

**Present:** Councillor Ric Metcalfe (*in the Chair*),  
Councillor Donald Nannestad, Councillor Sue Burke,  
Councillor Bob Bushell, Councillor Rebecca Longbottom  
and Councillor Naomi Twedde

**Apologies for Absence:** None.

**16. Confirmation of Minutes - 5 June 2023**

RESOLVED that the minutes of the meeting held on 5 June 2023 be confirmed.

**17. Declarations of Interest**

No declarations of interest were received.

**18. Performance Scrutiny Committee - Purchase Orders**

Purpose of the Report

To consider the comments and concerns raised at Performance Scrutiny Committee in relation to purchase orders.

Decision

1. That Performance Scrutiny Committees comments and concerns be noted.
2. The actions taken by Corporate Management Team to address the concerns be noted as satisfactory and the response be referred to Performance Scrutiny Committee for information.

Alternative Options Considered and Rejected

None

Reason for Decision

Corporate Management Team had considered the concerns raised by Performance Scrutiny Committee regarding the performance indicator "percentage of invoices that had a purchase order complete". A number of actions had been put in place to improve performance. This included reminding Managers that purchase orders needed raising for the majority of purchases, training would be provided and monitoring would take place. Whilst it was not possible to achieve a performance level of 100% due to procurement cards, utilities and contracts being included in the performance indicator it was hoped that performance would improve to around 75%.

**19. Lincoln City Profile 2022/23**

Purpose of Report

To present to the Executive the Lincoln City Profile 2022/23, attached as '**Appendix A**' to the report, and to request that approval be given to publish the City Profile and to brief all Members on its content.

### Decision

- (1) That the findings of the Lincoln City Profile – 2022/23, as detailed at Appendix A to the report, be noted.
- (2) That the Lincoln City Profile – 2022/23 be approved for publication and be disseminated to all Councillors.

### Alternative Options Considered and Rejected

None.

### Reasons for the Decision

The annual Lincoln City Profile 2022/23 was a key corporate document that provided vital insight into aspects of the Council's external environment. Each year, the Profile offered up to date information on the key demographic and socioeconomic characteristics of, and the challenges facing, Lincoln's population. The Profile provided an evidence base that informed the continued development and implementation of City of Lincoln Council's Vision 2025 corporate plan, would support development of its next corporate plan 'Vision 2030', and assisted the council with other evidence-based decision making so that it may make the most effective use of its resources.

The Profile also had applications beyond the City of Lincoln Council, and was used by external partners to support their decision making.

The document was also used as a source of reliable business intelligence to support funding bids by both the Council and its partner organisations.

## **20. Hermit Street - 11 x New Build Units**

### Purpose of Report

1. To provide an update on the Hermit Street remodelling project.
2. To request approval to develop 11 X New Build Units on the Hermit Street garage site.
3. Subject to planning consent:
  - To seek approval in principle to enter into a delivery agreement for the development of new build homes on land owned by the Council at Hermit Street garage site.
  - To seek agreement to delegate the final approval of the delivery agreement, revenue and funding to the Section 151 Officer and the Director of Housing and Investment in consultation with the Housing Portfolio Holder.

### Decision

1. The development of 11 X New Build Homes on the Hermit Street garage site subject to planning consent be approved.
2. Final approval of the rent type (social/affordable), revenue estimates and costs associated with the development be delegated to the Section 151 Officer and the Director of Housing and Investment in consultation with the Housing Portfolio Member provided that the final total scheme cost was considered financially viable.

#### Alternative Options Considered and Rejected

To continue as a garage site - The Hermit Street garage site could continue as a garage site, however this provided limited income and often needed cleansing due to rubbish dumping and ongoing maintenance due to the age of the garages. There was a high level of ASB and crime in this area and it was believed that the existing garage area did not help this matter. The council was working with garage tenants regarding options available given that whilst the Council had no obligation to provide garages, there was a pressure on parking in that area which the council needed to address.

#### Reasons for the Decision

Hermit Street was originally built as an older persons' housing scheme but was now general needs housing. Hermit Street comprised of 127 dwellings, 20 of which had been sold through Right to Buy. Of the dwellings remaining in Council ownership, the mix comprised of 88% one-bedroom flats and 11% two-bedroom flats.

Due to its location, design, and composition, the estate had suffered from anti-social behaviour over recent years. Measures had been put in place to try and improve the ASB including the introduction of piloting a crime stopper zone during 2023. However, it was also evident that the current scheme was failing to meet local housing need and limited suitable family accommodation.

As part of the wider Sincil Bank intervention and regeneration scheme in October 2019, the Council appointed architects to undertake a community-led concept plan re-design of the Hermit Street estate, to result in a scheme which better met local housing need and reduced anti-social behaviour. The re-design sought to provide both new build and to remodel several one-bedroom flats to provide greater numbers of two-bedroom accommodation and provide three-bedroom accommodation to better meet local housing need.

## **21. Performance Management Policy**

### Purpose of Report

To provide Executive with an overview of the proposed changes to the Councils Performance Management Policy (formally known as The Capability Policy), and to request that the reviewed policy be formally approved by Executive.

### Decision

1. The proposed policy changes be approved.
2. The appeal time period be changed from 5 to 10 working days.

## Alternative Options Considered and Rejected

None.

## Reason for Decision

The Performance Management Policy was to help and encourage all employees to achieve and maintain acceptable standards of performance in their work. To achieve this, this procedure had been developed to deal with circumstances where an employee was failing to carry out the duties of their job to an acceptable standard, for reasons related to capability.

This policy had been completely reviewed and re-written to bring it in line with best practice and also to make it more user friendly, by breaking it down into separate appendices for each stage.

This policy had also been reviewed following responses/feedback from the staff survey which outlined that performance could be managed better, and had therefore been reviewed to ensure that it was user friendly for managers to manage performance issues.

Unions outlined that they wished for the appeal time to be extended from 5 days to 10 days (within Appendix 5). Unions felt this would ensure that employees had more time to consider if they wished to appeal or not.

HR's view was that this should remain at 5 days, and where necessary a presiding officer could consider a change of the appeal timescales on a case-by-case basis (taking into account the circumstances) at that time.

The Joint Consultative Committees' view was that having the Presiding Officer to determine appeal times could be subjective and felt that an agreed appeal time was essential to enable due process to be followed. In addition, it was felt that an extended appeal time of 10 days would enable trade union representatives sufficient time to consider if there were grounds for an appeal.

It was therefore recommended that the report proceeded to Executive with the recommendation from JCC that the appeal time be extended from 5 days to 10 days. If this was agreed the enclosed policy would be implemented with the appeal time period extended to 10 days (as opposed to 5 days).

## **22. Cornhill Market**

### Purpose of Report

To provide an update on the delivery of the new Cornhill Market, including the arrangements for the management, marketing and lettings process.

To review and approve the proposed schedule of rents in respect of the market stalls, which would allow for the formal lettings process.

### Decision

1. That the proposed Rent Schedule, to allow for the formal letting of the stalls within the new Cornhill Market be approved.

2. That the Marketing Prospectus and Lettings Policy Framework be approved and Officers be authorised to proceed to prepare the final suite of documents required for the purpose of the marketing and lettings process.
3. Approval of the final suite of documents in connection with the marketing and lettings process be delegated to the Director of Major Developments, in consultation with the Leader of the Council and Portfolio Holder for Economic Growth.

#### Alternative Options Considered and Rejected

None.

#### Reason for Decision

The regeneration of the building formerly known as 'Central Market' was a key project within the Town Deal Programme. The project would make an important contribution to the long-term vibrancy of the City Centre by providing a new and differentiated market offer, which would combine retail, food & beverage and communal dining, all within a restored and attractive heritage asset.

Over £7 million funding was being invested to upgrade the building (and adjacent City Square) so that it was fit for purpose for a modern market offer. This followed the approval of the Full Business Case for the project in July 2021. The schedule of works included:

- Opening of the principal facades to the north and east elevations through the removal of the "blind" arches and the insertion of new full height glazing, providing sight lines into the building.
- Comprehensive refurbishment of the external built fabric and the interior of the building.
- Replacement roofing and glazed lanterns.
- New heating and lighting.
- Refurbished perimeter stalls and new, free-standing island stalls (35 stalls, including 22 island stalls)
- Installation of extraction to ensure suitability for hot food and beverage stalls.
- Mezzanine floor, allowing for an additional food and beverage unit with communal seating areas.
- Glazed, self-contained food retailing space under the mezzanine level.
- A new self-contained restaurant unit, with balcony, accessed from Sincil Street.
- Public realm improvements to City Square, providing a flexible space for the public to enjoy and for market-related activities and events.

The construction work was now approaching completion and arrangements were being made for the operational phase. The report provided an update on the work carried out to date to successfully secure an anchor tenant for the restaurant unit. The report further set out the proposals for managing the main market operation through the final fit out, marketing, and lettings phase.

## **23. Exclusion of the Press and Public**

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

The following item was considered in private as it was likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider this item in private.

**24. Western Growth Corridor Scheme Delivery Update - Eastern Access**

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

**25. Hermit Street - 11 x New Build Units**

The report provided further information of a commercially sensitive nature, further to Minute 20

Purpose of Report

As set out in Minute 20 above.

Decision

As set out in Minute 20 above.

Alternative Options Considered and Rejected

As set out in Minute 20 above.

Reasons for the Decision

As set out in Minute 20 above.