



# Public Document Pack

## Boston Borough Council

Chief Executive  
Rob Barlow

Municipal Buildings  
Boston  
Lincolnshire PE21 8QR  
Tel: 01205 314200

Monday 2 February 2026

### Notice of meeting of the Overview & Scrutiny Committee

Dear Councillor

You are invited to attend a meeting of the Overview & Scrutiny Committee  
on **Tuesday 10th February 2026 at 6.30 pm**  
in the Committee Room - Municipal Buildings, West Street, Boston, PE21 8QR

A handwritten signature in black ink, appearing to read 'Rob Barlow'.

**Rob Barlow**  
Chief Executive

#### Membership:

Chairman:	Councillor Paul Gleeson
Vice-Chairman:	Councillor Suzanne Welberry
Councillors:	Richard Austin BEM, David Brown, Emma Cresswell, Anton Dani, Anne Dorrian, Neil Drayton, Stuart Evans, Andy Izard, Patricia Marson, Barrie Pierpoint, Ralph Pryke, Lina Savickiene and David Scoot

Quorum 5

**Members of the public are welcome to attend the committee meeting as observers except during the consideration of exempt or confidential items.**

**This meeting may be subject to being recorded.**

### Agenda

#### Part I - Preliminaries

##### **A Apologies for Absence**

To receive apologies for absence and notification of substitutes (*if any*).

##### **B Declarations of Interest**

To receive declarations of interests in respect of any item on the agenda.

**C Minutes** (Pages 1 - 4)

To sign and confirm the minutes of the previous meeting.

**D Public Questions**

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on Thursday 5<sup>th</sup> February 2026.

**Part II - Agenda Items**

**1 Policing** (Verbal Report)

(A discussion with the Chief Constable of Lincolnshire Police)

**2 Terms and Conditions Alignment - Next Phase** (Pages 5 - 22)

(A report by James Gilbert, Assistant Director – Corporate)

**3 Data Protection Policy and Records Management Policy** (Pages 23 - 42)

(A report by John Medler, Assistant Director – Governance & Monitoring Officer)

**4 Council Procedure Rule 11 - Questions by Members** (Pages 43 - 52)

(A report by John Medler, Assistant Director – Governance and Monitoring Officer)

**5 Work Programme and Forward Plan** (Pages 53 - 64)

(For Members to note/discuss the Committee's current Work Programme and the Council's Forward Plan)

**Notes:**

Please contact Democratic Services ([demservices@boston.gov.uk](mailto:demservices@boston.gov.uk)) if you have any queries about the agenda and documents for this meeting.

Council Members who are not able to attend the meeting should notify Democratic Services as soon as possible.

**Alternative Versions**

Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please telephone 01205 314502.

# Agenda Item C

## Boston Borough Council

Minutes of a meeting of the **Overview & Scrutiny Committee** held in the Committee Room - Municipal Buildings, West Street, Boston, PE21 8QR on Thursday 15th January 2026 at 6.30 pm.

### **Present:**

Councillor Paul Gleeson, in the Chair.

Councillors Suzanne Welberry (Vice-Chairman), Richard Austin BEM, Anton Dani, Anne Dorrian, Neil Drayton, Stuart Evans, Andy Izard, Barrie Pierpoint, Ralph Pryke and David Scoot.

### Officers:

Deputy Chief Executive (Programme Delivery) and Assistant Director - General Fund Assets, Director of Finance, Head of Finance Delivery - BBC (PSPSL) and Democratic Services Officer.

## **75 Apologies for Absence**

Apologies were received from Councillors Emma Cresswell, Patsie Marson and Lina Savickiene .

## **76 Declarations of Interest**

No declarations of interest were made.

## **77 Minutes**

The minutes of the previous meeting held on 9<sup>th</sup> December 2025 were agreed and signed by the Chairman.

## **78 Public Questions**

No questions were received from the public.

## **79 Budget Overview 2026/27 - 2030/31**

The Committee received a report introduced by the Director of Finance (S151 Officer), supported by the Head of Finance Delivery – BBC (PSPSL), which presented the draft Budget Overview for 2026/27–2030/31. The Director of Finance delivered a detailed presentation setting out the national and local financial context, including the implications of the Provisional Local Government Finance Settlement, released on 17<sup>th</sup> December 2025, and the range of technical changes arising from it. Members were advised that the draft budget had been developed during a period of significant national change to the local government finance system. Service budget reviews commenced in May 2025, supported by a Star Chamber process undertaken in August, with further refinement through late 2025. This work identified emerging cost pressures and realistic efficiency opportunities forming the basis of the draft budget before Members. The Director of Finance emphasised the important role of scrutiny in providing independent challenge and constructive suggestions during budget development.

The Director explained that the Fair Funding Review had introduced a new methodology which placed greater emphasis on population and deprivation, resulting in the removal of the flood and coastal protection factor weighting and the rural sparsity adjustment, both of which had previously benefitted the Council. This shift altered the composition of funding, including a significant increase in Revenue Support Grant offset by reductions in other elements. In addition, extensive reforms to the business rates system were set out, including the introduction of five separate rating multipliers, the move from net to gross rates payable and the removal of Section 31 grant compensation. It was confirmed that, following the withdrawal of a partner authority, the Lincolnshire business rates pool would not operate for 2026/27.

In relation to Council Tax, the Members were advised that referendum limits remained at the higher of 3% or £5 and that Government-assumed increases to the tax base exceeded the Council's own projections. Members were informed that the apparent increase in Core Spending Power primarily reflected Government-assumed Council Tax rises and the rolling-in of ring-fenced grants, rather than any real-terms increase in funding. Grants relating to homelessness, rough sleeping and domestic abuse had been consolidated into Core Spending Power, and while the Internal Drainage Board levy grant had been confirmed for 2026/27, there remained uncertainty beyond that year. Members were also informed that Government had indicated that new burdens funding for food waste was included within the overall settlement and would not be issued separately.

More than £800,000 of service pressures had been identified across several areas, including contractual uplifts, housing benefit subsidy write-offs, adjustments to income assumptions in planning and bereavement services and Local Plan-related costs. While many pressures were small individually, several larger items accounted for a significant proportion of the total. Dialogue with PSPSL indicated that contractual uplifts were likely to be lower than originally anticipated, reducing overall pressure. Efficiency proposals included ICT cost reductions, increased building control income, application of Renters' Reform Bill funding and a range of smaller service-level adjustments. Members were advised that the current budget gap stood at £1.3m for 2026/27, with further work underway to reduce this ahead of Cabinet consideration. Without additional action, the gap was projected to rise to £2.1m in 2027/28 and £2.8m in 2028/29. Investment income was also expected to reduce due to forecast reductions in interest rates and the drawdown of grant balances that had temporarily supported higher returns.

During deliberation, Members engaged in extensive discussion and sought clarification on a wide range of matters relating to the draft budget and medium-term financial outlook. Officers provided explanations to support Members' understanding of the complex national funding changes and the emerging local implications. The following questions and responses were noted:

- Members sought clarification on the extent to which the Government's assumed Council Tax base growth aligned with local projections. Officers explained that the Government's modelling assumed a higher rate of growth than was likely to be achieved within the borough, which resulted in an overstated Core Spending Power calculation when compared with the Council's own forecasts.
- Clarification was requested regarding the implications of the national reforms to the business rates system, particularly the introduction of multiple rating multipliers, the

shift to gross rates payable, and the removal of Section 31 grant compensation. Officers advised that these changes contributed to increased volatility in future income forecasts and that the dissolution of the Lincolnshire business rates pool removed an opportunity for the Council to retain a larger proportion of local business rates growth.

- Members explored the likely scale of contractual uplifts associated with PSPSL services and how these would influence the overall budget position. Officers confirmed that updated information from PSPSL indicated the uplift would be significantly lower than originally anticipated, which would reduce overall budget pressure once incorporated into the next iteration of the draft budget.
- Further clarity was sought on the sensitivity of the budget to the national pay award. Officers noted that the pay award remained one of the Council's most significant financial risks, and any increase above the level currently assumed would widen the budget gap both in 2026/27 and across the Medium-Term Financial Strategy period.
- Members asked whether the delivery of food waste responsibilities could be achieved within existing resources and how this related to Extended Producer Responsibility (EPR) funding. Officers explained that while EPR funding contributed to wider recycling and waste management costs, it was not directly allocated for food waste collection, and Government had indicated that no separate new burdens funding would be made available for its implementation.
- Consideration was given to potential opportunities to increase income, including through a strengthened commercial waste service and improvements to planning processes. Officers confirmed that a review of commercial waste income was underway to ensure full cost recovery and competitive pricing, and that service improvements were being explored within the planning function to support income stability.
- Members discussed the strategic use of reserves in light of potential Local Government Reorganisation and asked how the Council intended to maintain resilience. Officers advised that reserves continued to be managed prudently and that any future use would need to reflect national decisions on reorganisation and the associated timetable.

Members noted the importance of robust scenario planning to support sustainable medium-term financial management and endorsed the proposal to hold a financial risk and modelling workshop early in the next municipal year. The Chairman confirmed that all comments and suggestions raised during debate would be submitted to Cabinet as part of the Committee's formal scrutiny response.

**Resolved:**

**That the Draft Budget and Medium-Term Financial Strategy 2026/27–2030/31 be noted, and that the Committee's comments and suggestions be submitted to Cabinet on 18<sup>th</sup> February 2026.**

**80 Work Programme and Forward Plan**

The Committee reviewed its current Work Programme and the Council's Forward Plan. Members were reminded of the substantial volume of business scheduled through to March 2026, including items relating to policing, highways, and the Quarter 3 performance and risk report. The Committee discussed whether proposed constitutional amendments due for consideration at Full Council should be added for pre-scrutiny. While recognising

the value of scrutiny in enabling detailed questioning, Members noted that the item related directly to Full Council rather than Cabinet. The Committee voted not to add the item at this stage.

Members raised the need to understand the availability, maintenance and reliability of public defibrillators across the borough. Officers were asked to carry out enquiries and report back on responsibilities for inspection and upkeep. Members also supported inviting Lincolnshire Fire & Rescue to a future meeting to provide information on local inspection processes, regulatory checks and enforcement activity. Members also endorsed holding a financial risk and scenario-planning workshop early in the next municipal year, including consideration of Local Government Reorganisation. It was recognised that upcoming agendas were already full, and any additional items would need to be scheduled carefully and routed through the Chairman.

**Resolved:**

**That the content of the current Work Programme and Council's Forward Plan be noted.**

The Meeting ended at 8.04 pm.

# Agenda Item 2



<b>Report To:</b>	Overview and Scrutiny Committee
<b>Date:</b>	10 <sup>th</sup> February 2026
<b>Subject:</b>	Terms and Conditions alignment – Next Phase
<b>Purpose:</b>	To consult the Committee on the proposed alignment to policies prior to Full Council
<b>Key Decision:</b>	N/A
<b>Portfolio Holder:</b>	Councillor Dale Broughton, Leader of the Council
<b>Report Of:</b>	James Gilbert, Assistant Director - Corporate
<b>Report Author:</b>	Angela Posey – HR Transformation Manager - PSPS
<b>Ward(s) Affected:</b>	N/A
<b>Exempt Report:</b>	No

## Summary

In line with the South & East Lincolnshire Councils Partnership Business Case and Alignment and Delivery Plan, the Partnership Councils are undertaking a phased programme of work to align workforce terms and conditions of employment across Boston Borough Council, East Lindsey District Council and South Holland District Council.

Phase 1 has already been undertaken. To facilitate the alignment of the terms and conditions in Phase 2, there is the need for the Council to adopt a series of revised HR policies, as described in this report. Consultation with Unions and Colleagues would be undertaken if Council approval is confirmed.

## Recommendations

That the Overview and Scrutiny Committee provides feedback on the proposals in this report to facilitate Phase 2 of alignment of terms and conditions of employment across the South & East Lincolnshire Councils Partnership Councils.

## Reasons for Recommendations

This would deliver on the commitment, where possible, of aligning terms and conditions of employment for the workforce across all three Councils.

## Other Options Considered

Do nothing – discounted as this would be contrary to commitments previously made by the Council.

### 1. Background

- 1.1 In May 2024, Boston Borough Council, East Lindsey District Council and South Holland District Council – the South & East Lincolnshire Councils Partnership – all agreed to take forward a phased programme of work to align employee terms and conditions of employment as far as possible.
- 1.2 This is something recognised as being important to the workforce, particularly given that many officers are shared between Councils.
- 1.3 Whilst a number of terms and conditions have now been aligned through the initial phase of work, this report brings forward further terms and conditions for alignment.

### 2. Report

- 2.1 Phase 2 of the alignment proposes changes to the following terms and conditions. If agreed by Council a 45-day period of consultation would be undertaken.

*Those in grey in the table below are where there is no impact to BBC colleagues as they are already aligned to the proposed term and condition. They have been included in this table for completeness*

Ref	Phase 2 Terms & Conditions	Current BBC Policy position	Phase 2 Summary of changes proposed
1	<b>Overtime (worked over FTE hours)</b>	Rate of pay for overtime is time + 33% premium - over 37 hours as well as Sat, Sun and Bank holiday. 50% for Christmas Day and New Years Day	To Align to SHDC/ELDC Monday to Saturday: 1.5 x Sunday and Bank Holiday: 2.0 x
2	<b>Car Loan/Purchase Assistance Policy</b>	Amount of loan - Cars and Motorbikes, Max £10,000.00 Electric bike or cycle - max £1,000.00 (can include safety equip and clothing). Loan deducted from monthly	<ul style="list-style-type: none"><li>• Set max price to reduce risk of debt to Council and to employee. Avg. second hand car is circa £16,780 – 80% - £13,424. New car price would also need to account for immediate depreciation</li></ul>

		<p>salary over period max 3 years for car and motorbikes, 12 months for electric bikes and cycles.</p> <p>cost of loan - 1% above Bank of Eng base rate, min HMRC rate. - subject to change in interest rates.</p>	<p>from the forecourt, therefore apply 80% to new car price. Consider max amount of lending against salary level – max 20% gross monthly salary (ELDC).</p> <ul style="list-style-type: none"> <li>• Eligibility – for the purposes of supporting with work duties and commuting to work e.g. not a performance vehicle.</li> <li>• Interest rate to be a minimum of HMRC rate (otherwise is a taxable benefit and submission through P11D processing)</li> <li>• Length of Loan – 4 years max except in the case of cars not more than 3 years old at the date of purchase - max 5 years. (ELDC/SHDC).</li> <li>• Loans are not offered to employees within their probation period.</li> <li>• Repayment of loan required by last date of employment if employment ended (by either party)</li> <li>• Civil proceedings to apply should payment remain outstanding along with interest.</li> <li>• Application to be submitted in FULL to HR for due diligence on pay, AD to sign to approve, Finance to pay vendor and notify of the date payment will be BACS so employee can advise seller.</li> <li>• Option to transfer loan across the Partnership. (See Appendix A)</li> </ul>
3	<b>Employer and Employee Notice Period</b>	<p>Employees within the first month of their probationary period are entitled to give and receive 1 months' notice of termination of employment.</p> <p>G1-3 1 months notice G4-5 2 months notice G6-9+ 3 months notice AD, Directors/DCX 3 months</p>	<ul style="list-style-type: none"> <li>• *Grade 1-3 = 1mth</li> <li>• Grade 4-5 = 2 mths</li> <li>• Grade 6-9 = 3 mths</li> <li>• AD, Directors/ DCX = 4 mths</li> <li>• CEX = 6 mths</li> </ul> <p>Officers mainly aligned except for Probation notice to change to one weeks' notice. This along with the above proposals to</p>

		notice CEX 3 months Notice	amend Senior management notice provisions are consistent with industry standards and ensures operational resilience. Employee notice period to be equivalent to Employer notice period.  <i>*Consideration would need to be given to the Council's own grading convention to be equivalent to role level.</i>  To be amended in Contract template (there is no Policy to share with Committee)
4	<b>Redundancy</b>	Calculated by age and Length of service No Multiplier	Align to ELDC Calculated by age and Length of service and Uses a multiplier of x2 Capped at 60 weeks (Appendix B – paragraph 8.9 addition only, no further amends)
5	<b>Pay Protection</b>	BBC – of the difference in pay Year 1 - 75% Year 2 - 50% Year 3 – 25% Year 4 – 0 %	Align to ELDC (and Shared Officers) Year 1 = 100%, Year 2 = 100% Year 3 = 50%.
6	<b>First Aid Payments</b>	BBC - £17.43 per month	No change  (Paid as a fixed monthly payment - No Policy)
7	<b>Annual Leave</b>	Standard Entitlement Year 1 – 29 Days Year 2 – 30 Days Year 3+ - 31 Days  Assistant Directors 30 days rising to 33 days after 10 years	No change BBC Standard Entitlement Year 1 – 29 Days Year 2 – 30 Days Year 3+ - 31 Days  <i>**Service Mgrs Entitlement Align to ELDC (31 Days rising to 34 after 10 years)</i>  Assistant Directors to be aligned with Service managers – 31 days rising to 34 days after 10 years.  <i>**Consideration would need to be given to job titles so that Annual leave is equivalent to role level.</i>

			To be amended in Contracts and Appendix of Time Off Policy only – no change to main body of Policy (Appendix C)
8	<b>Mobility Clause</b>	<p>New Contract templates are updated and already aligned when issued for new employees, these set mobility as any location in SELCP partnership.</p> <p>Many employees have older contracts, with varying different mobility clause arrangements.</p> <p>“Your principal place of work will be [insert location and first line of address e.g. Municipal Buildings, Boston; Priory Road, Spalding or Horncastle Hub, Horncastle, Aura Business Centre, Skegness etc], or at such other place of employment in the service of the Council as reasonably required. The address of the Council is given above.</p> <p>Employees may be required to work, either temporarily or permanently, at any other location specified by the Council inclusive of all ‘South &amp; East Lincolnshire Partnership’ locations which are within a reasonable distance (reasonable being determined solely by the Council) as the needs of the business reasonably requires. An employee’s usual place of work may be changed on reasonable notice.”</p>	<p>Change only to older contracts that have varying different mobility clause arrangements – standardised to new wording for all by issuing new contracts.</p> <p>To be amended in Contracts (no Policy Appendix)</p>
9	<b>Injury Award Scheme</b>	All 3 Councils are aligned. However, the Councils use slightly different wording, so we are proposing we standardise the wording to match the current provision of the Green Book.	No Change

- 2.2 To implement the aligned terms and conditions of employment, there is the need to make revisions / to HR policies at each Council. These will be common policies for all three Councils.
- 2.3 The cost associated with amendments to these terms and conditions is set out in the implications section of this report.

### **3. Conclusion**

- 3.1. That to achieve alignment of workforce terms and conditions of employment, adopting the revised suite of HR Policies as appended to the report would be required. This is another positive step in the journey to align terms and conditions of employment Partnership-wide.

### **Implications**

#### **South and East Lincolnshire Councils Partnership**

The alignment of workforce terms and conditions of employment is necessary to support the embedding of the Partnership, particularly as more teams come together in shared Partnership service structures.

#### **Corporate Priorities**

This supports our ambition to continually be more Efficient and Effective.

#### **Staffing**

PSPS HR are supporting the Head of Paid Service and Assistant Director – Corporate in delivering the consultation and process to bring together terms and conditions of employment.

For staff directly, there will be a move to new terms and conditions of employment, but this should be positive for the workforce.

#### **Workforce Capacity Implications**

None

#### **Constitutional and Legal Implications**

None arising from this report as Council has previously approved the programme of work and delegated authority to the Head of Paid Service.

PSPS HR, as our Partnership's HR experts, are supporting this work and will take legal advice where required.

#### **Data Protection**

None

## **Financial**

Term	BBC £ Cost
TOTAL	£ 15,991.00
Overtime	£ 15,991.00

## **Risk Management**

PSPS HR, as our Partnership's HR experts, are supporting this work and flag to the Head of Paid Service and Assistant Director – Corporate any emerging risks.

## **Stakeholder / Consultation / Timescales**

Consultation will be undertaken with the workforce and Unions if Council agrees to proceed with the changes.

Senior Leadership Team, Portfolio Holders and the Partnership's Stakeholder Board have been consulted.

## **Reputation**

None

## **Contracts**

Revised terms and conditions of employment.

## **Crime and Disorder**

None

## **Equality and Diversity / Human Rights / Safeguarding**

Equality Impact Assessments will be undertaken where a need is identified.

## **Health and Wellbeing**

The revised terms and conditions may have a positive impact on some colleagues' health and wellbeing.

## **Climate Change and Environment Impact Assessment**

None

## **Acronyms**

HR – Human Resources

PSPS – Public Sector Partnership Services Ltd

SELCP – South & East Lincolnshire Partnership

## **Appendices**

Appendices are listed below and attached to the back of the report:

Appendix A	SELCP Vehicle Purchase Assistance Policy
Appendix B	SELCP Redundancy and Redeployment Policy (addition only)
Appendix C	SELCP Time Off Policy – Appendix only

## **Background Papers**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

## **Chronological History of this Report**

A report on this item has not been previously considered by a Council body.

## **Report Approval**

Report author:	Angela Posey – HR Transformation Manager – PSPS <a href="mailto:Angela.Posey@pspsl.co.uk">Angela.Posey@pspsl.co.uk</a>
Signed off by:	Rob Barlow, Chief Executive / Head of Paid Service <a href="mailto:Robert.Barlow@e-lindsey.gov.uk">Robert.Barlow@e-lindsey.gov.uk</a>
Approved for publication:	Rob Barlow, Chief Executive / Head of Paid Service <a href="mailto:Robert.Barlow@e-lindsey.gov.uk">Robert.Barlow@e-lindsey.gov.uk</a>

# Vehicle Purchase Assistance Policy



*served by One Team*

South & East Lincolnshire Councils Partnership

The Council recognises that its people are its greatest asset. To enable employees to deliver high-quality services and meet operational demands, we are committed to supporting safe, reliable, and responsible vehicle use for work and commuting purposes. This policy sets out our approach to assisting employees in acquiring and maintaining suitable vehicles, ensuring that access to vehicle loans is fair, equitable, and transparent.

Our approach balances the needs of employees with the Council's duty to manage financial and operational risks. The policy is fully compliant with equality and diversity standards, giving due care and consideration to individual circumstances while ensuring that vehicle provision aligns with the Council's business requirements.

Supporting employees with appropriate vehicle access is not only about enabling individual effectiveness, but also about strengthening organisational resilience and service continuity. This policy applies to all eligible employees and ensures fair, transparent access to vehicle support, balancing individual needs with those of the Council and offered to eligible employees as an alternative to the Council's salary sacrifice car scheme.

Policy	Vehicle Purchase Assistance Policy
Policy Author	HR Team – PSPS Limited
Policy Issue date	January 2026
Policy Review date	January 2030, or earlier if required
Policy Consultation	Trade Unions recognised by the Council Council Reader Panel Senior Leadership Team
Policy Sign-off	Head of Paid Service (at SHDC – in consultation with Portfolio Holder and PDP)

# Vehicle Purchase Assistance Policy

## Introduction

The Council recognises that its people are its greatest asset. To support the delivery of high-quality services and ensure operational continuity, this Vehicle Purchase Assistance Policy sets out the conditions under which employees may apply for financial support to purchase a suitable vehicle for work and commuting. It will promote responsible lending that minimises financial risk to both the Council and employees. The policy aims to provide fair access to loans for eligible employees, supporting operational needs while maintaining financial prudence.

## Aim

The purpose of this policy is to ensure that vehicle loans are managed fairly, consistently, and in accordance with statutory and best practice standards. The policy aims to financially support employees in acquiring a suitable vehicle for work-related travel and commuting, while safeguarding the Council's financial interests and adhering to any prevalent regulations, including HMRC.

## Scope

This policy applies to all employees of the Council, including those employed on fixed-term contracts, who require a vehicle for work duties and commuting. The policy does not apply to agency workers, self-employed contractors, or consultants. Cycles are not within the scope of this policy, but the council offer a separate provision under its salary sacrifice 'Cycle to Work' scheme.

*Where it is possible, the Salary Sacrifice Car scheme may first be explored as a more viable financial option for vehicle purchase, prior to an application for a loan being made.*

## Eligibility

- Employees must have successfully completed their probation period.
- Fixed Term Contract employees will need to be within employment for the duration of the loan period, therefore the loan term should not exceed your contract end date.
- The vehicle must be the employee's primary mode of transport for work duties and/or commuting.
- Loans will not be granted for performance vehicles, performance motorcycles, or secondary vehicles.
- Vehicles must be purchased from a Motor Vehicle Retailer or Dealership registered under Companies House who accept BACs payment. Private sellers will not be permitted.
- Employees seeking alternative transport options may use the Cycle to Work Scheme.

# Loan Amount and Financial Limits

## Maximum Loan Value:

- For second-hand cars: 80% of the average market price (currently as at Oct '25 approx. £16,780), capped at £13,424. The Council will review the average market price annually on or around October, or if there is market conditions that indicate a need to review sooner e.g. shortage of new vehicles forcing an increase in demand for second hand cars shifting market price). Information on the updated Market evaluation will be published on employee FAQ.
- For new cars: 80% of the purchase price to account for immediate depreciation.

*\*as at October 2025*

**Salary-Based Cap:** Monthly Loan deductions must not exceed 20% of the employee's gross monthly salary.

Only one vehicle loan may be held at any time. Council will take into consider other salary commitments that the employee has, when looking at this application to support with responsible lending.

Any loan confirmed over the value of £10,000.00 may be taxable, which will be submitted by Payroll via a P11D.

## Interest Rate

The interest rate will be set at a minimum of the HMRC official rate, as at the date of the loan issue. Should the initial interest rate fall below future HMRC annual rates, this would then become taxable via a P11D.

## Loan Term

- Maximum loan term: **4 years**. Except for vehicles less than 3 years old at purchase: loan term can then be **up to 5 years**.
- Vehicle age is determined by Date of registration of the vehicle.

# 1. Responsibilities under this Policy

## 1.1. The Council

- Provide fair access to vehicle loans for eligible employees, supporting operational needs while maintaining financial prudence.
- Understand the requirements of the employee's application and provide responsible financial support, while safeguarding the Council's financial interests.
- Provide clear and transparent information to the employee throughout the application process.
- Inform and offer the employee alternative or more suitable solutions to lending where possible, e.g. Cycle to Work scheme, Salary Sacrifice Car Scheme etc.

## 1.2. Employees

- Provide accurate, timely, and transparent information for the application of the loan.
- Carefully consider the impact of repayments and current financial commitments alongside the loan period.
- Understand the limits of the Policy and commit to the requirements of the repayments.

- Understand that the spirit of the Policy is to provide financial support to employees who may not be able to obtain private or reputable financial borrowing.

### 1.3. Managers

- Support employees in understanding the policy and application process.
- Verify that the vehicle is required for work duties and/or commuting.
- Liaise with HR and Finance as needed.
- Signpost employees to alternative schemes where appropriate.

## 2. Conditions

- 2.1. Full loan repayment must be completed by the employee's last working day if employment ends for any reason. In situations of a termination the Council reserve the right to deduct remaining balance from any settlement payments made to employee.
- 2.2. Civil proceedings, including interest charges, will apply for any outstanding repayments, after the last date of employment with the lending Council
- 2.3. The loan liability is with the employees' employing Council.
- 2.4. Loans are transferable across the Partnership only with approval of the incoming Directorate.
- 2.5. Where an employee transfers to another Council **outside** the Partnership, the outstanding balance of the vehicle loan must be repaid in full on or before their last day of employment with the lending Council, regardless of whether continuous service is preserved for employment purposes. It does not extend to financial agreements such as vehicle loans, which remain the responsibility of the original employing Council.
- 2.6. Should the vehicle become unroadworthy, written off or unusable, the loan will continue to be payable in full to the Council.
- 2.7. Employees must maintain an appropriate level of vehicle insurance for the duration of the loan, and thereafter if you use the vehicle for work related duties.
- 2.8. Early repayment is permitted without penalty; employees may request an early repayment calculation.
- 2.9. Employee must provide a fully completed Application Form along with supporting documentation requested for supplier/vendor set up (please refer to the Application form for details).

## 2. Application Process

- 2.9. Employees must submit a fully completed application to HR for due diligence checks on pay, general income, and affordability.
- 2.10. Employees must declare all relevant information in full to the Council; failure to do so may delay the application and any false disclosure may be treated as a misconduct issue and dealt with under councils Disciplinary Procedure.
- 2.11. HR will confirm eligibility before proceeding to Assistant Director (AD) approval.
- 2.12. Approval must be signed by the relevant Assistant Director (AD) and 151.
- 2.13. Finance will pay the vendor directly and will require new vendors to be set up as a supplier and notify the employee of the BACS payment date so the employee can inform the seller and make arrangements to collect the vehicle, once the money has been received by the seller.
- 2.14. Only one loan application may be active at any one time.
- 2.15. Employees should typically allow 2 weeks for a vehicle loan application; and should apply with sufficient time. Applications may take longer if more information is required; absence of approving AD; delays in setting new suppliers up.
- 2.16. The Employee should not confirm a collection of the vehicle until a payment date to the seller has been confirmed.
- 2.17. When the application has been approved, and details of the loan finalised, you will be notified

of the loan amount and monthly deductions, in writing, which will need your signature as confirmation of the deductions, prior to the seller being paid.

### **3. Deductions**

Loan payment Deductions will be made automatically from salary on a monthly basis. Deductions will start from the next payroll cycle after loan approval.

In case of resignation or termination:

- Outstanding balance becomes immediately payable.
- Company reserves the right to deduct from final settlement.

If an employee, due to reduction in salary (e.g. due to period of Parental leave or long-term sickness absence), cannot afford to cover the loan deductions, the Council will either reduce deductions or suspend deductions. On return to work, the Employee will receive an amended loan repayment schedule. Or the Employee may choose to settle or pay the Council directly, when salary deductions are not possible.

### **4. Decline following Application**

- 4.9. If the loan is declined, the employee will receive the reason for this decision.
- 4.10. The decision on lending is solely at the discretion of the employing Council holding the liability, and to the incoming Council in the case where an employee may transfer within the Partnership.
- 4.11. There is no appeal procedure against the decline of the loan. Employees may reapply after six months or if their circumstances change.

### **5. Data Protection**

The Council processes personal data in accordance with its Data Protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the car loan process effectively. Inappropriate access or disclosure of applicant data constitutes a data breach and should be reported in accordance with the Council's Data Protection policy immediately.

### **6. Review and Amendments**

This Policy is non contractual and may be reviewed, amended or withdrawn at any time the Council feels is necessary.

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## Appendix B

### SELCP Redundancy and Redeployment Policy – extract

The paragraph below will be an additional point to Section 8 with no further change to the existing policy.

8.9 The Council will calculate an employee's redundancy payment based on the statutory formula contained in the 2000 Regulations (using an actual week's pay) and then multiply that amount x2. Under this discretion the maximum compensation payment is 60 weeks. This discretion reflects the Council's wish to award discretionary compensation to an employee whose employment is terminated on the grounds of redundancy.

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## SELCP Time Off Policy Appendix

### Appendix 1 – Annual Leave Entitlements

SELCP Annual Leave Entitlement			
Years of Service	Entitlement Days (Excluding Bank Holidays)	Entitlement in Hours (Excluding Bank Holiday)	Entitlement in Hours (Including Bank Holiday)
Year 1	29	214.6	273.8
Year 2	30	222	281.2
Year 3+	31	229.4	288.6

SELCP Service Managers Annual Leave Entitlement		
	Service under 10 years	Service 10 years and Over
Service Managers	31	34
Chief Officers Assistant Directors	31	34
Chief Officers (DCX/Directors)	33	36
Chief Officers (CEX)	34	37

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<b>Report To:</b>	Overview and Scrutiny Committee
<b>Date:</b>	10th February 2026
<b>Subject:</b>	Data Protection Policy and Records Management Policy
<b>Purpose:</b>	To review updated policies prior to Executive Board consideration.
<b>Key Decision:</b>	N/A
<b>Portfolio Holder:</b>	Councillor Sandeep Ghosh, Portfolio Holder for Finance and Economic Growth
<b>Report Of:</b>	John Medler, Assistant Director - Governance & Monitoring Officer
<b>Report Author:</b>	Richard Steele, Group Manager for Information Governance and Data Protection Officer
<b>Ward(s) Affected:</b>	All
<b>Exempt Report:</b>	No

## Summary

The Council's Data Protection Policy and Records Management Policy have been reviewed to ensure the Council's compliance with the latest statutory requirements, including the UK GDPR, Data Protection Act 2018, and the new Data Use and Access Act 2025 (DUAA). The intention is to align these policies across the South & East Lincolnshire Councils Partnership (SELCP).

This report seeks the Committee's feedback on the revised draft policies which are attached at Appendices 1 and 2.

## Recommendations

That the Committee considers the draft Data Protection Policy and Records Management Policy attached at Appendices 1 and 2 and recommends them to Cabinet for approval.

## **Reasons for Recommendations**

Reviewing and adopting revised policies demonstrates the Council's commitment to transparency, accountability, and the protection of individual rights, which is vital for public trust.

## **Other Options Considered**

Not to recommend or make suggested changes to the policies.

### **1. Background**

- 1.1 The Data (Use and Access) Act 2025 (DUAA), which received Royal Assent on 19 June 2025, amends both the UK GDPR and the DPA 2018 to modernise data protection and privacy law and to support new data-sharing and innovation objectives. It introduces a range of reforms — for example, adjustments to automated decision-making, new lawful grounds for processing (including recognised legitimate interests), updated complaint-handling requirements, and clarifications to international data transfers and law enforcement data use — while maintaining the UK GDPR and DPA 2018 as the core data protection regime
- 1.2 Accordingly it is appropriate for the Council to review its policies in relation to information handling to maintain the Council's ability to service its constituents effectively and within the legal framework.

### **2. Report**

- 2.1 The Data Protection Policy sets out how personal data is handled, whilst the Records Management Policy establishes the framework for managing all records, including personal data.
- 2.2 The Records Management Policy establishes the framework for managing all records, including personal data, ensuring they are accurate, accessible, secure, and retained appropriately. It supports compliance with legal and regulatory frameworks and applies to all recorded information held by the authority, regardless of format, across all departments and services.
- 2.3 The Records Management Policy covers the full lifecycle of information—from creation and storage to sharing, archiving, and destruction. The Data Protection Policy ensures that personal data within this lifecycle is processed lawfully, fairly, and securely.
- 2.4 Both policies define clear roles and responsibilities, including those for the SIRO (Senior Information Asset Owner), DPO (Data Protection Officer), Information Asset Owners, and all staff. This ensures coordinated governance and accountability.
- 2.5 Additionally both policies incorporate requirements from the DUAA, such as lawful access, interoperability, transparency registers, and risk assessment for data sharing.

### **3 Key Updates and Changes**

3.1 The review has included benchmarking against SELCP and other Councils policies.

#### **Data Protection Policy**

3.2 The Policy has been updated to reflect the Data Use and Access Act 2025 including:

- lawful access and reuse of public-sector datasets, with transparency and interoperability.
- the formalisation of a complaints process for handling subject's rights activities in line with new statutory requirements. Further details of this process are included in Appendix F within the Data Protection Policy.
- that a 'reasonable' search will be undertaken (rather than an exhaustive search under the previous legislation) which will reduce some burden on the authority.

#### **Records Management Policy**

3.3 The draft Policy aligns with the Legal Framework, which includes the FOIA 2000, various Local Government Acts, Public Records Act 1958, and Data Use and Access Act 2025. The key aspects of the policy are:

- Lifecycle Management: This ensures records are accurate, accessible, secure, and retained/disposed of appropriately.
- AI & Digital Transformation: Includes management of AI-generated records and integration with digital initiatives.
- Retention Schedules: The systematic approach to retention and disposal of records, with evidence for audit and challenge.

### **4. ICO guidance and future amendments**

4.1 The draft policies have been reviewed in line with current ICO guidelines which are mandatory for councils. The ICO is currently reviewing its guidance documents, this may require further updates to be made to one or both policies. Officer delegations will be sought from Executive Board to update the policies to ensure ongoing compliance and responsiveness to regulatory changes.

### **5. Conclusion**

5.1. Together, the draft policies create a unified framework for information governance, supporting statutory compliance, operational efficiency, and public trust. Both are designed for regular review and amendment as laws and guidance evolve, ensuring the Council remains agile and compliant.

## **Implications**

### **South and East Lincolnshire Councils Partnership**

The alignment of these policies will ensure that officers are working to a single policy and set of procedures, ensuring consistency for officers and residents alike. Updating and aligning the policies will also provide an opportunity to promote the policies and confirm procedures to ensure service areas are aware of their responsibilities in relation to feedback and complaints.

### **Corporate Priorities**

None

### **Staffing**

None

### **Workforce Capacity Implications**

None

### **Constitutional and Legal Implications**

The impact on individuals Human Rights have been considered throughout the Policy. The ICO will update their “advice and guidance” for all local councils in England under section 91 of the Data Use and Access Act 2025. Councils should consider any new ICO guidance when developing policies and procedures or make appropriate considerations.

### **Data Protection**

Both policies have a direct impact on Data Protection.

### **Financial**

None

### **Risk Management**

Upon adoption details of the revised policies will be communicated to staff and support provided where necessary to ensure compliance. These steps will help to mitigate against potential complaints to the Regulator.

### **Stakeholder / Consultation / Timescales**

Consultation has taken place with the Senior Management Team, Portfolio Holder, Senior Information Risk Owner.

### **Reputation**

None

## **Contracts**

None

## **Crime and Disorder**

None

## **Equality and Diversity / Human Rights / Safeguarding**

Equality Impact Assessments for the draft policies have been undertaken and identify that the draft policies do not have a disproportionate or adverse impact on people with protected characteristics.

## **Health and Wellbeing**

None

## **Climate Change and Environment Impact Assessment**

Not undertaken

## **Acronyms**

- **UK GDPR:** United Kingdom General Data Protection Regulation
- **DPA 2018:** Data Protection Act 2018
- **DUAA:** Data Use and Access Act 2025
- **S&ELCP:** South and East Lincolnshire Councils Partnership
- **ICT:** Information and Communication Technology
- **ICO:** Information Commissioner's Office
- **PFH:** Portfolio Holder
- **AD:** Assistant Director
- **DPO:** Data Protection Officer
- **FOIA:** Freedom of Information Act
- **EIA:** Equality Impact Assessment
- **SIRO:** Senior Information Risk Owner

## **Appendices**

Appendices are listed below and attached to the back of the report:

Appendix 1	Data Protection Policy
Appendix 2	Records Management Policy

## **Background Papers**

None

## **Chronological History of this Report**

None

## Report Approval

Report author:	Richard Steele, Group Manager for Information Governance and Data Protection Officer, <a href="mailto:Richard.Steele@boston.gov.uk">Richard.Steele@boston.gov.uk</a>
Signed off by:	John Medler, Assistant Director – Governance & Monitoring Officer <a href="mailto:John.Medler@e-lindsey.gov.uk">John.Medler@e-lindsey.gov.uk</a>
Approved for publication:	Councillor Sandeep Ghosh, Portfolio Holder for Finance and Economic Growth <a href="mailto:Sandeep.Ghosh@boston.gov.uk">Sandeep.Ghosh@boston.gov.uk</a>



## Data Protection and Data Use Policy 2026

Document Author:	Richard Steele CIPM, Group IG Manager and DPO
Document Approved:	SHDC BBC ELDC
Document Review date:	

### 1. Introduction

This document ("Policy") outlines how ("the Council", "we", "our", "us") handles personal data, protecting individuals' privacy under the:

- UK General Data Protection Regulation (UK GDPR) 2018
- Data Protection Act 2018 (DPA 2018)
- Privacy and Electronic Communications Act 2018 (modified GDPR)
- Human Rights Act 1998 (Article 8)
- Data (Use and Access) Act 2025 (DUAA)
- And guidance from the Information Commissioner's Office (ICO).

It applies to all staff, elected members, contractors, agency staff, consultants, and partners.

### 2. Scope

This Policy applies to all personal data in all formats (electronic, paper, audio, etc.) held by or on behalf of the Council and to all individuals or organisations processing this data.

Personal data means 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;

This policy supports our other policies. We may supplement or amend this policy by additional policies and guidelines from time to time.

### **3. Data Protection Principles**

We are committed to the seven UK GDPR principles:

1. **Lawfulness, fairness & transparency** – process data legally and openly.
2. **Purpose limitation** – collect only for specified, explicit reasons.
3. **Data minimisation** – gather only what is necessary.
4. **Accuracy** – maintain data accuracy and timeliness.
5. **Storage limitation** – retain only as long as required.
6. **Integrity & confidentiality** – protect data with safeguards.
7. **Accountability** – show compliance clearly.

We commit to the DUAA specific commitments:

- Enabling **lawful access & reuse** of public-sector datasets.
- Ensuring **interoperability** and **transparency** in data sharing.

### **4. Roles and Responsibilities**

Each Council is designated “Data Controller” for the data it generates, uses and accesses in delivery of its public task.

**Senior Information Risk Owner (SIRO):** Strategic oversight.

**Data Protection Officer (DPO):** Compliance monitoring, advice, liaison.

**Managers/Service Leads:** Operational enforcement.

**All Staff & Members:** Must follow this Policy and report concerns promptly.

Members may be a Data Controller for personal information not covered by this Data Protection and Data Use Policy where that processing is for political, personal or casework. (this is expanded in Appendix G)

### **5. Rights of Individuals**

Each person has a right to know that the Council is using, storing and sharing their information in a clear and transparent way. There are provisions within the Data Protection Act known as ‘subject’s rights’ that an individual can use to see, amend and challenge the use of their information. This is known as a “subject access request” or a “SAR”. All SARs must be directed to the DPO for co-ordination. (this is expanded in Appendix A)

In some cases the Council uses information to meet a lawful obligation placed upon it by a series of legislation. If this is the case the Council may need to withhold some of the 'subject's rights'.

Individuals have the right to:

- Access their personal data.
- Correct errors.
- Request erasure ("right to be forgotten").
- Restrict or object to processing.
- Port data.
- Withdraw consent.
- Challenge automated decisions.
- Lodge complaints with the Council and the ICO

Under DUAA, we also ensure transparency about who accesses and reuses public data.

## **6. Data Sharing and Access**

Data will only be shared under a valid legal basis, supported by contracts or Information Sharing Agreements (ISAs).

Per DUAA, we mandate:

- Lawful access to datasets where required.
- Use of interoperable formats.
- A transparency register of accessed/shared data.

All data sharing must be documented and risk assessed by the DPO, approval for processing of high risk will be the Councils' SIRO, for any other processing will be the designated information risk owner.

Processing against DPO advice will be recorded in accordance with ICO guidance.

## **7. Automated Decision Making**

The DUAA allows the Council to use automated systems to make decisions more widely—for example, in service allocation or eligibility checks.

Where these decisions have a significant impact, individuals must be told that automation was used and given the chance to challenge it and request a human review.

Automated Decision Making using sensitive data (like health or ethnicity) is still restricted and only allowed with a clear legal basis. Safeguards must be in place to ensure fairness, transparency, and accountability.

## **8. Accountability and Governance**

We will:

- Ensure that processes meet required standards to protect personal data.
- Ensure that sub processors, agents and suppliers meet the same requirement through contract.
- Keep “records of processing activities” (ROPA).
- Conduct DPIAs for high-risk or DUAA-related processes.
- Report data access or reuse activities publicly as required.
- Investigate and respond to any data breaches (this is expanded at Appendix B)

Being transparent and providing accessible information to individuals about how we will use their personal data is important to the Council. We will ensure a privacy notice is in place for each circumstance where we are collecting and processing information. (this is further expanded at Appendix C)

## **9. Security**

We will use appropriate **technical and organisational measures**—encryption, access controls, secure storage, contractual clauses and staff training—to adequately protect data. Security controls are contained in the Council’s ICT Acceptable Use Policy.

## **10. Training**

Training for all staff includes:

- Induction training.
- Annual refresher sessions.
- Specialist programmes where needed (e.g., SARs, breach response).
- Guidance and training available for members
- Training records will be kept for auditing.

This is expanded at Appendix D.

## **11. Policy Review**

This Policy is reviewed every three years or sooner when significant legal changes occur (for example, DUAA updates).

All updates will be communicated to staff and published as needed.

## **Data Protection and Data Use Policy Appendices**

Appendix A – Subject Access Requests (SARs)

Appendix B – Data Breach Procedure

Appendix C – Appropriate Policy Document (Special Category & Criminal Data)

Appendix D – Information Sharing & DUAA Compliance

Appendix E – Training & Awareness

Appendix F – Complaints Handling (DUAA Compliance)

Appendix G – Councillors

## Appendix A – Subject Access Requests (SARs) and/or rights requests.

Any individual has the legal right to know what personal information the Council holds about them. This is known as a Subject Access Request (SAR). This process applies equally for other rights provided to subjects under UK GDPR.

- A SAR can be made **in writing, by email, or verbally**. Staff should not refuse a request simply because it is not written on a form.
- When receiving a SAR, staff must **check the identity of the requester** before releasing any information. If the request is made by a third party, we must confirm that they have the data subject's written consent or legal authority.
- The Council will apply the DUAA's "**stop the clock**" provision when awaiting clarification from requesters.
- Under DUAA **reasonable and proportionate searches** are required when responding to SAR.
- The Council must provide a response **within one calendar month**. Where the request is complex, the DPO may extend the deadline by a further two months. The requester must be informed in writing of any extension.
- Requests that are **manifestly unfounded or excessive** may be refused, but this decision must be approved by the DPO and explained clearly to the requester.
- If information about other individuals is contained in the records, this data will only be disclosed if it is lawful and fair to do so. Otherwise, it will be redacted.
- If an individual is unhappy with the Council's response, they may make a complaint. Complaints should first be reviewed internally by the SIRO. If unresolved, the individual may escalate the matter to the Information Commissioner's Office (ICO).
- Under the **DUAA**, we are also required to keep a record of requests for access and reuse of public data. This ensures transparency in how public data is made available.
- We will abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.
- It is essential that you contact the DPO for advice on direct marketing before starting any new direct marketing activity. You must not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

## Appendix B – Data Breach Procedure

A personal data breach is any event that leads to the loss, destruction, unauthorised disclosure of, or access to, personal information. Examples include sending personal information to the wrong recipient, losing files, or an IT system being hacked.

- Any member of staff who becomes aware of a possible breach must **report it immediately to the DPO**. Staff should not try to investigate or fix the breach themselves without direction.
- The DPO will **log the incident** and carry out an initial risk assessment using the Council's breach risk matrix.

- If the breach is likely to result in a risk to people's rights or freedoms, the Council must **report it to the ICO within 72 hours** of becoming aware of it.
- Where there is a high risk of harm to individuals, the Council will also **notify those affected directly**, explaining what has happened, what data was involved, and what steps they can take to protect themselves.
- Even if a breach does not need to be reported to the ICO, it must still be **logged internally** with details of the cause, impact, and any corrective action taken.
- The Council will review all breaches to learn lessons and improve its systems and training, reducing the risk of recurrence.
- Lessons learnt from data breach incidents will be collated and used to prevent similar occurrences going forward.
- Volumes of data breach, type and impact will be reported to Senior Leadership Team, portfolio holders, and annually in information governance reporting.

### Appendix C – Appropriate Policy Document (Special Category & Criminal Data)

The Council often needs to process special category data, such as health information, or criminal conviction data. This is more sensitive than ordinary personal data and requires additional safeguards.

- Special category data will only be processed when **absolutely necessary** and when a lawful condition under Article 9 UK GDPR or the DPA 2018 applies.
- Criminal offence data will only be processed when authorised by law, for example under the Council's safeguarding or enforcement duties.
- The Council will keep a **written record** of the legal condition relied on for processing, the purpose of the processing, and the retention and erasure rules that apply.
- Special category and criminal data will be retained **only as long as necessary** for the purpose for which it was collected and securely deleted once no longer needed.
- Access to such data will be **strictly limited** to staff who need it for their role and who have received appropriate training.
- Under the DUAA, special category and criminal data will **not** be made available for reuse or access unless there is a clear legal basis.

Specifically this policy covers the requirement under Schedule 1 para 39 of the Data Protection Act 2018 for processing dependant on Schedule 1 para 38.

- This includes processing for:  
Health or Social Care purposes (Schedule 1 part 1 section 2) (GP referrals)
- Processing for Public Health. (Schedule 1 part 1 section 3) (Public health England)
- Processing for Research. (Schedule 1 part 1 section 4) (anonymisation of data)

- Processing for Statutory and Government Purposes. (Schedule 2 part 2 section 6) – documented in the Register of Processing Activities.

## Appendix D – Information Sharing & DUAA Compliance

The Council shares information with partners and other organisations to deliver services, meet legal duties, and support public safety. Sharing will always be carried out in a controlled and transparent manner.

- No personal data will be shared without a valid legal basis. Before sharing, staff must consult the DPO if there is any doubt.
- Information Sharing Agreements (ISAs) or legally binding contracts will be put in place with external organisations, setting out how data will be used, stored, and protected.
- Any sharing of personal data must be **necessary, proportionate, and secure**. Only the minimum amount of data needed should be disclosed.
- The DUAA introduces additional requirements for **lawful access to public sector datasets**. Where these apply, the Council will ensure data is provided in interoperable formats and with appropriate technical safeguards.
- The Council will maintain a public transparency register of datasets that are shared or made available under the DUAA, showing which organisations have access to the data and for what purpose.
- All data sharing decisions must be logged, and the risks assessed, before any information is released.

## Appendix E – Training & Awareness

All staff have a responsibility to understand and follow this Policy.

- Every new starter must complete **mandatory data protection training** as part of their induction.
- All staff must complete **regular refresher training**, with updates provided sooner if laws change (such as new DUAA rules).
- Staff in roles with higher data protection responsibilities (for example, housing, and service managers) will be given additional **specialist training**.
- The Council will keep records of all training attendance. These records will be reviewed regularly to ensure compliance.
- Awareness campaigns, such as posters, newsletters, and intranet articles, will be used to keep staff informed about data protection responsibilities and any changes in the law.

## Appendix F – Complaints Handling (DUAA Compliance)

All individuals have the right to raise concerns about how their personal data is handled. The Council is committed to resolving complaints fairly, transparently, and in line with the Data Use and Access Act 2025 (DUAA).

- The Council will provide an **electronic complaints form, and email address** accessible via its website and intranet.
- All complaints will be **acknowledged within 30 calendar days**, with updates provided if resolution takes longer.
- Complaints will be handled **without undue delay**, and outcomes will be clearly communicated to the complainant.
- Where a complaint relates to automated decision-making, data sharing, or reuse under DUAA, the Council will ensure appropriate review and explanation.
- Staff must refer any data-related complaints to the **Information Governance Team** immediately and must not attempt to resolve them independently.
- The **Data Protection Officer (DPO)** will oversee complex or high-risk complaints and ensure lessons are learned.
- The Council will maintain a **complaints log**, including outcomes and corrective actions, for audit and improvement purposes.
- Individuals dissatisfied with the Council's response may escalate their complaint to the **Information Commissioner's Office (ICO)**.

## Appendix G – Councillors

Councillors may process personal data in **three distinct roles**, and depending on the context, they may **not be acting on behalf of the public authority** (i.e., the Council). These roles are:

### 1. As a Ward Representative

When handling casework or assisting residents with personal issues (e.g., complaints, housing matters), councillors act independently. In this role, they are considered data controllers in their own right, not processing data on behalf of the Council.

### 2. As a Political Party Representative

During election campaigns or party activities, councillors may process personal data under the authority of their political party. Here, the party is the data controller, and the councillor is acting on its behalf—not the Council

### 3. As a Member of the Council (e.g., Committee or Cabinet)

In this role, councillors are typically processing data on behalf of the Council, which is the data controller. However, if they use data outside of Council purposes (e.g., for personal or political use), they are no longer acting on behalf of the public authority

Understanding these distinctions is crucial for compliance with UK GDPR and the DUAA, especially regarding registration, lawful basis, and data sharing responsibilities

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## Record Management Policy 2026

Document Author:	Richard Steele CIPM, Group IG Manager and DPO
Document Approved:	SHDC BBC ELDC
Document Review date:	

### 1. Introduction

This policy establishes the framework for managing records created or received by the authority, ensuring they are accurate, accessible, secure, and retained appropriately.

It supports compliance with various legal and regulatory frameworks.

It applies to all staff, elected members, contractors, agency staff, consultants, and partners.

### 2. Scope

This policy applies to all recorded information held by the authority, regardless of format (paper, digital, email, audio, video), across all departments and services.

This policy applies to the full information or data lifecycle.

This includes:

- the collection or creation of information,
- the storage,
- the use or processing,
- any sharing ,
- any archiving
- and the deletion/destruction of information.

In addition to automated decision outputs, records generated by AI systems must be managed, retained, and reviewed in accordance with this Policy.

This policy supports our other policies. We may supplement or amend this policy by additional policies and guidelines from time to time.

### **3. Principles**

The Section 46 Code of Practice is official guidance issued under Section 46 of the Freedom of Information Act 2000 (FOIA). It sets out recommended standards for the creation, management, retention, and disposal of records by public authorities in England, Wales, and Northern Ireland. The Code is maintained and updated by The National Archives and is supported by the Information Commissioner's Office (ICO).

In line with the Section 46 Code of Practice, this policy is built on:

- **Accountability** – Records must support transparency and decision-making.
- **Integrity** – Records must be authentic, reliable, and complete.
- **Accessibility** – Records must be retrievable and usable when needed.
- **Security** – Records must be protected from unauthorized access or loss.
- **Retention** – Records must be retained only as long as necessary.

### **4. Roles and Responsibilities**

Each Council is designated “Data Controller” for the data it generates, uses and accesses in delivery of its public task. Clear roles and responsibilities are defined to ensure effective implementation and oversight of this Policy

- **Senior Information Risk Owner (SIRO):** Strategic oversight.
- **Information Governance Team:** Compliance monitoring, advice, liaison.
- **Managers/Service Leads as Information Asset Owners (IAOs)** Accountable for specific datasets
- **All Staff & Members:** Responsible for good recordkeeping practices and compliance with this policy and legislative requirements.

### **5. Legal and Regulatory Framework**

- FOIA 2000 – Section 46 Code of Practice: Sets standards for record creation, retention, and disposal
- Local Government Act 1972: Requires proper custody of records (Section 224)
- Local Government Transparency Code 2015: Mandates publication of key datasets

- Data Protection Act 2018 / UK GDPR: Requires lawful, fair, and secure processing of personal data
- Public Records Act 1958: Governs historical records and transfer to The National Archives.
- Data (use and access) Act 2025: Lawful access to datasets where required, Use of interoperable formats, a transparency register of accessed/shared data.

## **6. Policy Commitments**

As with personal data, all data sharing must be documented and risk assessed by the Information Governance lead. Approval for processing of high-risk data will be considered by the Council's SIRO. For any other processing the approval for processing will be considered by the designated information asset owner (IAO).

The Council aims to:

- Maintain a Records Retention Schedule aligned with statutory and operational needs.
- Apply metadata standards to support classification and retrieval.
- The origin and method of creation (e.g., "generated by AI system X on [date]") should be documented to support auditability and public trust where generative AI is used.
- Conduct annual audits to monitor compliance and identify risks.
- Ensure secure disposal of records in accordance with the Section 46 Code.
- Publish required datasets under the Transparency Code.
- Integrate records management into digital transformation initiatives.
- Update and amend a publication scheme.

## **7. Retention Schedules**

Systematically disposing of materials at the end of their life is good business practice and is essential we comply with the law. For each of our activities, the retention schedule sets out:

- What collections of information are held and their purpose.
- Who is responsible for them (the 'information asset owner').
- How long materials need to be kept and what the trigger is to count down to disposal, for example six years from date of case closure.

Whether the retention period is defined in law or based on common business practice. In maintaining our retention schedule, we will:

- Identify the records the Council needs to keep - and those it does not need to retain

- Define how long information is kept to meet the legal, financial and other requirements of public administration.
- Apply those rules systematically to its information.
- Confirm how information will be stored at different stages of its life cycle and how it will be destroyed at the end of its life.
- Provide evidence that records have been disposed of consistently in case of challenge.
- Mark and include AI-generated records in the “Retention Schedule” and dispose of them in accordance with statutory and operational requirements.

## **9. Security**

We use appropriate **technical and organisational measures**—encryption, access controls, secure storage, contractual clauses and staff training—to adequately protect data. Security controls are contained in the Council’s ICT Acceptable Use Policy.

## **10. Training**

Training for all staff includes:

- Induction by the relevant manager on record management arrangements.
- Guidance available to all staff.
- Specialist programmes where needed (e.g., Information asset owners).
- Training records will be kept for auditing.

## **11. Policy Review**

This Policy is reviewed every three years or sooner when significant legal changes occur (for example, DUAA updates).

All updates will be communicated to staff and published as needed.



<b>Report To:</b>	Overview and Scrutiny Committee
<b>Date:</b>	10 <sup>th</sup> February 2026
<b>Subject:</b>	Council Procedure Rule 11 – Questions by Members
<b>Purpose:</b>	To make a recommendation to Council in relation to a motion on notice to vary Council Procedure Rule 11 – Questions by Members
<b>Key Decision:</b>	N/A
<b>Portfolio Holder:</b>	N/A
<b>Report Of:</b>	John Medler, Assistant Director – Governance and Monitoring Officer
<b>Report Author:</b>	John Medler, Assistant Director – Governance and Monitoring Officer
<b>Ward(s) Affected:</b>	N/A
<b>Exempt Report:</b>	No

## Summary

This report requests that the Overview and Scrutiny Committee considers a motion on notice to vary Council Procedural Rule 11 – Questions by Members and makes a recommendation to Full Council in relation to the motion.

## Recommendations

That the Overview and Scrutiny Committee:

- considers the proposal to vary Council Procedure Rule 11 as set out in the motion on notice;
- considers the report of the Monitoring Officer relating to this matter as set out at Appendix 1; and
- makes a recommendation to Full Council in relation to the motion on notice.

## **Reasons for Recommendations**

To comply with constitutional requirements.

## **Other Options Considered**

None

### **1. Background and report**

1.1 At the Council Meeting on 12 January 2026 the Council considered the following motion on notice to vary Council Procedure Rule 11 – Questions by Members:

*COUNCIL NOTES:*

*That the current Council Procedure Rules permit Members to submit more than one question to Full Council within a single meeting cycle.*

*That recent meetings have demonstrated that multiple questions from the same member can extend proceedings, reduce time available for wider debate, and limit opportunities for other members to participate.*

*That ensuring fair and balanced participation from all elected Members is essential to the effective functioning, transparency and efficiency of Full Council Meetings.*

*Therefore, Council resolves*

1. *To amend Council Procedure Rule 11.2(Questions on Notice at Full Council) to state that a Member of the Council may submit one question only to Full Council per meeting.*

2. *That this amendment shall take effect at the conclusion of the Full Council Meeting on 12th January 2026.*

3. *That the Monitoring Officer be authorized to update the Constitution and any associated guidance documents accordingly to give effect to the amendment.*

1.2 Following a point of order being raised at the meeting it was clarified that before approving any changes to its Constitution the Council would be required to consider a report prepared by the Monitoring Officer. The Monitoring Officer's report relating to the proposed changes is attached at Appendix 1.

1.3 Furthermore the Council's Constitution requires that a motion on notice which proposes to vary the Council's Procedure Rules must be considered by a Committee of the Council who shall make a recommendation back to the next ordinary meeting of the Council in relation to the motion.

## **2. Conclusion**

2.1 To comply with the Council's Constitution, and with the agreement of the Chairman of the Overview and Scrutiny Committee, the Committee is asked to consider the motion on notice contained within this report, consider the Monitoring Officer's Report at Appendix 1 and make a recommendation to Full Council for its consideration at its meeting on 2 March 2026.

### **Implications**

#### **South and East Lincolnshire Councils Partnership**

None

#### **Corporate Priorities**

None

#### **Staffing**

None

#### **Workforce Capacity Implications**

None

#### **Constitutional and Legal Implications**

As contained in the report and Appendix 1.

#### **Data Protection**

None

#### **Financial**

None

#### **Risk Management**

None

#### **Stakeholder / Consultation / Timescales**

None

## Reputation

None

## Contracts

None

## Crime and Disorder

None

## **Equality and Diversity / Human Rights / Safeguarding**

None

## Health and Wellbeing

None

## Climate Change and Environment Impact Assessment

None

## Acronyms

None

## Appendices

Appendices are listed below and attached to the back of the report:

## Appendix 1 Monitoring Officer

## Background Papers

## The Council's Constitution -

<https://democracy.boston.gov.uk/documents/g1361/Public%20reports%20pack%2028th-Jan-2026%20Constitution.pdf?T=10>

## Chronological History of this Report

## Motion on Notice

## Name of Body

Date

## Council

12 January 2026

## Report Approval

Report author: John Medler, Assistant Director – Governance and Monitoring Officer  
[john.medler@e-lindsey.gov.uk](mailto:john.medler@e-lindsey.gov.uk)

Signed off by: John Medler, Assistant Director – Governance and Monitoring Officer  
[john.medler@e-lindsey.gov.uk](mailto:john.medler@e-lindsey.gov.uk)

Approved for publication: Councillor Paul Gleeson, Chairman of Overview & Scrutiny Committee  
[paul.gleeson@boston.gov.uk](mailto:paul.gleeson@boston.gov.uk)

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**Appendix 1 - Monitoring Officer Report relating to motion on notice to vary Council Procedure Rule 11**

1. It is common practice for Council Procedure Rules to provide a provision for members to ask questions on notice at a Full Council meeting. However, the specific rules in this area vary significantly across the sector – some examples are attached at Annex 1. This variation reflects a Council's autonomy to determine the procedures it wishes to apply to its meetings.
2. It is not uncommon for Councils to apply rules relating to one or more of the following:
  - time permitted for questions on notice at a council meeting,
  - number of questions on notice permitted per council meeting,
  - length of questions on notice and response times
3. The motion on notice submitted for the Council meeting on 12 January 2026 asked the Council to reduce the number of questions on notice which may be submitted to each Full Council meeting to one per member. Currently Boston Borough Council's Constitution does not place any limit on the number of questions on notice which may be asked by a member at a Full Council meeting. Members would continue to be able to ask one further supplementary question which must arise directly out of the original question or the reply. A copy of the Council's current questions by members procedure rules are attached at Annex 2 to this report.
4. Limiting the number of questions on notice can aid Council meetings to focus on business/decision making items so they do not override or dominate other business on the agenda. The disadvantage is that members are restricted by the number of questions that they are permitted to raise at a Full Council Meeting which are relevant to the work of the Council or affect the Borough.
5. In summarising it is lawful for a Council to limit the number of questions on notice which may be submitted by a member on notice to a Full Council meeting. Specific provisions in this regard vary significantly across the sector and it is for the Council to determine the rules which it wishes to adopt.

John Medler

Monitoring Officer

#### Annex 1 – Benchmarking examples

Shropshire Council : Questions from members have a word limit; Members can submit only 2 questions per meeting; lengthy multi-faceted questions or those with a long pre-amble will be rejected; Maximum of 5 questions per meeting – any excess are deferred to the next meeting.

Devon CC: limit of 3 Questions per member which must relate to strategic, policy or operational matters; If a member submits more than 1 question others will be put at the end of the schedule; max of 45 minutes allowed for questions and answers.

Oldham Council: Time limit of 2 minutes to ask a question.

Bolsover DC: Limit of 1 question per member plus one supplementary; Maximum limit of 15 minutes for questions and responses – any not reached within that time will be responded to in writing; questions must not amount to a statement or an attempt to debate and will be stopped by the Chair.

Hull City Council: Total of 40 minutes time; max of 2 minutes per question and 3 minutes per answer; supplementary questions are at discretion of Chair.

South Kesteven DC: Total time limit for questions from members is 45 minutes; 1 question per meeting; no statement, speech or debate permitted.

East Lindsey DC: No time limit or restriction on number of questions per meeting

City of Lincoln Council: 1 hour time limit for questions; written response for any outside of the time limit

## Annex 2 – Boston Borough Council’s current Council Procedure Rule 11

### 11. QUESTIONS BY MEMBERS

#### 11.1 On reports of the Cabinet or Committees and Panels

A Member of the Council may ask the Leader, a Cabinet Member or the Chairman of a Committee or Panel any question without notice upon an item of the report of the Cabinet or a Committee/Panel when that item is being received or under consideration by the Council.

11.2 Questions on Notice at full Council Subject to Rule 11.4, a Member of the Council may ask:

- The Mayor
- The Leader
- A Member of the Cabinet
- The Chairman of any Panel, Committee or SubCommittee

a question on any matter in relation to which the Council has powers or duties or which affects the Borough.

#### 11.3 Questions on Notice at Committees, Panels and Sub-Committees

Subject to Rule 11.4 a Member of a Panel, Committee or Sub-Committee may ask the Chairman of it a question on any matter in relation to which the Council has powers or duties or which affect the Borough and which falls within the terms of reference of that Panel, Committee or Sub-Committee.

#### 11.4 Notice of Questions

A Member may only ask a question under Rule 11.2 or 11.3 where notice has been given in writing, or by electronic mail, to the Chief Executive at least two working days before the day of the meeting.

#### 11.5 Response

Answers to questions submitted by Members are required to be made available to the questioner four working hours prior to the commencement time of the meeting. An answer to any question raised under Rules 11.2 and 11.3 may take the form of: (a) a direct oral answer; (b) where the desired information is in a publication of the Council or other published work, a reference to the publication; or (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and all Members of the Council or Committee (as the case may be).

#### 11.6 Supplementary Question

A Member asking a question under Rule 11.2 or 11.3 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

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## BOSTON BOROUGH COUNCIL FORWARD PLAN

### 1 JANUARY TO 31 DECEMBER 2026

The Forward Plan is a forecast of decisions which are expected to be taken by the Cabinet in the next twelve months.

This Plan constitutes 28 day notice as required by virtue of Regulations 5(2) and 9(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information (England) Regulations 2012.

The Boston Borough Council definition of a key decision is:

- A decision which results in the authority incurring expenditure which is, or involves the making of savings which are significant having regard to the authority's budget for the service or function to which the decision relates; or
- Be significant in terms of its effect on communities living or working in an area comprising two or more wards of the Borough.

Decisions set out in this Plan will be taken by the Cabinet unless otherwise specified. All decisions included in this Plan will be taken on the basis of a written report and will be published on the Council's website before the meeting.

Please note that the decision dates are indicative and occasionally subject to change.

The Council invites members of the public to attend any of the meetings at which decisions will be discussed and the papers listed on the Plan can be viewed free of charge at the Customer Services Desk, Municipal Building, West Street, Boston, or on the Council's website, [www.boston.gov.uk](http://www.boston.gov.uk)

If you wish to make comments or representations regarding the decisions outlined in the Plan, please submit them in writing to the contact officer identified against each decision in the Plan, at least 2 working days before the date of the meeting at which the decision is to be taken.

Agendas, decisions and minutes are published on the Council's website [www.boston.gov.uk](http://www.boston.gov.uk)

#### Cabinet Members:

Cllr Dale Broughton (Leader)

Cllr Mike Gilbert (Deputy Leader)

Cllr John Baxter

Cllr Chris Mountain

Cllr Callum Butler

Cllr Claire Rylott

Cllr Sandeep Ghosh

Cllr Sarah Sharpe

Cllr Helen Staples

Report Title and Summary of Content	Key / Non-Key	Date Decision to be taken	Rec to Council?	Open or Exempt	Lead Officer	Portfolio Holder
<p><b>SELCP Safeguarding Policy</b></p> <p>Following the creation of the SELCP a review of the Safeguarding Policies has been undertaken. To standardise our approach to Safeguarding children and adults in the work we do, a single policy covering all three councils has been developed. The Key aim of the policy is to ensure our residents, officers and councillors will have a clear understanding of our responsibilities under the Children Act 1989 and the Care Act 2014.</p>	Key	Cabinet 27 Jan 2026		Open	Iris Furst, Safeguarding Officer iris.furst@e-lindsey.gov.uk	Portfolio Holder - Communities (Councillor Helen Staples)
<p><b>BBC/ELDC Housing Allocations Policy 2025</b></p> <p>An update to the 2021 Allocation Policy jointly adopted by Boston Borough Council and East Lindsey District Council outlines a comprehensive framework for managing access to social housing across both districts.</p>	Key	Cabinet 27 Jan 2026		Open	Kerry James, Senior Housing Officer Kerry.James@e-lindsey.gov.uk, Tom Marsters, Housing and Homelessness Manager tmarsters@sholland.gov.uk	Portfolio Holder - Housing (Councillor John Baxter)
<p><b>Trees &amp; Hedgerows Strategy Action Plan</b></p> <p>To gain member input into the draft action plan to underpin delivery of the Trees &amp; Hedgerows Strategy.</p>	Key	Cabinet 27 Jan 2026		Open	Heather Prescott, Climate Change and Environment Officer heather.prescott@boston.gov.uk	Portfolio Holder - Green Spaces and Travel (Councillor Claire Rylott)

Report Title	Key / Non-Key	Date Decision to be taken	Rec to Council?	Open or Exempt	Lead Officer	Portfolio Holder
<b>Housing Standards Policies</b> To consider the review and update of Housing Standards Policies prior to alignment of respective Policies across the Partnership.	Non Key	Cabinet 27 Jan 2026		Open	Jonathan Challen, Safer Communities Service Manager jonathan.challen@e-lindsey.gov.uk, Luke Settle, Housing Standards Team Leader luke.settle@boston.gov.uk	Portfolio Holder - Housing (Councillor John Baxter)
<b>Social Media Policy</b> To consider and approve the adoption of a consistent approach to the Partnership's social media channels and tactics when using social media to communicate to residents across the sub-region.	Non Key	Cabinet 27 Jan 2026		Open	Shaun Gibbons, Communications Manager shaungibbons@sholland.gov.uk	Leader (Councillor Dale Broughton)
<b>Data Protection Policy and Records Management Policy</b> The Council's Data Protection Policy and Records Management Policy have been reviewed to ensure the Council's compliance with the latest statutory requirements, including the UK GDPR, Data Protection Act 2018, and the new Data Use and Access Act 2025 (DUAA). The intention is to align these policies across the South & East Lincolnshire Councils Partnership (SELCP).	Non Key	Cabinet 25 Mar 2026		Open	Richard Steele, Information Manager and Data Protection Officer richard.steele@boston.gov.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)

Report Title	Key / Non-Key	Date Decision to be taken	Rec to Council?	Open or Exempt	Lead Officer	Portfolio Holder
<b>South &amp; East Lincolnshire Community Safety Strategy</b> To recommend adoption of the 2025-2028 Community Safety Strategy and associated action plan.	Non Key	Cabinet 18 Feb 2026		Open	Sarah Cocker, Safer Communities Officer sarah.cocker@e-lindsey.gov.uk	Portfolio Holder - Communities (Councillor Helen Staples)
<b>Draft Treasury Management Policy Statement; Draft Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2026/27; and Treasury Management &amp; Investment Management (Non-Treasury) Principles and Practices.</b> To provide pre-decision scrutiny to the strategy being proposed.	Non Key	Cabinet 18 Feb 2026	Full Council 2 Mar 2026	Open	Sean Howsam, Treasury and Investment Manager (PSPSL) Sean.Howsam@pspsl.co.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)
<b>2026/27 Budget Report</b> To approve: The General Fund Budget for 2026/27, including the use of reserves, Medium Term Financial Strategy, Capital Programmes and Strategy, Treasury Management Policy/Strategy and the Annual Delivery Plan including the approval of Council Tax levels.	Non Key	Cabinet 18 Feb 2026	Full Council 2 Mar 2026	Open	Nicole Hayes, Head of Finance Delivery - BBC (PSPSL) nicole.hayes@pspsl.co.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)
<b>Community Governance Review - Fosdyke</b>	Non Key	Full Council 2 Mar 2026		Open	Rhonda Booth, Democratic Services Manager rbooth@sholland.gov.uk	Deputy Leader (Councillor Mike Gilbert)

Report Title	Key / Non-Key	Date Decision to be taken	Rec to Council?	Open or Exempt	Lead Officer	Portfolio Holder
<b>Pay Policy Statement for 2026/27</b> Under section 38 of the Localism Act 2011, a pay Policy Statement is required to be produced annually and must be approved by Council, the report presents the pay policy statement for 2026/27.	Non Key	Full Council 2 Mar 2026		Open	Anna Waddell, HR Manager - Operations Anna.Waddell@pspsl.co.uk, Aileen Whatmore, Head of HR & OD aileen.whatmore@psl.co.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)
<b>Terms and Conditions alignment - next phase</b> To consider the next phase of terms and conditions alignment across the South & East Lincolnshire Councils Partnership.	Non Key	Full Council 2 Mar 2026		Open	James Gilbert, Assistant Director – Corporate james.gilbert@e-lindsey.gov.uk	Leader (Councillor Dale Broughton)
<b>2026/27 CTAX Setting Report</b> To set the amounts of Council Tax applicable for 2026/27 for each valuation band and in each part of the Borough.	Non Key	Full Council 2 Mar 2026		Open	Nicole Hayes, Head of Finance Delivery - BBC (PSPSL) nicole.hayes@pspsl.co.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)
<b>Quarter 3 25/26 Performance and Risk Report</b> To provide an update on performance and risk as at the end of each quarter.	Key	Cabinet 25 Mar 2026		Open	Suzanne Rolfe, Group Manager – Insights & Transformation suzanne.rolfe@boston.gov.uk	Leader (Councillor Dale Broughton)
<b>Q3 2025/26 Forecast Outturn</b> To set out the current financial position for the Council at the end of the 2nd quarter of 2025/26.	Non Key	Cabinet 25 Mar 2026		Open	Nicole Hayes, Head of Finance Delivery - BBC (PSPSL) nicole.hayes@pspsl.co.uk	Portfolio Holder - Finance and Economic Growth (Councillor Sandeep Ghosh)

Report Title	Key / Non-Key	Date Decision to be taken	Rec to Council?	Open or Exempt	Lead Officer	Portfolio Holder
<b>Destination Management Plan for SELCP and the associated action plan for Boston</b> Destination Lincolnshire are the defined Local Visitor Economy Partnership (LVEP) for the Lincolnshire and Rutland areas. As part of this they have created a Plan to 2033 to promote and co-ordinate the Visitor Economy.	Key	Cabinet 5 May 2026		Open	Pranali Parikh, Director of Economic Development pranali.parikh@boston.gov.uk	Portfolio Holder - Heritage, Culture and Tourism (Councillor Sarah Sharpe)
<b>Public Space Protection Order for Dog Controls</b> To seek approval of a Public Space Protection for Dog Controls and Dog Fouling.	Non Key	Cabinet Not before 5th May 2026		Open	Donna Hall, Group Manager Public Protection Donna.Hall@sholland.gov.uk	Portfolio Holder - Environmental Services (Councillor Callum Butler)

# Overview and Scrutiny Committee Work Programme 2025–26

Meeting Date	Agenda Items	Report Author <i>A.D = Assistant Director D.C.X = Deputy Chief Executive</i>	Portfolio Holder	Cabinet Meeting
29 May 25	<ul style="list-style-type: none"> <li>• Equality, Diversity and Inclusion Strategy and Action Plan</li> <li>• Joint Scrutiny of the Partnership Enviro Crime Enforcement Contract</li> </ul>	<ul style="list-style-type: none"> <li>– Group Manager – Organisational Development</li> <li>– Partnership Scrutiny Task Group</li> </ul>	Cllr A Dorrian Cllr C Butler	17 Sep 25
17 June 25	<ul style="list-style-type: none"> <li>• HMO Update</li> <li>• Plan for Neighbourhoods</li> </ul>	<ul style="list-style-type: none"> <li>– Safer Communities Services Manager</li> <li>– Director of Economic Development</li> </ul>	Cllr J Baxter Cllr A Dorrian	17 Sep 25
17 July 25	<ul style="list-style-type: none"> <li>• Equality, Diversity and Inclusion Strategy and Action Plan</li> <li>• Review of Crowdfunding Scheme</li> <li>• South &amp; East Lincolnshire Council's Partnership Body Worn Video Cameras (BWVC) Policy</li> <li>• Quarter 4 24/25 Performance and Risk Report</li> </ul>	<ul style="list-style-type: none"> <li>– Group Manager – Organisational Development</li> <li>– Community Leadership Manager</li> <li>– Community Safety Manager</li> <li>– Group Manager Insights and Transformation</li> </ul>	Cllr A Dorrian Cllr E Cresswell Cllr A Dorrian Cllr A Dorrian	17 Sep 25 17 Sep 25 17 Sep 25 9 Jul 25
4 Sept 25	<ul style="list-style-type: none"> <li>• Highways LCC Portfolio Holder</li> <li>• Flood Report</li> </ul>	<ul style="list-style-type: none"> <li>– LCC Portfolio Holder</li> <li>– AD Regulatory</li> </ul>	Cllr D Broughton	17 Sep 25

# Overview and Scrutiny Committee Work Programme 2025–26

Meeting Date	Agenda Items	Report Author <i>A.D = Assistant Director D.C.X = Deputy Chief Executive</i>	Portfolio Holder	Cabinet Meeting
2 Oct 25	<ul style="list-style-type: none"> <li>Road Safety Briefing</li> <li>Anglian Water</li> <li>Plan for Neighbourhoods</li> <li>SELCP Safeguarding Policy</li> <li>Crime and Disorder</li> <li>Budget Preparation 2026/27 - Approach &amp; Process</li> <li>Local Council Tax Support</li> <li>Pension and Pensions Discretions Policy</li> <li>SELCP Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>Senior Manager LRSP</li> <li>Public Affairs Team</li> <li>Director of Economic Development</li> <li>Safer Communities Manager (Operations)</li> <li>Interim Director of Finance Section 151 Officer</li> <li>Interim Director of Finance Section 151 Officer</li> <li>Group Manager Organisational Development</li> <li>AD Communities and Housing Services</li> </ul>	Cllr S Sharpe Cllr H Staples Cllr S Ghosh Cllr S Ghosh Cllr Broughton Cllr H Staples	22 Oct 25 22 Oct 25 17 Sep 25 10 Nov 25 10 Dec 25
6 Nov 25	<ul style="list-style-type: none"> <li>Update on Community Lottery</li> <li>Q1 24/25 Performance Report</li> <li>Contracting of Leisure Facilities with an External Agent for Service Delivery</li> </ul>	<ul style="list-style-type: none"> <li>Community Leadership Manager</li> <li>Group Manager Insights and Transformation</li> <li>Head of Special Projects</li> </ul>	Cllr H Staples Cllr D Broughton Cllr S Sharpe	10 Dec 25 10 Dec 25 10 Dec 25
9 Dec 25	<ul style="list-style-type: none"> <li>Housing Standards Policies</li> <li>Housing Allocations Policy</li> <li>Q2 25/26 Performance and Risk Report</li> </ul>	<ul style="list-style-type: none"> <li>Safer Communities Service Manager</li> <li>Senior Housing Officer</li> <li>Group Manager Insights and Transformation</li> </ul>	Cllr J Baxter Cllr J Baxter Cllr D Broughton	27 Jan 26 27 Jan 26 10 Dec 25

# Overview and Scrutiny Committee Work Programme 2025–26

Meeting Date	Agenda Items	Report Author <i>A.D = Assistant Director D.C.X = Deputy Chief Executive</i>	Portfolio Holder	Cabinet Meeting
	<ul style="list-style-type: none"> <li>• Trees and Hedgerows Strategy Action Plan</li> <li>• Social Media Policy</li> <li>• Scrutiny Annual Reports 2023/24 2024/25</li> </ul>	<ul style="list-style-type: none"> <li>– AD Regulatory</li> <li>– AD Corporate</li> <li>– Monitoring Officer</li> </ul>	Cllr C Rylott Cllr Broughton	27 Jan 26 27 Jan 26
15 Jan 26	<ul style="list-style-type: none"> <li>• Budget Draft 2026/2027</li> </ul>	<ul style="list-style-type: none"> <li>– Head of Finance Delivery PSPSL</li> </ul>	Cllr S Ghosh	10 Dec 25
10 Feb 26	<ul style="list-style-type: none"> <li>• Policing Chief Constable/Chief Superintendent Lee Pache (Area Commander East) (Virtual)</li> <li>• Data Protection Policy and Record Management Policy.</li> <li>• Terms and Conditions - Alignment</li> </ul>	<ul style="list-style-type: none"> <li>– AD Regulatory</li> <li>– Monitoring Officer</li> <li>– AD Corporate</li> </ul>	Cllr S Ghosh Cllr D Broughton	18 Feb 26
17 Mar 26	<ul style="list-style-type: none"> <li>• Quarter 3 25/26 Performance and Risk Report</li> <li>• Highways (Pending due to Portfolio Holder Change)</li> <li>• Destination Management Plan for SELCP and the associated action plan for Boston</li> </ul>	<ul style="list-style-type: none"> <li>– Group Manager Insights and Transformation</li> <li>– Portfolio Holder LCC</li> <li>– Director of Economic Development</li> <li>– AD Culture and Regeneration</li> </ul>	Cllr D Broughton Cllr S Sharpe	25 Mar 26 5 May 26

# Overview and Scrutiny Committee Work Programme 2025–26

Meeting Date	Agenda Items	Report Author A.D = Assistant Director D.C.X = Deputy Chief Executive	Portfolio Holder	Cabinet Meeting
30 Apr 26	<ul style="list-style-type: none"> <li>• Section 19 Agency Floods Post Report</li> <li>• NHS Care After Discharge (<i>Pending</i>)</li> <li>• NEPTS Patient Transport (<i>Pending</i>)</li> </ul>	<ul style="list-style-type: none"> <li>– AD Regulatory</li> <li>– AD Wellbeing &amp; Community Leadership</li> <li>– AD Wellbeing &amp; Community Leadership</li> </ul>	Cllr D Broughton	

	Alternative options for Scrutiny working.
Task and Finish Group	Review of the Town Centre Task and Finish Group (Cllr Pryke, Chairman)
Member Working Group	
Inquiry Session	
All Member Briefings <i>pending at issue of agenda</i>	Child Poverty – requested from November 2024 meeting. Update on PE21 – requested from Environment and Performance December 2024 meeting. Port of Boston Lock Gate Project Update: <b><i>Briefing Confirmed for 23<sup>rd</sup> February 2026</i></b>

# Overview and Scrutiny Committee Work Programme 2025–26

Meeting Date	Agenda Items	Report Author <i>A.D = Assistant Director D.C.X = Deputy Chief Executive</i>	Portfolio Holder	Cabinet Meeting
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- Bus Services. Possible work streams from the SICP report on Social Impact Population Change.
- Visitor Economy (Tourism).
- Local Plan (**Pending Review/Updates**)
- Lincolnshire Fire Service (Building Fire Safety) **Pending**
- Scrutiny Workshop (New Council Year) **Date TBC**
- 

**Chairman:** Councillor Paul Gleeson

**Vice Chairman:** Councillor Suzanne Welberry

**Lead Officer(s):** Deputy Chief Executive (Programme Delivery) and Assistant Director - General Fund Assets / Assistant Director – Regulatory

**Clerk:** Ray Flannery, Democratic Services Officer

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