



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 12 April 2017 –
6.00 p.m.
Morecambe Town Hall**

Susan Parsonage,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 12 April 2017 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 1st March 2017 (previously circulated).

3. **DECLARATIONS OF INTEREST**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

To receive any announcements which may be submitted by the Mayor or Chief Executive.

6. **QUESTIONS FROM THE PUBLIC UNDER COUNCIL PROCEDURE RULE 11**

To receive questions in accordance with the provisions of Council Procedure Rules 11.1 and 11.3 which require members of the public to give at least 3 days' notice in writing of questions to a Member of Cabinet or Committee Chairman.

7. **PETITIONS AND ADDRESSES**

To receive any petitions and/or addresses from members of the public which have been notified to the Chief Executive in accordance with the Council's Constitution.

8. **PETITIONS - GARDEN VILLAGE, BAILRIGG** (Pages 1 - 15)

To receive two petitions, one from the residents of Ellel and Bailrigg, the other from the residents of Burrow, and an address to Council as set out below:

Petition from the residents of Ellel and Bailrigg:-

As residents of the local area (Bailrigg, Burrow and Ellel) we wish to raise our concerns about the scale, extent, impact and sustainability of the Bailrigg Garden Village as set out in the draft Lancaster District Local Plan, and the long term disruption it will cause.

Whilst not opposed to development and change in moderation, we believe the Council has not sufficiently considered any alternatives for such development in the district, and in particular the opportunities opened up by the expensively constructed Bay Gateway.

The time scale for consultation seems very limited and leaves little time for full consideration. The proposal doesn't seem to provide any impact assessments of the scale of the development.

We believe this is not a garden village but an urban extension to the City of Lancaster.

(299 signatories)

Petition from the residents of Burrow:-

As concerned residents of the local area (Bailrigg, Burrow and Ellel) we wish to raise our concerns about the scale, extent, impact, sustainability and long term disruption of the Bailrigg Garden Village proposal in the draft Lancaster District Local Plan.

Whilst not opposed to development and change in moderation, we believe the Council has not proposed any alternatives for such development in the district, and the proposal fails to utilise the recently opened Bay Gateway infrastructure to its fullest extent. Following consultation with Green Party Councillor, Tim Hamilton-Cox, we challenge the baseline figures used in Council reports to measure demand and therefore the scale of the development proposed.

The time scale for consultation seems very limited and fails to follow due process. The proposal doesn't seem to provide an impact assessments of the scale of the development.

We believe this is not a garden village but an urban extension to the City of Lancaster.

(67 signatories)

A report is attached to assist Members in their consideration of the petitions.

9. **ADDRESS - MR GEORGE SMITH** (Page 16)

To receive an address and a question from Mr George Smith in accordance with Council's Constitution. The address and question are set out in the agenda papers.

ITEMS DEFERRED FROM THE LAST COUNCIL MEETING

10. **MEMBER DEVELOPMENT - MANDATORY TRAINING** (Pages 17 - 23)

Referral from Council Business Committee.

11. **MINUTES OF CABINET** (Pages 24 - 41)

To receive the Minutes of the Meeting of Cabinet held on 14th February 2017.

12. **LEADER'S REPORT** (Pages 42 - 44)

To receive the Cabinet Leader's report on proceedings since the last meeting of Council.

13. **MAYOR'S ANNUAL REPORT** (Pages 45 - 46)

To receive the Annual Report of the Mayor.

14. **CABINET ANNUAL REPORT** (Pages 47 - 92)

To receive the Annual Report of Cabinet containing the business progress reports of the Leader and each Cabinet Member in accordance with Article 7.06(j).

Whilst the Annual Report will be published as a separate document in due course, the reports of individual Cabinet Members are included in this agenda and will be presented at the meeting.

15. **OVERVIEW AND SCRUTINY ANNUAL REPORT** (Pages 93 - 112)

To receive the Annual Report of Overview and Scrutiny.

16. **AUDIT ANNUAL REPORT** (Pages 113 - 115)

To receive the Annual Report of the Audit Committee.

17. **MEMBER CHAMPIONS' ANNUAL REPORT** (Pages 116 - 122)

To receive Annual Reports submitted by the Council's Champions.

MOTIONS ON NOTICE

18. **MOTION ON NOTICE - ADOPTION OF THE IHRA WORKING DEFINITION OF ANTI-SEMITISM** (Pages 123 - 139)

To consider the following motion submitted by Councillors Terrie Metcalfe, Oscar Thynne and Nathan Burns.

"We are well aware that anti-Semitism continues to be a problem in this country. It is therefore right that, as a Council, we are able to demonstrate the seriousness with which we take it, as for all forms of hate crime. Anti-Semitism must be understood for what it is

– an attack on the identity of people who live, contribute and are valued in our society. In light of this, Members agree to adopt the International Holocaust Remembrance Alliance working definition of anti-Semitism (below), for application by the City Council.”

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

(Background papers for the motion are attached, as is an officer briefing note.)

OTHER BUSINESS

19. CHANGES TO COMMITTEE MEMBERSHIP

To consider any changes to committee membership or chairmanship.

20. QUESTIONS UNDER COUNCIL PROCEDURE RULE 12

To receive questions in accordance with the provisions of Council Procedure Rules 12.2 and 12.4 which require a Member to give at least 3 working days’ notice, in writing, of the question to the Chief Executive.

21. MINUTES OF CABINET (Pages 140 - 145)

To receive the Minutes of Meeting of Cabinet held 21st March 2017.



.....
Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on Tuesday 4 April, 2017.

COUNCIL**Receipt of petitions concerning the Bailrigg Garden Village, identified as a potential strategic development site in the draft Local Plan for Lancaster District****12th April 2017****Report of Chief Officer (Regeneration and Planning)****PURPOSE OF REPORT**

To advise members of the receipt of separate but similar petitions from residents of Bailrigg, Burrow and Ellel. One petition with 299 signatures is described as being from residents of Ellel and Bailrigg, and, alternatively from residents of Bailrigg, Burrow and Ellel. One petition with 67 signatures is described as being from residents of Burrow, and, alternatively from residents of Bailrigg, Burrow and Ellel. The petitions ask that the city council considers and responds to the concerns stated about the Bailrigg Garden Village identified in the draft Local Plan for Lancaster District.

This report is public**RECOMMENDATIONS**

- (1) **That, although the larger of the petitions contains sufficient signatures to trigger a Council debate in accordance with the Petition Scheme, the Council should, in order to avoid prejudicing the preparation of the Local Plan for Lancaster District, defer consideration of the concern raised until a proposed publication version of the Local Plan is brought to council for debate in due course.**

1.0 Introduction

- 1.1 On the 14 December 2016 Council resolve unanimously to consult on a draft Local Plan for Lancaster District. The consultation took place over a two month period: from 27 January 2017 until 24 March 2017. The Council has received responses about the draft plan and has also received two separate, though in essence similar, petitions regarding the identification of the Bailrigg Garden Village as a potential strategic development site.

2.0 Proposal Details

- 2.1 Previous local plan consultations, in summer 2014 and autumn 2015, had identified south Lancaster as an area for potential significant growth and development.

- 2.2 In October 2016 the Council's submitted a proposal to the Homes and Communities Agency in response to their earlier invitation for proposals from local authorities for new garden villages. On 2nd January 2017 the HCA advised that Bailrigg Garden Village was chosen as one of 14 garden village locations in England. The HCA is now working with council officers to develop on proposals for the Garden Village. The Garden Village is identified and described in the draft plan that was presented, and brought to the attention of members, at council on 14th December 2016.
- 2.3 The draft Local Plan identifies four strategic development sites that could make significant contributions towards achieving the plan's objectives of realising the district's economic potential and increasing the supply of housing. The largest of these four sites is the Bailrigg Garden Village. Areas of land within the land identifies as a potential Garden Village lie within four different wards:
- Scotforth East
 - Scotforth West
 - University & Scotforth Rural
 - Ellel
- 2.4 As part of the response to the local plan consultation the council has received the two petitions about the Bailrigg Garden Village. The larger of the petitions, with 299 signatures, states the following:
- “Petition concerning proposed Bailrigg Garden Village**
- As residents of the local area (Bailrigg, Burrow and Ellel), we wish to raise our concerns about the scale, extent impact and sustainability of the Bailrigg Garden Village as set out the draft Lancaster District Local Plan, and the long-term disruption it will cause.
- Whilst not opposed to development and change in moderation, we believe the Council have not sufficiently considered any alternatives for such development in the District, and in particular the opportunities opened up by the expensively constructed Bay Gateway.
- The time scale for consultation seems very limited and leaves little time for full consideration. The proposal does not seem to provide any impact assessments of the scale of the development,
- We believe this is not a garden village but an urban extension to the City of Lancaster.“
- 2.5 The wording which accompanies the smaller petition with 67 signatures is very similar, however it additionally states that following consultation with Cllr Tim Hamilton-Cox the petitioners challenge the “baseline figures used in the council reports to measure demand and therefore the scale of the development proposed”.
- 2.6 In accordance with the Council's constitution a petition of 200 signatures relating to a local matter which affects no more than two wards is sufficient to trigger a debate at full Council.
- 2.7 Members are advised the Council has published a draft local plan for

consultation. Officers will be considering the responses to the consultation during 2017, this consideration will shape the version of the plan that will be brought back to full council, potentially around the end of 2017. It is anticipated that the Chief Officer (Regeneration and Planning) will at that point recommend to council that it publishes a Local Plan for Lancaster District, for a period of six weeks, and then submits the plan, and the comments received in that six week period, to the Secretary of State for Examination. Thus, Council will have to consider and debate the content of that version of the local plan. That debate will have to consider the allocation of many development sites. Further petitions may well be submitted as the local plan's preparation continues. It is advised that consideration of individual sites should only be as part of that wider debate.

3.0 Details of Consultation

3.1 This petition has been received in response to the consultation on the draft Local Plan for Lancaster District. Council officers consulted on the draft local plan in accordance with the Statement of Community Involvement (SCI). At a future meeting members will be asked to approve the formal publication of the plan which will be accompanied by a six-week period for the receipt of comments.

4.0 Options and Options Analysis (including risk assessment)

	Option 1: Hold a full debate to consider the concerns raised in the submitted petition(s) about the Bailrigg Garden Village	Option 2: Defer consideration of this site until a proposed publication version of the local plan is prepared and brought to council for consideration.
Advantages	None	The council has just consulted on a draft Local Plan and has much to consider about the challenges of establishing the suitability, availability and developability of the Bailrigg Garden Village. A debate on the proposed publication version of the local plan, potentially later this year, will allow all potential development site options to be given parity of consideration and will also be informed by the work that the council's officers will do over the next six to nine months in determining the suitability, availability and achievability of potential site options.
Disadvantages	At this point in time the council cannot know if the land identified as the Bailrigg Garden Village is suitable, available and developable. Officers will of course be considering the concerns raised as they appraise the response to the consultation.	None

	A debate held now, triggered by consideration of the concerns raised, would not be meaningfully informed as consideration of the consultation responses has not yet been undertaken and much work has still to be done.	
Risks	<p>Should a debate on an individual proposal of the draft local plan occur it might lead to statements or resolutions at council that could compromise the prospects of a sound local plan being prepared.</p> <p>Discussion in isolation about one proposal of the local plan may have very serious implications for the ability of the council to prepare and submit a plan to Examination.</p>	None

5.0 Conclusion

- 5.1 Petitions have been received in respect of the Bailrigg Garden Village, asking that council considers and responds to concerns raised about the largest of the four potential strategic sites identified in the draft Local Plan for Lancaster District. Much work has still to be done to investigate the suitability, availability and achievability of this proposal over the next six-nine months. The council is working closely with the HCA on this work.
- 5.2 Should the site be determined to be developable it will be allocated as one of many sites identified in a forthcoming formal publication version of local plan. That plan will be the subject of a debate at council and then “published” to allow comments on its soundness to be submitted. A debate on concerns about the Garden Village cannot be properly informed at this point in time. Discussion at council about one site outside of a debate about the plan as a whole could lead to statements or resolutions at council that could compromise the council’s ability to prepare a sound plan.
- 5.2 Members are therefore recommended to defer consideration of the concerns raised by these petitions until a publication version of the Local Plan is prepared and brought to council for consideration. A debate at this meeting would be inappropriate, not properly informed, and may introduce a significant risk to the prospects of a sound local plan being subsequently achieved.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety,
Sustainability and Rural Proofing)**

The council has a duty to prepare a local plan to address the housing and other development needs of the community. Parity of consideration of all prospective development sites through a rational approach that allows for the comparison of alternative options is a significant concept in local planning.

The council needs to identify development sites that provide opportunities for meeting the district's overall housing needs in both urban and rural areas.

The Equality Impact Assessment for the draft Local Plan is attached.

LEGAL IMPLICATIONS

The requirement for a Local Authority to operate a Petition Scheme was repealed by the Localism Act 2011. However, the petition scheme adopted by the Council has been retained in the Council's constitution and should be complied with.

The constitution provides that petitions may not be considered if they are inappropriate. As the petition relates to a statutory scheme of consultation on the Council's proposed draft local plan, it would not be appropriate for the debate to be held at this stage. A debate on the Local Plan will in any event take place when Planning Officers present for approval a revised local plan (following the appropriate statutory procedures) for full council's consideration.

A debate in principle could lead to statements or resolutions about an Individual site that may compromise the council's ability to advance a sound local plan. Such action could well result in cost and delay through consequent legal challenges on the basis that due process was not followed. Challenge could arise from land owners, who may be aggrieved that debate on concerns was not properly informed.

FINANCIAL IMPLICATIONS

There are no direct financial implications at this time. That said, actions that lead to legal challenge and further delay in advancing a local plan could result in significant direct costs as the council defends its actions. Furthermore, there is also the potential that any delays could adversely affect the Council's future awards of New Homes Bonus (NHB) – although the future beyond 2020 is not certain.

OTHER RESOURCE IMPLICATIONS

Human Resources:

There are no direct implications.

Information Services:

There are no implications.

Property:

There are no implications.

Open Spaces:

The site is in private ownership and is in sue for agricultural purposes. There are no

implications for the management of public open space or play facilities.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Draft Local Plan for Lancaster District.
Public consultation 27th January to 24th March
2017. Available at:

www.lancaster.gov.uk/planningpolicy

Contact Officer:

Maurice Brophy

Telephone: 01524 582330

E-mail: mbrophy@lancaster.gov.uk

Ref: LDLP

Equality Impact Assessment

This **online** equality impact assessment should:

An equality impact assessment should take place when considering doing something in a new way. Please submit your completed EIA as an appendix to your committee report. Please remember that this will be a public document – do not use jargon or abbreviations.

Service

Title of policy, service, function, project or strategy

Type of policy, service, function, project or strategy: Existing New/Proposed

Lead Officer

People involved with completing the EIA

Step 1.1: Make sure you have clear aims and objectives

Q1. What is the aim of your policy, service, function, project or strategy?

The need for new housing, employment, community facilities and other development that is needed to ensure that future generations have places to live and work within the district have never been greater. As society continues to evolve, with people living longer and living in their own homes for longer, and younger people choosing to live on their own more the need for new housing to meet all peoples aspirations has only grown stronger.

The draft Development Plan Documents will seek to achieve the following aims and objectives:

1. Identify how development needs will be met within the district in relation to housing, employment, retail and leisure matters and identify land which should be protected for it's environmental, economic and community value.
2. Update a series of planning policies on specific topic areas which will assist the council in determining future planning applications.

The local plan will be prepared by using a range of evidence and prepared in accordance with national planning policy, in particular the National Planning Policy Framework.

Q2.

Who is intended to benefit? Who will it have a detrimental effect on and how?

Ideally, a well prepared balanced plan will achieve the best outcomes possible for the local community and local businesses. However, development is an emotive subject because it has a physical impact on where people live and work. It is therefore likely that those living and working the closest to any of the development locations identified in the plan may well feel that they have been unfairly harmed by it.

Landowners, where sites are identified, will benefit disproportionately from the plan due to the uplift in land values that a planning designation can bring about. In order to ensure the benefits of such proposals are more widely spread, contributions towards infrastructure from developers may be sought. This should assist in alleviating some of the harm caused to nearby residents and businesses.

The New Local Plan will help to deliver the spatial elements of other strategies and policies that the Council has, or is in the process of preparing. The New Local Plan will also help deliver spatial

Equality Impact Assessment

elements of other strategies and policies prepared by other organisations and partnerships working with the community of the Lancaster District.

Step 1.2: Collecting your information

Q3. Using existing data (if available) and thinking about each group below, does, or could, the policy, service, function, project or strategy have a negative impact on the groups below?

Group	Negative	Positive/No Impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faith, religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender including marriage, pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation including civic partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other socially excluded groups such as carers, areas of deprivation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 1.3 – Is there a need to consult!

Q4. Who have you consulted with? If you haven't consulted yet please list who you are going to consult with? Please give examples of how you have or are going to consult with specific groups of communities

Extensive consultation has been carried out as part of the plan making process. The most recent consultation took place over a two month period: from 27 January 2017 until 24 March 2017. More than 1500 people attended 15 events held across the district (4 of these were in the south Lancaster area). Previous local plan consultations, in summer 2014 and autumn 2015 had identified south Lancaster as an area for potential significant growth and development. Examples of consultation with specific groups include children and young people, parish councils and residents groups. An equality monitoring form has been used to collect information when consultees make responses in order to assess whether the community engagement processes are reaching all sectors of the community, the 2017 consultation information is currently being processed.

Step 1.4 – Assessing the impact

Q5. Using the existing data and the assessment in questions 3 what does it tell you, is there an impact on some groups in the community?

Age: The district has an ageing population, with the 65 years plus age group forecast to grow by 62% and the 86 years plus age by 138% in the period 2008 to 2033. The draft Local Plan policies consider the needs of older people, for example the policy on accommodation for vulnerable communities looks to support proposals for new accommodation to be situated in accessible locations close to existing services including healthcare facilities, public transport routes and shops and other services in order that residents can live as independently as possible. The public realm and civic space policy encourages that provision should also be made for communal open space in order to promote health and wellbeing of residents. Transport policies seek to ensure improvements to public transport and interchange facilities to benefit this group, and the town

Equality Impact Assessment

centres policies which protect shops and services close to homes will be beneficial in terms of ensuring easy access to shopping and other facilities, particularly to meet day to day needs, as well as cultural and entertainment facilities locally. Younger people are more likely to walk, cycle or use buses than other groups, so transport policies which encourage these forms of sustainable transport are considered to particularly benefit this group. Employment and skills policies are considered to be beneficial for younger people wishing to enter the workforce. Employment policies encourage modern methods of working such as co-working and flexible workspace which are likely to be more attractive to the younger generation

Disability: In terms of disability a number of policies are considered to have positive impacts. For example the Council will ensure that new development is proposed in locations that are sustainable and accessible and well-connected to existing services. Developments should have access to a wide range of sustainable transport methods without being limited to the use of private cars to access the site (see enhancing accessibility and transport linkage policy). Policy on Housing Standards requires at least 10% of new housing to meet Building Regulation M4(2), which seeks to make housing accessible and adaptable which enables people including those with disabilities to remain in their own homes. The Council will seek to ensure that all new developments are fully accessible to all members of the community and therefore compliant with the most relevant and up-to-date legislation. This is particularly important for public buildings and those that would generate significant footfall.

Faith, Religion or Belief: Lancaster's percentage of residents who claim no religion is second highest among authorities in Lancashire, while the Muslim population of 1.3% is well below the 6.6% average for Lancashire. Policies of the local plan including key design of development, development in green belt, climate change, town centres, housing, employment and local economy and transport are considered to have a neutral impact on religious or faith groups.

Gender including Marriage, Pregnancy and Maternity: The LGBT group Out in the Bay suggest that Lancaster could have the second-highest LGBT population in Lancashire (second to Blackpool), along with a 3% transgender population. Women generally have lower levels of access to private cars than men and are more likely to travel by public transport, particularly buses, to access local services. Women may also be pregnant and/or accompanied by children, perhaps in buggies. For these groups as a whole, some policies within the Local Plan are considered to have a positive impact, for example promoting a safe pedestrian network within the district. A safe network means safety from other road users such as cars, vans, HGVs, buses and cyclists. Management of other road users including speed restrictions, sufficient widths, and segregation where appropriate and well designed and positioned crossing facilities can reduce conflicts between users. Well- designed pathways, natural surveillance, appropriate levels of lighting, CCTV and good levels of maintenance can improve actual and perceived security.

Gender Reassignment: Research conducted by the Press for Change group suggests that there is 'no publicly available statistical data on which to make firm estimates'. The Equality and Human Rights Commission (EHRC) also produced a report detailing the difficulties in gathering equality data on this characteristic, along with best practice and areas to consider.

Race: The Lancaster district has a high proportion of White British residents: 91.5% compared to 79.8% in England. This represents an increase in ethnic diversity though as the corresponding figure in 2001 was 95.8%. Hate crime recorded by the police in England and Wales increased by over 6% from 2011/12 to 2013/14, of which 84% were race, 0% were sexual orientation, 5% were religion, 4% were disability and 1% were transgender. The policies within the Local Plan generally encourage equality and inclusivity and are not considered to have any negative impacts on the LBGT group. For example well designed pathways, natural surveillance, appropriate levels of lighting, CCTV and good levels of maintenance can improve actual and perceived security. There are currently over 19 Gypsy and Traveller sites in the district and policies in the Local Plan support

Equality Impact Assessment

proposals that would create new Gypsy and Traveller and Travelling Showpeople sites provided that there is an evidenced need.

Sexual Orientation including Civic Partnership: The 2011 Census did not have a specific question regarding sexual orientation. Estimates of the prevalence and incidence of transgender people are difficult to quantify due to the lack of robust national data.

Rural Communities: The evidence in relation to rural communities suggest that, in general, house prices in these areas are higher than the district average, that job opportunities are fewer than average and are often for low-skilled work, that services including buses, health provision, shops and libraries are under threat of closure or service reduction. There are unmet needs for affordable housing both in rural communities and on low incomes. The DPDs will seek to address such inequalities where it is possible to do so. Whilst there will be challenges to achieving this, whether through development viability or through direction of national planning policy, the DPDs will set a positive and proactive course in the attempt to meet such needs. Although rural communities and people on low incomes are not protected groups, the public consultation process is designed to engage with rural residents and other stakeholders, and take account of their comments and feedback in developing the final draft. The Local Plan policy will encourage the enhancement of the delivery of Starter Homes and Affordable Housing and the telecommunications and broadband improvement policy will support the improvement and extension of telecommunication and broadband coverage and broadband speeds, particularly in rural areas which have poor or no service provision at all. The Local Plan seeks to direct some new development to sustainable villages in rural areas which helps to maintain vitality and indirectly protect services such as schools and transport services.

Step 1.5 – What are the differences?

Q6. If you are either directly or indirectly discriminating, how are you going to change this or mitigate the negative impact?

To mitigate against any potential negatives a key recommendation is that equality impact assessments should be carried out at a localised/project delivery level. Efforts should be made to work with developers/organisations on this to ensure this process occurs and also to encourage this as a condition through proposals and planning applications.

Q7.
Do

you need any more information/evidence eg statistic, consultation. If so how do you plan to address this?

Extensive consultation has been carried out as part of the plan making process. The approach has been consistent with proposals set out in the Statement of Community Involvement and has adhered to requirements set out in Town and County Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Planning) (England) Regulations 2012. An equality monitoring form has been used to collect information when consultees make responses order to assess whether the community engagement process are reaching all sectors of the community, the 2017 consultation information is currently being processed.

Step 1.6 – Make a recommendation based on steps 1.1 to 1.5

Q8. If you are in a position to make a recommendation to change or introduce the policy, service, function, project or strategy, clearly show how it was decided on.

Click here to enter text.

Q9. If you are not in a position to go ahead, what actions are you going to take?

Equality Impact Assessment

Officers will be considering the responses to the consultation during 2017, this consideration will shape the version of the plan that will be brought back to full council, potentially around the end of 2017. It is anticipated that the Chief Officer (Regeneration and Planning) will at that point recommend to council that it publishes a Local Plan for Lancaster District, for a period of six weeks, and then submits the plan, and the comments received in that six week period, to the Secretary of State for Examination.

Q10. How do you plan to monitor the impact and effectiveness of this change or decision?

Once adopted, the Lancaster District Local Plan documents will be subject to formal monitoring and review. When a further review of the Local Plan takes place, it would be appropriate to carry out an Equality Impact Assessment, to assess any policy changes and their effects. The use of Equality Impact Assessments carried out at a project/planning application level locally. These could be monitored on a two yearly basis; due to the 15-20 year life span of the Local Plan document.

**For the attention of The Chief Officer
(Governance) Lancaster City Council.**

**The residents of Burrow present this
petition to Lancaster City Council and
ask that it considers and responds to the
concerns stated in the signed petition
statement.**

67 signatures.

Submitted

Thursday 23 March 2017.

Opposition to current proposed development of 'Bailrigg
Garden Village' - February 2017

Petition to Lancaster City Council

As a concerned resident of the local area (Bailrigg, Burrow and Ellel) we wish to raise our concerns about the scale, extent, impact, sustainability and long term disruption of the Bailrigg Garden Village proposal in the draft Lancaster District Local Plan.

Whilst not opposed to development and change in moderation, we believe the Council have not proposed any alternatives for such development in the district, and the proposal fails to utilise the recently opened Bay Gateway infrastructure to its fullest extent. Following consultation with Green Party Councillor, Tim Hamilton-Cox, we challenge the baseline figures used in council reports to measure demand and therefore the scale of the development proposed.

The time scale for consultation seems very limited and fails to follow due process. The proposal doesn't seem to provide any impact assessments of the scale of the development.

We believe this is not a garden village but an urban extension to the City of Lancaster.

**For the Attention of
The Chief Officer (Governance)
Lancaster City Council.**

**The residents of Ellel and Bailrigg
present this petition to
Lancaster City Council
and ask that it considers and responds
to the concerns stated in the
signed petition statement.**

299 signatures.

**Submitted
Thursday 23 March 2017.**

27

Petition concerning proposed Bailrigg Garden Village

As residents of the local area (Bailrigg, Burrow and Ellel), we wish to raise our concerns about the scale, extent, impact and sustainability of the Bailrigg Garden Village as set out in the draft Lancaster District Local Plan, and the long-term disruption it will cause.

Whilst not opposed to development and change in moderation, we believe the Council have not sufficiently considered any alternatives for such development in the District, and in particular the opportunities opened up by the expensively constructed Bay Gateway.

The time scale for consultation seems very limited and leaves little time for full consideration. The proposal does not seem to provide any impact assessments of the scale of the development.

We believe this is not a garden village but an urban extension to the City of Lancaster.

Address and Question to Lancaster City Council from Mr George Smith – 12 April 2017

I am Lancaster born and bred and have been a resident of the Lancaster district all my life. I have longstanding concerns about the seemingly never ending blight on the local environment and consequent considerable cost to the council caused by fly-tips. Ten years ago I was encouraged by the content of the final report of the 'Fly tipping Task Group' which was adopted by the council 20th March 2007. Among a number of recommendations in this report were **3b 'To address the issue of rural fly tipping by agreeing protocols with local councils** and **3c 'CCTV surveillance of hotspots'**. Also, under Recommendation 4 **'That consideration be given to more effective prevention of fly tipping together with more effective enforcement with regard to fly tipping: This should include 4a Consideration of the use of mobile surveillance cameras at hotspots'**. Although I am aware that city council suffers mainly urban fly-tipping my personal experience and focus is rural fly-tipping and particularly in my own village locality of Nether Kellet. Over a five year period during these last ten years, we have suffered over 60 fly-tips, an average of one per month. 75% of these fly-tips have been removed by the parish council using our own resources and the remainder by city council. Local residents are continually disgusted by these fly-tips some of which are toxic and even hazardous and I am sure they will all be disappointed to learn that during all of the 10 years since the adoption of this report and despite its recommendations there has been no approach to the parish council to agree a 'protocol', no consultation on identifying hotspots and no local use of CCTV cameras of any description, and I believe neighbouring parish councils have a similar experience. As a proud resident and council tax payer it makes me wonder if the council is serious about enforcement or content to simply 'clean up'. Catching fly-tippers in the act is almost impossible because they operate at times when they are unlikely to be seen. I therefore hold the view that the only way to reduce the frequency of this offence and, importantly, to reduce the cost to the council and its tax payers is to be pro-active and use modern technology with the intention of catching and prosecuting offenders. Having adopted the 2007 report and I assume the recommendations were intended to be acted upon, my question is -

'Can the council tell me how many mobile CCTV cameras which are capable of providing satisfactory evidence to prosecute offenders do the council have use of?

(Supplementary question) ***How many fly tip offenders have the Lancaster City Council successfully prosecuted in the last ten years?***

Thank you for the opportunity to address the council.

COUNCIL**Member Development – Mandatory Training****12 April 2017****Report of Council Business Committee****PURPOSE OF REPORT**

To enable Council to consider the recommendations of Council Business Committee to make it mandatory for

- members and named substitutes of the Licensing Regulatory Committee to attend Safeguarding/Child Sexual Exploitation training; and
- all newly-elected Members to attend finance training.

This report is public.

RECOMMENDATIONS OF COUNCIL BUSINESS COMMITTEE

That Council makes it mandatory for

- (1) all members and named substitutes of the Licensing Regulatory Committee to have undertaken Safeguarding/Child Sexual Exploitation training before sitting on the Committee;**
- (2) all newly elected Members to undertake finance training.**

1.0 Introduction

- 1.1 At its meeting on 26 January 2017, Council Business Committee considered a report (copy attached) explaining that a recent internal audit review of Taxi Licensing had highlighted the need for members of the Licensing Regulatory Committee to undertake training in Safeguarding/Child Sexual Exploitation.
- 1.2 The report also set out various reasons why undertaking finance training when a Member is first elected would assist them in their role and that making this mandatory would help their understanding of the complexities of budget setting.

2.0 Recommendations of the Committee

- 2.1 The Committee considered the report and resolved to recommend to Council that mandatory training in Safeguarding/Child Sexual Exploitation be introduced for all

Members and named substitutes of the Licensing Regulatory Committee and that all newly elected Members should undertake finance training.

2.2 Should Council agree with the Committee’s recommendations, the terms of reference of the Licensing Regulatory Committee will be amended accordingly, and the Council decision for all newly elected Members to undertake finance training will be noted in the Constitution within Article 4 (paragraph 4.01(b) “Budget Framework”). These amendments will be carried out by the Monitoring Officer.

3.0 Conclusion

3.1 Members are asked to consider the recommendations of Council Business Committee, set out in this report, to reduce the Council’s exposure to risk regarding taxi licensing, and to enhance the knowledge of the Council’s financial framework for newly elected Members.

RELATIONSHIP TO POLICY FRAMEWORK

Protecting the most vulnerable in our society is a thread that runs through all the priorities in the Council’s Corporate Plan.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

Community Safety and Equality Impact Assessment: the action at Recommendation 1 is to help reduce any risk to public safety when travelling by taxi, particularly to Children and Young People.

LEGAL IMPLICATIONS

There are no legal implications as a direct result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the report. Costs of training will be met from the existing Member Development Budget. It may be possible to share costs with neighbouring authorities to reduce expenditure and Democratic Services would always seek to do this wherever possible.

OTHER RESOURCE IMPLICATIONS Such as HR, ICT and Property: None

SECTION 151 OFFICER’S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER’S COMMENTS

The Monitoring Officer has drafted this referral report in her role as Democratic Services

Manager.

BACKGROUND PAPERS

None.

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COUNCIL BUSINESS COMMITTEE

Member Development – Mandatory Training

26 January 2017

Report of the Democratic Services Manager

PURPOSE OF REPORT

To enable Members to consider mandatory training for two issues; Safeguarding/Child Sexual Exploitation training for members of the Licensing Regulatory Committee, and finance training for all newly-elected Members.

This report is public.

RECOMMENDATIONS

- (1) That the Committee makes it mandatory for all Members and named substitutes of the Licensing Regulatory Committee to have undertaken Safeguarding/Child Sexual Exploitation training before sitting on the Committee.**
- (2) That the Monitoring Officer be authorised to make the necessary change to the terms of reference of the Licensing Regulatory Committee set out in Paragraph 3 of the report (below).**
- (3) That the Committee considers making it mandatory for all newly-elected Members to undertake finance training.**

1.0 Introduction

- 1.1 As Members will be aware, taxi licensing arrangements regionally have received a significant amount of negative press coverage recently, with poor procedures being highlighted at another district council in Lancashire.
- 1.2 In light of this, Internal Audit recently carried out an audit of the City Council's Taxi Licensing function, seeking to provide assurance that the Council's arrangements, procedures and processes in relation to taxi licensing are robust, efficient and effective.
- 1.3 The Internal Audit report highlighted a number of areas for improvement, one being additional training for Councillors on the Licensing Regulatory Committee. This report has been drafted in response to those findings.
- 1.4 The risk was identified by Internal Audit as:

“Failure to ensure the public travel safely, receive a good level of services from reputable drivers if Councillor roles and responsibilities are not clearly defined and understood.”

1.5 The current risk exposure was assessed as Medium with “scope for improvement” in the opinion of internal audit.

1.6 It was therefore agreed that the Democratic Services Manager would put the recommendations in this report to Council Business Committee, regarding the need for Members to have undertaken Safeguarding/Child Sexual Exploitation training before sitting on the Licensing Regulatory Committee.

2.0 Mandatory Training – Safeguarding/Child Sexual Exploitation

2.1 Currently the Constitution sets out some mandatory training which Councillors must undertake before serving on certain committees. These are:

Equalities Training – for Licensing Regulatory; Licensing Act; Planning and Highways Regulatory; Personnel; Appeals Committees.

Licensing Law and Procedures – for Licensing Regulatory and Licensing Act Committees.

Planning Law and Procedures – for Planning and Highways Regulatory Committee.

HR Law and Procedures – for Personnel Committee.

2.2 The recommendation, arising from the internal audit, is to extend this to include mandatory training on Safeguarding/Child Sexual Exploitation for Councillors and substitutes for the Licensing Regulatory Committee.

3.0 Mandatory Training – Finance

3.1 Given that full Council is responsible for setting the budget, it is important that all members understand the budget framework, including

- the allocation of financial resources to different services and projects
- the setting of virement and carry forward limits for budgets
- contingency funds and other provisions and reserves
- council tax setting and other local taxation matters
- decisions relating to the Council’s treasury management activities including investments, borrowing limits and the control of capital expenditure;

and how all this is set out in the Council’s Medium Term Financial Strategy and Treasury Management Framework.

3.2 These are complex matters and officers therefore recommend that it is made mandatory for all Councillors to attend a training session at the outset of their first four years in office.

4.0 The Constitution

4.1 The necessary changes, should recommendation (1) in this report be approved, would be to the composition of the committee in the terms of reference of the Licensing Regulatory Committee (Part 3, Section 3 of the Constitution). This currently says:

All members of the Committee and members attending as substitutes must:

- a) have attended mandatory training on equalities and the relevant law and procedures which relate to the Committee's work
- b) undertake further mandatory training, on an ad hoc basis, when there are changes to procedure or relevant legislation that are deemed significant by the relevant Chief Officer.

If the Committee approves recommendation (1) in this report, the Monitoring Officer would add the following wording:

- c) have attended safeguarding/child sexual exploitation training.

4.2 If the Committee decides to make finance training mandatory for all Councillors, Democratic Services will ensure that finance training is offered to all newly elected Councillors and advise them of the Committee's decision.

5.0 Conclusion

5.1 Members are asked to approve the recommendation set out in this report to reduce the Council's exposure to risk regarding taxi licensing, and to consider making finance training mandatory for all newly elected Councillors.

RELATIONSHIP TO POLICY FRAMEWORK
Protecting the most vulnerable in our society is a thread that runs through all the priorities in the Council's Corporate Plan.
CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
Community Safety: the action recommended in this report is to help reduce any risk to public safety when travelling by taxi.
LEGAL IMPLICATIONS
There are no legal implications as a direct result of this report.
FINANCIAL IMPLICATIONS
There are no financial implications arising from the report. Costs of training will be met from the existing Member Development Budget. It may be possible to share costs with neighbouring authorities to reduce expenditure and Democratic Services would always seek to do this wherever possible.
OTHER RESOURCE IMPLICATIONS Such as HR, ICT and Property: None

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has drafted this report in her role as Democratic Services Manager.

BACKGROUND PAPERS

None.

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CABINET

6.00 P.M.

14TH FEBRUARY 2017

PRESENT:- Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Darren Clifford, Brendan Hughes, James Leyshon, Karen Leytham, Margaret Pattison and Anne Whitehead

Officers in attendance:-

Susan Parsonage	Chief Executive
Nadine Muschamp	Chief Officer (Resources) and Section 151 Officer
Andrew Dobson	Chief Officer (Regeneration and Planning)
Mark Davies	Chief Officer (Environment)
Suzanne Lodge	Chief Officer (Health and Housing)
Anne Marie Harrison	Economic Development Manager
Liz Bateson	Principal Democratic Support Officer

52 MINUTES

The minutes of the meeting held on Tuesday 17 January 2017 were approved as a correct record.

53 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chairman advised that there were no items of urgent business.

54 DECLARATIONS OF INTEREST

No declarations were made at this point.

55 PUBLIC SPEAKING

Members were advised that there had been no requests to speak at the meeting in accordance with Cabinet's agreed procedure.

56 PLATFORM REVIEW

(Cabinet Member with Special Responsibility Councillor Clifford)

Cabinet received a report from the Chief Officer (Regeneration & Planning) which provided an update on the review of the Platform, and provided information on a number of early developments and ongoing improvements, to reduce the long term net operating position.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

A considerable number of improvements to Platform operations have already been undertaken, or are underway, which Cabinet members are asked to note. At this time, no financial growth is requested as proposals at this stage can be managed within service budgets. However, Cabinet members are asked to consider and confirm the role

and purpose of the Platform. The original role of the Platform was as a Music and Community Arts Centre and the venue has therefore always operated as much more than a simple commercial enterprise. Today, there is, quite rightly, a strong focus on income generation as a means of reducing the overall cost of the venue to the Council. Nevertheless, the Platform also delivers important social and economic value as a community facility, as a contributor to Morecambe's Place offer and quality of life and also as a visitor attraction. Whilst these roles do not always reflect directly on the Platform's bottom line, positive social and economic outcomes for the area are achieved. This report proposes that whilst all reasonable opportunities to generate additional income are developed, as detailed in the report, this is undertaken in the context of the Platform's continuing broad role and purpose.

Bar and catering options have not been included in any detail in this report although this is an area that has been recognised as a revenue generator. However, it is also recognised that these options need to be considered in the context of longer term requirements and opportunities for the Platform building itself, potential development in the surrounding area, local private sector interests and investments and the economic potential arising from the new link road.

It is proposed that a further report is presented to Cabinet early in 2017/18 to consider how the Platform can best support wider developments in the local area and what services, including bar and catering, will be required to achieve this.

Bearing in mind that Cabinet has confirmed its support for the long term future of the Platform, it is important to take a similarly long term view to developing its role, programme, audiences and profile, capitalising on the opportunities available.

As a result of the review, which has been multi-dimensional, a number of actions have already been taken or are underway. Further information to allow Cabinet to consider in what way the Platform can support the future development of the wider surrounding area will be presented during early 2017/18.

Councillor Clifford proposed, seconded by Councillor Leytham:-

"That the recommendations, as set out in the report, be approved with the following revisions to recommendation (2):

- Add 'of 1 year' after 'for a fixed term period'
- Add 'or reserves' after 'or through additional income'"

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet notes the details of the Platform review, including its findings and the early improvements undertaken.
- (2) That Cabinet supports:-
 - the principle of providing additional marketing capacity, for a fixed term period of one year, to be funded either from within existing resources or through additional income or reserves, and authorises appropriate flexibility

regarding budget virement if so needed;

- the business case for longer term provision being considered in the context of the overall development of the wider area surrounding the Platform.
- (3) That Cabinet confirms the overall role and purpose of the Platform as an entertainment and community venue, as well as an important contributor to Morecambe's Place offer, quality of life and attractiveness for visitors.
- (4) That a further report is provided to Cabinet as part of the next phase of the budget process, proposing a Vision for the way in which the Platform can support the future development of the Morecambe urban area, in the context of increased private sector interests, significantly improved connectivity and the raised profile of Morecambe as a place to live and to visit.

Officer responsible for effecting the decision:

Chief Officer (Regeneration & Planning)

Reasons for making the decision:

The decision supports the following Council Priorities:

Community Leadership

- Maintain a financially stable position and strong financial forecast for the delivery of council services – Review and refresh internal processes and systems to drive efficiency and cost savings

Sustainable Economic Growth

- Sustainable economic growth and jobs will be created in key sectors including....the visitor economy – Regenerate central Morecambe through the Morecambe Area Action Plan
- The attractiveness and offer of the district as a place to visit or invest will be improved – Evaluate economic impact, delivery and funding of the arts in the district
- Lancaster and Morecambe Bay will be recognised as important visitor destinations – Increase the number of visitors to the district and visitor spend in the district

57 BAILRIGG GARDEN VILLAGE - CAPACITY FUNDING

(Cabinet Member with Special Responsibility Councillor Hanson)

Cabinet received a report from the Chief Officer (Regeneration & Planning) which sought Cabinet's authority to formally accept the funding offered by the Homes and Communities Agency to provide capacity to advance the delivery of the Garden Village Project, following the announcement of the City Council's success in securing support for its expression of interest in the development of a Garden Village in South Lancaster.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Not to accept the nomination to develop a Garden Village and associated funding.	Option 2: To accept the nomination to develop a Garden Village and to accept the funding offer to accelerate delivery.
Advantages	No additional draw on resources other than those allocated to Local Plan preparation at this time.	Enables the appropriate staff resource and skills to be recruited to manage delivery at a reasonable pace, in addition to providing funds to appoint specialist expertise to work to define infrastructure needs.
Disadvantages	Delivery of the concept post Local Plan preparation will be much slower and a higher drain upon the City Council's resources as Government assistance may not be available at that time.	Adds to the number of high profile major projects being managed in the Regeneration and Planning Service at this time.
Risks	Reputational damage after submitting proposals found to be innovative then declining to take up the means to deliver them at a greater pace.	Given competing demands the level of resources able to be accessed by this funding may not be enough.

Option 2 was the preferred officer option. The development of a Garden Village in place of the urban extension option investigated in the run up to the Council decision on the Consultation Draft Local Plan is a much better option for the district. It should have the ability to generate far more consensus about a development of this scale, and enable both the City and County councils and the University of Lancaster to promote a high quality bespoke development significantly enhancing the City's reputation as a place to live and work.

The work needed up front to design and plan infrastructure for a new settlement of this scale would be an additional burden for the City Council without this significant help from the Government via the Homes and Communities Agency. Developing a Garden Village in this way now clearly supports the Council's objectives for managed growth as represented in their Consultation Draft Local Plan.

Councillor Hanson proposed, seconded by Councillor Leyshon:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet authorises the Chief Officer (Regeneration & Planning) to accept the nomination to develop a Garden Village at Bailrigg, Lancaster and the associated funding offer from the Homes and Communities Agency to assist in accelerating delivery.
- (2) That delegated authority be given to the Chief Officer (Resources) to update the General Fund Revenue Budget between 2016/17 and 2017/18 once profiling of expenditure and grant terms and conditions are known.
- (3) That officers be authorised to begin preparatory work in partnership with the County Council and the University of Lancaster and the Homes and Communities Agency to undertake master planning, infrastructure planning and community consultation alongside the ongoing Local Plan process.
- (4) That officers report back to Cabinet with a progress update on project planning and the role anticipated for the City Council when more information is known.

Officers responsible for effecting the decision:

Chief Officer (Regeneration & Planning)
Chief Officer (Resources)

Reasons for making the decision:

Bailrigg Garden Village is a strategic housing growth allocation in the City Council's Consultation Draft Local Plan. The decision will enable opportunity for affordable housing to meet the needs of those currently disadvantaged in the open housing market. It will also take pressure off the wider rural areas for housing growth which might not meet high standards of sustainability.

58 EMPTY HOMES STRATEGY

(Cabinet Members with Special Responsibility Councillors Leytham and Hanson)

Cabinet received a report from the Chief Officer (Regeneration & Planning) to consider an updated Empty Homes Strategy for Lancaster District and the resource implications associated with it.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Approve the revised Empty Homes Strategy including the resource implications	Option 2: Do not approve the revised Empty Homes Strategy
Advantages	Provides framework for the actions of the Council and its partners and promotes co-ordinated, efficient working. Provides certainty to allow longer term planning of actions	None identified

	<p>Sets clear message that tackling empty homes is a council priority.</p> <p>Brings direct and indirect financial benefits together with community benefits</p>	
Disadvantages	Requires dedicated resources that will have some impact on other areas of work.	Empty homes would not be identified as a council priority and would be dealt with on an ad-hoc basis by various council services with potential for confusion and overlap.
Risks	Requires continued commitment from key partners such as Methodist Action	Fewer empty properties would be brought back into use.

Option 1 is preferred due to the importance associated with this area of work. This is an important area of work and a council priority. Approving a revised strategy and providing adequate resources are important steps in delivering this work.

Councillor Leytham proposed, seconded by Councillor Hanson:-

“That the recommendations, as set out in the report, be approved.”

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet approves the revised Empty Homes Strategy as the basis for the Council's actions in terms of bringing empty properties back into beneficial use.
- (2) That Cabinet notes the resource implications set out in the report.

Officer responsible for effecting the decision:

Chief Officer (Regeneration & Planning)

Reasons for making the decision:

Bringing empty properties back into beneficial use contributes directly to the Council's health and wellbeing priority by improving the supply and quality of the district's housing. It also contributes to the clean, green and safe priority by reducing the potential for anti-social behaviour and to the economic growth priority by improving confidence in an area for investment.

59 LANCASTER FLOOD MANAGEMENT SCHEME - RIVER LUNE PHASE 3

(Cabinet Member with Special Responsibility Councillor Hanson)

Cabinet received a report from the Chief Officer (Regeneration & Planning) which provided information on a proposed project to improve the River Lune flood defences, and agree that the City Council make a bid for ERDF funding in outline, to attempt to assemble the funds required to progress a scheme.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Do nothing	Option 2: Agree to be submit outline bid for ERDF funding.
Advantages	The City Council does not have to take on a major capital scheme.	Gives the best chance of a scheme to be delivered and begins to put down formal 'markers' for core funding from key sources. Begins the process of embedding the project in strategic programmes and securing a financial package.
Disadvantages	Long term uncertainty over viability of Caton Road industrial estates. No realistic proposition of a scheme being undertaken in short to medium term.	Whilst Outline ERDF application does not commit the council to accepting funding there is an expected timetable for a full application, with added workload (although informal discussions with LEP indicate that the timetable can be flexible).
Risks	Divestment from industrial estates; leakage of employment and business from the sites potentially to outside Lancaster district. Reputational risks of being seen to not support the scheme	Reputational risk increases through raising delivery expectations by the council. Engaging in strategic fund raising processes without certainty of the scheme, costs and funding package, may raise stakeholder expectations that ultimately, cannot be met (as the scheme may prove undeliverable). Alternatively, it may raise expectations that the Council will 'step in' financially. It is sought to manage these risks by the conditions reflected in the recommendations.

The preferred option is Option 2. This decision has to be about priorities, whilst managing the Council's financial risk exposure. Currently the EA and the County

Council (LLFA) are concentrating on developing the Phase 4 project for the City Centre. Left to the LLFA and the EA's own priority scoring mechanisms a scheme to improve protection for this significant and important industrial area may not come forward for a number of years.

There remains an acute need to promote this scheme to help secure its delivery and the proposed course of action represents the next most appropriate route towards achieving a positive outcome, both meeting the council's regeneration objectives for the having wider social, economic and environmental impact.

Councillor Hanson proposed, seconded by Councillor Hughes:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That Officers be authorised to submit an outline bid for ERDF Funding by the target date of 17th February 2017, on the basis that:
 - there is no commitment to allocate capital or revenue funding to the scheme;
 - that any move into further project development would require costs/any other financial risk exposure to be underwritten by the Environment Agency and/or other stakeholders; and that
 - the Council would withdraw from project development at any early stage if it transpires that reasonably, there is no prospect of securing sufficient stakeholder buy-in and/or financing for the project.
- (2) That a progress report be presented back to Cabinet on the above, at the appropriate time.
- (3) That it be noted that the Chairman of Overview and Scrutiny Committee has agreed to waive Call-In on this occasion because a call in period would pass the deadline for submission of an outline bid for ERDF funding.

Officer responsible for effecting the decision:

Chief Officer (Regeneration & Planning)

Reasons for making the decision:

The decision enables the Council to submit an outline bid with a more detailed report brought back to members outlining the full financial, procurement, legal and operational implications, prior to progressing the scheme any further. Economic Growth is a high level Corporate Priority for the City Council. The flooding risk for this important industrial areas undermines business and investment confidence. The emerging Local Plan

cannot identify extensive new areas for employment development to replace such an area therefore the priority approach should be to increase the level of protection to restore business confidence.

60 BUDGET AND POLICY FRAMEWORK UPDATE 2017-21

(Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Chief Officer (Resources) to inform Cabinet of the latest budget and council tax position so it could make recommendations back to Council in order to complete the budget setting process.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Cabinet is now requested to finalise its preferred revenue budget and capital programme proposals for referral on to Council, using the latest information as set out in this report.

Revenue Budget

Cabinet may adjust its revenue budget proposals, as long as the overall budget for 2017/18 balances and fits with the proposed council tax level. The Chief Officer (Resources), as s151 Officer, continues to advise that wherever possible, emphasis should be on reducing future years' net spending.

Capital Programme

Cabinet may adjust its capital investment and financing proposals to reflect spending commitments and priorities but overall its proposals for 2016/17 and 2017/18 must balance. Whilst there is no legal requirement to have a programme balanced over the full 5-year period, it is considered good practice to do so – or at least have clear plans in place to manage the financing position over that time.

In deciding its final proposals, Cabinet is asked also to take into account the relevant basic principles of the Prudential Code, which are:

- *that the capital investment plans of local authorities are affordable, prudent and sustainable, and*
- *that local strategic planning, asset management planning and proper options appraisal are supported.*

Other Budget Framework Matters (Reserves and Provisions / MTFS)

Given known commitments, risks and approved council tax targets there is limited flexibility in financial terms, but depending on priorities Cabinet may consider putting forward alternatives for various reserves, or different approaches for addressing the medium term budget deficit through the MTFS.

Proposals to be put forward by Cabinet should fit with any external constraints and the budgetary framework already approved. The recommendations as set out meet these requirements; the detailed supporting budget proposals are then a matter for Members.

The report outlined the actions required to complete the budget setting process for 2017/18 and for updating the MTFS to 2020/21, ahead of a more fundamental, strategic review of the Council's corporate planning for 2018/19 onwards.

Councillor Whitehead proposed, seconded by Councillor Clifford:-

“That the recommendations, as set out in the report, be approved with the inclusion of a Phase 2 Savings and Growth option - Solar Farm Appraisal to recommendation (1).

Councillors then voted:-

Resolved unanimously:

- (1) That having considered the feedback from Budget and Performance Panel and Council as set out in section 8 of the supplementary report, Cabinet agrees:
 - That a Solar Farm Appraisal Proposal be included as a Phase 2 2018/19 Savings and Growth option.
- (2) That Cabinet endorses the review of Provisions, Reserves and Balances undertaken by the s151 Officer, and notes her advice regarding the minimum level of Balances being maintained at £1.5M, subject to annual review.
- (3) That subject to any changes arising from the above, any further budget amendments arising in the Cabinet meeting, and the final Local Government Settlement for 2017/18, Cabinet be recommended to approve for referral on to Budget Council:
 - the 2017/18 General Fund Net Revenue Budget and resulting Council Tax Requirement excluding parish precepts (current position at Appendix A of the supplementary report);
 - its supporting budget proposals (current proposals at Appendix B of the supplementary report);
 - the resulting position on provisions and reserves (current position at Appendix C of the supplementary report); and
 - the resulting Capital Programme (current position at Appendix D of the supplementary report).
- (4) That the Finance Portfolio Holder be given delegated authority to update the Medium Term Financial Strategy accordingly, for referral on to Budget Council.

Officer responsible for effecting the decision:

Chief Officer (Resources)

Reasons for making the decision:

The decision enables Cabinet to make recommendations back to Council in order to complete the budget setting process for 2017/18.

61 TREASURY MANAGEMENT STRATEGY 2017-18**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Chief Officer (Resources) which set out the 2017/18 Treasury Management Framework for Cabinet's approval and referral on to Council.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Cabinet may put forward alternative proposals or amendments to the proposed Strategy in Appendix A to the report, but these would have to be considered in light of legislative, professional and economic factors, and importantly, any alternative views regarding the Council's risk appetite. As such no further options analysis is available at this time.

Furthermore, the Strategy must fit with other aspects of Cabinet's budget proposals, such as investment interest estimates and underlying prudential borrowing assumptions, feeding into Prudential and Treasury Management Indicators.

The officer preferred option is to approve the framework as attached to the report, allowing for any amendments being made under delegated authority prior to referral to Council. This is based on the Council continuing to have a low risk appetite regarding the security and liquidity of investments particularly, but recognising that some flexibility should help improve returns, whilst still effectively mitigating risk. It is stressed that in terms of treasury activity, there is no risk free approach. It is felt, however, that the measures set out above provide a fit for purpose framework within which to work over the coming year.

Councillor Whitehead proposed, seconded by Councillor Clifford:-

"That the recommendation, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That the Finance Portfolio Holder be given delegated authority to agree the Treasury Management Framework, as updated for Cabinet's final budget proposals, for referral on to Council.

Officer responsible for effecting the decision:

Chief Officer (Resources)

Reasons for making the decision:

The proposed Treasury Management framework forms part of the Council's budget and policy framework, and fits into the Medium Term Financial Strategy.

62 FEES AND CHARGES REVIEW - 2017/18**(Cabinet Members with Special Responsibility Councillors Whitehead and Leyshon)**

Cabinet received a joint report from the Chief Officer (Resources) and Chief Officer (Environment) to consider the annual review of fees and charges for 2017/18.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

The policy attached to the report remains substantively unchanged and it is considered that it remains fit for purpose (at least in the short term) and it adequately covers Cabinet's budget proposals. As such, no options are presented and Cabinet is simply requested to endorse the policy.

Options regarding car parking charges are covered in Appendix C to the report.

Off Street Pay and Display Charges**Option 1**

To introduce a range of options for car parking fees and charges for 2017/18 that support the ongoing management of car parks and the wider objectives of the Council:-

Advantages	Disadvantages	Risks
<p><u>Option 1A</u></p> <p>This option freezes the most popular parking tariffs of 1 and 2 hours that account for 71% of short stay transactions and nearly 62% of overall parking transactions.</p> <p>The 1 and 2 hour parking tariffs often provide a guide or perception of the overall level of charging and maintaining these tariffs at their current levels for as long as possible is beneficial.</p> <p>By not increasing the 1 hour tariff the differential charge is maintained in Lancaster with on-street parking charges as agreed with the County Council.</p>	<p>The 2 hour tariff car park tariff could be increased without affecting the differential charge for the limited number of 2 hour on-street spaces.</p>	<p>The only risk is the greater need to increase the 1 and 2 hour tariffs in future years.</p>

<p><u>Option 1B</u></p> <p>This option limits the increases to stays of 3 hours and longer and avoids the most popular tariffs of 1 and 2 hours that affect a large proportion of customers as previously reported.</p> <p>Again, by not increasing the 1 hour tariff the differential charge is maintained in Lancaster with on-street parking charges as agreed with the County Council.</p> <p>This option maintains the current cost of all-day long stay parking in Morecambe.</p> <p>Increased charges at Williamson Park are broadly in line with the main proposals.</p>	<p>Although this option avoids the most popular tariffs 33% of parking transactions would still be affected by the increased charges.</p>	<p>Introducing increases that affect 33% of all transactions could have a negative impact on overall car park usage.</p> <p>Increasing charges at Williamson Park could reduce the number of visitors to the Park / lead to displacement onto surrounding streets.</p>
<p><u>Option 1C</u></p> <p>This option maintains the traditional free off street parking in the Council's car parks and supports local shops and businesses leading up to Christmas.</p> <p>This option encourages residents and visitors to shop locally and to improve the viability of the city and town centres at Christmas.</p>	<p>This does lead to the loss of income but this has been factored into previous year's budgets and the current draft budget for 2017/18 and subsequent years.</p>	<p>The greater risk is associated with discontinuing this option and the impact this would have on city and town centre viability at Christmas.</p>
<p><u>Option 1D</u></p> <p>This option introduces formal management of the car park and allows leisure users and shoppers to use the car park.</p> <p>This option prevents the long-term parking of vehicles on the car park and commuter parking.</p> <p>The 4 hour maximum stay allows for the turnover of spaces and gives leisure users and shoppers greater opportunity to use the car</p>	<p>The formal arrangements remove the informal regular long-term parking arrangements that some users and residents have become used to.</p>	<p>Formal management and parking charges could reduce usage of the car park.</p> <p>The income generated from parking charges could be minimal.</p>

park.		
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Option 2

To investigate an alternative range of options for car parking fees and charges for 2017/18 that support the ongoing management of car parks and the wider objectives of the Council.

Advantages	Disadvantages	Risks
This would potentially allow alternative options to be considered.	Alternative proposals may not provide the same range of support for the ongoing management of car parks and the wider objectives of the Council.	Alternative proposals may not be introduced for the start of 2017/18 and have operational and financial implications.

The Officer Preferred Option is Option 1 - To introduce the following range of sub-options (i.e. 1A to 1D) for car parking fees and charges for 2017/18 that support the ongoing management of car parks and the wider objectives of the Council (further summarised in budgetary terms in the table below):-

- That the most popular 1 and 2 hour tariffs are frozen for 2017/18.
- To increase the tariffs outlined in TABLE A of this report on all main car parks in Lancaster and Morecambe and increasing the Full Day charge at Williamson Park.
- That free parking over Christmas is provided on the following dates:- Sundays - 26th November, 3rd, 10th, 17th and 24th December 2017 Thursday evenings – 30th November, 7th, 14th and 21st December 2017 (Thursdays subject to further discussion with Lancaster BID and any alternative proposals not leading to an overall greater loss of income).
- To introduce formal management of the Kingsway Car Park in Lancaster and the parking charges outlined in TABLE B and Officers amend the Off Street Parking Places Order at the earliest opportunity to implement the changes.

Option 1	Additional Income £
1A – 1 and 2 hour Tariffs Frozen	0
1B – Increase Tariffs as per Table A	49,900
1C – Sunday Free Parking (Christmas Period)	0
Total	49,900
1D – Formal Management of Kingsway Car Park (Subject to outcome of the 2017/18 Budget Process)	8,000 (increasing to £10,200)

	from 2018/19)
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Councillor Whitehead proposed, seconded by Councillor Leyshon:-

“That the recommendations, as set out in the report, be approved.”

Councillors then voted:-

Resolved unanimously:

(1) That Cabinet endorses the Fees and Charges Policy as set out at Appendix A to the report, and during 2017/18 (i.e. Phase 2 of the budget process), determines whether any other areas of income generation be explored for 2018/19 onwards.

(2) That Cabinet approves:

- Option 1A - that the most popular 1 and 2 hour parking tariffs are frozen on all car parks.
- Option 1B - that increases are approved for the tariffs outlined in Table A of the car parking report set out at Appendix C on all main car parks in Lancaster and Morecambe and increasing the Full Day charge at Williamson Park, Lancaster.
- Option 1C - that free Christmas parking is maintained on all main city and town centre car parks on the following dates:-

Sundays – 26 November, 3, 10 and 24 December 2017

Thursday evenings – 30 November, 7, 14 and 21 December 2017

(Thursdays being subject to further discussion with Lancaster BID and any alternative proposal not leading to an overall greater loss of income).

- Option 1D – that subject to the outcome of the 2017/18 Phase 1 savings proposals being approved, formal management of the Kingsway car park, Lancaster is introduced and parking charges are approved as outlined in Table B of the car parking report, as set out in Appendix C; with Officers requested to amend the Off Street Parking Places Order at the earliest opportunity to implement the changes.

Officers responsible for effecting the decision:

Chief Officer (Resources)

Chief Officer (Environment)

Reasons for making the decision:

Fees and charges form an integral part of the budget setting process, which in turn relates to the Council's priorities. Under the Medium Term Financial Strategy (MTFS), income generation is a specific initiative for helping to balance the budget. The proposed increases are considered to be fair and reasonable.

63 CORPORATE FINANCIAL MONITORING 2016/17 - QUARTER 3**(Cabinet Member with Special Responsibility Councillor Blamire)**

Cabinet received a report from the Chief Officer (Resources) to provide an overview of the Council's financial position for Quarter 3 of the 2016/17 monitoring cycle, and the supporting actions underway.

As the report was primarily for noting, no options were provided.

Councillor Blamire proposed, seconded by Councillor Whitehead:-

"That the report be noted."

Councillors then voted:-

Resolved unanimously:

(1) That the report be noted.

Officer responsible for effecting the decision:

Chief Officer (Resources)

Reasons for making the decision:

The report is a requirement of the Council's Performance Management Framework in support of the delivery of key priorities and outcomes as set out in the overall policy framework.

The Chief Officers and the Economic Development Manager left the meeting at this point.

64 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Pattison and seconded by Councillor Hanson:-

"That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act."

Members then voted as follows:-

Resolved unanimously:

(1) That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

65 OFFICE OF THE CHIEF EXECUTIVE: SENIOR LEADERSHIP TEAM**(Cabinet Member with Special Responsibility Councillor Blamire)**

Cabinet received a report from the Chief Executive to enable consideration of a revised structure for the Chief Executive's office. The report was exempt from publication by virtue of paragraphs 1 & 2 of Schedule 12A of the Local Government Act 1972.

The options, options analysis, including risk assessment were set out in the exempt report.

Councillor Hanson proposed, seconded by Councillor Clifford:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the recruitment of a Chief Officer (Legal and Governance) be recommended to Personnel Committee for commencement of the recruitment processes.
- (2) That the proposals regarding the appointment of an interim Assistant Chief Executive for 12 months be approved.
- (3) That the current interim arrangements for the Human Resources and Organisational Development services be continued for 6 months.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

The additional capacity around Legal and Governance and strategic matters will serve to strengthen the planning and delivery of key priorities and policies.

Chairman

(The meeting ended at 6.35 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Services - telephone (01524) 582047 or email
ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON MONDAY 20TH FEBRUARY, 2017.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
TUESDAY 28TH FEBRUARY, 2017.**

**NOTE: - MINUTE 59 CAN BE IMPLEMENTED WITH IMMEDIATE EFFECT. CALL-IN HAS BEEN
WAIVED ON THE LANCASTER FLOOD MANAGEMENT SCHEME.**



Leader's Report

12 April 2017

Report of the Leader of the Council

PURPOSE OF REPORT
To present the Leader's report to Council.
This report is public.

RECOMMENDATIONS

To receive the report of the Leader of Council.

REPORT

1.0 Cabinet

Information on Cabinet matters is provided in the minutes from the Cabinet meeting held on 21 March 2017 later in this agenda.

2.0 Decisions required to be taken urgently

There are no decisions to report since the last Leader's Report on 1 March 2017.

3.0 Leader's Comments

Now that the Budget Meeting is over, the Council will have time to re-assess and refresh our vision for the future. We will be looking at the Corporate Plan in some detail so that it aligns with the decisions in the budget and in looking forward for the next two years. We need to agree our priorities while collating an evidence base and engage with all parties so that we can agree a sense of direction.

A strategy for economic growth must be a priority alongside the reviews that were moved forward to be looked at for the next year. We need to sell our district in every way possible. Our partners and stakeholders are enthusiastic about the district and they will be keen to join us in better marketing to encourage businesses and jobs into the area and we must join with them to showcase the district's aspirations and opportunities.

One of the ways to do this is to extend our reach and to work with the Council's around Morecambe Bay. On the 16 March the Deputy Leader, Chief Executive, Chief Officer (Planning and Regeneration) and myself went to Kendal to meet with representatives from South Lakeland and Barrow. We have been talking about the need for the three districts to commission a study to examine the extent to which Morecambe Bay area represents a cohesive sub-region and whether working on a collaborative basis across County and LEP boundaries offers the best option for all three districts to derive the maximum benefit from and how it might work. Consultants were appointed to interrogate a wide range of evidence bases and a specific brief based on our questions. They are ready to produce the first draft by the end of March 2017. We will then consider them and refine them to produce the final draft to be considered by each Council's politicians in due course. The initial findings are interesting, though not unexpected. We look forward to seeing the first draft in the belief that combining together in a single narrative, the Morecambe Bay area hosts economic activity of national importance which will be better to market and articulate in a joint manner rather than separately. The other links are very positive and we can address economic development and strategic planning activities through co-operation and that we will carry more weight together and reduce costs. All three Councils agreed to go ahead and I will keep the Council informed when the report is produced and try to involve all groups.

The Official Launch of the Heysham Gateway road was well attended on the 02 March. It is always useful to meet a wide variety of people with interests in the area.

On the 07 March the Cabinet met with Morecambe Town Council representatives. The Neighbourhood Plan, weeds, flower bed planting and fly tipping were discussed, as well as tackling anti-social behaviour and car parking charges and parking in general.

On the 08 March the Chief Executive and I visited Chorley to talk about their successful commercialisation, which was very enlightening. We intend to learn from other successful district as much as we can. They asked to visit us to talk about tourism.

At the Dukes Board meeting on the 09 March, it was the last occasion that County Board Members would be there as funding has been withdrawn. They were sorry to go and the theatre will have a huge task to make up for the lost funding. Fortunately, the Arts Council are not withdrawing their part of the match funding.

Some members attended the funeral of ex-Councillor Pat Quinton on the 15 March. It was very well attended and sincere tributes were paid to her as a family member and as a very competent and effective Councillor.

The Lancashire Combined Authority meeting on the 21 March received reports on the five themes. It was decided that we would continue to meet together and to invite Wyre to join us in the future. The feeling is that contact with the Government has stalled and therefore we have chosen to continue our meetings after the County Elections. Lancashire councils have built a very strong relationship, recognising that administrative boundaries and political differences must be put aside to support development and investments across the county to the benefit of all of Lancashire's residents and businesses.

4.0 Other Matters

Cabinet minutes for 21 March 2017 are attached at the end of this agenda.

5.0 Key Decisions

The following Key Decisions were taken by Cabinet on 21 March 2017:

- (1) Property Level Resilience Grants, Lune Square and the Millrace

The following Officer Delegated Key Decisions were taken during this period:

- (1) Dukes Theatre – Re-roofing
- (2) Planning Application Fee Increases
- (3) Enterprise ICT Storage

Background Papers

Cabinet agenda and minutes of the meetings held on 21 March 2017.

REPORT OF THE RIGHT WORSHIPFUL THE MAYOR OF LANCASTER FOR 2016/2017 COUNCILLOR ROBERT REDFERN

I have felt honoured and privileged to be Mayor of Lancaster and District for 2016/17. I feel very proud that I have had the opportunity of serving the citizens of this District in the prestigious role of Mayor for the year 2016/2017.

Everywhere I have been as Mayor I have been warmly received and wholeheartedly welcomed, both within the District and further afield.

One of the first duties I had as Mayor was attending the Shield Hanging Day for the High Sheriff of Lancashire at Lancaster Castle. It was a great day and I enjoyed it immensely. I have been lucky enough to meet with the High Sherriff and his wife several times over the year.

In June I was honoured to be asked to support a testimonial dinner for Lancaster City Football Club's Neil Marshall. The defender retired after 10 years at the club to spend more time with his family in an ongoing battle with cancer.

I welcomed guests from Lancaster, Pennsylvania to Lancaster Town Hall in July. What a lovely group of people.



I was very happy to be invited to officially open the new Primark store in Marketgate Shopping Centre, Lancaster. I was overwhelmed when they donated £5,000 for my Mayoral Charity which I thank them for from the bottom of my heart. I also sealed a time capsule in Marketgate Shopping Centre which contained local children's drawings of the Mayor and also a photograph of me! It will be re-opened in 50 years in 2066.

Two local charities have been very important to me in my Mayoral year. I have spent hours at Homestart in Morecambe and also Morecambe Bay Foodbank. I was privileged to see the volunteers who work at these two amazing charities in action. They work so hard with little recognition. I hope to continue the close relationship I have with these charities when my Mayoral year comes to an end.

In November I was invited to take part in Radio Lancashire's Bed Push for Children in Need. Local radio presenter Graham Liver pushed a bed in his pyjamas from Pudsey in Yorkshire to Bare in Morecambe. It was great fun and we finished off in Happy Mount Park in a soggy, wet bed due to the wet November weather.



Chinese New Year holds special memories for me – I was involved in several events to mark this annual celebration. To welcome the year of the Rooster I took part in a procession through Lancaster with a huge dragon! I also attended Lancaster University's Chinese Dance, Music & Martial Arts performance, workshops on Chinese music and dance at Moorside School and a celebration at Lancaster Town Hall.



Before Lord Shuttleworth officially opened the Bay Gateway in March, I was invited to take part in a drive up the new road before it opened. It's strange now to see it so busy when it was so peaceful that day.

One of the highlights of my year was to attend the Lancashire Special School Swimming Gala and Dance Festival at Salt Ayre Sports Centre. It was humbling to watch so many children with differing disabilities try their best in their chosen sport. The dancing was brilliant and I had a wonderful day.

I have raised money this year for my chosen charity – the newly built Diabetic Hub at Royal Lancaster Infirmary. I have held several charity events over the 12 months and I thank all those who attended for their generosity and the staff from the charity office at the Royal Lancaster Infirmary for their support.

The highlight of my fundraising year was the fantastic Christmas party we hosted at the Town Hall. The entertainment was superb, the food was delicious and the atmosphere was vibrant.

On a number of occasions I have supported the Princes Trust and Lancashire Fire and Rescue Service on their team projects within the community, seeing the results of their work and listening to the stories of how the young people have been helped through each 12 week development course. I have also attended many charity events throughout the district and never cease to be impressed by the outstanding work that is given by volunteers and often goes unseen.

I want to take this opportunity to thank Linda, my Mayoress, who has supported me tirelessly throughout the year.

I must offer my thanks to my Deputy Mayor, Councillor Carla Brayshaw and her husband David. They have represented and supported me admirably during this year and I am grateful to them.

I have had a tremendous year, visited places and met people that I would never have done otherwise. Memories to cherish forever.

I would like to offer my very best wishes to Councillor Roger Mace for the coming year and hope that he will enjoy his mayoral year as much as I have done.

Executive Annual Report 2016/17

Councillor Blamire

**Leader and Cabinet Member for Relationships with other Councils,
Communications, Performance Management, Democratic Services, Legal
and HR**

Executive Membership

- **Cabinet** (Chairman)
- **Canal Corridor Cabinet Liaison Group**
- **Museums Cabinet Liaison Group**
- **Planning Policy Cabinet Liaison Group**
- **Shared Revenues and Benefits Service Joint Committee**

Executive Appointments to Outside Bodies etc

- **Community Safety Partnership** (Substitute)
- **Lancashire Leaders Meeting**

Overview of Portfolio Responsibilities

Relationships with other Councils, Communications, Performance Management, Democratic Services, Legal and HR

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Communities are brought together and the major issues affecting the district are addressed through working in partnership.	<ul style="list-style-type: none"> • Improve performance and effectiveness of partnerships in delivering corporate priorities. • Improve neighbourhood working by engaging with communities to understand their needs and build resilience.
Well run, value for money services that are valued by the public and demonstrate good	<ul style="list-style-type: none"> • Maintain an 'unqualified' value for money conclusion from our External Auditors.

governance, openness and transparency.	<ul style="list-style-type: none"> • Review the Localised Council Tax Benefits Support Scheme (LCTS) to determine a sustainable scheme for the future. • Act on the government's future roll-out of universal credit in the district and other welfare reforms. • Review and rationalise the Council's future accommodation needs to support service delivery and save money.
Maintain a financially stable position and strong financial forecast for the delivery of Council services.	<ul style="list-style-type: none"> • Implement agreed budget proposals and take positive action where they do not deliver desired outcomes. • Develop and implement a range of further savings and income generation opportunities to sustain the Council's budget.
Sustainable economic growth and jobs will be created in key sectors including energy, knowledge, health and the visitor economy.	<ul style="list-style-type: none"> • Determine Lancaster district's contribution to the emerging concept of the Northern Powerhouse. • Improve local conditions for business growth and skills development.

Progress made during 2016/2017

Communications

Through its communications and marketing operations the city council has taken an active role in promoting the district across a wide range of activities, handling press and other media enquiries effectively and supporting elected members with communications expertise.

In supporting other services of the council, the communications and marketing team has provided expertise to support their operational activities and the development of new projects.

The team has also dealt with a number of film enquiries, including national TV programmes Cold Feet, Great British Castles and Don't Tell the Bride.

The council's website was relaunched in 2016 with additional functionality as the council looks to continue the move towards having more of its communications online. Since relaunching the website has received 433,000 unique visitors with 2.7 million total views.

Performance Management

- Cabinet (collectively and individually) and the Council's scrutiny function received regular reports on the Council's financial performance, progress made in delivering savings, income generation and the delivery of key projects. These reports allowed Elected Members to request further information on specific areas of interest and concern.
- The Council's scrutiny function had the opportunity to review the performance of the portfolios of all Cabinet Members during the course of the year, through the invitation of Cabinet Members to the meeting.
- Work is currently taking place to review the Council's corporate plan.
- It is essential that the key indicators of performance of the Council are presented in a clear, meaningful and user-friendly way. Work is well underway to achieve that.
- In order to address the Council's financial challenges much work is taking place to look at projects that generate income. However, the drive to continually improve services and thus generate efficiencies still continues. There are many excellent examples of where our services are delivering the same or even better outcomes through use of new technology, modernising working practice and learning from other organisations. It is essential that we continue to improve and resources are allocated to ensuring this happens

Democratic Services

The big focus for Democratic Services during 2016/17 was preparation for the EU referendum held on 23 June 2016. This poll was a major national event and the subject of great media attention before polling day, and since. To add to the challenge,

Democratic Services also had to deliver a poll to elect Lancashire's Police and Crime Commissioner in May 2016, so it was an extremely busy few months for the whole team.

Aside from elections, work went on to provide a full programme of Mayoral and Civic events which included the Mayor attending the opening of the Bay Gateway link road on 02 March 2017 by the Lord-Lieutenant of Lancashire, Lord Shuttleworth, and unveiling a 'time capsule' in Marketgate, Lancaster. The team also worked alongside other services to reinstate Lancaster Town Hall Tours. The servicing of Committees, Cabinet and Overview and Scrutiny continued as usual.

Legal Services

Legal Services have continued to support the good governance of the Council, by providing legal and procedural advice to Services in their operational activities, and to officers and members in the decision making process.

Legal Services have been involved in the contractual side of the Salt Ayre Partnership Project and, are also working on Chatsworth Gardens, the Canal Corridor Project and assisting with commercialisation projects.

In supporting other services of the Council, Legal Services have undertaken a number of successful prosecutions including fly tipping, smoke infringements, food hygiene, and planning matters.

The day to day legal work incorporating debt collection, rating cases, recovery of rent arrears, council house sales and other property transactions, including sales and leases, has continued, as has the provision of a local land charges service, and the licensing and information management functions.

Human Resources

In the last 12 months the HR Team have continued to work closely with services across a range of activities, ensuring that all employment related matters are appropriately managed and are legally compliant. HR continues to be involved with a wide range of

change management activity to ensure that services and staff are aligned to support the Council's needs.

HR continue to work closely with managers and staff to maximise attendance and have been doing so since the introduction of a comprehensive approach to absence management in 2010. This approach has seen a successful reduction in absence rates from an average of 12.06 days per employee (or 4.64% of working time) as at 31 March 2010 to an average of 7.5 days per employee (or 2.88% of working time) as at 31 March 2016. This equates to an improvement in attendance of 38%. This achievement is set against reductions in staff, which in for most organisations normally result in higher levels of absence. This achievement of delivering sustained improvements in attendance, has a direct impact on Council performance and supports the delivery of services to the public in the context of financial cuts. Whilst figures are not yet available for the year ending 31 March 2017, the Council is on target to achieve a further improvement in attendance for the 7th consecutive year.

In January 2017 HR implemented a new e-learning tool; 'The Learning Zone'. This learning and development resource is available to all staff with IT access. It allows staff to undertake a range of essential learning and development activities at their desks and is more cost effective than attending classroom based activities. The number of courses available will be developed over time and this interactive tool will provide an important addition to Lancaster City Council's approach to ensuring our staff have the right skills and knowledge.

Autumn 2016 saw a further 4 apprentices (Housing, ICT, Environmental Health & HR) successfully complete their studies and be moved into permanent roles at the Council. HR are responsible for the apprenticeship programme and work closely with managers to identify apprenticeship opportunities. A further 8 individuals are due to complete their apprenticeships during 2017.

HR arranged the first employee recognition awards under the 'celebrating success' theme in October 2016. This first event was held to celebrate the successful completion of apprenticeships, and it is intended to extend this approach in 2017, thereby supporting the direct link between recognition and staff performance levels.

Executive Annual Report 2016/17

Councillor Darren Clifford

**Cabinet Member and Portfolio Holder with Responsibility for Leisure,
Culture and Tourism and Climate Change**

Executive Membership

- Cabinet
- Museums Cabinet Liaison Group (Chairman)

Executive Appointments to Outside Bodies etc

- Health and Wellbeing Partnership (Substitute)
- LGA Coastal Issues Special Interest Group
- Museums Advisory Forum

Overview of Portfolio Responsibilities

Responsibility for Leisure, Culture and Tourism and Climate Change.

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
The impact on the environment from Council operations and services will be minimised.	<ul style="list-style-type: none"> • Maintain and / or improve average Standard Assessment Procedure (SAP) rating in Council homes. • Implement programme of energy efficiency works in Council buildings. • Reduce business travel mileage across all Council services. • Maintain percentage of household waste reused, recycled or composted.
Sustainable economic growth and jobs will be created in key sectors, including energy,	<ul style="list-style-type: none"> • Determine Lancaster district's contribution to the emerging concept of the Northern Powerhouse.

<p>knowledge, health and the visitor economy.</p>	<ul style="list-style-type: none"> • Realise benefits to the Lancaster district of a combined authority for Lancashire. • Achieve the annual requirement for the availability of land for housing development. • Improve local conditions for business growth and skills development. • Sustain small businesses as important components of thriving retail centres.
<p>The attractiveness and offer of the district as a place to visit or invest in will be improved.</p>	<ul style="list-style-type: none"> • Enhance Lancaster's urban centre through investment in the built environment, heritage assets and the public realm. • Improve inward investment through the attractiveness of the district as a place to live and work. • Evaluate economic impact, delivery and funding of the arts in the district.
<p>Lancaster and Morecambe Bay will be recognised as important visitor destinations.</p>	<ul style="list-style-type: none"> • Adopt visitor destination management plans for Lancaster and Morecambe Bay. • Increase the number of visitors to the district. • Increase visitor spend in the district. • Complete a detailed feasibility study of the potential to improve the quality and sustainability of the city's museums.

Progress made during 2016/17

Following approval at Full Council in March 2016 the following works have been completed at Salt Ayre Leisure Centre which form part of the £5m development project:

Redesign and new façade to main entrance including revolving door; Redesign and refurbishment of café area including new furniture; Provision of new kitchen

facilities; Refurbishment of changing rooms and toilets; Refurbishment of sports hall; Provision of new indoor play facility 'Energy'; Provision of new indoor climbing facility 'XHeight'; New fitness suite including 100 items of fitness equipment; New Immersive Spinning Studio – only Council operated facility in UK.

There are also functional training studio scheduled to open May 2017. New build of outdoor high tower 'Gravity' – first of it's kind in Europe. Spa build – due for completion in Sept this year. Outdoor fitness and family area – due to open Autumn 2017. New Customer Relationship Management system.

The project continues to be managed within budget and to scheduled timescales by officers from within City Council and the Development Partner, Alliance Leisure. Work has progressed with minimal disruption to core service where possible and has seen a transformation on a scale that has received national recognition in leisure journals.

The site is now regularly visited by Leisure organisations throughout the UK both public and private and is seen as an exemplar by both Development Partner (Alliance Leisure) and equipment providers – Precor (Fitness), Play Revolution (Play), Hangfast (Indoor climbing and High Tower) and Immersive Spinning (Les Mills).

The demographic of users is now as diverse as it could possibly be with people of all ages and abilities making use of the now excellent facilities at affordable prices. The success of Energy, XHeight and Gravity now includes for people visiting the Leisure Centre from outside the District and it is envisaged that this will only increase with the opening of the Spa facility in September of this year.

Active Lives Project

The new project has been operational for seven months having successfully tendered for a circa £200k project with Public Health. Weight management and working with children are part of the new project along with increasing physical activity for the wider community.

A new self referral scheme is also on offer to encourage people to be more active.

The project sees the team providing services outside of the leisure centre using community assets such as community centres and health centres.

Working with a range of partners including GP's, CCG, Better Care together, Wellbeing workers, NHS, school nurses and the CVS, to name but a few, the project helps people access additional services along with those services referring clients into our programmes to provide a holistic approach to lifestyle and behavioural change.

Using the new facilities at Salt Ayre has enabled over-weight children to exercise in a fun and challenging setting rather than traditional exercise sessions.

One to one lifestyle assessments, weight management classes, a range of exercise classes for all ages / abilities and health walks form part of the scheme to make Lancaster a healthier district.

Disability Sport

Salt Ayre Leisure Centre is the home of disability sport.

The centre offers:-

2 adapted cycling sessions that have around 30 attendances at each session

1 Multi sport session

A disability football session and a team that takes part in competitions

Wheel Chair Basketball team the Lancaster Bulldogs call Salt Ayre home. Since moving here they have been National league Division 3 winners gaining promotion.

Salt Ayre is also home to the Lancashire School Games Disability Swimming Gala which has around 150 competitors from special schools across the county

Swimming Lessons

This area continues to grow with major relaunch due for September 2017 where we intend to run lessons all year round and parents will be able to pay via direct debit and get instant progress reports via an online portal.

Currently there are 245 on the programme (220 last year) with 24 one – one lessons taking place. We now also have some adults on the programme for the first time in over 2 years.

Gymnastics

Salt Ayre Gymnastics continues to go from strength to strength. Over 450 children are now enrolled on the programme.

The Gymnasts now travel to competitions and have been very successful bring back lots of trophies and medal at all ages and all disciplines.

We had our annual display at Lancaster University this year due to the redevelopment. This worked very well with over 700 spectators over the 2 shows.

School sport partnership

Salt Ayre is a key partner within the partnership. We host the annual conference for all the P.E leads from all the schools within the district.

We also host then leadership conference for all the schools young leaders

We provide the facility for the annual sports festival in May which see around 800 young people taking part in a variety of sports and fun activities.

As part of the partnership we offer reduced rates for school to access the new facilities as an incetive to keep working with the partnership to improve school sport and physical activity levels

XHeight / Energy / Gravity group bookings

The Business Development Manager has secured a number of additional group booking for the new facilities over and above the general public access.

Uniformed groups including Rainbows, brownies, scouts, cubs, explorer, and guides have used the facilities

Nursery's, special schools, and local businesses have also used the facilities and this is an area of expected growth as we develop a team building offer.

Festivals

The council continues to support festivals through not only core funding but also advice, expertise and logistics support from a team of highly skilled professionals who work closely with our partners across the district. These efforts were recognised this year at the Marketing Lancashire Awards where the Vintage Festival won the best large festival accolade.

Climate Change

Our energy efficiency programme continues across our property portfolio. County Council are due to install 15 on street electric vehicle charging points this year and we will be installing off street infrastructure to complement this. We will continue to keep a watching brief on the financial viability of a solar farm at Middleton.

Executive Annual Report 2016/17

Councillor Janice Hanson

Cabinet Member and Portfolio Holder responsible for Economic Regeneration and Planning

Executive Membership

- Cabinet
- Canal Corridor Cabinet Liaison Group (Chairman)
- Housing Regeneration Cabinet Liaison Group
- Museums Cabinet Liaison Group
- Planning Policy Cabinet Liaison Group (Chairman)

Executive Appointments to Outside Bodies etc

- Management Group of Lancaster Business Improvement District (BID)
- Morecambe Bay Partnership

Overview of Portfolio Responsibilities

Responsible for Economic Regeneration and Planning

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
<p>Sustainable economic growth and jobs will be created in key sectors, including energy, knowledge, health and the visitor economy.</p>	<ul style="list-style-type: none"> • Regenerate central Morecambe through the Morecambe Area Action Plan. • Complete Local Plan for the Lancaster district, setting out a vision for the natural and built environment to 2031. • Achieve the annual requirement for the availability of land for housing development. • Adopt the Lancaster City Masterplan

	<ul style="list-style-type: none"> • Sustain small businesses as important components of thriving retail centres.
<p>The attractiveness and offer of the district as a place to visit or invest in will be improved.</p>	<ul style="list-style-type: none"> • Enhance Lancaster's urban centre through investment in the built environment, heritage assets and the public realm. • Improve inward investment through the attractiveness of the district as a place to live and work. • Evaluate economic impact, delivery and funding of the arts in the district.

Progress made during 2016/17

1. 2016/17 has seen a significant upturn in the district's fortunes on a number of fronts. The new Chief Executive has made very clear to a wide number of stakeholders in the district the Council's commitment to promoting economic growth and its desire to re-engage in economic development activities.
2. With an upturn in development activity the Council has been able to stabilise its professional staffing resources in its Development Management team to ensure that the Council's decision making process on planning applications can meet the exacting demands of new Government targets. The City Council is now the highest performing local authority in Lancashire in relation to planning application decisions.
3. After two years of careful and sometimes agonising debate about how the Council should deal with the considerable challenges surrounding housing growth, agreement was reached in December to publish a draft Local Plan for public consultation, thus enabling the Council to prepare for submitting a plan for examination in 2018.

4. The Council has engaged specialist commercial and legal consultants to advise it in its negotiations with British Land and the University of Lancaster on the potential development proposals for the Canal Corridor North. Whilst the scheme has the potential to deliver transformational change to Lancaster's cultural and retail offer, the Council is committed to ensuring that the costs and benefits of this major investment are appropriately distributed between the parties promoting it.
5. The Council has also been successful in being selected to plan for the delivery of a new Garden Village at Bailrigg. This is a Central Government initiative which brings with it funds and support from the Homes and Communities Agency to master plan and deliver a completely new community to the south of Lancaster, adopting high quality design and integrated infrastructure principles.
6. The Council was also successful in bidding for a contribution from the Lancashire Growth Deal to assist in the delivery of improvements at Junction 33 on the M6 to unlock the growth potential in south Lancaster.
7. This year has seen considerable progress on the construction of the new Wave Reflection Wall along Morecambe promenade. This will upgrade protection levels from coastal flooding as well as enhancing the visual quality of the public realm in the town. Morecambe Town centre has also benefitted from a significant upgrade to its public realm with the Council's Regeneration Team utilising external funding to assist with design and delivery.
8. With the Council's support Morecambe has also been awarded funding for a Coastal Communities Team which will work with other teams around Morecambe Bay to coordinate cultural and economic regeneration activities locally.

9. At the beginning of the year the Council took up its seat on the Yorkshire Dales National Park as part of the district became part of that national landscape designation. The City Council assisted the National Park Authority with sharing historic planning application and planning policy data to make this shift in responsibilities as smooth as possible.

10. In the year when the Government published its Housing White Paper, housing completions have returned to normal levels thanks to consistent delivery on new sites such as Lancaster Moor Hospital, Nightingale Hall Farm, Luneside West and Lancaster Leisure Park. The impressive regeneration of Chatsworth Gardens is also transforming this part of the West End after considerable effort by the Council over many years to deliver it.

11. Last, but by no means least, the district is now feeling the immense benefits of traffic relief following the opening of the Heysham/M6 link road. This was another project agonised over for many years and which required strength and tenacity from both Councils to deliver, and is already proving its worth with immediate developer interest in Heysham Gateway occurring.

Executive Annual Report 2016/17

Councillor Brendan Hughes

Cabinet Member and Portfolio Holder with responsibility for Community Safety and Clean and Green

Executive Membership

- Cabinet

Executive Appointments to Outside Bodies etc

- Lancashire Waste Partnership

Overview of Portfolio Responsibilities

Responsibility for Community Safety and Clean and Green

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Local communities are clean and residents have a sense of pride in the district.	<ul style="list-style-type: none"> • Maintain percentage of people who perceive the district's streets and public spaces are clean. • Increase involvement of local communities in improving local areas, parks and open spaces. • Implement a pilot scheme for litter enforcement services.
The impact on the environment from Council operations and services will be minimised.	<ul style="list-style-type: none"> • Maintain percentage of household waste reused, recycled or composted. • Install electric vehicle charging points in the district.

Progress made during 2016/17

I took up the portfolio at the back end of 2016. My time has been a busy one and enjoyable one, I have provided an in depth account of where we are currently within my portfolio:

Waste and Recycling

Food Waste

Withdrawal of food waste from garden waste – successfully implemented within a 6 week period. This was due to a County budgetary decision. The impact will be seen in a reduction to our overall recycling rate (44.5% 2015/16). However with seasonal variation and the introduction of charging for garden waste it will be impossible to attribute a percentage loss. (For the period April to September 2015, garden and food waste recycling rate was 28.22% compared to 25.59% for the same period in 2016.)

Introduction of Garden Waste Charges.

A major undertaking to go from a free service to a chargeable service with a very tight deadline! We got there, not without a few issues along the way, it's not perfect and we are still working through some issues. As at 6th March 2017 we were at 18,479 subscriptions £554.370 income and still rising. Another communications campaign has begun to encourage residents to sign up before the price rise on 01 April 2017. Our forecast for 2017/18 is 31,000 subscriptions, this is a 'guess' based on the number of properties with garden bins and comparison with other authorities who have also introduced a charge. Whilst in the past few weeks there has been a slow-down in subscriptions we are still above our forecasted prediction – let's hope it continues!

Charging for delivery of bins and boxes

In April 2016 we introduced a charge for delivery of all bins and boxes, previously the charge (£18.00 per bin for 2015/16) was only for properties where there were new occupants. The purpose was to reduce the amount we were spending on replacement bins and boxes. Our charge (£18.90 for 2016/17) is still considerably less than other Lancashire authorities (highest being £44.5 per container). 2015/16 budget was

£125,300, reduced to £49,000 for 2016/17. Income contribution risen from £28,107 to £42,754 but significantly the number of replacements has reduced by around 50%. So a win-win.

Maintaining a collection service into 2017/18

We have continued to provide an efficient waste and recycling collection service and incorporated new dwelling developments into our schedules. We have done this by continually reviewing rounds and made some operational changes. Moving from 'task and finish' to regular hours has given us some flexibility, team are working together more and some round structures have been changed. These changes have allowed us to work on improving customer service (e.g. less missed bins) reducing work related injuries by removing some risks and changing behaviour associated with 'task and finish'.

Moving into 2017/18 we will continue to look at opportunities to improve not only our efficiency but also how we interact with the public. We have got as far as we can with the resources and experience we have, what we now require is further resources to allow us to look at our round structures further and work on maximising our existing resources. Route optimisation is a new generation of software providing web-based and on-site route planning and optimisation technology. Potentially this technology will allow us to;

- Reconfigure round structures
- Allow us to look further into the possibilities of developing trade waste expansion
- Improve productivity
- Raise customer service levels

We'd like to look at a total mobile system, integrated into our back office that will provide live information to Customer Services, reducing interaction and call-backs to customers. This is especially important with a chargeable service (Garden waste/Trade waste) where customers' expectations are raised, the crews will know instantly if a property has paid, or not. Likewise Customer Services will have live information on who has been collected and who hasn't. A software solution will improve management control, better control of resources by linking the processes and improve information flow - everyone knows the status of a collection at any time.

I believe for the council to remain a valuable service to our residents, we need to keep abreast of technology and embrace it make sure every customer interaction is as good as it could possibly be.

In relation to Public Realm

- Planting of 40,000 bulbs at Lancaster Castle in partnership with Duchy of Lancaster. Phase 2 is being planned to deliver perennial bedding on Castle Hill to improve the vista towards the John O Gaunt gate
- Meerkat enclosure at Williamson Park has been a success and despite the Butterfly House being closed since November 2016 for Capital Works, this has resulted in 6,000 additional visitors up until the end of February 2017. The meerkat enclosure cost under £9K to construct. It costs £2K annually to run (that is just the extra costs associated with having meerkats).It's not charged for as separate attraction – it's part of a ticket covering various attractions including the butterfly house, small mammals, the aviary and mini beasts. As such the income from meerkats cannot be identified separately. That said, general income from the park is expected to increase by around £35K in the current year, and the meerkat attraction will have contributed to this (especially as since November, renovation works have been ongoing, involving the temporary closure of the butterfly house and reduced admission prices).
- Additional visitors at WP has seen an increase in outturn across all facilities including the Gift Shop and Café.
- Adopt a bed scheme was supported across the district by local business'. This resulted in many beds being filled with spring bedding. Success of the scheme assisted by the close working relationships with Morecambe and Lancaster BIDs
- Decision taken to re-introduce cyclical weed spraying across the district. This will be delivered differently with 2 x quad bikes being allocated to spray the district on 3 occasions throughout the spring and summer season.
- Between April 2016 and January 2017, Public Realm received over 400 less service requests from members of the public, based on the same period the previous year. This averages out at 41 less per month and 10 less per week. Service requests include Fly Tipping, Grounds Maintenance, Litter, Animal Fouling and Graffiti

- Supported Morecambe Town Council in achieving a Silver Gilt in the 2016 Britain In Bloom competition.
- Visit England accreditation achieved at Williamson Park
- Green Flags for Williamson Park and Happy Mount Park
- Design Award for Williamson Park

On Going Projects

- Splash Park Admission System is currently being implemented prior to the start of the summer season. Work is on-going with ICT, Finance and Exchequer to have implementation completed by April 2017.
- Public Realm is looking to achieve 5 Green Flag accreditations for the council major parks and open spaces. Over and above those achieved previously at Williamson Park and HMP, we are looking to gain accreditations for Ryelands, Regent and Greaves Parks. It is envisaged these will be achieved and will highlight the excellent work which goes into parks and open spaces which is heavily supported by engaged and committed community groups.
- Again working with Morecambe Town Council in Britain In Bloom 2017 entry with additional works being undertaken with local businesses and communities.
- Britain In Bloom entry for Lancaster where staff will work closely with communities, schools and business'
- Implementation of street cleansing modernisation to ensure 365 day service and generate £80K of efficiencies per year

Repairs and Maintenance

Planned works undertaken on Council housing stock

Energy Efficiency and renewable technologies

185 Boiler renewals/system upgrades (Domestic)

Kitchen/Bathroom Refurbishments

Westgate- 220

External Refurbishment/Re-rendering

Branksome Phase 3- 107 properties

Environmental Improvements/Communal

Branksome fencing – renewal

Remodelling sheltered schemes 3 bed sits to flats

Communal area refurbishments – Rigg House, Church Court and Lune House

Aluminium entrance screens and doors were fitted to Arcon House

Aluminium entrance doors are being fitted on Mainway to: 6 blocks of flats

Aluminium entrance screens and doors were fitted to Arcon House and 1 to Heaton, St Oswald, Park Square and Peel House

Balcony railings (Wordsworth, Gaskell)

Re-roofing/Windows

Kingsway (26) & Heysham (20)

Railway Street (3) & cemetery Quernmore

Rewiring (upgrading of boards)

Hestham (31)

Westgate houses (97) and Altham (27) –

Branksome 50

Undertook more than 5000 responsive repairs

Repaired to date over 350 void properties

Community Safety

- Had oversight of the Lancaster City Centre PSPO which is also going to be introduced to Morecambe.
- Have focused on Domestic Abuse, Hate Crime & Community Cohesion, Road Safety and Burglary (Other than a dwelling) at the quarterly meeting. This involved frontline workers and experts in the area attending the CSP Exec Meeting to talk about their experiences and pressures faced.

- Approved £12,000 of CSP funding for Domestic Abuse targeting projects, £12,978 of CSP funding for projects targeting other CSP Priorities. The CSP have also allocated £4,600 of CSP funding for Hate Crime & Community Cohesion projects.
- Chaired a CSP Led Hate Crime & Community Cohesion meeting
- Had oversight of the update and approval of the Terms of Reference for the Community Safety Partnership.

CCTV working group set up, consists of stakeholder within the district. This has brought forward some positive meetings and we are currently looking at combining control rooms over the West Lancashire division. This will help us make the CCTV system affordable and help keep Lancaster a safe district, to live, play and work.

Executive Annual Report 2016/17

Councillor James Leyshon

Cabinet Member and Portfolio Holder with responsibility for Property Services, Car Parking, ICT, Digital Strategy, Customer Services

Executive Membership

- Cabinet

Overview of Portfolio Responsibilities

Responsibility for Property Services, Car Parking, ICT, Digital Strategy, Customer Services

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Establish and implement the council's wider plans for 'digital' to understand and meet the changing needs of our communities.	<ul style="list-style-type: none"> • Improve customer experience through the use of technology. • Review and refresh internal processes and systems to drive efficiency and cost savings.
The impact on the environment from Council operations and services will be minimised.	<ul style="list-style-type: none"> • Install electric vehicle charging points in the district. • Reduce business travel mileage across all Council services.
The attractiveness and offer of the district as a place to visit or invest in will be improved.	<ul style="list-style-type: none"> • Improve inward investment through the attractiveness of the district as a place to live and work.

Progress made during 2016/17

Car Parking

- RingGo cashless parking transactions will exceed 70,000 by the end of the financial year, the scheme is progressing well and uptake continues to be positive.
- Annual Review of Parking Fees and Charges completed and the most popular tariffs have been frozen for 2017/18.
- Council managed car park usage has recovered well after Storm Desmond in December 2015.
- Plans are well advanced for the resurfacing and improvement of West View Car Park and its entrance as part of the Connecting Victoria Street Project, as well as progress in establishing the Kingsway Car Park as a managed area.
- Further work is planned on the installation of Electric Vehicle Charging Points in 2017/18.
- Parking strategy for the District to be undertaken in 2017/18: this will be completed with input from both members and businesses across the district and will examine how the provision of adequate car parking will be achieved given future challenges and opportunities facing the authority.

Property

Corporate

- Work has continued within the property shared-service to further develop and improve the Council's asset management database.
- The new corporate arrangements for property compliance were

rolled out this year to ensure that all Council property meets statutory requirements reducing the Authorities exposure to risk.

- The centralisation of these critical tasks will also lead to improved value for money. The ultimate aim of the introduction of the corporate landlord role remains to provide much improved and coherent property management, information and systems.

Building projects

- This year has seen the continuation of the 5 year building work and repairs programme across our property and heritage assets as the work identified in the 2012 condition surveys moved into its fourth year.
- Urgent and high priority works and repairs were prioritised during the first year of the programme, and subsequent years have seen more focused activity on specific buildings. Once all the work on a particular building is complete, that building is then moved into the planned maintenance regime. This will deliver significant potential savings subsequently and improve the accuracy of financial planning in the years to come.

Commercial Land and Buildings

- Throughout the 2016/17 financial year the occupation rate across the Council's operational commercial property portfolio has remained at around 94% representing a relatively stable position and a good level of occupancy overall.
- Work is continuing with Robertson on the regeneration of St. Leonard's House. With both planning and listed building consent have been acquired during 2016/17 it is anticipated the work on site will commence towards the end of 2017.
- After initial difficulties in recruitment, capacity building within the

asset management team remains the highest priority. This is in order to ensure the comprehensive property review is conducted, ideally within the next year.

- Room bookings policy to be brought forward for decision shortly.

Energy Investment Grade Audit Programme

- During 2016/17, developments have continued with the energy investment grade audit programme with Carillion Breathe. The revised programme is expected to deliver savings in the region of £77K p.a. across 11 key buildings. Detailed design work is ongoing, with work expected to start on site during 2017.

Heysham Gateway

- Progress has been made on the delivery of a major employment-focused development by unlocking some under-used and poorly-performing land off Imperial Road in Middleton.

I.T. and Customer Services

Assisting with major projects

- Two major focuses of our efforts have been in providing the ICT element of work for the charging of Green Waste and redevelopment of Salt Ayre Leisure Centre. Especially with the latter the use of leading edge technology has greatly enhanced the experience of the users of the facility.

Digital

- Office 365 has been adopted to allow councillors to use their own personal devices for council business. This enables them to work for the community at times and locations that suit them best.

Office 365 is also being rolled out to council staff where there is an obvious business need.

- Roll-out of corporate and public Wi-Fi has commenced, initially at Lancaster Town Hall and Morecambe Town Hall meeting rooms. This allows councillors and staff access to the internet and corporate information, but also gives the public who are hiring our rooms internet access and gives students access to Eduroam.
- We have commenced a programme of training and development of senior staff in digital leadership and transformation, the output of which is being used to draft our digital strategy.

Infrastructure

- The ICT infrastructure is being continually improved. This year we have gone through procurement of new enterprise storage which will improve the efficiency of all computer systems hosted on premise. With the ground work carried out in preparation for the Office 365 project we are now looking to take the opportunities that cloud computing can offer.

Partnership working

- We have worked with Lancaster University to produce the iLancaster app allowing people access to information and services relative to their lives in the district. We have also piloted free Wi-Fi in three areas of the district under the title of City, Coast and Countryside: Lancaster Bus Station; Williamson Park; The Platform. The pilot is not yet complete but take up of both iLancaster and the free Wi-Fi are looking good: 29,000 registrations with 10,000 regular active users. iLancaster is a different sort of app to that of other councils in that it has been designed, so far, solely on the desires of the users where functionality is added by request rather than just being a vehicle for channel shift.

- The ICT Manager is now a core member of the Local Public Services CIO Council, giving Lancaster City Council a voice at the table of technical discussions with central government, the NHS, Police and other public sector bodies.
- We had a presence at the launch of Digital Lancaster and look forward to working with this group.
- We are one of a number of volunteer authorities who assisted the new National Cyber Security Centre (NCSC) with the format and content of its website.

Executive Annual Report 2016/17

Councillor Karen Leytham

Cabinet Member and Portfolio Holder with responsibility for Housing and Environmental Health

Executive Membership

- Cabinet
- District Wide Tenants Cabinet Liaison Group
- Housing Regeneration Cabinet Liaison Group (Chairman)

Executive Appointments to Outside Bodies etc

- Health and Wellbeing Partnership

Overview of Portfolio Responsibilities

Responsibility for Housing and Environmental Health

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Enhanced quality of life of local residents through access to affordable, decent housing.	<ul style="list-style-type: none"> • Increased number of improved homes. • Improve access to housing by addressing evidence of need. Increase provision of social housing. • Continue to try to establish a new build and acquisition programme to increase the number of Council houses in the district.
Health and wellbeing of our citizens is improved	<ul style="list-style-type: none"> • Complete feasibility study of selective licensing of private sector landlords • Improve facilities on offer at Salt Ayre Sports Centre and ensure that they are financially sustainable

	<p>Increase the number of vulnerable households benefiting from Warm Homes Initiatives</p> <ul style="list-style-type: none"> • Improve local air quality from long term improvements in transportation • Maintain a percentage of "broadly" compliant (rating 3 or higher) food businesses
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Once again environmental health and housing have had an extremely busy year. I was going to try and shorten my report but then I thought that would be unfair as they all work their socks off and deserve recognition for all their hard work. I want to thank every officer and member of staff for all that they do. Especially, the environmental health officers for pro-actively looking at income generation within the department and housing officers for all the effort they have put in to bring my dream of building new council houses closer to fruition. You all know who you are, thank you ☺.

Progress made during 2016/17

ENVIRONMENTAL HEALTH

PUBLIC PROTECTION

Our Dog Warden services are working closely with Morecambe Town Council which is funding a popular service provided by a dedicated Dog Fouling Enforcement Officer. A full range of measures from preventative education to on-the-spot enforcement is being taken to prevent and minimise dog fouling offending. Our observations whilst on patrol tell us that 99% of dog owners responsibly clear up after their dogs. The remaining 1% we are committed to deterring or catching in the act, and making our streets and open places pleasant, clean and healthy for residents and visitors to enjoy.

This year the Dog Warden service has also implemented an electronic stray dog registration system, started working with the Blue Cross charity to deliver educational sessions about dog safety to school children, and begun work to enhance our service delivery on canine behaviour.

Dog-related problems are just one form of Anti-Social Behaviour which seem to be on the increase. The council is committed to tackling and reducing all forms of neighbour nuisance and wider anti-social behaviour and is implementing new powers such as Community Protection Warnings. We are committed to reversing some worrying trends and this year we have appointed an Anti-Social Behaviour Officer working across council services and with Lancashire Police, already identifying some good opportunities. With the support of Morecambe Town Council and the Transformational Challenge Award in the West End of Morecambe we are planning some new approaches. Alongside an early

intervention rapid response we will be piloting support alongside local communities and partner agencies to target challenging and persistent cases of anti-social behaviour driven by substance abuse, mental health and youth offending. Talking to local people, these proposals are receiving strong support.

Our Pest Control service has been kept busy keeping the district as free as possible from rats and others public health and nuisance pests. This service is proving more popular than ever with our residents, businesses and our contract customers and this year has seen a sizeable increase in demand. In the current economic climate we are seeing a significant increase in fly tipping and serious neglect for pest proofing and eradication.

Through our unannounced inspections of businesses to check on compliance, our Food Safety team can confirm that 96% (of over 1,200 food businesses) have a current Food Hygiene Rating of "broadly compliant" (3 rating) or higher. Approximately 90% hold a 4 or 5 rating. These figures are higher than the national average and increasingly we are working differently with some very positive feedback in offering some new Business Support and Advice services, helping food businesses to gain or retain their 'Five' hygiene rating:

- New Business Start-Up advice helping the operators of new food businesses to safely get established, maximise the value of the investment and avoid costly mistakes in planning their layouts, furnishings, equipment and food safety management
- Pre-Inspection Audit advice to help business operators spot any risks, implement improvements and strengthen food safety management
- 'Eat Safe' food safety management products designed to provide food businesses with essential food safety management documentation along with additional products to help the business maintain good food safety practices such as temperature checking and date marking

In addition to requiring any necessary food safety improvements we are offering innovative one-on-one coaching sessions to help a food business proprietor overcome obstacles and achieve better lasting food safety compliance and improved business confidence.

At the other end of the food safety spectrum the council has entered a fourth Primary Authority Partnership. Chameleon Bar & Dining has joined the ranks of our existing partnerships with Diggles, Lancaster Brewery and Mitchells and we are in discussions with a fifth multi-site company. These regulatory partnerships help to ensure a good level of regulatory compliance throughout entire chains of business premises and enabling more confident business growth. The costs are borne by the businesses involved.

Elsewhere however officers are seeing an underlying current of food crime. This is where food is either illegally produced in unsafe conditions, or where no longer saleable food is altered and relabelled before being put back on the market. Sometimes we're finding this in small-time food crime involving 'back door sales'. However we are carrying out several larger investigations working with the Food Standards Agency, the National Food Crime Unit and other councils into potential food fraud. In one case officers carrying out a routine inspection discovered and seized a quantity of chicken that had been unlawfully relabelled, extending its Use By date. In another case officers formally seized large quantities of frozen food stored in a local cold store due to lack of traceability sufficient to establish adequate food safety assurance. The subsequent investigation identified a national network of supply, illegal repackaging, and redistribution to retail shops.

Our Infectious Disease Control work to prevent or minimise notifiable infectious diseases and prevent further spread of infection has dealt with a number of suspected outbreaks. Our investigations this year identified one outbreak that could be linked directly to a food handler preparing salads within a food business, for which formal action has been taken. Increasingly we will be using sampling foods in businesses to obtain more direct evidence of food quality and safety practices that the food has undergone.

It has been another busy year for our Port Health officer. Alongside imported food inspections, ship sanitation inspections and sampling water supplies for Legionella, where we require corrective action if conditions were unacceptable, we have tested our arrangements working with emergency responders on infectious disease-related shipping incidents. Separately, working with Public Health England, this year we have put in place a monitoring program to sample mosquitoes and screen for Zika Virus.

This has been a busy year for Health & Safety at Work. Alongside unannounced inspections, which these days are only made to the very highest risk-rated businesses, our officers carry out investigations into reported accidents. One major accident investigation is ongoing. More widely we offer advice and assistance to health and safety duty holders and respond to public safety-related concerns. Following local reports our investigating officers found evidence of unsafe practices in one (now closed) tattooing business. In response to needs for improved customer and business confidence we are working with other local authorities to launch a Tattoo & Skin piercing registration scheme in April 2017.

Air quality has been in the news and the tough challenge of tackling vehicle exhaust emissions certainly does require a coordinated effort. The council has negotiated a key focus on air quality in the Transport Masterplan for Lancaster District published by the county council. We have also taken a county-wide lead in developing planning guidance on low emission policies for all new developments and securing its adoption. This adopted guidance encourages provision of charging points for electric vehicles in new buildings, and more widely the assessment and mitigation a development's air quality impacts. Officers have been working:

- with Stagecoach to ensure that improvements in engine technology made possible by a Green Bus Fund award of around £300,000 will directly contribute to reduced exhaust emissions along some of our major bus routes and especially in the city centre
- with planning and licensing officers, the county council and our in-house Parking team to encourage and support the use of electric vehicles

CIVIL CONTINGENCIES

2016 was the year when Civil Contingencies picked up the pieces after Storm Desmond and took forward the many recommendations of the debrief. Additionally, all parish councils were contacted with an offer to assist them to develop community emergency plans so that in any future widespread emergency they could implement a local plan to look after the community and particularly any vulnerable people. This work was greatly assisted by the award of grants from the Lancashire Flood Appeal to improve the resilience of a number of community centres and village halls. To date seven community emergency plans have been completed and several more are being produced. The work has extended

into the urban areas with further plans being developed around the use of church halls and community centres in Lancaster.

General preparedness continued through the year with a number of plans being revised and updated with 'Desmond learning' and several officers volunteering to join the Council's on call team as Emergency Incident Officers or Senior Emergency Officers and attending courses and exercises to prepare themselves for these roles.

PRIVATE SECTOR HOUSING and CEMETERIES

HOME IMPROVEMENT AGENCY

The Home Improvement Agency (HIA) has continued to enable vulnerable residents to remain independent, safe, secure and warm in their homes. The HIA's aim is to provide a quality service, offering vulnerable residents independent advice and assistance to find solutions to their housing-related needs. The work of the HIA has a positive impact on mental health, quality of life, fear of accidents, fear of crime, prevention of hospital admissions and early admission to residential care. The HIA provides care and repair type services which includes advice and assistance to undertake repairs/maintenance as well as assistance in considering their housing options and ways to raise finance to undertake works. Handyperson services are also available to carry out minor works. The HIA is also responsible for delivering the mandatory Disabled Facilities Grant programme.

The success of our HIA led to us being awarded 'Adaptation Service of the Year 2016' by Lord Best in an event held at the House of Lords.

In addition to the core services above HIA continues to provide a number of bolt on services for vulnerable residents including:

The delivery of the 'Sanctuary' and 'Haven' service, completing security works to the homes of 'at risk' clients suffering Anti-Social Behaviour and Domestic Violence in partnership with the Homeless team.

The Warm Homes Service has continued throughout the 16/17 winter months. This service is delivered by Lancaster City Council with funding from Lancashire County Council and the CCG. The aim of the service is to help vulnerable residents stay warm over the winter. The HIA provides practical solutions to help vulnerable residents keep their homes warm at an affordable level over the winter period.

HOUSING OPTIONS (HOMELESSNESS)

- Homeless acceptances have reduced to the lowest figure since the data collection began. With the introduction of five new Homeless Prevention Officers (HPOs) the team are now working at an even earlier stage and this has resulted in an increase in the numbers of successful homeless prevention cases. That said, the service is still facing challenges with the welfare reforms, with the impacts of reductions in housing benefits for the under 35's, benefit cap remains one of the biggest challenges for assisting homeless under 35's. We are also still unsure of the impacts of the roll out of the new Universal Credit. The new proposals set out by Government

to align Local Housing Allowance Rents in social housing and the possible impacts to temporary accommodation is also a real concern in terms of its potential impact on homelessness. We continue to manage the increase in presentations following the implementation of the single room rent rate for the under 35's with the assistance of the HPOs. The funding from the DCLG for single homeless provides pre-tenancy training, shared housing and a new accommodation finding service. Funding for these services are being extended for a further 12 months until April 2018 using a combination of external funding and the homeless prevention grant. The homeless prevention work continues to be delivered 'in house' with a substantial saving and an increased number of positive outcomes for single non priority need homeless and rough sleepers by offering outreach support through agency drop-ins such as probation, outreach support to rough sleepers and accommodation finding advice. Rough sleeping is on the increase due to a combination of reasons. EEA national with "no recourse to public funds" has increase rough sleeping by 50% locally, Christchurch is the only direct access shelter in the North West and we see an influx of homeless people coming in to the District from other areas.

The Refuge has been operational since April 2013. It provides 7 units for families fleeing domestic violence. The funding for this service was 'at risk' from March 2017 due to the cuts in the Lancashire County Council Supporting People Programme. Funding has been secured to extend the contracts until September 2017, Lancashire CC have also secured 1.25 million from the Early Help and Prevention Fund to allow DV services to continue to operate for the next 2 years.

The county council alongside the district council are undertaking a review of the Lancashire wide Homeless 16/17 year olds protocol. This is now complete with the formal launch and roll out taking place in April 2017. The Young People's accommodation based services had been under threat due to the reduction in the Supporting People Programme funding. Children's Social Care have agreed to fund the gap for a 12 month period to enable the District's to demonstrate the provision is used for statutory homeless care leavers and homeless 16/17 year olds.

Temporary Accommodation (TA) targets remain below government targets - currently there are 6 available TA properties available within the district.

In October 2012 the council, in partnership with Methodist Action North West (MANW), launched the new 'Social Lettings Agency'. The aim of the SLA is to increase access to good quality private rented sector accommodation for homeless households. 38 plus properties have now been leased from private sector landlords with further properties in the pipeline as part of the empty homes programme. This scheme will give the local authority access to a sustainable supply of good quality housing with 2-10 year lease arrangements.

Choice Based Lettings - A further review of the Housing Allocations Policy is under way in light of the high number of Ombudsman complaints nationally against local authorities for their unlawful allocations policies. Consultation is now underway before taking to Cabinet for approval in due course.

Flexible Homelessness Support Grant - Local authority allocations from the DCLG have just been announced with Lancaster receiving one of the highest allocations in

the County. The funding has been allocated according to a formula which reflects relative homeless pressures, while at the same time aiming to protect local authorities which currently have high levels of Temporary Accommodation. The DCLG have calculated relative homelessness pressures by adding the number of acceptances to the number of prevention and relief cases achieved by securing a private rented sector tenancy.

DCLG Homelessness data for the financial year 2015/16 was used to estimate levels of the DWP fee, then also projected into the future based on current trends. The funding will give flexibility to spot purchase temporary accommodation or support in house provision.

Oak Tree House homeless hostel for rough sleepers/entrenched homeless opened in April 2014. The project provides 23 beds, 6 crisis beds, 12 move on beds and 5 self-contained semi-independent flats for the over 25's. The scheme continues to deliver a wide range of on-site services including health, drug, alcohol, training, education and in work support. The county council cuts to supporting people funding now threatens the long term viability of the scheme, but recently there has been news of an extension of the SP funding contract until September 2017. In the interim Adactus and the City Council have been exploring options to keep the service running post SP cuts. Oak Tree has been identified as a priority service for county funding and this would mean the service would need to take people from outside the District rather than just Lancaster.

HOUSING STANDARDS

The Housing Standards team continues to work across the district to improve standards of accommodation and management in the private rented sector. 122 of the most serious (category 1) hazards and 211 of the less serious (category 2) hazards have been resolved, and over 500 properties have been visited. The team continues to work closely with the Housing Options team to prevent homelessness, to reduce the supply of poor quality accommodation and to inspect any housing used by the team.

In August 2016 a Project Manager was appointed as part of the Transformation Challenge Award. He has been working on a feasibility study for the introduction of Selective licensing in Morecambe, and on how to better connect agencies and develop community assets. As part of this project, a dedicated Housing Enforcement Officer is targeting problem HMOs in the West End of Morecambe.

Following the floods in December 2015, £463 000 of grant aid has been approved, and £297 000 paid out for flood resilience and resistance measures in affected residential properties. This includes several larger community projects, where a number of households have grouped together to install measures to prevent future flooding.

The team continues to work with Serco who are providing accommodation for Asylum Seekers in the district. 25 of a proposed 30 houses are occupied, and approximately 150 Asylum Seekers are resident in the district. Good links have been made with the voluntary sector who provide integration support including drop-ins, English lessons, and community activities. Work has started on the Refugee Resettlement Programme, with an anticipated arrival date for 10 families in July 2017.

The Lancaster University Approved Homes Scheme is developing well with our support, and has resulted in an improvement of property conditions in the student sector. The University is investing in marketing to promote and grow the scheme, and Housing Standards sit on their Advisory Board.

CEMETERIES

Throughout 2016/2017, the Cemeteries Team have continued to provide a professional and efficient service in order to primarily arrange interments within the council's cemeteries, and the reserving and managing of burial plots.

Throughout February 2016, there was a total number of interments within all of our cemeteries of 24, which has been significantly improved upon with a total number of interments to 33 in February 2017. This means that we are attracting more families to inter their loved ones in our cemeteries as opposed to the Crematorium, church graveyards, other burial areas elsewhere in the UK, or even private land..

Due to demand, a new burial section was opened in Torrisholme Cemetery in February 2017. This will provide our local, as well as wider community the opportunity to purchase grave rights within one of our more popular cemeteries. This section is non-consecrated ground, which means it is appealing to a wider range of people.

Recognising an increased interest in green or natural burials, the Cemeteries Officer is currently working on literature that should help guide those either planning their own funerals or for the bereaved to deal with the burials of their loved ones. This subject can be quite daunting to tackle as it often involves either not using the services of a Funeral Director, or interring remains in an unconventional location. We hope to impartially provide members of the public with information should they request it, and therefore provide a more in depth service as a result. Our Woodland Burial sites have certainly been of more interest in recent months.

The Cemeteries Office now benefit from an improved relationship with Lancaster Muslim Welfare and Lancaster Islamic Society. Both the Cemeteries Officer and Operations Manager have made efforts to rectify previous issues and to create a smoother working relationship with both organisations. This is in order to achieve burial standards expected from the Muslim community, and to simultaneously provide the Cemeteries Office with official requirements needed in order to carry out our role as a burial authority.

The cemeteries fees and charges have been extensively reviewed for 2017/2018 order to cater for the increased demand on our services.

COUNCIL HOUSING

- *Increased number of improved homes.*

2016/2017 has seen the continuing investment in council housing across the district with investment being maintained at over £4.3 million. This programme of capital and planned maintenance work has been delivered the Council's in-house repairs and maintenance service and through a number of external contracts.

Work on improving energy efficiency within the Council's sheltered housing has brought real benefits to sheltered housing tenants through a combination of energy saving improvements £20,000 per year has been saved in electricity costs and this has led to a reduction in service charges to sheltered housing tenants. The work also being carried out on converting unpopular sheltered housing bedsits has also been very well received by tenants and everyone who has visited these schemes. This is part of a continuing programme of modernisation of our Category two sheltered accommodation.

On our general need housing the programme continues to support kitchen and bathroom renewals, and ensuring the roofs and the exteriors of council housing is well maintained.

- *Continue to try to establish a new build and acquisition programme to increase the number of Council houses in the district.*

The Council's ambitions to directly increase the number of Council homes in the district remain frustrated by lack of clarity in Government policy over the security of investing in additional council homes, with the government still not having announced the details of its policy on the sale of higher value council homes.

However, two general needs housing schemes at Carnforth are being taken to full planning approval; this is alongside the progressing the scheme for additional sheltered housing bungalows; by converting the ex-scheme manager houses at Parkside Court, Westgate and Melling House, Hala to provide four sheltered flats. Work on all other schemes has ceased for now, until the impact of all the legislative and policy changes being introduced by Government are properly understood and have been appraised.

Officers are also exploring other options as to how the Council might seek to help increase housing stock outside the HRA, for example through the setting up of a housing company. Any proposals that may come forward will need properly assessed and scrutinised.

- *Income and service investment*

Prior to 2016/2017 the HRA was well placed to invest and enhance its service provision significantly, but the Council's opportunities in this area, as highlighted previously, have been fundamentally reduced as a result of recent Government policy changes. Through the Welfare Reform and Work Act 2016 the Government removed the flexibility that local authorities previously had in determining their own rent policies, and changes to welfare benefit continue to impact on the ability to maintain its rental income stream. The restrictions on rent setting to 2019/20, brought about by Government policy, have been estimated to have cost the Council around £90M in reduced income over the life of the HRA 30-year business

plan. In addition there is continuing uncertainty regarding Government rent policy beyond 2020.

Despite this background Cabinet has approved increased resources:

- To provide additional resources to meet the challenges of income management
- To increase the support we can give to tenants to enable them to sustain their tenancies
- To help tackle long term unemployment issues amongst tenants
- To provide better support for area based initiatives to improve neighbourhoods
- To enable increased partnership working with health, police, and DWP
- To improve our performance on void management through better management and co-ordination of void works
- To strengthen and provide greater overall service resilience

Work is currently progressing to implement a new service structure to deliver on these objectives.

- *Tenant, leasehold and resident engagement*

The Council continues to create many opportunities for tenants, leaseholders and residents to be involved in the service, for example the popular estate walkabouts, but the Council wants to look at how it can further develop its landlord services. The Council was one of the first local authorities to achieve accreditation for tenant involvement, and re- accreditation of the Council's engagement arrangements with tenants, leaseholders and residents is being sought in 2017/2018.

Executive Annual Report 2016/17

Councillor Margaret Pattison

Cabinet Member and Portfolio Holder with responsibility for Markets, Voluntary Sector, Older People and Rural Affairs

Executive Membership

- Cabinet
- Planning Policy Cabinet Liaison Group

Executive Appointments to Outside Bodies etc

- Lancaster Community Fund Grants Panel
- Yorkshire Dales National Park Board

Overview of Portfolio Responsibilities

Responsibility for Markets, Voluntary Sector, Older People and Rural Affairs

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Communities are brought together and the major issues affecting the district are addressed through working in partnership.	<ul style="list-style-type: none"> • Determine the future delivery and funding of voluntary, community and faith sector services groups. • Improve neighbourhood working by engaging with communities to understand their needs and build resilience.
Well run, value for money services that are valued by the public and demonstrate good governance, openness and transparency.	<ul style="list-style-type: none"> • Review the Localised Council Tax Benefits Support Scheme (LCTS) to determine a sustainable scheme for the future. • Review and rationalise the Council's future accommodation needs to support service delivery and save money.

<p>Health and wellbeing of our citizens is improved.</p>	<ul style="list-style-type: none"> • Increase the number of vulnerable households benefiting from Warm Homes Initiatives
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Progress made during 2016/17

MARKETS

- Lancaster Charter Market and Assembly rooms continue to contribute to the offering of the city centre for residents and visitors alike. Income has been slightly above budget.
- Morecambe’s Festival Market has traded to budget.
- The Assembly Rooms is now reopened after being closed to allow vital works to take place.
- Market officers have been actively visiting markets in other areas to look at best practice and come up with ideas for the development of our markets in the future.

VOLUNTARY SECTOR

Voluntary, Community and Faith Sector organisations are commissioned to deliver key activities in support of vulnerable people in line with the council’s corporate outcomes and priorities. The main areas of investment and service provision are:

- **specialist advice and information** services to help reduce levels of debt, poverty, personal distress and isolation; increase access to services and help to reduce the need for other crisis services;
- **infrastructure support** to help develop and improve the resilience of the VCFS sector and to deliver services that are relevant to the needs of the district, and;
- **volunteering** aimed at the effective coordination of volunteers at a central point in support of a wide range of VCFS organisations and increasing levels of volunteering to support the delivery of services in the district

Our partners have continued to provide services to a good standard throughout the year and contracts with the current VCFS providers have now been extended to 31 March 2018,

although work has already commenced through an Informal Task Group of the Overview and Scrutiny Committee to review the commissioning arrangements beyond March 2018. The review will involve engagement with other funders including the Police and Fires Services; Lancashire County Council and the North Lancashire Clinical Commissioning Group. Meetings will also be held with service providers and service users resulting in: an assessment of the changing needs of vulnerable residents; identification of gaps in service provision and how services could be better targeted to areas of greatest need, and; consideration of new models for the delivery and funding of services. Recommendations from this review will be fed into the budget process during 2017/18.

OLDER PEOPLE

Over the last year I have worked alongside many groups and been invited to many meetings sharing good practise.

- Morecambe Rainbow Centre. Activities for over 50s.
- Lancaster Pension Group. Talking about cuts to bus services, cuts to social care.
- The Harbour in Blackpool who specialise in Dementia care.
- Dignity Day. 1st February. Open day at Westend Impact with local service providers organised by Lancaster Pension Group.
- May 15th 2016 Ashton Memorial lit up for the start of Dementia awareness week.
- Had a meeting with Peter Brooks from Blackpool Borough Council, Peter specialises in training carers in Care homes for people diagnosed with Dementia.
- Regular meetings with local Authority Elected Member Older Peoples Champions, sharing good practice with elected members in the Northwest.
- Moretogether a free Magazine which is distributed to 5000 houses in Morecambe.
- Regular meetings with CCG Health and Wellbeing sharing good practise. Tackling obesity working with schools and staff in hospitals.
- Working alongside Age UK.
- Invited to join the steering group at the Dukes Lancaster. "A Life More Ordinary" film viewing specialising for people diagnosed with dementia.
- WW1 Heritage group.
- Silverline. Tackling isolation and loneliness in the home. "If you're feeling lonely" How to stay connected in older age?

- Housing for over 50s.....This last year has seen changes in older people services across the Country with the withdrawal of Supporting People funding to provide housing related support from the 1st April 2017 for sheltered housing services. Locally and as a provider of sheltered housing accommodation it is pleasing to report that the council has maintained the level of services to council housing sheltered housing tenants. The County Council will continue to provide domiciliary care and telecare services for older people where individuals meet the national eligibility criteria under the Care Act. Tenants who do not have an assessed statutory need are also able to access Lancashire Wellbeing Service which helps people to deal with the underlying causes that are affecting their ability to manage their health and wellbeing.
- Sheltered Council Housing. I was proud to judge the Christmas displays around 6 sheltered council housing premises; Park View was the winner and they received a lovely hot pot supper with sweet served up by myself and housing staff. Everyone had a great time.
- The Bay Dementia Hub.... The first Friday of the month at St Johns Hospice Lancaster, offers guidance, support and information to both carers and people diagnosed with Dementia family and friends.
- Defying Dementia Lancaster University "Together We Can Defy Dementia" I am proud to say I have organised a charity football match with the help of (Morecambe Town) Councillor David Brayshaw, our team Lancaster and Morecambe Bay Rovers playing Liverpool Select X1 men over 45 years on Saturday 13th May 12noon Lancaster University.....Donations to Defying Dementia.

If you want to get in touch with any of these services look on the facebook page and online.

RURAL AREA PORTFOLIO

I have enjoyed joining the Yorkshire Dales National Park Authority with 1% of Lancashire now in the Yorkshire Dales.

I am on the Audit Committee and Planning meeting in Bainbridge which is a beautiful place to visit.

I have been invited to attend many Parish Council meetings over the last year, it is lovely to see villages and parishes looking out for each other.

Executive Annual Report 2016/17

Councillor Anne Whitehead

Cabinet Member and Portfolio Holder with responsibility for Finance and Revenues and Benefits

Executive Membership

- Cabinet
- Canal Corridor Cabinet Liaison Group
- Shared Revenues and Benefits Service Joint Committee

Overview of Portfolio Responsibilities

Responsibility for Finance and Revenues and Benefits

Corporate Plan Key Outcomes/Success Measures

Corporate Plan - Key Outcomes	Success Measures
Well run, value for money services that are valued by the public and demonstrate good governance, openness and transparency.	<ul style="list-style-type: none"> • Maintain an "unqualified" value for money conclusion from our external auditors. • Review the Localised Council Tax Benefits Support Scheme (LCTS) to determine a sustainable scheme for the future.
Maintain a financially stable position and strong financial forecast for the delivery of Council services.	<ul style="list-style-type: none"> • Implement agreed budget proposals and take positive action where they do not deliver desired outcomes. • Develop and implement a range of further savings and income generation opportunities to sustain the Council's budget.

Progress made during 2016/17

Finance

In March 2016, balanced budgets were set for 2016/17 and 2017/18. Due to the continuing cutbacks in funding by Central Government, the Council was forced to budget for a large amount of savings for 2016/17 and beyond, leading to an annual savings package of around £2.8M. This required the implementation of a large number of savings proposals, which included service efficiencies and reductions, income generation and invest-to-save schemes. This has been extremely challenging, and officers have worked very hard to overcome problems which have arisen. Most of the proposals have been implemented or their implementation is underway. Unfortunately, some were delayed which has resulted in a shortfall in savings income for 2016/17. The most notable delay was in the charging for green waste collection, where the start date had to be moved from August to January. However, the take-up of the service to date has beaten new targets. Nevertheless, with other savings and income arising during the year on other various council activities, by year end only a very small overspend was forecast on the Council's budget as a whole.

Capital investment of £5M was agreed for the refurbishment and redevelopment of the Salt Ayre Leisure Centre. Work commenced in May, in partnership with Alliance Leisure. The project commenced on time and continues to be managed to budget and according to the timeline. The new facilities have made a hugely positive impact and have been a significant addition to the district's leisure portfolio.

Looking forward, local government continues to face major funding reductions year on year from Central Government. From around 2020 onwards, changes to local authority responsibilities and various funding streams are expected as part of the overhaul of the local Government Finance system. It is not clear yet what the potential impact might be, or when the changes might be implemented by Government. There are a number of issues around the 100% Business Rate retention scheme, not least how it will work for two tier councils. Whilst the New Homes Bonus is set to continue until around 2020/21, funding allocations will reduce in future as a result of Government diverting resources into Adult Social Care.

For this year's budget process, we adopted a two-stage approach. Stage 1 concerned proposals for 2017/18. These were proposals which could readily be implemented or were minor, or which were building capacity to ensure that the Council can deliver its existing transformational and innovative budget options for future years. The balanced budget proposals for 2017/18 allowed for the creation of a £500K reserve to help boost local economic growth and attract new businesses, create jobs and support regeneration of the Heysham Gateway area. We aim to start the next phase of budget setting early in 2017/18, starting with a strategic review of the Council's services and priorities. Performance data against the current corporate plan will be fed into the strategic review in order to inform new Corporate Plan proposals for 2018/19 onwards. The review will lead on to the development, prioritisation and planning of a programme of efficiencies, income generation and invest-to-save proposals. In working out the details of this approach, we will need to consider how best to engage with other Members and stakeholders.

Revenues & Benefits

The service has had another challenging year, adapting to and implementing continuing welfare reforms and other changes. Key achievements include:

- **Universal Credit (UC).** The Lancaster district went live on the full UC service in July 2016, which is now open to all new claims, including anyone on existing benefits or tax credits who has a change in their circumstances (which generally triggers a claim for UC). The Department of Works and Pensions (DWP) administers UC in the main, but there is a lot of information-sharing between the two organisations, and the Council provides personal budgeting support to UC applicants, on behalf of DWP. The volume of personal budgeting support and enquiries through Customer Services is slowly increasing, although the assessment team continues to experience issues with the processes (as they link to DWP); these are being highlighted to DWP on a regular basis and they are still on-going.

The current number of claims in March 2017 in the Lancaster City Council area affected by Universal Credit is 1,499, an increase from 270 in January 2016. The Council has just responded to a request for feedback from the Work & Pensions

Committee and there is clearly a long way to go before UC can be rolled out nationally, in an effective manner.

- **Localised Council Tax Support (LCTS).** The LCTS scheme benefits were maintained during 2016/17 and back in December, Council took the decision to retain basically the same scheme for 2017/18, with only two very minor changes to bring it in line with changes to the housing benefit scheme.
- **Business Rates.** The service has had many issues to deal with this year, including the recent revaluation and the myriad of property relief schemes now in place, together with the difficulties of rate avoidance tactics. The Business Improvement District for Morecambe is now in place, alongside the Lancaster BID.

More generally for the service, budget savings targets have been achieved and despite reducing operating costs, local taxation collection rates have been broadly maintained. The service continues to perform well in processing benefits promptly and accurately (on average 24 days for new claims and 8 days for changes in circumstances) but is hampered in waiting for UC information from DWP.

Looking forward, the focus remains on shaping service delivery to manage ongoing Government reforms effectively and on optimising performance in what continues to be a difficult environment.

OVERVIEW AND SCRUTINY

ANNUAL REPORT 2016/17



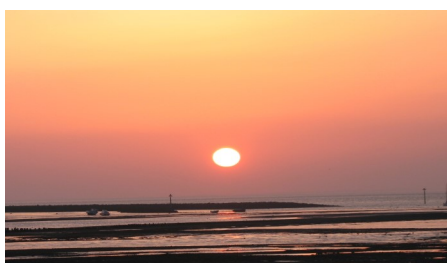
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OVERVIEW AND SCRUTINY COMMITTEE

The Overview and Scrutiny Committee has overall responsibility for the performance of all Scrutiny functions (under the Local Government Act 2000) on behalf of the City Council.

The Committee has the power to scrutinise all of the City Council functions and decisions that are not within the Terms of Reference of the Budget and Performance Panel. It also has the power to call-in any decisions that members feel have not been made in accordance with the City Council's decision-making principles.



Membership:

Councillors June Ashworth (Chairman), Caroline Jackson (Vice-Chairman) (until March 2017), Alan Biddulph, Tracy Brown, Brett Cooper, Rob Devey, Roger Mace (from November 2016), John Reynolds, (until October 2016) David Whitaker and Phillippa Williamson (Vice-Chairman from March 2017).

Budget and Performance Panel

The Budget and Performance Panel has specific responsibility for providing overview and scrutiny to issues regarding the City Council's performance, budget and financial issues.

Membership:

Councillors Dave Brookes (Chairman), Phillippa Williamson (Vice-Chairman) (until January 2017), Sam Armstrong, Andrew Gardiner (Vice-Chairman from February 2017), Janet Hall, Tim Hamilton-Cox (until September 2016 and then from February 2017), John Reynolds (from November 2016), Roger Sherlock, Susan Sykes and Oscar Thynne.



HERE ARE SOME OF THE MAIN ISSUES CONSIDERED BY THE OVERVIEW AND SCRUTINY COMMITTEE THIS YEAR

PEER REVIEW

The Chief Executive attended the March meeting of Overview and Scrutiny and gave an update on the outcomes of the Local Government Association's (LGA) Peer Review that had been undertaken in 2015.

Activity had been ongoing against each item contained in the Action Plan and this was presented at the meeting. It was also noted that, in a report to Cabinet regarding Senior Leadership, there were a number of items that had been highlighted that required movement forward. These areas were considered and discussed in depth by the Committee.

EXECUTIVE SCRUTINY COMMITTEE

In December the Chairman and Vice-Chairman advised the Committee that they had viewed Lancashire County Council's Executive Scrutiny Committee meeting. They felt that the format of the meeting was too formal and would not be suitable for the City Council. Also discussed was how the Committee fed into Cabinet. Council Business Committee was recommended to consider scheduling Overview and Scrutiny meetings on the Wednesday prior to Cabinet. It was requested that this be included in the 2017/18 Committee Timetable.

HEALTH SCRUTINY AND OLDER PEOPLES ISSUES

Each year the Overview and Scrutiny Committee have a meeting dedicated to health scrutiny and older peoples issues. This year an update on "Better Care Together" will be provided.

The Cabinet Member for Markets, Voluntary Sector, Older People and Rural Affairs will be invited to the meeting to discuss older peoples issues.



HEYSHAM GATEWAY AND ECONOMIC GROWTH STRATEGY

At the October meeting of the Overview and Scrutiny Committee the Chief Executive of Seatruck Ferries and the Manager of the Chamber North Lancashire attended. A draft vision for the Heysham Gateway and sustainable economic growth strategy was considered.



Heysham Gateway has been identified as a regeneration priority area in the Lancaster District Core Strategy (2008) and marketing has been undertaken on the City Council owned parcels of land with serious offers having been made on all but one small parcel of land. This included a number of businesses who wanted to expand by vacating White Lund Industrial Estate and taking up new premises on Heysham Gateway. The link road will have a positive impact on Heysham Port and make Heysham much more accessible for access into Morecambe Bay for among other things, servicing offshore wind and gas energy equipment.

Seatruck Ferries have invested in new ships for Heysham to increase the tonnage capacity of the Port. It was suggested that the City Council, County Council, their partners and the business community should pull together to promote the district with one unified message. The following suggestions were made to take forward to Cabinet as main priorities for the Heysham Gateway:

- ◆ Provision of HGV parking.
- ◆ Opportunity to restructure White Lund Industrial Estate.
- ◆ Provision of employment opportunities.
- ◆ Consideration of leasing verses selling Council owned land within the Heysham Gateway.
- ◆ Provision of warehousing.
- ◆ Provision of affordable housing.
- ◆ Heysham Gateway area to be marketed in collaboration with other land owners to provide a joined up comprehensive approach.



DEALING WITH MAJOR FLOODING INCIDENTS

In October an update was provided on the policies and procedures in place for dealing with major flooding incidents following Storm Desmond in December 2015.

Representatives from the Environment Agency, Electricity North West, Lancashire County Council and South Lakeland District Council attended the meeting.



At the time of the update, of the of 225 properties flooded in the district, 28 were still not inhabited and of the 212 businesses that were flooded 23 were still not operational, with 6 more were permanently closed or relocated. Government Grants had been allocated by the City Council to those properties that had been flooded but not all had been taken up leaving some unallocated funding.

An update on the flooding on Caton Road, Lancaster, where the River Lune had burst its banks, was provided. There was a funding gap of approximately £2 million to complete the flood defences. The Environment Agency gave details of the work that had been undertaken since the floods and advised that talks had taken place with the businesses on Caton Road who had been flooded during Storm Desmond. This was to develop a flood protection scheme. It was hoped that some of the unallocated Government funding could be allocated to bridge the funding gap for the

Caton Road flood defence work.

The Environment Agency also advised that they were supporting Lancashire County Council with flood defences at the Mill Race underneath Lancaster city centre and the Bus Station that collected rainwater, which was drained off into the River Lune.

It was also reported that dredging had taken place along the River Lune with 2.5 tons of material being removed.



Electricity North West gave details of the work they had undertaken since the 2015 floods. Temporary repairs had been undertaken including additional anti-flood membranes, flood proof doors, increasing the number of sub pumps and sealing off all the cable ducts. The sub station that had flooded in Lancaster would be raised above it's current level to allow any future flood waters to flow underneath. This would be undertaken in 2017/18.

COMMUNITY SAFETY

Each year the Overview and Scrutiny Committee considers Community Safety.

Councillor Brendan Hughes, Cabinet Member with responsibility for Community Safety and Clean and Green and the Chief Officer (Environment) attended the meeting, that took place in November.

COMMUNITY SAFETY PARTNERSHIP

An update was given on the work undertaken by the Community Safety Partnership within the district. The priorities of the Partnership were:

- Violence against the person.
- Anti-Social Behaviour.
- Road safety.
- Domestic abuse.
- Burglary other than a dwelling.

Also discussed was CCTV provision within the district, which was due to cease at the end of March 2017. CCTV was not a Community Safety Partnership priority but the City Council was working with its partners to look into possible revenue and capital funding for a replacement system.

RACISM, XENOPHOBIA AND HATE CRIME

Also considered was a motion referred from Council regarding a review of measures taken to counter racism, xenophobia and hate crime. It was agreed that this would be considered in further detail by the Community Safety Partnership at one of their meetings and that the Overview and Scrutiny members would be invited to that meeting. This meeting took place in February.



LANCASHIRE CONSTABULARY

Chief Inspector Ian Cooper and Inspector Steve Bell of Lancashire Constabulary also attended the Community Safety meeting.

The Chief Inspector gave an overview of the current situation with community policing within the Lancaster District.

A strategic change was occurring in the way community policing was taking place with leadership being place based rather than being in one central location.

The importance of early intervention and the need for the Police to work with their partners was also stressed.

Also discussed was how the growing use of social media in community policing had replaced the need for Police and Community Together (PACT) meetings. Social media was seen as far reaching and enabled the Police to engage with more people in a less resource intensive manner.

The transformation challenge award scheme in the West End of Morecambe, that was about to commence, would help with a number of issues in that area and make the community more resilient.

LATE NIGHT ECONOMY IN THE LANCASTER DISTRICT INFORMAL TASK GROUP

An Informal Task Group was created to look into issues arising from the late night economy in the district.

Representatives from Lancashire Constabulary, the NHS, Lancaster BID and Morecambe BID, Pubwatch, Castlegate Security, Street Pastors and licensees as well as City Council Officers from Licensing, Environmental Health and Community Safety and Legal attended the meetings and gave presentations to the Task Group.

The Chairman of the Task Group attended the February 2017 meeting of Overview and Scrutiny Committee and presented an overview of the work that had been undertaken by the Informal Task Group.

He reported that the Task Group had gathered evidence from many different sources such as the Police, Pubwatch, NHS, BID both Morecambe and Lancaster, as well as City Council officers from Licensing, Environmental Services and Street Cleansing.

The following issues were highlighted by the Task Group through its themed meetings:

- Littering.
- Night-time economy blending with the day time economy.
- 4.00am to 6.00am most problematic time.
- Music.
- Anti-Social Behaviour.
- Safety of Women.
- Serving alcohol to people who are intoxicated.
- A Public Space Protection Order (PSPO) for Lancaster.



The report highlighted the good work undertaken by the local Pubwatches and the need for a group to continue the work and liaison that had been established by the Task Group.

Also one of the key issues that had emerged was the need to continue, in some form, the provision of CCTV within Lancaster city centre.

The Task Group made a number of recommendations which were considered by the Overview and Scrutiny Committee at the February 2017 meeting.

Membership:

Councillors Charlie Edwards (Chairman), Sam Armstrong, Lucy Atkinson, Caroline Jackson, Roger Mace, David Whittaker and Nicolas Wilkinson.

LATE NIGHT ECONOMY IN THE LANCASTER DISTRICT

INFORMAL TASK GROUP

The Overview and Scrutiny Committee agreed to the following recommendations:

Recommendation 1

- (a) That the Community Safety Partnership be requested to establish a Sub-Group to continue the work of the Scrutiny Informal Task Group with the membership mirroring the existing Task Group, including Pubwatch.
- (b) That the Community Safety Partnership Sub-Group consider appropriate levels of training of licensed premises staff and receive updates provided by Pubwatch representatives of Lancaster and Morecambe.
- (c) That the newly formed Sub-Group consider the city centre's ability to gain Purple Flag Status and also investigate the introduction of a rewards system for well-run licensed premises.

Recommendation 2

- (a) That based on the evidence heard, the Task Group recommends to Council that it continues to give its full support to the Public Space Protection Order (PSPO) covering the central area of Lancaster.
- (b) That updates on the use of the PSPOs be reported to the annual Community Safety meeting of the City Council's Overview and Scrutiny Committee.
- (c) That the feasibility of the PSPO for Morecambe Town Centre and Promenade be assessed by Lancaster City Council and the Police and reported to the City Council's Overview and Scrutiny Committee.

Recommendation 3

That, after considering the evidence provided, it be recommended that CCTV is vital to the infrastructure of Lancaster city centre and Morecambe. The Task Group agrees that public CCTV is a vital community asset which provides reassurance, deterrence and response.

Further to this, it is recommended that work continues with all of the potential partnership participants on building a business case for how a partnership approach to the delivery of a repurposed CCTV system might operate and that a report on this is quickly developed and presented to the Cabinet for consideration.

Recommendation 4

(a) That the proposed Community Safety Partnership Sub-Group meet with Lancaster University and the University of Cumbria's senior management and the Student Unions regarding policy and practice on alcohol education, consent, health and safety, alongside the annual consideration regarding student admissions to A & E and calls upon the Emergency Services, in liaison with the University Hospital of Morecambe Bay Trust (UHMBT) and the Clinical Commissioning Group (CCG).

(b) That the proposed Community Safety Partnership Sub-Group examine the Universities' Codes of Conduct regarding off-campus behaviour and the use of sanctions for anti-social behaviour relating to alcohol and put forward any recommendations to the Universities for consideration.

Recommendation 5

That all Members of the Licensing Act Committee take part in an annual early hours visit with the Licensing Team as part of their mandatory training.

Recommendation 6

That the City Council's Policy on the training of staff in licensed premises be reviewed.

Resilience Commission Informal Task Group

Following the events of Storm Desmond in December 2015 the Overview and Scrutiny Committee agreed to the formation of the Resilience Commission Informal Task Group.

The Civil Contingencies Officer, Mark Bartlett, was invited to attend the September meeting of the Task Group to give an overview on community emergency plans.

Since Storm Desmond in 2015 there has been high interest from Parish Councils in the concept of community emergency planning. The Civil Contingencies Officer has visited and spoken at nineteen Town/Parish council meetings and most have been interested in taking the idea forward and developing their own community emergency plan.

The development of community emergency plans has been assisted by the offer of funds from the Lancashire Flood Appeal (Community Foundation for Lancashire and Merseyside), which has offered grants of up to £10,000 for local community groups. This will help to make improvements to their resilience against future flooding and other emergencies by purchasing emergency equipment and improving facilities at local designated emergency centres.

A meeting was arranged with members of community groups invited to present and share their experience of local community emergency planning.

In the Lancaster District eight community groups made bids for funding in the first round of the appeal with a total of £59,500 being awarded between them.

The Chairman of the Informal Task Group attended the September meeting of Overview and Scrutiny Committee to inform of the work undertaken by the Group and advised that all members of the Council would be invited to the resilience commission meeting. This was held on 10th November 2016.

The Task Group has also been asked to advise of its recommendations regarding the use of sand bags in a flood situation. The recommendations will be reported to the Overview and Scrutiny Committee.

Recommendations

1. That the Chairman meets with the Civil Contingencies Officer to discuss and consider how a meeting of the Commission will be arranged, including invitees and items to be discussed. The Task Group and all other members of Council be invited to attend the meeting.
2. That, subject to (1) above, a meeting of the Commission be called.
3. That the meeting considers a set of geographical areas, focuses on buildings that could be used when there is an emergency and considers funding of improvements to buildings identified to provide power and other facilities when there is an emergency and considers how to ensure that communications with resi-

Membership:

Councillors Caroline Jackson (Chairman), Claire Cozler, Nigel Goodrich, Brendan Hughes (until October 2016 when appointed to Cabinet), Roger Mace and Nicholas Wilkinson.

COMMUNITY RESILIENCE EVENING

A community resilience evening took place on 10th November 2016 at Lancaster Town Hall.

Community groups, members of the public and Councillors attended.

Mark Bartlett, the City Council's Civil Contingencies Officer and Councillor Caroline Jackson, Chairman of the Resilience Commission Task Group and Ward Councillor for Bulk commenced the meeting.

Presentations were provided by representatives who had already undertaken the bulk of the work on their own community emergency plans. There were representatives from Overton and Caton & Quernmore North, which was a joint project between Caton and Quernmore Parish Councils.

Real life examples and experiences of developing community emergency plans were provided, as well as how they tackled issues around designating emergency centres, organising emergency co-ordinators, accessing resources and funding for equipment, community awareness and training.

A question and answer session then followed.



Groups based on areas were then encouraged to consider and identify any possible future community emergency plan groups and any potential local emergency centres.

Since the meeting eleven community emergency centres in the district have been identified and have received funding for resilience measures. Nine of these are in rural communities and two in urban areas. Work continues to identify further communities who can be supported in developing plans and local emergency centres.



VOLUNTARY AND FAITH SECTOR

COMMISSIONING INFORMAL TASK GROUP

The Overview and Scrutiny Committee agreed to the creation of an Informal Task Group to investigate the commissioning of voluntary and faith sector organisations. The first meeting of the Informal Task Group took place on the 23rd February 2017.

The terms of reference and the methodology and evidence gathering required to move forward with the Informal Task Groups work are as follows:

Terms of Reference:

1. To identify whether the Commissioning Framework is still relevant and to identify and changes required.
2. To ascertain what VCFS organisations feel is required.
3. To identify what service users think is required.
4. To consider joint commissioning between the City Council, County Council, NHS CGG and other partners.
5. To make recommendations to the Overview and Scrutiny Committee on a revised Commissioning Framework.

The Group agreed to hold separate meetings with funders, providers and deliverers and finally service users before drawing conclusions and making recommendations to the Overview and Scrutiny Committee.

The first of these meetings took place in March and funders, under the umbrella of the Lancashire Volunteer Partnership including representatives from Fire and Rescue, local authorities, Police, Clinical Commissioning Groups and the Health Service, were invited to the Informal Task Group. A presentation on the Lancashire Volunteer Partnership was provided and members took part in a general discussion with funding partners took place.

The Group will meet with providers and deliverers and then with service users before drawing its conclusions and consider making any recommendations.



Membership:

Councillors Oscar Thynne (Chairman), Jon Barry, Ian Clift, Colin Hartley, Robert Redfern and Phillippa Williamson.

INFORMAL CIVIC GROUP

At the December meeting the Overview and Scrutiny Committee agreed to re-consider the recommendations of the Civic Task Group, which had undertaken a review of Civic and Ceremonial issues a number of years ago.

Honorary Alderman have expressed a feeling that they were not participating with the Council and they would like to be more involved. It has been suggested that Civic Awards could be introduced at little cost to encourage civic pride in the district and that Aldermen could be involved in the process. It was agreed that this should be re-considered by a group of interested Councillors who could report back to the Overview and Scrutiny Committee.

The following recommendations were agreed:

Recommendations of the Civic Task Group

- (1) That a Civic and Citizenship Panel to include the Mayor and Deputy Mayor, Honorary appointments, dignitaries and community representatives be established by the Council to support the Mayoralty in undertaking the following:
 - Promote citizenship through organising visits to schools, clubs etc.
 - Assist with the organisation of Local Democracy Week.
 - Run the Citizenship awards with the CVS.
 - Promote the Mayor's Charity and assist the Mayor with fund raising events.
 - Assist in the organisation of Mayor making and Civic events.
 - Assist with developing of the Civic role.

- (2) That a Mayor's Citizenship award scheme be established by the Civic and Citizenship Panel in conjunction with CVS and consider introducing the following categories:
 - Bravery award.
 - Young carer award.
 - Staff award.
 - Young entrepreneur/business award.

- (3) That the Overseas Students Reception be re-introduced.



Membership:

Councillors June Ashworth, Caroline Jackson, Roger Mace, Robert Redfern and David Whitaker

OTHER ISSUES

FLY TIPPING

Steve Scott, Head of Waste Management at Lancashire County Council, provided an update on recycling and waste management within Lancashire. He advised that there had been a slight increase in fly tipping across the district. To tackle fly-tipping across Lancashire the Waste Partnership was working on proposals to combat the problem. The County Council had also opened a re-use shop in Preston which sold re-usable items that had been brought into the recycling centre.

POT HOLES

Representatives from Lancashire County Council's Highways Department advised that as Highways Authority the County Council had a legal duty to ensure, as far as reasonably practicable, that these were maintained to keep the County's roads safe.

Roads were ranked and monthly/quarterly/bi-annual or annual inspections undertaken depending upon their classification.

With regard to the maintenance of pot holes it was reported that the Highways Agency implemented the following intervention levels:

- 40mm on a carriage way
- 25mm on a footway
- 20mm on a high amenity footway or shared space

An overview of the other work undertaken by the Highways Authority including drainage and emptying of gullies, bridge works, highway surfacing, winter maintenance, street lighting, traffic lights, flood risks and water course flood alleviation. Issues were raised regarding pot holes, areas of multiple pot holes, flooded fields, the need for new gullies to prevent possible flooding, the types of repairs and compensation claims.

COMPLAINTS MONITORING

Complaints Monitoring for the year ending 31st March 2016, providing an overview of the performance of the Council responding to complaints though the Council's Complaints Procedure have been considered by the Panel. This also included complaints dealt with by the Local Government Ombudsman (LGO).

MAIN ISSUES CONSIDERED BY BUDGET AND PERFORMANCE PANEL



CORPORATE PERFORMANCE AND FINANCIAL MONITORING

The Panel receives regular reports including strategic summaries on how the City Council is performing in delivering its Corporate Plan targets. The Panel scrutinises these reports to identify any areas of concern.

This year the Panel has asked for further information regarding:

- The CorVu system — the Council's Performance Monitoring System.
- Commercial Properties.
- Pensions.
- Litter Enforcement.
- Repairs and Maintenance Service (RMS).



Other areas have also been identified and, in some cases, briefing notes have been requested, including:

- Expenditure, venues and facilities in Lancaster and Morecambe.
- ICT—Bring Your Own Device (BYOD).
- Procurement and Tendering.
- Out of Hours ICT Support Service.

TREASURY MANAGEMENT STRATEGY

Views were sought on the proposed Treasury Management Framework for 2016/17 and these were fed into Budget Council on 1st March 2017.



BUDGET CONSULTATION

In January 2017 the Panel held its annual Stakeholder meeting. All Councillors and budget stakeholders were invited to attend.

A presentation from the Cabinet Member with responsibility for Finance, Revenues and Benefits was provided on the City Council's Budget and Policy Framework proposals for 2017/18. The Panel also considered Lancashire County Council's, Lancashire Police and Crime Commissioner's and the Lancashire Combined Fire Authority budget proposals. Comments and queries raised were fed back.

CALL-IN AND HOLDING CABINET TO ACCOUNT

HOLDING CABINET MEMBERS TO ACCOUNT

Overview and Scrutiny members have continue to hold Cabinet members to account. This has taken place though the Call-in process and considering items of business at Overview and Scrutiny Committee, the Budget and Performance Panel and also through arranging for Cabinet members to come to meetings to discuss issues and developments within Cabinet portfolios, as well as through meetings of pre-scrutiny Members.

CALL-IN

Call-in is one of a number of ways in which Overview and Scrutiny can hold Cabinet to account.

The choice to 'Call-in' a Cabinet decision is used sparingly at the City Council, and with care.

The procedure ensures that, if necessary, decisions or proposals made by the Cabinet, a Cabinet Member, a Cabinet Committee, an Officer with delegated authority, or under joint arrangements can be thoroughly examined, amendments proposed, and full debate entered into by all Members. It is the view that call-ins are only used in exceptional circumstances. 'Exceptional Circumstances' are where members of the Overview and Scrutiny Committee have evidence which suggests that the decision in question has not been made in accordance with the principles set out in Article 13 'Decision Making' of the City Council's Constitution.

In the previous municipal year the Committee called in a decision made by Cabinet regarding St. Leonards House, Lancaster and requested Cabinet to reconsider its decision. Unfortunately due to timescales it was not possible to include this in the previous annual report.

There has been one request for Call-in this municipal year.

Heysham Gateway

The Committee called in the decision made by Cabinet in relation to the development of Heysham Gateway because it believed that there was not enough information contained within the report for members to be reassured that the decision was the correct one. Upon reconsidering the decision Cabinet agreed to note the Committee's recommendations and agreed that further information would be shared with the Committee as Cabinet made decisions on the disposal of each parcel of land.

CABINET LIAISON MEMBERS

CABINET MEMBERS WITH CORRESPONDING CABINET LIAISON MEMBERS FOR 2016/17 ARE SET OUT BELOW: -

CABINET LIAISON MEMBERS

COUNCILLORS

June Ashworth
Brett Cooper
Tracy Brown
John Reynolds
David Whittaker
Caroline Jackson
Phillippa Williamson
Rob Devey

CABINET MEMBERS

COUNCILLORS

Eileen Blamire
Janice Hanson
Darren Clifford
James Leyshon
Karen Leytham
Margaret Pattison
Anne Whitehead
David Smith (until September 2016)/
Brendan Hughes (from October 2016)

At the first meeting of every municipal year members of the Overview and Scrutiny Committee agree who will undertake the role of Cabinet Liaison Member for each member of Cabinet. This appointment helps keep the Committee informed of issues within individual Cabinet portfolios.

The Committee values the opportunity to discuss portfolio issues with Cabinet members and, in developing the work programme, every attempt is made to ensure that Cabinet members are invited to

meetings where the agenda items are relevant to their portfolio areas.

Cabinet members have also been invited to and have attended Budget and Performance Panel meetings throughout the year, particularly with regard to performance and budget issues.



APPOINTMENTS

At the request of Council, the Overview and Scrutiny Committee has made the following appointments to outside bodies.

OUTSIDE BODY

OVERVIEW AND SCRUTINY MEMBERSHIP

Homelessness Forum

Tracy Brown

Lancaster and Morecambe Fairtrade District Steering Group

Brett Cooper

Museums Advisory Panel

Phillippa Williamson

Representatives are asked to report back, if necessary, to the Overview and Scrutiny Committee on the work of these bodies.

PRE-DECISION SCRUTINY

Pre-Scrutiny is the process mainly based on the study of the City Council's published 'Key Decisions' contained in the List of Forthcoming Key Decisions. It also includes information provided by Cabinet Liaison Councillors. With this information the Overview and Scrutiny Committee can select issues that it would like to consider before a decision is taken.

Each year the Committee appoint a Councillor to the role of Pre-Scrutiny Champion. The current Pre-Scrutiny Champion is Councillor Caroline Jackson. Councillor Jackson meets regularly with the Chairman and Vice-Chairman of the Overview and Scrutiny Committee and Budget and Performance Panel.

This process can help to add value to decisions at the pre-decision stage, can widen consultation to include Non-Executive Councillors and it can also help to minimise the use of Call-in.

The Overview and Scrutiny Committee welcomes the opportunity to submit a response during the consultation phase of a decision and encourages this approach.

HEALTH SCRUTINY

Councillor Colin Hartley is the City Council's representative on the County Council's Health Scrutiny Committee. He has been invited to attend the April scrutiny meeting when health issues will be discussed. This will included an update on the Better Care Together Review of local health services.

FUTURE DIRECTION

There are a number of issues that have not yet been considered or finalised this year in view of the amount of work that has been included on the Committee's Work Programme.

Both the Overview and Scrutiny Committee and the Budget and Performance Panel will commence considering items for their Work Programmes for 2017/18 early in the new municipal year.

Members of the public are encouraged to suggest issues that they feel should be reviewed. This can be done by emailing scrutiny@lancaster.gov.uk.

Scrutinising the decision makers

IS there an issue affecting you and your community that you would like to see Lancaster City Council to look into?

Scrutiny is important to local democracy and exists to hold decision-makers to account and ensure that issues of concern to local residents and visitors are addressed.

It could be a problem in a local area, a council service or an issue which you feel the council, using its community leadership role, should take a lead on improving.

If there is a particular issue that you think should be scrutinised, let us know by writing to the Overview and Scrutiny Committee, c/o Democratic Services at Lancaster City Council, Town Hall, Lancaster LA1 1PJ.

Alternatively, email scrutiny@lancaster.gov.uk or telephone 01524 582065.

ACKNOWLEDGEMENTS

The Overview and Scrutiny Committee and Budget and Performance Panel would like to thank the following for their contribution to the Scrutiny process during 2016/17:

- Cabinet Members who have appeared before Overview and Scrutiny bodies;
- Representatives from organisations, which have delivered presentations to the Committee/ Panel this year;
- Officers who have attended meetings and participated in the work of scrutiny;
- Members of the public who have attended meetings, or submitted evidence as part of the ongoing work of scrutiny;
- Training and development provided both internally and externally;
- All current members of the Democratic Services Team.

ANNUAL REPORT 2016/17 – CHAIRMAN OF AUDIT COMMITTEE**COUNCILLOR ABBOTT BRYNING****1 INTRODUCTION**

I am pleased to present my Annual Report to Council on the work of the Audit Committee during 2016/17.

The Terms of Reference of the committee are set out in Part 3, Section 8 of the Council's Constitution. The scope of its activity is summed up in the statement of purpose:

“The audit committee’s purpose is to oversee and, independently of the Executive and Overview and Scrutiny function, provide the council with assurance of the adequacy of its corporate governance arrangements, including the risk management framework and the associated control environment. The committee reviews the authority’s exposure to and management of risk across all financial and non-financial activity, and oversees the financial reporting process.”

2 OVERVIEW OF AUDIT COMMITTEE RESPONSIBILITIES**AUDIT AND ASSURANCE WORK****Internal Audit**

At its June 2016 meeting, the Audit Committee approved *the Internal Audit Strategy and Risk Based Plan* for 2016/17. This set out the strategy for the delivery and development of the Internal Audit function and how it will contribute to the achievement of the Council's organisational objectives and priorities, over the three year period. The risk-based plan set out the elements of work to be delivered in providing assurance to support the annual opinion on the Council's internal control environment. It also set out the Internal Audit resources to be devoted to other areas of work of an advisory/support nature.

Throughout the year, the Audit Committee has monitored the work of Internal Audit against the approved Annual Audit Plan and has received Internal Audit reports providing a specific opinion on the level of assurance that can be given and action plans to improve arrangements where necessary. Audit Committee formally reviews the position where an audit report has resulted in an adverse assurance opinion, and monitors progress made to implement agreed corrective action until such time an acceptable level of assurance can be achieved.

Audit Committee has also reviewed the results of other areas of audit work including advice, support and investigative work. The committee has overseen monitoring reports from the Internal Audit Manager to ensure that acceptable levels of assurance are provided as to the effectiveness of the Council's internal control and governance arrangements.

The end product of this is the Internal Audit & Assurance Manager's Annual Report and Assurance Statement which will be submitted to the June 2017 meeting of the Committee.

Combatting Fraud

In June 2016 the Committee received an Annual Report for 2015/16 from the Corporate Fraud Manager. This set out the extent of, and outcomes from the counter-fraud activity of the team during the year.

From the establishment of the new shared arrangements with Preston and Fylde Councils, on 1st June 2015, to 31st March 2016 the new Corporate Enquiry Team achieved 7 sanctions at Lancaster, consisting of 1 financial penalty and 6 cautions. In the same period overpayments of £61,853.45 were identified, consisting of Benefit, Council Tax Support and incorrect Council Tax discounts/exemptions. Following a new avenue of investigation, two Council owned properties were recovered from tenants who were sub-letting properties to family members.

External Audit

The Committee receives all scheduled reports produced by the Council's external auditor, currently KPMG. During the year, these included the following items:

- Certification of grant claims and returns 2014/15
- External Audit Plan 2015/16
- External Audit Fee Letter 2016/17
- Report to those charged with governance (ISA 260) 2015/16

In addition, in January 2017, the Audit Committee reviewed the external auditor's main report for the year, the Annual Audit Letter for the 2015/16 audit

The report summarised the findings from the 2015/16 audit and once again highlighted some very positive and pleasing messages for the Council including:

- An unqualified value for money conclusion was reached. This means that the auditors were satisfied that, during the year, the Authority had in place appropriate arrangements for securing economy, efficiency and effectiveness in the use of its resources. To arrive at their conclusion the auditors had looked at the Authority's arrangements to make informed decision making, sustainable resource deployment and working with partners and third parties.
- An unqualified opinion on the Authority's financial statements on 21 September 2016. This means that the auditor believed the financial statements to give a true and fair view of the financial position of the Authority and of its expenditure and income for the year.
- The auditor commented on the quality of the accounts and the supporting working papers which had been submitted for audit, these being maintained at a high standard in 2015/16, and which had assisted with the delivery of an effective and efficient audit.
- The Council's Annual Governance Statement was consistent with the auditor's understanding of the authority.
- The auditor made and agreed with managers three recommendations, none of which were classed as "high priority". These recommendations were concerned with:
 - Documentation regarding the reconciliation of the Fixed Asset Module to the Northgate Housing Management System;
 - Periodic review of General IT controls and user access to financial systems; and
 - The maintenance of up-to-date declarations of interest for all key officers and members.

CORPORATE GOVERNANCE

Local Code of Corporate Governance and Annual Governance Statement

In 2007/08 the Audit Committee approved a *Local Code of Corporate Governance* complying with legislative requirements. The legislation also requires the Council to publish an annual *Governance Statement* alongside the financial statements. The committee approved the 2015/16 annual statement in September 2016.

The Statement reflects the importance and contribution of recognised systems of internal control including effective policy and decision making arrangements; strong corporate values

and standards of conduct, and arrangements covering corporate governance, risk and financial management and the economic, efficient and effective use of resources.

Maintaining and reviewing the effectiveness of these systems of internal control and governance is a continuous process which is informed throughout the year by:-

- The work of internal audit and senior managers of the Council, who have responsibility for maintaining effective systems of internal control;
- Comments made by the Council's external auditors and other review agencies and inspectorates, and;
- The role of the Audit and Overview and Scrutiny Committees and that of the Budget and Performance Panel.

In September 2016, the Audit Committee considered the overall arrangements for the review and evaluation of evidence in support of the 2015/16 Governance Statement, concluding that the Council has internal control and corporate governance arrangements in place that accord with proper practice and are generally working effectively. Those areas identified as having an ongoing or emerging influence on governance arrangements were:

- Information management and governance arrangements;
- Democratic structures and cultural aspects of governance;
- Performance management, risk management and assurance;
- Senior management changes;
- Regional funding issues;
- Lancashire combined authority;
- Impact of Storm Desmond;
- Staffing resources and capacity; and
- National politics (especially Brexit).

3 CONSTITUTIONAL MATTERS

The Committee did not consider any constitutional matters during the year.

4 OTHER MATTERS

In September 2016, the committee considered the Local Government Ombudsman's Annual Review Letter and Report for 2015/16. The Ombudsman had received a total of 12 complaints and enquiries regarding the Authority, compared with 22 for the previous year. Three of the cases had been investigated in detail, with two of them, the first relating to actions of one of the Council's contracted bailiffs, and the second relating to market stalls, being upheld by the Ombudsman.

5 CONCLUSION

The organisation and operation of the Audit Committee is considered as part of the external auditor's annual value for money opinion. I am certain that the work of the Audit Committee, other elected members and council officers in providing effective systems of corporate governance and internal control have continued to make an important contribution to the standing and achievements of the council. I would like to thank them all again for their continued support and hard work.

Annual Report from Veterans' Champion – Councillor Liz Scott

13th May 2016 – Lecture

I attended a talk given by Commander Nick Soul of the Royal Navy. He came all the way from Dorset to explain what the Joint Helicopter Command does – operating in a tri-service environment.

It was educational and extremely interesting to understand and appreciate how and what our services provide even in the most unfriendly war zones and terrains.

The talk was well attended by members of the Lancaster Military Heritage Group (LMHG) and was held at Westfield War Memorial Village, Lancaster.

14th May 2016 – Campus in the City

This was organised by the History Department of Lancaster University and was held in St Nicholas Arcade.

There was a lot of interest shown; families wanting information about their loved ones who served in WW1. Moorside School wrote, researched and had their work displayed for all to read. It was interesting how they interpreted the war and war efforts in their research. They also looked forward to seeing the new Mayor of Lancaster, Councillor Robert Redfern and his wife and waited in anticipation for them.

18th May 2016

I met up with Dr Hannah Taylor – a Clinical Psychologist for Military Veterans' Service.

She is based in Manchester. I acted as liaison for her to meet a Veteran at CVS who is suffering from his time as a soldier in Afghanistan and he is now homeless.

Both of us went to the Town Hall. A message was left for the officer at the Housing Department. The Veteran was classed Category A due to his condition and housed appropriately.

He cannot be housed in Oak Tree House due to his short temper. He does not like to mix – so is not suitable for private housing – rent or shared accommodation. His benefit will only be £58.00 per week. Our council is sympathetic to issues like the Veterans in this City.

18th June 2016

42nd Infantry Brigade and NW Preston Military Show held a Commanders Reception and Sunset Ceremony at Fulwood Barracks, Preston.

It was also an open day for families and friends. The weather was dry and sunny which made it special for a good turnout. My guests and I enjoyed watching the Tug-O-War competition on the sports field and it was followed by the arena display with the Massed Bands performance and Sunset Ceremony.

The Duke of Lancaster Regiment looked amazing in their uniforms and displayed their musical skills which we all enjoyed.

20th June 2016

To mark Armed Forces Week, flags were raised at Lancaster and Morecambe Town Halls at 10.30 am. There was a small turnout from British Legion, the Fire Service, Constabulary, and members of Lancaster Military Heritage Group Councillors, Central High School and a presence from Naval Commander, B Thompson – Chief of Staff, Liverpool. There were Veterans and some local presence. My thanks to our Mayor, Councillor Robert Redfern, who presided over the raising of the flag in Lancaster, and to our Deputy Mayor, Councillor Carla Brayshaw, who presided at Morecambe Town Hall.

25th June 2016 – Armed Forces Day - Lancaster Castle and on 26th June 2016, Morecambe Promenade

My thanks to Brian Jefferson, Tony Martin, Pete Neave and some members of LMHG who worked tirelessly to make the weekend's success. On both days, the weather was kind to us which helped. The footfall on both sites exceeded our expectations. My thanks to the Army Reserves, Local Cadets, Historic Military Vehicles, Military Modelling, Climbing Wall, Exhibitions and music. We had a special display from RNLI Lifeboat with demonstrations. An inflatable assault course was enjoyed by the children in Morecambe. The parachute display and flyover of WW2 Hurricane were the highlights of the weekend. Bay Radio supported AF weekend. My thanks for raffle donations from local businesses. The raffle monies were divided between Combat Stress and SSAFA.

2nd July 2016 – Remembering the Battle of the Somme in Lancaster

Peter Donnelly from the King's Own Regiment Museum gave a talk at the Dukes Gallery about the Battle of the Somme and the local impact in Lancaster. There was a good turnout for the talk. I was shocked to hear that the Gas used during the war was created in Lancaster.

After the talk there was a film shown on the Battle of the Somme with its unique images of young men who signed up to fight. It was a difficult to watch for me, seeing the brutality of it all. It became very emotive!

30th July 2016 – The Great War – King's Own Royal Lancaster Regiment 1914 – 1918 Centenary

An exhibition relating to the Battle of the Somme regarding the act of gallantry by Private James Miller of the 7th Battalion who was awarded the Victoria Cross. The exhibition was organised by Peter Donnelly and sponsored by Sir John Fisher Foundation and Ogilby Trust.

There was a good turnout and the event ended after Matthew Khan – a trainee actor at the Dukes Playhouse – read a poem called "A Message" by Ellis William – 1976.

The poem was poignant. It summed up the total waste of our young men who were brave and gallant to the last!

18th September 2016

I attended the Battle of Britain Service which was held at St Barnabas Church, Morecambe.

The annual service had a fairly good turnout. As usual, the service was excellent with RAF Cadets, Personnel and retired Personnel. The Mayor and Mayoress and some Councillors also attended the service.

Rev. Group Captain Richard Lee (RAF-Rtd) gave the sermon. Within his sermon, he talked about the gallant contribution from the Polish Air Force and others who fought to stop WW2. He also paid homage to our Military, the men that sacrificed for their service to this Country.

27th October 2016

Professor Adrian Gregory delivered a talk at Lancaster University Management School on Globalising and Localising the Great War. Professor Gregory was from Pembroke College, Oxford University.

There was a good mixture of students, lecturers and members of Lancaster Military Heritage Group. Central to the talk was examining the linkages between local and global during the First World War. Four medium sized cities such as Oxford, Halifax (Nova Scotia), Jerusalem and Verdun were mentioned, looking at the ways that each of them embodied their roles and Professor Gregory illustrated different aspects of a genuinely global conflict.

11th November 2016

Today was Armistice Day.

The signing of the Armistice that ended World War 1 – on 11th November 1918. The Duke of Lancaster's Regiment held their Annual Service of Remembrance at the Priory Church. The Service was poignant, the Bishop of Lancaster, the Right Reverend Geoff Pearson, spoke about love which reflected what people did to help one another in times of disaster and danger. The Regimental Band also played their part during the service. The Mayor, Mayoress and Leader of the Council were present.

13th November 2016

Remembrance Sunday this year had a bigger turnout than 2015. We were honoured this year to have the Right Reverend Julian Henderson, Bishop of Blackburn, Reverend Chris Newlands of Lancaster and the Very Reverend Steve Pearson, Dean of Lancaster Cathedral.

The Mayor, Councillor Robert Redfern and the Mayoress, Cadets, Military Veterans, Civic Dignitaries and Councillors were present.

As usual, the service was sombre and reflective. The laying of the Poppy Wreaths signified the loss of lives and for us living, to treasure their memories and the service they gave to our Country.

After the service at the Garden of Remembrance, we went to the Priory Church for a Civic Service. The choir was at its best, the prayers, sermon and hymns were about peace, reconciliation and mutual understanding. After the service, the Cadets, Veterans, Councillor Mace and I marched back through Lancaster with the shoppers clapping with gratitude. We were then greeted by the Mayor and Mayoress, Representatives from the Duke of Lancaster's Regiment, the Royal Navy, the Bishop of Blackburn, Vicar of Lancaster and the Chief Executive of Lancaster City Council on the steps of the Town Hall.

13th December 2016

I attended a Christmas lunch at the Headway Hotel with members of the Royal Air Force Association. It was good to see 42 members who enjoyed the lunch and for me to learn the amount of work that the Association does to honour the Veterans that served in the RAF.

Coming from an RAF background, it meant a lot to me.

13th December 2016

Lancaster Military Heritage Group held its annual Christmas Service at the Priory Church in Lancaster. The service started with the opening carol of "Once in Royal David's City" sung by a soloist whose voice was pure and breath-taking in the majestic Priory Church. The Standards of each group was presented during the opening carol.

As usual for this service, the church was packed with uniformed cadets, members of LMHG and the public. Mr Mayor, Councillor Robert Redfern, attended the service and also did a reading on St. John.

The service ended with mulled wine and mince pies.

1st January 2017

The Gingham Café on Marine Road West, Morecambe, is owned by retired RAF Fight Sergeant Phil Johnson. He decided to dedicate a corner of his café for the Royal Air Forces Association for members and veterans to access information, have a coffee and a chat. A much needed drop-in café on Morecambe front.

Phil's generosity will be appreciated by all that will use the café.

I felt honoured to officially open it. My thanks to Bob and Jane Latin who helped to organise and also to several members from the Morecambe and Lancaster Branch of RAFA who attended the event. A big thank you to Councillor David Whitaker from Harbour Ward who also attended the event and has promised to advertise it in his next newsletter.

8th February 2017

I had meetings with the Army's Logistics Corp to discuss support from them for Armed Forces Day 2017. They have also agreed to provide soldiers for Flag Raising Day in Lancaster and Morecambe for 19th June 2017. Various other military issues regarding welfare and veterans were discussed and how I could help them more in the future. It was a useful meeting.

15th February 2017

I met up with a managing director of a local firm who currently employs three Army veterans. She is interested and willing to support and employ more veterans but feels strongly that the Council on their part, having signed up to the Covenant, should be more pro-active. From these meetings, I have arranged to meet our Chief Executive to discuss the Armed Forces Covenant given that it has superseded the Community Covenant.

24th February 2017

I had an email from a PhD student from Lancaster University who is writing a thesis on "Military Families". We met up and I took her to Westfield Memorial War Village and arranged for her to have a chat with the secretary. We spent two hours there and from there, I took her to the Priory Church and showed her the Military Chapel and explained the history of the Priory Church. After that I took her to Storeys and explained the link with Westfield Memorial. It was the Storey family that bought the land for Westfield. Then we visited the Military Museum. In all, I gave the student four hours of my time and will keep in touch to support her.

Conclusion:

In the last municipal year I have made six welfare referrals from veterans.

I have enjoyed working with the other Champions, meeting up, sharing our work, concerns and actions that we can take. This has been facilitated by Councillor Margaret Pattison.

Can I also remind all Councillors to please try and attend Armed Forces Day this year 24th June in Lancaster Castle and 25th June in Morecambe on the promenade and in the Winter Gardens.

The flag raising event will be held on 19th June 2017 at 10.30 am outside the Town Hall in Dalton Square, Lancaster and in the Gardens at Morecambe Town Hall. Please attend if you can and I look forward to seeing you there.

I want to take this opportunity to say thank you to all that have shown support for my role as Armed Forces Champion from the Caretakers, Democratic Services, Mark McTigue, Lancaster Military Heritage Group and Councillors.

Annual Report 2016/17 from Councillor Mel Guilding Co Champion for the Disabled

I have had a busy year which has involved my regular attendance at the Macular Society's meetings which are held monthly on the last Tuesday, at Carnforth Railway station and also they now hold a "drop in" session at Galloway's Brew Me Sunshine café in Morecambe on the 2nd Tuesday of the month. Last September I was asked to give a talk on my role as Co- Champion and what facilities Lancaster City Council has for people with Macular Degeneration and other sight loss issues.

I was invited to attend the official opening of Galloway's new centre in October and the Bradbury Unit that is within the building. The Brew Me Sunshine Café is also there and easily found in the old Visitor offices on Victoria Street in Morecambe, it is right next to the Post Office and is well worth a visit. They also have rooms that can be hired out and some of the staff are qualified sight loss assessors.

I regularly attend the Dementia group that is held at St. John's Hospice on the first Friday of the month there are many service providers there and it is really helpful for me as a City Council Member and Co-Champion for the Disabled to be there to be able to "signpost" to various agencies and also for me to be able to help people when they have worries as to who to turn to.

I find that my role as Co-Champion is wide and varied and this involves me attending meetings especially some on a regular basis. I also attend the Older Persons Campaign Group and have found it interesting when we have speakers. From one of these speakers I have had a follow up conversation with Tracey Handley from the N.H.S. and I am now attending N.H.S. group talks as Co-Champion for the Disabled. I attended the Morecambe Bay Hospitals Trust A.G.M. and found not only what they were discussing of interest but the entertainment that was put on in the afternoon was really good. All had those who entertained had mental health issues.

I have attended a carers group run by Ncompass which is held on at Bay View Garden Centre.

I sponsor Guide Dog puppies and with this we have petitioned for audio systems on all bus services. The new 555 service buses between Lancaster and Keswick now use this and hopefully Stagecoach in Lancaster will roll the system on all routes when new buses are commissioned as Co-Champion I am working with Stagecoach to make this happen. With regards to buses, I am a member of Lancaster Bus Users Group; there is now a new route operating between Lancaster bus station via Williamson's Park and Hornsey Pottery to Lancaster Farms and return. I have used this service as it now means that I can access the Neuro Drop In Centre which is held at Lancaster Farms Y.O.I. something I was unable to do before. Also the number 49 Warton to Lancaster service via Carnforth and Halton is to be re-routed so that it includes the Highfield Estate; which means that a number of elderly and disabled people who live in that area will be able access the doctors and shops in Carnforth and also visit the hospital in Lancaster something that they haven't been able to do

for over 12 months due to a previous service having been cut. I have been on the steering group regularly communicating with Stagecoach for this service; or at least some service to be reinstated. The number 49 service via Highfield Estate will start on May 2nd 2017.

I have met up with Tony Hayes, from the Veterans Association, this group re home homeless veterans, many who are mentally or physically disabled. Tony is hoping to get a "hub" in this area as much of his work is with veterans from North Lancashire and South Cumbria area which also extends into the south of Scotland. We are in the negotiation stages of collating a meeting with service providers. He is currently based in the east Lancashire area.

I represented the City Council as a Ward Councillor and as Co-Champion for the Disabled at the Remembrance Sunday Service and also the Commonwealth Day Service that was held in Carnforth over the past year.

COUNCIL 12 APRIL 2017**MOTION ON NOTICE – ADOPTION OF THE IHRA WORKING DEFINITION OF ANTI-SEMITISM**

To consider the following motion submitted by Councillors Terrie Metcalfe, Oscar Thynne and Nathan Burns.

“We are well aware that anti-Semitism continues to be a problem in this country. It is therefore right that, as a Council, we are able to demonstrate the seriousness with which we take it, as for all forms of hate crime. Anti-Semitism must be understood for what it is – an attack on the identity of people who live, contribute and are valued in our society. In light of this, Members agree to adopt the International Holocaust Remembrance Alliance working definition of anti-Semitism (below), for application by the City Council.”

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

(Background papers to the motion are attached.)

Officer briefing note:-

As set out in a briefing note to accompany two motions last July about supporting a diverse and tolerant society, the Council's Corporate Plan include Community Leadership as one of the four priorities. The Council is committed to bringing communities together and addressing the major issues affecting the district through working in partnership. The role of the council is summarised in the Corporate Plan and includes maintaining a cohesive community.

As a point of information for Members, Lancaster District Community Safety Partnership (CSP) is a collective of public, voluntary, community and private organisations who come together to do all that they can to make the district's communities safer. The CSP provides a co-ordinated response to community safety issues, drawing together organisations and people that can make a difference. Lancaster district CSP's membership comprises:

- Lancaster City Council
- Lancashire Constabulary
- Lancashire County Council
- Lancashire Fire & Rescue Services
- Office of the Police and Crime Commissioner
- Cumbria and Lancashire Community Rehabilitation Company (Probation)
- Youth Offending Team
- North Lancashire CCG

The Communities Together group has representation from many diverse religious and ethnic groups in the district as well as the community and voluntary sector, Lancashire County Council, Lancaster City Council, Lancaster University, University of Cumbria and Lancashire Constabulary.

Section 151 Officer's comments:-

The Section 151 Officer has been consulted and has no further comments.

Monitoring Officer's comments:-

The Government response to the Home affairs Report (attached) considers the definition a useful tool for public bodies to understand how anti-Semitism manifests itself in the 21st Century.

However, please note at paragraph 4 of the report the additional caveats:

"it is not anti-Semitic to criticise the Government of Israel, without additional evidence to suggest anti-Semitic intent.

It is not anti-Semitic to hold the Israel government to the same standards as other liberal democracies, or to take a particular interest in the Israeli government's policies or actions, without additional evidence to suggest anti-Semitic intent"



Department for
Communities and
Local Government

Local Authority Leaders

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30 January 2017

Dear Leader,

Adoption of the IHRA working definition of anti-Semitism

In December 2016, the Government formally adopted the International Holocaust Remembrance Alliance working definition of anti-Semitism; the first European Union country to do so.

The definition, although legally non-binding, is an important tool for public bodies to understand how anti-Semitism manifests itself in the 21st century, as it gives examples of the kind of behaviours which depending on the circumstances could constitute anti-Semitism. The full text of the definition can be found at:

https://www.holocaustremembrance.com/sites/default/files/press_release_document_antisemitism.pdf

We are well aware that anti-Semitism continues to be a problem in this country. It is therefore right that, as a Government, we are able to demonstrate the seriousness with which we take it, as for all forms of hate crime. Anti-Semitism must be understood for what it is – an attack on the identity of people who live, contribute and are valued in our society. In light of this, I would like to take this opportunity to strongly encourage you to formally adopt the definition and consider its application in your own authority.

THE RT HON SAJID JAVID MP



Romanian
Chairmanship
2016

Bucharest, 26 May 2016

In the spirit of the Stockholm Declaration that states: “With humanity still scarred by ...antisemitism and xenophobia the international community shares a solemn responsibility to fight those evils” the committee on Antisemitism and Holocaust Denial called the IHRA Plenary in Budapest 2015 to adopt the following working definition of antisemitism.

On 26 May 2016, the Plenary in Bucharest decided to:

Adopt the following non-legally binding working definition of antisemitism:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

To guide IHRA in its work, the following examples may serve as illustrations:

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that leveled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).

- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavor.
- Applying double standards by requiring of it a behavior not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.



**Government Response to Home Affairs
Committee Report:
'Anti-Semitism in the UK'**

Presented to Parliament
by the Secretary of State for Communities and Local Government
by Command of Her Majesty

December 2016



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Introduction

Anti-Semitism continues to be a problem in this country and it is right that as a Government we are able to demonstrate the seriousness with which we take it, as we do for other forms of hate crime. Anti-Semitism must be understood for what it is – an attack on the identity of people who live, contribute and are valued in our society. Our relationship with the Jewish community has been built on the solid work of the cross-Government working group on tackling anti-Semitism which ensures that we are alive to any issues and concerns of the Jewish community and can respond quickly.

The Home Affairs Select Committee report’s recommendations are in the main addressed to political parties and their leadership. This response focuses on the recommendations made to Government.

Defining Anti-Semitism

4. We recommend that the IHRA definition, with our additional caveats, should be formally adopted by the UK Government, law enforcement agencies and all political parties, to assist them in determining whether or not an incident or discourse can be regarded as antisemitic.

‘Additional Caveats’ (point 3)

We broadly accept the IHRA definition, but propose two additional clarifications to ensure that freedom of speech is maintained in the context of discourse about Israel and Palestine, without allowing antisemitism to permeate any debate. The definition should include the following statements:

It is not antisemitic to criticise the Government of Israel, without additional evidence to suggest antisemitic intent.

It is not antisemitic to hold the Israeli Government to the same standards as other liberal democracies, or to take a particular interest in the Israeli Government’s policies or actions, without additional evidence to suggest antisemitic intent.

Response

Government has agreed to adopt the International Holocaust Remembrance Alliance (IHRA) working definition on anti-Semitism. We believe that references within the definition stating that “criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic” are sufficient to ensure freedom of speech. It is worth noting that an earlier version of the definition is being used by the police and forms part of the National Police Chief’s Council Hate Crime Manual for officers. We believe that the definition is a useful tool for criminal justice agencies and other public bodies to use to understand how anti-Semitism manifests itself in the 21st century.

5. ‘Zionism’ as a concept remains a valid topic for academic and political debate, both within and outside Israel. The word ‘Zionist’ (or worse, ‘Zio’) as a term of abuse, however, has no place in a civilised society. It has been tarnished by its repeated use in antisemitic and aggressive contexts. Antisemites frequently use the word ‘Zionist’ when they are in fact referring to Jews, whether in Israel or elsewhere. Those claiming to be “anti-Zionist, not antisemitic” should do so in the knowledge that 59% of British Jewish people consider themselves to be Zionists. If these individuals genuinely mean only to criticise the policies of the Government of Israel, and have no intention to offend British Jewish people, they should criticise “the Israeli Government”, and not “Zionists”. For the purposes of criminal or disciplinary investigations, use of the words ‘Zionist’ or ‘Zio’ in an accusatory or abusive context should be considered inflammatory and potentially antisemitic. This should be communicated by the Government and political parties to those responsible for determining whether or not an incident should be regarded as antisemitic.

Response

The Crown Prosecution Service will consider the words ‘Zionist’ or ‘Zio’ for inclusion as part of its current guidance for prosecutors. The guidance covers lessons from practice and reflects on the changing nature of language and terminology in relation to anti-Semitism. As with all terminology, consideration would be given to all the facts and the specific circumstances of its use.

The rise of anti-Semitism

6. Police-recorded antisemitic crime is almost non-existent in some parts of England, as illustrated by the data provided as an Annex to this report. We question why some police forces, operating in counties in which thousands of Jewish people live, have recorded few or no antisemitic crimes. The NPCC should investigate the causes of this apparent under-reporting and provide extra support, where needed, to police forces with less experience of investigating antisemitic incidents.

Response

The National Police Chiefs' Council has agreed an Information Sharing Agreement with the Community Security Trust (CST): NPCC

One of its purposes is to allow the sharing of crime information to identify gaps in the hate crime data. The police and the CST hold regular meetings to examine and compare the two sets of data. The findings of these meetings are considered by ACC Mark Hamilton, who is the National Policing Lead for hate crime.

Advice is also being provided to individual police areas as part of the commitment to provide disaggregated data for all religious hate crime data within the Annual Data Requirement for police.

7. Although the UK remains one of the least antisemitic countries in Europe, it is alarming that recent surveys show that as many as one in 20 adults in the UK could be characterised as "clearly antisemitic". The stark increase in potentially antisemitic views between 2014 and 2015 is a trend that will concern many. There is a real risk that the UK is moving in the wrong direction on antisemitism, in contrast to many other countries in Western Europe. The fact that it seems to have entered political discourse is a particular concern. This should be a real wake up call for those who value the UK's proud, multi-cultural democracy. The Government, police and prosecuting authorities must monitor this situation carefully and pursue a robust, zero tolerance approach to this problem.

Response

In response to the All-Party Parliamentary Group on anti-Semitism, the Government, Police and CPS highlighted a wide range of activities and commitments which together provide a proactive response to anti-Semitism. This approach not only provides for tangible improvement in terms of services and outcomes but allows for the monitoring of trends over time, in partnership with core partners, the Community Security Trust and supported by stakeholders involved on the cross-Government Working Group on anti-Semitism.

13. It is concerning that the Crime Survey of England and Wales (CSEW) is not able to provide reliable baseline figures on the prevalence of self-reported experiences of antisemitic crime. The majority of British Jewish people live in Greater London, so a national sample would have to be prohibitively large in order to obtain reliable data on antisemitism. CST figures, while valuable, may reflect trends in reporting as well as overall prevalence. The Home Office and the Office for National Statistics should commission enhanced samples in Greater London and other areas with large Jewish populations, to ensure that the CSEW can collect reliable data on the prevalence of antisemitism.

Response

This Government has done more than any other to ensure that crime statistics are independent, accurate and can be trusted - including the decision to transfer responsibility for publishing them to the Office for National Statistics (ONS). Decisions on changes to CSEW are for the ONS to consider.

15. We express our gratitude to Community Security Trust for the impressive and professional work that they do to keep British people safe. It is appalling that such stringent measures are necessary to ensure the safety of British Jewish people, and it is right that funding for that security should come predominantly from the Government: the safety of any British community should never be reliant on the generosity of individuals within that community. We recommend that this funding stream continues on an annual basis, rather than being dependent on a Government Minister making an announcement at CST's annual dinner. The Government should also be responsive to any requests for increased resources arising from any ongoing increase in antisemitism.

Response

Following the national threat level increase in August 2014, there was extensive mapping of Jewish community sites by the police, protective security advice was provided and patrolling arrangements put in place. These arrangements were reviewed and further supplemented following events in Paris, and there has been increased patrolling at key sites (including synagogues, Jewish schools and other Jewish community sites).

Following a series of terrorist attacks on the Jewish community in Europe (Toulouse, Brussels, Paris, Copenhagen) the Prime Minister determined that funding to support enhanced security measures for the UK Jewish community beyond the ongoing and extensive policing efforts was required to further enhance security and provide reassurance to the whole community, with a grant put in place in June 2015 with the CST as the Grant Recipient. For 2016-17 onwards the Home office Jewish Community Protective Security Grant has also incorporated the Department for Education Schools Security Grant, providing security guarding at Jewish state and Free schools. This combined Grant funds, predominantly, security guarding for all Jewish state, free and independent schools, colleges and nurseries. It also funds security guarding at Jewish community sites and synagogues during operational hours on a risk assessed basis. It is currently too early to confirm specific spending for the next financial year.

These and other security arrangements remain under review by Government and the police, and all appropriate measures will be put in place to combat any threats and to ensure the safety and security of all our communities'.

Campus Anti-Semitism

19. Free speech must be maintained, and it is perfectly legitimate for students to campaign against the actions of the Israeli Government. But resources should be provided to ensure that students are well-informed about both sides of the argument, both Israeli and Palestinian, and to support them in developing a sensitive, nuanced understanding of Middle Eastern politics in general. Universities UK should work with appropriate student groups to produce a resource for students, lecturers and student societies on how to deal sensitively with the Israel/Palestine conflict, and how to ensure that pro-Palestinian campaigns avoid drawing on antisemitic rhetoric. This should be distributed widely via student unions, university staff and social media.

Response

The Government agrees with the Select Committee's criticism of the National Union of Students' failure to take sufficiently seriously the issue of anti-Semitism on campus, and we concur with the Select Committee's analysis that left-leaning student political organisations have allowed anti-Semitism to emerge. Universities should ensure there is a safe environment for both academic inquiry and freedom of speech within the law.

Students should be exposed to challenging views; so-called "safe space" policies should not be used to suppress healthy and legitimate debate. But there can be no justification for hatred, extremism, discrimination or intimidation that seeks to curtail fundamental British liberties of freedom of speech, freedom of association and freedom of worship, or which disregards British values of tolerance and respect to others.

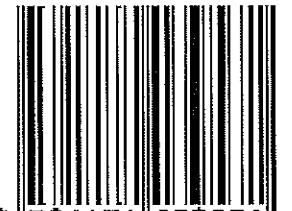
In November 2015, the Universities Minister Jo Johnson invited Universities UK (UUK) to convene a sexual violence and harassment taskforce to "build on existing efforts to bring about cultural change and provide new guidance for the sector".¹ The taskforce published recommendations on 21 October 2016 for dealing with harassment, sexual violence and hate crimes in universities. The report emphasises that a high-visibility zero tolerance approach should be embedded and regularly reaffirmed at universities, to ensure staff and students understand the importance of fostering a zero tolerance culture. Government has asked UUK to survey the sector six months after publication of the report to assess institutions' progress in implementing the recommendations.

¹<http://www.universitiesuk.ac.uk/highereducation/Pages/Newtaskforcesetuptolookatviolence,harassmentand-hatecrimeaffectinguniversitystudents.aspx#.Vv6W-uIrLIU>

<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/guidance-for-higher-education-institutions.aspx>

Drawn from NUS, Hidden Marks (2011) and Lad Culture and Sexism Survey (2014).

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CABINET

6.00 P.M.

21ST MARCH 2017

PRESENT:- Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Darren Clifford, Brendan Hughes, James Leyshon, Karen Leytham, Margaret Pattison and Anne Whitehead

Officers in attendance:-

Susan Parsonage	Chief Executive
Andrew Dobson	Chief Officer (Regeneration and Planning)
Suzanne Lodge	Chief Officer (Health and Housing)
Liz Bateson	Principal Democratic Support Officer

66 MINUTES

The minutes of the meeting held on Tuesday 14 February 2017 were approved as a correct record.

67 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chairman advised that there were no items of urgent business.

68 DECLARATIONS OF INTEREST

Councillor Hughes declared an interest with regard to the Property Level Resilience Grants report in his capacity as director of a company providing a key holding service for the Millrace on behalf of a third party. Councillor Hughes confirmed that he would abstain from voting on this item.

69 PUBLIC SPEAKING

Members were advised that there had been no requests to speak at the meeting in accordance with Cabinet's agreed procedure.

70 PROPERTY LEVEL RESILIENCE GRANTS, LUNE SQUARE AND THE MILLRACE

(Cabinet Member with Special Responsibility Councillor Hanson)

Having previously declared an interest, Councillor Hughes did not participate in the discussions or vote on this item.

Cabinet received a report from the Chief Officer (Regeneration & Planning) to approve Property Level Resilience Grant allocations to Lune Square and the Millrace.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: To approve the discretionary grant	Option 2: Not to approve the discretionary grant allocations
--	---	---

	allocations for these properties	for these properties
Advantages	Property resilience put in place. Future events should not result in residents being displaced.	No property resilience in place. Residents at risk of being displaced in future events.
Disadvantages	None	Additional public expenditure may take place to support residents in the event of future flooding.
Risks	<p>Firstly, scheme could be deemed to be ineligible by DCLG. Although the guidance is not clear and is open to interpretation, DCLG stress that LA's have the discretion to apply grants as they see fit. DCLG have been asked to confirm it has no objections to the proposed course of action and they have reiterated that LA's have flexibility to approve community schemes provided it protects the properties of all of the claimants and that we're satisfied the application meets the eligibility criteria.</p> <p>Secondly, deadline for submitting applications is 31 March 2017 and if a decision is not made at this time there is a risk that we will miss the deadline.</p>	Reputational damage to the local authority.

Option 1 is the preferred option. Cabinet are asked to authorise payment in these circumstances to ensure that these vulnerable properties are provided with an appropriate level of property resilience in line with the spirit of the Governments scheme.

Councillor Hanson proposed, seconded by Councillor Clifford:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved:

(7 Members (Councillors Blamire, Clifford, Hanson, Leyshon, Leytham, Pattison and Whitehead) voted in favour. Councillor Hughes, having declared an interest, did not vote.)

- (1) That a Property Level Resilience Grant of £96,240 be paid in relation to works to protect Lune Square, to be funded from Government grant.
- (2) That a Property Level Resilience Grant of £104,000 be paid in relation to works to protect The Millrace, to be funded from Government grant.

Officer responsible for effecting the decision:

Chief Officer (Regeneration & Planning)

Reasons for making the decision:

The City Council takes an active role in protecting its residents and property from flood risk in line with national flooding policy and its duty to cooperate with the Lead Flood Authority. The decision will provide future protection for 109 households from flooding events, reducing the risk of any need for rehousing.

71 ANTI-SOCIAL BEHAVIOUR, CRIME & POLICING ACT 2014: FIXED PENALTY NOTICE CHARGES FOR NON-COMPLIANCE WITH COMMUNITY PROTECTION NOTICES

(Cabinet Members with Special Responsibility Councillors Hughes and Leytham)

Cabinet received a report from the Chief Officer (Health & Housing) to seek decisions for the level at which Fixed Penalty Notice (FPN) charges will be set for failure to comply with Community Protection Notices under the Anti-Social Behaviour, Crime & Policing Act 2014.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Set FPN at £100 to be paid within 21 days (with no early payment reduction).	Option 2: Set FPN at £100 (with an early repayment reduction to £65 if paid within 14 days)	Option 3: Set FPN at a lower level (to be decided by Cabinet)	Option 4: No FPN level set.
Advantages	<ul style="list-style-type: none"> • Aligned with levels set by the <i>majority</i> of 	<ul style="list-style-type: none"> • Consistent with Lancaster PSPO & Dog- 	<ul style="list-style-type: none"> • More people might opt to 	<ul style="list-style-type: none"> • There is no obligation to issue FPNs

es	<p>Lancashire councils noted in this report.</p> <ul style="list-style-type: none"> The £100 maximum level of fixed penalty charge would provide the maximum deterrent effect. Demonstrates that the council is maximising impact of FPNs. 	<p>related FPNs.</p> <ul style="list-style-type: none"> The £100 maximum level of fixed penalty charge would provide the maximum deterrent effect. Policy of offering early payment reduction would be aligned with a minority of Lancashire councils. Demonstrates that the council is maximising impact of FPNs but offering a less costly option to avoid further action. 	<p>pay a lower level of penalty rather than risk being prosecuted.</p>	<p>for breaches of CPNs. Section 52 of ASBCPA 2014 states that an authorised person 'may' issue a FPN.</p>
Disadvantages	<ul style="list-style-type: none"> Inconsistent with PSPO & Dog-related FPNs as both offer early payment discount. Could result in higher levels of non-payment, substantially increasing the amount and cost of prosecution work. 		<ul style="list-style-type: none"> Lower deterrent effect than would be provided by a higher level of charge. Inconsistent with both existing PSPO and levels set by other councils in Lancashire. 	

Risks	<ul style="list-style-type: none"> • Could be perceived as 'harsh' compared to the councils identified as having set a lower level or an early payment reduction • Resources tied up in prosecutions due to non-payment. 	<ul style="list-style-type: none"> • Council could be criticised for offering a 'cheap' way out of formal action. 	<ul style="list-style-type: none"> • Council could be criticised for offering a 'cheap' way out of formal action. 	Completely undermines the purpose of the legislation and would make to issuing of CPNs redundant.
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The officer recommendation is Option 2 - that the level of charge for Fixed Penalty Notices issued for breach of Community Protection Notices under the Anti-Social Behaviour, Crime & Policing Act 2014 is set at £100 payable within 21 days, and that the amount payable is reduced to £65 if payment is received within 14 calendar days of the date of issue. This level of charge would provide the greatest deterrent available which complements the approach the council is taking to tackle ASB, whilst retaining an incentive to pay the FPN (and therefore avoid resource intensive court proceedings).

Setting the level of penalty charge for non-compliance with a CPN at the highest level available would:

- Send a clear message about how seriously the council is taking the issue of ASB seriously.
- Provide the biggest available FPN penalty charge deterrent to perpetrators of ASB
- Make the risk to an ASB perpetrator of receiving a CPN (and likely a resulting penalty charge if they fail to comply) work as best it can for investigating and enforcement officers.

Aside from the message and deterrent effect that the amount of penalty charge would have, alternative levels of penalty charge below £100 would be equally enforceable.

Councillor Hughes proposed, seconded by Councillor Leytham:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That the level of charges for Fixed Penalty Notices (FPNs) issued for breach of Community Protection Notices under the Anti-Social Behaviour, Crime & Policing Act 2014 be set at £100 and payment be required within 21 days.

- (2) That the amount payable is reduced to £65 if payment is received within 14 days of the date of issue.

Officer responsible for effecting the decision:

Chief Officer (Health & Housing)

Reasons for making the decision:

The decision is consistent with the Clean and Green Corporate Priority and contributes to the Lancaster District Community Safety Strategy. The enforcement of Anti-Social Behaviour through the use of fixed penalty notices and charges is expected to have a significant positive impact on community safety.

Chairman

(The meeting ended at 6.05 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Services - telephone (01524) 582047 or email
ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON THURSDAY 23RD MARCH, 2017.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
FRIDAY 31ST MARCH, 2017.**