Policy (2024/2025) be formally approved.	3 Dec 2024	To approve the Policy	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Vehicle Procurement - Key Decision			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	16 Jan 2025	To approve the spend.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk
Draft Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 – Non Key Decision			
To consider the draft Budget Proposals for 2025/2026.	16 Jan 2025	To agree the draft proposals.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk
Finance Update Report: April to December 2024 – Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of December 2024. The report covers the following areas: • General Fund Revenue Budget • Housing Revenue Account Budget • Capital Programmes – General Fund and Housing Revenue Account • Reserves overview – General Fund and Housing Revenue Account	11 Feb 2025	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of December 2024 and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Paul Sutton, Deputy Section 151 Officer E-mail: gill.goddard@southkesteven.gov.uk

Summary	Date	Action	Contact
Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Key Decision			
To consider the proposed Budget.	11 Feb 2025	To recommend the Budget to Full Council.	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk</p>
Customer Experience Strategy 2025 to 2028 - Key Decision			
To present the Customer Experience Strategy 2025 to 2025 to Cabinet for recommendation to Council	6 May 2025	Recommendation to Council	<p>Cabinet Member for People & Communities (Councillor Rhea Rayside)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk</p>

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